

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
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CONVENE: 5:30 p.m.

PRESENT: Chair Eric Trimble and Commissioner Simon Tee.

Staff: Secretary/Chief Examiner James Trujillo, Police Chief Jon Weiks, and Fire Chief Brian Hurley.

CHANGES TO AGENDA: There were no changes to the agenda.

APPROVAL OF MINUTES, MAY 12, 2022:

MOTION: **Commissioner Tee moved, seconded by Chair Trimble, to approve the minutes of May 12, 2022 as published. Motion carried.**

JUNE STATUS OF ELIGIBILITY LISTS: Chief Examiner Trujillo reported there have been no changes since the last update other than the proposed Police Service Specialist I list for consideration later in the meeting.

RESULTS AND ELIGIBILITY LIST: LATERAL POLICE OFFICER: Chief Examiner Trujillo reported the City received one application from a qualified candidate. The proposed list includes the removal of two names as their time on the list has expired resulting in a proposed list of four candidates. Staff recommends approval of the proposed eligibility list for Lateral Police Officer.

MOTION: **Commissioner Tee moved, seconded by Chair Trimble, to approve the Lateral Police Officer Eligibility List as proposed. Motion carried.**

RESULTS AND ELIGIBILITY LIST: POLICE SERVICE SPECIALIST I: Chief Examiner Trujillo advised that the City received 61 applications for the Police Service Specialist I position. The recruitment was open competitive and not promotional. The written exam was the first phase of the examination plan. Twenty three applicants completed the exam and nine completed the oral board (Phase 2). Seven applicants passed the oral board and are recommended for placement on the eligibility list.

Chair Trimble asked whether any of the applicants submitted appeals or protests with respect to their score. Chief Examiner Trujillo advised that the City contacted applicants after each phase of the examination process. After the written exam, several applicants asked questions and staff responded to the questions. No protests were filed and there were no requests to meet with staff to review the test results. Following the second phase, staff notified the applicants of their score and whether they were eligible to proceed to the Chief's interview.

Commissioner Tee asked that the document, "Results Of Testing For Police

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Service Specialist I” should be revised to reflect how many applicants passed a phase rather than “completing” a phase and replace “promotional recruitment” with “competitive recruitment.”

MOTION: **Commissioner Tee moved, seconded by Chair Trimble, to approve Eligibility List: Police Service Specialist I with the changes as recommended. Motion carried.**

UPDATES Police Chief Weiks reported Police Officer Tyler Brown recently completed Phase 1 of the Field Training Program and has moved on to Phase 2 and is performing very well.

Action is pending following the approval of the Police Service Specialist I Eligibility List. The next step is moving the selected candidate to the background phase. The incumbent is retiring from the position in the next two weeks. Hiring a replacement as soon as possible is a priority.

Police Service Specialist II Ross Rutledge is scheduled to retire at the end of July. At the July meeting, the Commission will consider a new eligibility list for the position to enable the department to fill the position. Following successful recruitment and placement, the department only has one remaining vacancy.

Fire Chief Hurley reported two new Firefighters who completed the fire academy are now working on shift. Both Firefighters are performing well. The department has issued an offer to a Paramedic candidate who likely will be hired effective August 1, 2022. The candidate has a substantial amount of fire experience and likely will not need to attend the fire academy but will complete a higher phase of the department’s apprenticeship program.

James Osberg accepted the Captain Medical Services Officer position and will begin on September 1, 2022.

The department completed the assessment center testing for the Fire Lieutenant and Paramedic Lieutenant. The process may result in another Paramedic vacancy with additional candidates for inclusion on the eligibility list for consideration by the Commission at its next meeting.

NEXT MEETING DATE: The next meeting is scheduled on July 14, 2022 at 5:30 p.m.

ADJOURNMENT: **Commissioner Tee moved, seconded by Chair Trimble, to adjourn the meeting at 5:43 p.m. Motion carried.**

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Eric Trimble, Chair

James Trujillo, Secretary Chief Examiner

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