

TUMWATER CIVIL SERVICE COMMISSION

MINUTES OF MEETING

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CONVENE: 5:30 p.m.

PRESENT: Chair Simon Tee and Commissioner Maggie Bean.

Staff: Chief Examiner Heidi Behrends Cerniwey, Fire Chief Scott LaVielle, Police Chief Jon Weiks, Assistant Fire Chief Jim McGarva, and Recording Secretary Valerie Gow.

Others: Angela Jefferson, Citizen.

Examiner Behrends Cerniwey introduced Angela Jefferson. Ms. Jefferson applied for the open position on the Civil Service Commission. Her appointment is pending approval by the Council.

CHANGES TO AGENDA: Examiner Behrends Cerniwey requested approval to amend the agenda to include action on the Examination Plan for Captain-Medical Services.

MOTION: **Commissioner Bean moved, seconded by Chair Tee, to approve the agenda as amended. Motion carried.**

ELECTION OF CHAIR AND VICE CHAIR: Commissioners agreed to defer election of officers until the third position was filled.

MOTION: **Commissioner Bean moved, seconded by Chair Tee, to table election of officers until the vacant position is filled. Motion carried.**

APPROVAL OF MINUTES FOR DECEMBER 14, 2017: **Commissioner Bean moved, seconded by Chair Tee, to approve the minutes of December 14, 2017 as published. Motion carried.**

STATUS OF ELIGIBILITY LISTS: Examiner Behrends Cerniwey updated the Commission on the status of the eligibility lists.

APPROVAL OF MODIFIED ELIGIBILITY LIST: LATERAL POLICE OFFICER: Examiner Behrends Cerniwey reported one application was received since the last update. Lateral applications involve a self-scoring process with the ranking based on self-score ratings. One name is proposed for addition to the list and one name is proposed for removal. The proposed list includes eight names. The Chief can hire from the top seven names.

MOTION: **Commissioner Bean moved, seconded by Chair Tee, to approve the Modified Eligibility List for Lateral Police Officer. Motion carried.**

APPROVAL OF MODIFIED ELIGIBILITY LIST: ENTRY LEVEL Examiner Behrends Cerniwey reported oral boards were conducted on December 6. The list was updated and approved in December. The proposed change includes deletion of names because of several candidates failing the Chief's interview or because the candidates

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POLICE OFFICER: requested removal from the list.

MOTION: **Commissioner Beans moved, seconded by Chair Tee, to approve the Modified Eligibility List for Entry Level Officer. Motion carried.**

**APPROVAL OF
MODIFIED
ELIGIBILITY LIST:
CERTIFIED POLICE
OFFICER:**

Examiner Behrends Cerniwey said a certified police officer is a candidate who completed the police academy but did not complete a probationary period. Scores for applicants are the scores candidates received from the police academy. An applicant applied for inclusion on the list that completed the Washington State Patrol Academy (WSP). The academy's scoring system is a pass or fail rather than a numeric score. Civil Service Rules defines competitive exam as all candidates rated by the same standard. Staff considered whether to conduct an oral board or include another step in the process, which would also require an adjustment to the entire list following all candidates completing a new process to ensure all scores were based on the same standard. Another approach staff considered was using the minimum 70% passing score for placement of the WSP candidate on the list. The certified list has historically been a short list. Civil Service Rules include the Rule of Seven with the Chief able to hire from the top seven names. Adding the WSP candidate to the list with a ranking of 70% would place the applicant in the range for the Chief's interview. Staff recommends using the passing standard of 70% for placement of the WSP candidate on the list.

Commissioner Bean remarked that if the WSP applicant was an outstanding cadet at the WSP academy, it appears that ranking the applicant at the minimum passing score of 70% would be somewhat of a disadvantage to the applicant as opposed to another applicant receiving a higher score from the police academy.

Police Chief Weiks affirmed that the issue was considered while acknowledging that in the two years since the list was established, only three names have been on the list while the Chief is able to interview from the top seven names. The score in that respect wouldn't be a factor because the list reflects a limited pool of candidates.

Chair Tee inquired about the possibility of contacting the Washington State Criminal Justice Training Commission for assistance in determining a comparable score to reconcile the difference. Police Chief Weiks said the Commission recognizes the WSP Academy as an equivalent. The WSP Academy does not score successful participants numerically; participants either receive a pass or fail score.

Chair Tee expressed concerns surrounding the proposal. Commissioner Bean pointed out that the Chief's interview would likely overcome any

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difference in scores by determining the best candidate regardless of score. Chair Tee replied that his concern is from the candidate's perspective and ensuring the Commission is not subjected to a challenge or protest.

Police Chief Weiks reminded the Commission that the certified list has never contained more than three names at any one time.

Fire Chief LaVielle added that the Fire Department has promoted or hired candidates who were placed lower on the list based on the outcome of the Chief's interview. Commissioner Bean agreed that the Chiefs have the ability to ferret out characteristics and qualities that the City is seeking.

Examiner Behrends Cerniwey added that another factor relates to expediency because establishing a new process would require additional time. She has consulted with other jurisdictions as well. The City of Olympia treat certified candidates as lateral candidates. However, Tumwater's lateral scoring is based on experience whereby a certified applicant lacks the experience beyond the academy. Olympia's process also includes an oral board. Should the Commission prefer that direction, the City would need to reestablish a certified list. Additionally, this is the first time the City has received an application from a WSP candidate.

Chair Tee offered a recommendation to include the candidate on the list but not include the score, which he believes is arbitrary. Instead, include a footnote noting the applicant passed the WSP Academy. Commissioner Bean suggested approving the proposal with the caveat the list could include more than seven candidates in the future.

Examiner Behrends Cerniwey said staff could continue researching the possibility by applying some metrics based on the WSP Academy structure to help determine an appropriate score.

Commissioner Bean added that a WSP candidate assigned a score of 70% has, within the Civil Service Rules, the opportunity to protest the placement on the list to the Commission.

Chair Tee recommended not ranking the candidate and including a footnote stating that the candidate is included on the list to afford time for staff to continue researching the issue rather than assigning a score.

Recording Secretary Gow offered that the solution might be to designate the candidate on the list as a WSP candidate who passed. Staff and the Commission concurred with the suggestion.

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MOTION: Commissioner Bean moved, seconded by Chair Bean, to accept and modify the Certified Police Office Eligibility List as proposed. Motion carried unanimously.

APPROVAL OF ELIGIBILITY LIST: POLICE SERVICES SPECIALIST II: Examiner Behrends Cerniwey reported the Commission approved reclassification of the Services and Transport Officer position to Police Services Specialist II. The new position includes a combination of the Service and Transport Officer and code enforcement duties.

The position was posted with the City receiving 29 applications. Nineteen of the candidates met the minimum qualifications and were invited to the written test on November 15, 2017. Nineteen candidates completed the written examination. Thirteen candidates passed with 70% or higher. The top 10 candidates were invited to an oral interview on December 18, 2017. Eight candidates are proposed for inclusion on the list. The officer appointed to the position as a provisional appointment also passed the exam and oral board is included on the list.

MOTION: Commissioner Bean moved, seconded by Chair Tee, to approve the Eligibility List: Police Services Specialist II as proposed. Motion carried.

MODIFICATION OF CSR 21.01: NEW CLASS SPECIFICATION FOR MEDICAL SERVICES OFFICER: Examiner Behrends Cerniwey reported the City Council approved the addition of a new position in the Fire Department through the budget process. The position, Medical Services Officer, would function as a Captain with responsibility for administering and coordinating the delivery of the department's emergency medical program. Based on Civil Service Rules, any new classification requires approval by the Commission.

Fire Chief LaVielle said the position would be a day position filled through promotion from existing Paramedic Lieutenants. The individual would represent the department with other ALS departments to ensure conformity of practice. The position would respond to multiple types of incidents and oversee some of the ALS/BLS purchasing, drugs inventory, and coordinate with regional programs. The applicant would retain their paramedic license and eligibility. The Fire Department has up to four candidates who are eligible to apply for the position. The position is funded by Medic One with no funding required from the Tumwater Fire Department.

Commissioner Bean asked about the ability of the position maintaining paramedic certification while serving in a day position. Fire Chief LaVielle said the candidate would likely need to serve on a shift occasionally and satisfy other paramedic certification requirements.

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Fire Chief LaVielle said the department has also scheduled a Captain test. The department would like applicants taking the Captain test to participate in a modified testing process for the Medical Services Officer testing process to avoid two separate testing processes. The department is working on modifying the process for Fire Lieutenants and Paramedic Lieutenants as well to eliminate the need for so many tests. The fire union is supportive of the proposed process.

Fire Chief LaVielle said the successful applicant would report to him and Assistant Fire Chief McGarva as a Fire Captain and would be in the reporting chain for Lieutenant Paramedics. The position would be responsible for supervision on scene during multiple casualty incidents and at the station when on duty as a Captain.

Assistant Fire Chief McGarva said the position would be valuable when an employee requires counseling or assistance. The position will serve as a mentor to coach employees and evaluate skills of paramedics.

MOTION:

Commissioner Bean moved, seconded by Chair Tee, to modify CSR 21.01 by adding the position of Medical Service Officer to the list of Class Specifications for the Fire Department. Motion carried.

**APPROVAL OF
EXAMINATION
PLAN: FIRE
CAPTAIN:**

Examiner Behrends Cerniwey shared that because of the pending retirement of a Fire Captain, a testing plan is proposed for the position. The last promotional exam for Fire Captain was in 2014 with the list expiring in 2015. The request is to approve the promotional examination plan to establish a new list.

Because the exam is a promotional opportunity and involves technical expertise, staff explored the option of using PublicSafetyTesting.com to develop and administer a customized examination for the written exam and for the assessment to identify knowledge, skills, and abilities of promotional candidates. The proposal includes a two-step process of a written exam and an assessment center. The written exam would be weighted at 40% on the following elements:

- City and Department Policy
- Recognized Industry Standards
- Allow a 3-day study period after release of the job announcement
- Written text would include 100 questions based on the two first categories

Staff recommends a minimum passing score of 70% of the graded process requiring each candidate to pass each element prior to moving to

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the next element.

The Assessment Center would be weighted at 60% and conducted offsite through PublicSafetyTesting.com on the following elements:

- Video Tactical Event – 30%
- Employee Problem-Solving Exercise – 25%
- In Basket Exercise – 15%
- Communication Skills Exercise (Presentation/Writing) – 30%

A minimum score for passing would be 70%.

Assistant Chief McGarva addressed questions about the PublicSafetyTesting.com testing process and customized tests developed for the department.

Chair Tee inquired about any requirement for the applicant to maintain a minimum percentage of the four testing elements to pass. Examiner Behrends Cerniwey explained that the testing process does not include a pass/fail for any of the elements, as the score would be based on the combined scores of each element.

Chair Tee cited a possible circumstance of an applicant achieving no points on the basket exercise element but passing the element by maximizing the scores on the remaining three elements. He asked about the possibility of requiring applicants to achieve some points in all elements. Fire Chief LaVielle replied that the test weight is more for communication and problem solving skills because of job situations. The in basket exercise does speak to whether the candidate is able to prioritize while weighted lower.

Chair Tee asked for input on the need for candidates to score a minimum on each of the elements. Fire Chief LaVielle replied that if the elements were equal, he would recommend a minimum score, but the elements are not equal and are weighted differently. Although the in basket exercise is not as critical, the department prefers the applicant to complete that specific exercise. It is also an area that the department can provide ongoing training.

Assistant Fire Chief McGarva added that the department is very familiar with the candidates as the recruitment is limited to internal candidates. Management is aware of each candidate's abilities and is confident all candidates will score points on all testing elements. However, if a candidate is unable to pass the written test, the candidate does not advance to the assessment center.

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Examiner Behrends Cerniwey remarked that an applicant who performs poorly in one element would likely not score well in the other elements and would have a lower score overall.

Chair Tee continued to express concerns about an applicant not passing one of the elements but able to pass the entire test and move forward. Both Chiefs pointed out that although mathematically possible, it would be unrealistic as neither department has experienced the situation where a candidate failed to score in any part of a test and advanced forward.

Commissioner Bean added that an applicant qualified to test for Fire Captain must have the tactical and employee solving experience, as well as communication skills. The basket exercise is not as critical.

Assistant Fire Chief McGarva responded to Chair Tee's continued concerns and emphasized that because of the level of the position, the potential candidates have already performed at a specific level and are front-line supervisors. The test is another promotional exam and the candidates all have basic skill sets.

MOTION:

Commissioner Bean moved, seconded by Chair Tee, to authorize the proposed promotional examination plan for Fire Captain. Motion carried.

APPROVAL OF EXAMINATION PLAN: CAPTAIN-MEDICAL SERVICES OFFICER:

Examiner Behrends-Cerniwey reported the request builds on the Fire Captain's promotional test with an oral board specific to the Medical Services Officer (MSO) position. Candidates interested in the positions could apply for both positions of Fire Captain or Medical Services Officer based on qualifications with testing following the same protocol for both positions with the test for the MSO including one additional element of an oral board.

Examiner Behrends Cerniwey distributed a copy of the combined Fire Captain/MSO testing plan. She described the testing process and allocation of scores. MSO scores would be weighted by the following:

- Written Test – 20%
- Assessment center – 30%
- Oral Board – 50%

MOTION:

Commissioner Bean moved, seconded by Chair Tee, to authorize the proposed promotional examination plan for Captain-Medical Services Officer. Motion carried.

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UPDATES AND SCHEDULING:

Examiner Behrends Cerniwey reported the next meeting is scheduled on February 8 at 5:30 p.m.

Ms. Jefferson reported she is a retired from the U.S. Army after serving 25 years. She has resided in the area since 2003. She moved to Tumwater in October and was seeking to become involved with the City. She and her husband have three children who are serving in the military.

Examiner Behrends Cerniwey added that Ms. Jefferson initially applied for a Planning Commissioner position but she contacted her about applying for the Civil Service Commission.

Police Chief Weiks reported two police officers would be sworn in at the January 16 Council meeting. The Council will also recognize the promotion of Jen Kolb to Lieutenant and John Kenderesi to Sergeant.

The Police Administrative Manager completed the polygraph test with an appointment letter the next step. The goal is for the applicant to begin work on February 1. The department plans to request approval to appoint the employee who is serving as the provisional Police Services Specialist II. Currently, the department has six police officer openings. Four candidates are undergoing the background process with one applicant background recently halted.

Fire Chief LaVielle reported on the recent completion of the Fire Academy by seven firefighters. Fire Station T-2 is open and staffed. The department has experienced a 12% increase in calls compared to last year.

Fire Chief LaVielle said the department plans to have an opening ceremony for Fire Station T-2 after some repairs to the building have been completed.

Commissioner Bean asked whether the Fire Department has any firefighter volunteers. Assistant Fire Chief McGarva reported the department has approximately 12 firefighter volunteers. The volunteers are young adults seeking careers in fire service. The department revamped its volunteer program to accommodate individuals seeking fire jobs. Several of the volunteers are females.

Fire Chief LaVielle said several of the volunteers completed EMT school and several are attending the volunteer academy. Volunteers who successfully complete the academy receive a Firefighter 1 designation.

Assistant Fire Chief McGarva invited Commissioners to attend Fire Captain Goldsby's retirement celebration on February 15 at 1 p.m.

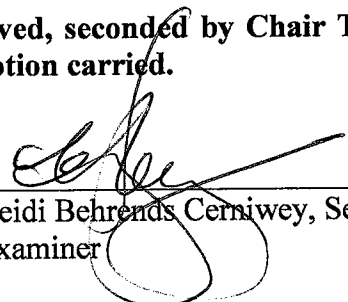
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Fire Chief LaVielle shared information on the recent unexpected death of a firefighter from another fire department. Representatives from the department will attend the memorial service.

ADJOURNMENT: Commissioner Bean moved, seconded by Chair Tee, to adjourn the meeting at 6:47 p.m. Motion carried.



Simon Tee, Chair



Heidi Behrends Cerniwey, Secretary/Chief Examiner