

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF MEETING  
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**CONVENE:** 5:35 p.m.

**PRESENT:** Chair Eric Trimble and Commissioner Simon Tee.

Excused: Commissioner Maggie Bean.

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

**APPROVAL OF MINUTES FOR MAY 17, 2018:** The following correction was requested to the minutes of May 17, 2018:

- On page 2, change “69..05%” on line 10 to reflect “69.05%.”

**MOTION:** **Commissioner Tee moved, seconded by Chair Trimble, to approve the minutes of May 17, 2018 as amended. Motion carried.**

**STATUS OF ELIGIBILITY LISTS:** Examiner Behrends Cerniwey presented a reformatted *Status of Civil Service Eligibility Lists*.

**APPROVAL OF MODIFIED ELIGIBILITY LIST: LATERAL POLICE OFFICER:** Examiner Behrends Cerniwey reported one application was received since the last update. Two candidates are proposed for removal as they failed out of the process. The proposed list includes seven names. The Chief can hire from the top seven names.

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

**APPROVAL OF MODIFIED ELIGIBILITY LIST: CERTIFIED** Examiner Behrends Cerniwey reported one applicant applied since the last update. The list currently includes three candidates. The Police Chief can hire from the top seven names.

**POLICE OFFICER:** Police Chief Weiks shared information on prior law enforcement experience of each candidate.

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

**APPROVAL OF ELIGIBILITY LIST: ENTRY LEVEL POLICE OFFICER:** Examiner Behrends Cerniwey reported oral boards were conducted on June 28, 2018. Seven of the eight applicants passed the oral board with a score of 70% or higher. No candidate filed a protest of their score. The proposed list includes seven candidates for a total list of 18 candidates. The Police Chief can hire from the top seven names. Six

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names are proposed for removal as they either failed out of the process or were hired by another agency.

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

**APPROVAL OF ELIGIBILITY LIST: CAPTAIN-MEDICAL SERVICES OFFICER:** Examiner Behrends Cerniwey reported the Commission approved the Fire Captain test process in April. The testing was held in tandem with the testing for the Fire Captain position as the Fire Department is seeking to move lieutenants as potential captains for interchangeability benefits between the paramedicine discipline and the captain discipline. The position is regional although the position could perform as a Fire Captain in the Fire Department. The 40-hour position will focus on training and Medic One coordination. One applicant applied for the position. The candidate passed all elements of the Fire Captain's test. The oral board comprised 50% of the score. The oral board was conducted on June 15. The list is effective for 18 months.

**MOTION:** **Chair Trimble moved, seconded by Commissioner Tee, to approve the Eligibility List: Captain-Medical Services Officer.**

Chair Trimble asked whether the position is eligible to transfer to a Fire Captain position. Examiner Behrends Cerniwey explained that the position could serve functionally as a Fire Captain but not necessarily transfer to a position of Fire Captain. If a Fire Captain position opened, a Captain-Medical Services would need to apply or the Civil Service Commission would need to establish a new rule to establish a transfer list. However, the candidate also applied for the Fire Captain position and is currently on the eligibility list for Fire Captain.

**MOTION:** **The motion carried.**

**APPROVAL OF MODIFIED ELIGIBILITY LIST: FIREFIGHTER/ PARAMEDIC:** Examiner Behrends Cerniwey reported the eligibility list is continuous. The last update of the list was in June 2017. Subsequently, all names on the list expired in June 2018. Applicants are required to pass Medic One screening by completing and passing a Public Safety Testing process. Placement on the list requires an applicant to pass the Medic One testing with ranking from the Public Safety Testing score. The Fire Chief can hire from the top seven names. The City received five applications.

**MOTION:** **Commissioner Tee moved, seconded by Chair Trimble, to approve the Modified Eligibility List: Firefighter/Paramedic. Motion carried.**

**UPDATES AND** The next meeting is on August 9, 2018.

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#### SCHEDULING:

Examiner Behrends Cerniwey reminded Commissioners to complete the online Open Meeting and Public Records training. The training is required every four years. Chair Trimble advised that he completed the training in spring 2018.

Police Chief Weiks updated the Commission on the status of hiring and training of police officers. An entry level candidate who was undergoing the background process was hired by the Vancouver Police Department. Another background process is underway for another entry level candidate. However, it appears the Thurston County Sheriff's Office plans to hire the individual. Consequently, the department placed the background on hold. One other entry level candidate is currently completing the background process. Police Chief Weiks said he anticipates offering a conditional offer in the next several weeks to that candidate.

Three officers are completing the field training program.

The department plans to initiate a background process for a female candidate. The candidate successfully completed the background process for the Kent Police Department but lives in Tumwater and prefers a position closer to home.

The State Basic Law Enforcement Academy is not scheduling training for new officers until March 2019. One officer hired in March 2018 was invited to complete the physical PT test. Because of the high failure rate, the officer was able to secure a position in the July academy class.

The Police Department currently has two police officer positions to fill. The intent is to fill the positions with lateral candidates.

The second Code Enforcement Officer, a Police Service Specialist 2, is scheduled to begin work on Monday, July 16. The officer was formerly a Tumwater reserve officer and has worked at Thurston County Dispatch for the last 21 years.

Assistant Fire Chief McGarva reported the Fire Department promoted Jeff Jernigan to Fire Captain creating another vacant firefighter position. It is likely another firefighter will be promoted to Medical Services Officer creating two Firefighter/Paramedic vacancies due to a resignation earlier in the month.

Examiner Behrends Cerniwey reported on the Civil Service Conference scheduled in September. The Commission will receive information on the dates and location. Public Safety Testing also holds its annual

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meeting in conjunction with the conference.

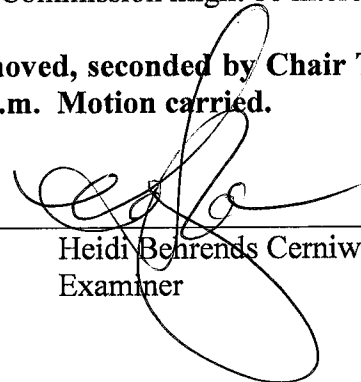
Examiner Behrends Cerniwey commented on efforts with the Fire Department as part of the Idea Team to promote inclusiveness and diversity within the Fire Department. The team is meeting monthly with leadership to examine all elements of recruitment to eliminate barriers and promote diversity in applicants, as well as the culture of the department. A consultant is providing assistance to the team. The team is reviewing some statistics from Public Safety Testing on male vs. female applicants, as well as ethnicity data. Female candidates have successfully passed testing; however, Tumwater receives few inquiries from female applicants.

Commissioner Tee added that the Washington State Patrol (WSP) is experiencing similar problems with the lack of female applicants. WSP contracted with a firm to help target advertising on social media platforms.

Chair Trimble offered that Commissioner Bean might be interested in participating on the Idea Team. Examiner Behrends Cerniwey advised that the group has discussed extending invitations to serve on the solution team. At this point, conversations have centered on internal culture; however, as the conversation focuses on process changes and other experiences, the Commission might be interested in participating.

**ADJOURNMENT: Commissioner Tee moved, seconded by Chair Trimble, to adjourn the meeting at 6:05 p.m. Motion carried.**

  
Eric Trimble, Chair

  
Heidi Behrends Cerniwey, Secretary/Chief Examiner