

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF MEETING
March 16, 2018 Page 1**

CONVENE: 7:37 a.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.

ELECTION OF CHAIR AND VICE CHAIR: Examiner Behrends Cerniwey reported on the pending appointment of Eric Trimble to the Commission.

Commissioners recommended tabling election of officers until the next meeting.

MOTION: **Commissioner Bean moved, seconded by Chair Tee, to table election of officers until the April meeting. Motion carried.**

APPROVAL OF MINUTES FOR JANUARY 11, 2018: The following change was requested to the minutes:

- On page 4, correct the first motion to reflect Chair Tee as seconding the motion.

Commissioner Bean moved, seconded by Chair Tee, to approve the minutes of January 11, 2018 as amended. 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 two applications were received since the last update. One candidate was hired by the Police Department. The proposed list includes nine 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: 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. Four names are proposed for inclusion on the list. One candidate was removed from the list.

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

APPROVAL OF Examiner Behrends Cerniwey reported oral boards were conducted on

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF MEETING
March 16, 2018 Page 2**

**MODIFIED
ELIGIBILITY LIST:
ENTRY LEVEL
POLICE OFFICER:**

December 26. Of the 12 candidates, nine passed. Seven candidates are proposed for removal from the list leaving 14 candidates on the list. The Chief can hire from the top seven names.

One candidate was hired from the list and most of the other candidates proposed for removal failed the background process or accepted a position with another agency.

MOTION:

Commissioner Bean moved, seconded by Chair Tee, to accept the Modified Entry Level Police Office Eligibility List as proposed. Motion carried.

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

Examiner Behrends Cerniwey said the Fire Department has a Fire Captain vacancy because of a recent retirement. Staff is working with Public Safety Testing to establish a written and assessment center exercise. At the last meeting, the Commission approved the testing plan. Staff is recommending a change in the testing plan pertaining to the allocation of scores for each testing element. Within the assessment center test, four activities were selected with the score based on the four activities. The proposal would change scoring to competencies within the four exercises rather than scoring the four exercises. The written test accounts for 40% of the overall score with the assessment center rated on eight competencies. Each of the four exercises will measure the competencies creating a fair and equitable process for measuring essential functions of the job.

Assistant Fire Chief McGarva said the Fire Department sent surveys to organizations with fire captains.

Examiner Behrends Cerniwey said the request is to approve the new structure for scoring.

Chair Tee inquired about the former process. Examiner Behrends Cerniwey explained that the previous assessment center test included four exercises with different scores assigned to each exercise for a score of 60%. The proposal would establish the scores based on the competencies rather than on the exercises. The areas of competencies include: Oral Communication; Interpersonal Insight; Problem Analysis; Judgment; Decisiveness; Planning & Organization; Delegation & Control; and Written Communication. Previously, the testing included the written test (unchanged) at 40% and 60% for the assessment center (unchanged). The proposal includes an Oral Presentation as part of the exercises. The Chief's Interview would be retained. External raters will rate the participants during the assessment center test with two captains serving as subject matter experts. The eight competencies were identified by the industry through the Fire Chiefs Association and

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF MEETING
March 16, 2018 Page 3**

customized for the department based on the feedback from the surveys. The competencies are weighted based on importance within the Fire Department. The final assignment of weightings is currently pending. More information on the details could be provided at the April meeting. Approval of the testing plan is required prior to posting the position. The position is posted for several weeks. The written test is planned sometime in April followed by the assessment center scheduled on May 7-8. The first day is for training the raters followed by the assessment center testing at Mountain View Church.

MOTION: **Chair Tee moved, seconded by Commissioner Bean, to conditionally approve the Modified Examination Plan for Fire Captain based on the April review of weightings for the eight competencies. Motion carried.**

**APPROVAL OF
MODIFIED
EXAMINATION
PLAN: CAPTAIN-
MEDICAL SERVICES
OFFICER:**

Examiner Behrends Cerniwey noted that the proposal builds on the Fire Captain test. The proposal is similar to the examination plan for the Fire Captain. The position of Captain-Medical Services Officer was established as a three-step process beginning with a written examination, assessment center, and an oral board (weighted 50% of the total score). A passing score of the three steps is 70%. The Captain-Medical Services Officer is a new position in the Fire Department and is intended to serve as a back-up to the Fire Captain position. The position would function as a Captain with responsibility for administering and coordinating the delivery of the department's emergency medical program.

Fire Chief LaVielle described how the position offers a promotional opportunity for paramedic lieutenants. Three personnel are eligible to apply for the Medical Services Officer.

Assistant Fire Chief McGarva described the typical working shift for the new position. The selected candidate would be eligible to work an open shift as long as it does not fall on a normally scheduled work day and does interfere with primary work duties. The arrangement affords the ability for the employee to maintain EMS certification.

MOTION: **Commissioner Bean moved, seconded by Chair Tee, approve the revised promotion examination plan for Captain-Medical Services Officer.**

**UPDATES AND
SCHEDULING:**

Examiner Behrends Cerniwey reported the next meeting is scheduled on April 12 at 5:30 p.m.

Police Chief Weiks reported the department has nine openings. Within the nine openings, the department hired two entry level police officers who recently completed the police academy in January and are mid-way

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF MEETING
March 16, 2018 Page 4**

completed through field training. Both officers are doing well. The department hired a candidate from the Certified Police list, a 14-year veteran of the Seattle Police Department. He has lived in Tumwater for 14 years and has been commuting to Seattle. His first day with the department was March 6. He is completing orientation followed by field training scheduled at the end of March. Another entry level candidate was hired and is tentatively scheduled to attend the police academy on August 23, 2018. State law requires police officers to attend the academy within six months of hire. The department continues to struggle to find good candidates. Two other candidates are currently undergoing background review. Of the nine openings, only two positions have no identified candidates.

Fire Chief LaVielle said the department would soon have a firefighter opening. Dependent upon the appointment of the promotional positions, the department will likely have more openings in the near term.

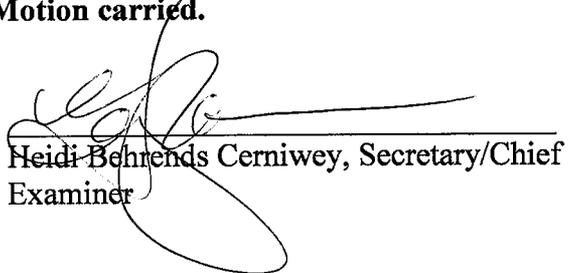
Commissioner Bean commended the Police Department for its recent successful response to an incident.

ADJOURNMENT:

Commissioner Bean moved, seconded by Chair Tee, to adjourn the meeting at 8:09 a.m. Motion carried.



Simon Tee, Chair



Heidi Behrens Cerniwey, Secretary/Chief Examiner