

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
OCTOBER 10, 2024 Page 1**

CONVENE: 5:32 p.m.

PRESENT: Chair Simon Tee and Commissioner Blake Chard.

Staff: Secretary/Chief Examiner Michelle Sutherland, Fire Chief Brian Hurley, Police Commander Jay Mason, and Assistant Fire Chief Shawn Crimmins.

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

**APPROVAL OF
MINUTES: CIVIL
SERVICE
COMMISSION -
SEPTEMBER 12, 2024:**

MOTION: **Commissioner Chard moved, seconded by Chair Tee, to approve the minutes of September 12, 2024 as published. A voice vote approved the motion.**

STATUS OF OCTOBER ELIGIBILITY LISTS: Chief Examiner Sutherland reviewed the status of the eligibility lists. Active continuous lists for police and fire remain effective. There were no other changes to the lists.

LATERAL PARAMEDIC FIREFIGHTER ELIGIBILITY: Chief Examiner Sutherland advised of one new applicant to add to the Lateral Paramedic Firefighter Eligibility List. The applicant scored 86.25% and joins four existing candidates on the list. Staff is requesting approval to add the applicant to the Lateral Paramedic Firefighter Eligibility List as presented.

MOTION: **Commissioner Chard moved, seconded by Chair Tee, to approve the Lateral Paramedic Firefighter Level Eligibility List for October 2024 as presented. A voice vote approved the motion.**

APPROVAL OF ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST: Chief Examiner Sutherland reported six candidates are proposed for addition to the list. Nine candidates are proposed for removal from the list. Staff requests approval of the proposed Entry Level Police Eligibility List as presented.

Chair Tee asked whether the large number of candidates removed from the list was attributed to expiration of their time on the list. Chief Examiner Sutherland advised that several of the candidates failed the Chief's interview, two candidates withdrew voluntarily, and one candidate was removed because the applicant had been terminated from employment.

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
OCTOBER 10, 2024 Page 2**

MOTION: Commissioner Chard moved, seconded by Chair Tee, to approve the Entry Level Police Officer Eligibility List as presented. A voice vote approved the motion.

**APPROVAL OF
PARAMEDIC
FIREFIGHTER
ELIGIBILITY LIST:** Chief Examiner Sutherland advised of the voluntarily withdrawal of four candidates and two candidates proposed for addition to the list.

MOTION: Commissioner Chard moved, seconded by Chair Tee, to approve the Paramedic Firefighter Eligibility List as presented. A voice vote approved the motion.

**LATERAL POLICE
OFFICER
ELIGIBILITY LIST:** Chief Examiner Sutherland advised of one proposed candidate to add to the Police Officer Eligibility List. Staff requests approval of the eligibility list as proposed for October 2024.

MOTION: Commissioner Chard moved, seconded by Chair Tee, to approve the Lateral Police Officer Eligibility List as presented. A voice vote approved the motion.

**APPROVAL OF
RECLASSIFICATION
OF THE ASSISTANT
FIRE CHIEF** Chief Examiner Sutherland requested approval of a reclassification of the Assistant Fire Chief position to a Deputy Fire Chief position. The action would change the job title.

**POSITION TO A
DEPUTY FIRE CHIEF
POSITION:** Fire Chief Hurley said the proposal has been under consideration for some time. As an expanding Fire Department, the responsibilities of the Assistant Fire Chief have expanded substantially because of the increase in personnel. Currently, the Deputy Chief position would serve as the second highest officer in the department. However, in the near term, the department wishes to maintain several assistant fire chiefs for management of different programs, such as community risk reduction, health and safety, and EMS. The proposal aligns with area partners with similar command structures.

Commissioner Chard asked whether the proposal also includes an increase in salary. Fire Chief Hurley replied that the salary is not tied to the change in the position because the action does not reflect a change in grade. Commissioner Chard expressed support for the proposal to accommodate changes in the department.

Chair Tee inquired about any potential changes in the scope of responsibilities for the position. Fire Chief Hurley said the position will continue to serve as the chief of operations within the fire department. The chief of operations oversees the training division, medical services officer, and battalion chiefs. The proposal enables

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
OCTOBER 10, 2024 Page 3**

the department to grow its organization as other divisions begin adding assistant chiefs. Many of the responsibilities will remain the same but the proposal positions the fire department to meet needs due to growth in the City.

MOTION: **Commissioner Chard moved, seconded by Chair Tee, to approve the reclassification of the Assistant Fire Chief position to Deputy Fire Chief as presented. A voice vote approved the motion.**

AUTHORIZATION FOR PROMOTIONAL EXAM FROM FIREFIGHTER TO FIREFIGHTER PARAMEDIC: Chief Examiner Sutherland said the request is for approval to authorize a promotional examination from Firefighter to Firefighter Paramedic for internal posting only.

Fire Chief Hurley said the proposal is the not the first request as the department has the ability to enroll Firefighters to attend paramedic school, which requires approximately one year to complete. Several employees serving as Firefighters have completed the paramedic school and obtained all required certifications. The department offers an opportunity for candidates to apply and move to the Firefighter Paramedic job class. The action is considered a promotion. The Firefighter successfully completed paramedic schooling and has begun working as a Paramedic.

Chair Tee asked whether the promotional exam was previously used or whether it is a new exam. Fire Chief Hurley replied that the process was previously utilized several years ago for another firefighter position. The applicant is required to submit a letter of interest and application for the position. In this particular situation, only one candidate has applied for the position. The candidate has passed all the qualifications for paramedic certification and approval of working as a paramedic by Thurston County Medic One.

MOTION: **Commissioner Chard moved, seconded by Chair Tee, to authorize the promotional exam from Firefighter to Firefighter Paramedic as proposed. A voice vote approved the motion.**

UPDATES: Police Commander Mason updated the Commission on the status of hiring within the police department. The department continues the process of hiring new officers with three new employees participating in department field training. The department recently hired another officer who is scheduled to attend the basic law enforcement academy. The department is processing several background references to fill other open positions.

Fire Chief Hurley reported the new Fire Department Assistant joined the department in mid-September. Over the next week, the

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
OCTOBER 10, 2024 Page 4**

department is hosting an oral board for Fire Prevention Officer candidates. The department extended some conditional employment offers and is completing agreements with Medic One to add the eighth medic unit in the county in Tumwater. The addition of the medic unit requires the nine new paramedic positions.

In response to questions about fire department recruitment events, Fire Chief Hurley advised that several fire department recruiting open houses are planned in December and January with tours of the fire station, information about position of a firefighter, and information on the hiring process. The City's social media announcements for recruitment have been effective in attracting interest within the community.

Chief Examiner Sutherland reported on the interview earlier in the day of an applicant to fill the vacant Commissioner position.

Chair Tee thanked the City for including him in the interview process. He is hopeful of the candidate's appointment to the Commission.

**NEXT MEETING
DATE:**

The next meeting is scheduled on November 14, 2024.

ADJOURNMENT:

Commissioner Chard moved, seconded by Chair Tee, to adjourn the meeting at 5:57 p.m. A voice vote approved the motion.

Simon Tee, Chair

Michelle Sutherland, Secretary Chief Examiner

Prepared by Valerie L. Gow, Recording Secretary/President
Puget Sound Meeting Services, psmsoly@earthlink.net