

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

**PRESENT:** Chair Simon Tee and Commissioner Blake Chard.

Staff: Secretary/Chief Examiner Juliann McGarva, Fire Chief Brian Hurley, and Police Chief Jon Weeks.

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

**APPROVAL OF MINUTES, MARCH 9, 2023:**

**MOTION:** Commissioner Chard moved, seconded by Chair Tee, to approve the minutes of March 9, 2023 as published. A voice vote approved the motion.

**APRIL STATUS OF ELIGIBILITY LISTS:** Chief Examiner McGarva reported the eligibility list has not changed since the last meeting.

**APPROVAL OF FIRE PREVENTION OFFICER II EXAMINATION PLAN:** Chief Examiner McGarva reported the department currently includes the positions of Fire Prevention Officer I and Fire Prevention Officer I. The Fire Prevention Officer II position and classification was recently approved by the Commission. The incumbent Fire Prevention Officer I recently completed all necessary certifications required for the position. The proposal is to offer an examination as an in-house promotional opportunity.

The proposed examination plan includes:

*Phase #1: Applicants interested in the position submit an application detailing their qualification.*

*Phase #2: If only one applicant applies for this position, the applicant's qualifications are reviewed and if qualified would be the sole candidate for the eligibility list. However, if more candidates apply meeting the minimum qualifications, all candidates would be scheduled for an oral board examination. Those passing the oral board examination (70% and above) would be ranked on the Eligibility for Hire List based on their oral board score. Under Tumwater Civil Service rules, the Fire Chief is able to interview the top three candidates on the promotion eligibility list.*

Chair Tee requested clarification as to whether a single candidate would be included on the list or referred to the Chief's interview. Chief Examiner McGarva explained that if a single qualified candidate applies, the candidate would be scheduled for an interview by the Chief, and if successful would be

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appointed to the position. A list is created when more than one qualified candidate applies and passes the exam.

Fire Chief Hurley explained that the position is not an additional position but would create an opportunity for the incumbent to apply for a promotion to Fire Prevention Officer II. Through the department's collective bargaining process, the position was created and added to the contract. Requirements for the position were reviewed by the Commission. The position expands the department's capabilities as the position completes fire code inspections as well as public education and outreach.

Chair Tee said he prefers retaining the standard procedure of creating a list regardless of the number of eligible candidates for the Commission's consideration. Chief Examiner McGarva acknowledged the request and indicated the list would likely be presented to the Commission in May. The next step following the Commission's approval of the exam plan is posting the position and proceeding with the exam process. The list may only include one qualified applicant or several qualified applicants.

Commissioner Chard questioned the purpose of the Commission approving a list with only one name. Chief Examiner McGarva said if more than one qualified applicant applies for the position, the applicants must proceed to the oral board. The list would be developed based on the results of the oral board. The list is reviewed and accepted by the Commission followed by the Chief's interview of the top candidates. The list is approved by the Commission prior to the commencement of the Chief's interview(s).

Chair Tee suggested clarifying the steps within the exam plan if only one applicant applies because the oral board process is unclear.

### **MOTION:**

**Chair Tee moved, seconded by Commissioner Chard, to approve the Fire Prevention Officer II Examination Plan contingent on clarifying language added that if only one qualified candidate applies, an oral board is unnecessary and the applicant will be automatically included on the eligibility list. A voice vote approved the motion.**

### **APPROVAL OF CONTINUOUS ENTRY**

### **PARAMEDIC LIST:**

Chief Examiner McGarva reported Thurston County Medic One opened recruitment for entry-level paramedic and completed testing. The list includes three names. One applicant was included on previous lists. The candidates are ranked by their public safety testing score. Three candidates passed the Thurston County Medic One testing process. The City's list includes removal of three existing names as two candidates were hired by other agencies and one candidate failed the Chief's interview. The request is to approve the list to enable recruitment efforts by the department.

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**MOTION:** Commissioner Chard moved, seconded by Chair Tee, to approve the proposed Continuous Entry Paramedic List as presented. A voice vote approved the motion.

**NEXT MEETING DATE:** Chief Examiner McGarva requested consideration of scheduling the next meeting on May 18, 2023 instead of May 11, 2023. The Commission approved the new date for the May meeting.

**UPDATES:** Fire Chief Hurley reported on pending testing for Fire Lieutenant. An assessment center test is scheduled on May 19, 2023. Following completion of the testing process, staff plans to present a list for the Commission's consideration for Fire Lieutenant and Paramedic Lieutenant. The department has been notified by a paramedic of plans to retire effective July 1, 2023.

Police Chief Weiks reported the department completed testing for the Police Services Specialist I. Once the appeal period expires, the eligibility list will be presented to the Commission in May for consideration followed by interviews and hiring action.

The officer currently completing the department's field training program is scheduled to complete the second phase of the training and is proceeding well through the testing process. The department anticipates releasing the officer at the end of the May to begin working solely.

One police officer notified the department of a pending resignation because of a move across the country to open a business.

One applicant is undergoing the background investigation process. The investigator is traveling to Texas to complete the background process.

**ADJOURNMENT:** Commissioner Chard moved, seconded by Chair Tee, to adjourn the meeting at 5:49 p.m. A voice vote approved the motion.

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Simon Tee, Chair

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Juliann McGarva, Secretary Chief Examiner