

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF MEETING
December 20, 2018 Page 1**

CONVENE: 5:32 p.m.

PRESENT: Chair Eric Trimble and Commissioner Simon Tee.

Excused: Commissioner Maggie Bean.

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

**APPROVAL OF
NOVEMBER 8,
2018 MINUTES:**

MOTION: **Chair Trimble moved, seconded by Commissioner Tee, to approve the minutes of November 8, 2018 as published. Motion carried.**

**STATUS OF
ELIGIBILITY
LISTS:** Chief Examiner Behrends Cerniwey reviewed the status of all eligibility lists. The Police Administration Manager list expires on December 31, 2018. All names have expired from the Firefighter list. Staff is working on restructuring the testing process.

**APPROVAL OF
MODIFIED
ELIGIBILITY
LIST: LATERAL
POLICE
OFFICER:** Chief Examiner Behrends Cerniwey reported the City received two applications. Applicants are scored based on the applicant's experience. Each applicant completes a survey, which is used to determine the applicant's score. Two names are proposed for removal from the list. One applicant has expired from the list and the second applicant failed the hiring process. The proposed list includes 11 names. The Police Chief can hire from the top seven names on the list.

Chair Trimble asked about the process for an applicant withdrawing from the list. Police Chief Weiks reported the City advised the applicant by letter to remove his name from the list voluntarily within 10 days. The applicant withdrew his name from the list because he failed to pass the Chief's interview.

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

**APPROVAL OF
MODIFIED
ELIGIBILITY
LIST: CERTIFIED
POLICE
OFFICER:** Examiner Behrends Cerniwey reported the City received one application for lateral police officer. Applicants are scored based on their experience. Each applicant completes a survey, which is used to determine the applicant's score. The applicant was a former Washington State Patrol (WSP) Officer. Those applicants do not receive scores from the academy as the score is either pass or fail. For placement on the City's list, the applicant is placed at the bottom of the list with no score. The Police Chief can hire from the top seven

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF MEETING
December 20, 2018 Page 2**

names on the list.

WSP officers are not required to attend the police academy as the Criminal Justice Training Center recognizes the WSP academy.

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

UPDATES AND SCHEDULING: The next meeting is scheduled on January 10, 2018. Election of officer positions for 2019 will be on the agenda. The agenda will also include a proposed testing plan for the Police Services Specialist I position, as well as some information for revisions to the entry level firefighter position.

Chair Trimble asked whether the Police Services Specialist position is responsible for code enforcement. Examiner Behrends Cerniwey advised that Police Services Specialist IIs are responsible for code enforcement and transport functions. A Police Services Specialist I is responsible for records and evidence duties.

Assistant Fire Chief McGarva reported a recently hired Firefighter/Paramedic completed the Bates Fire Academy and is scheduled to begin work and in-house training on January 1, 2019. The second newly hired Firefighter is enrolled and scheduled to begin at the Bates Fire Academy on January 4, 2019. The training covers 11 weeks. A long-term employee who was injured off duty is expected to return to work on January 15, 2019.

Police Chief Weiks reported an entry-level officer graduated from the Basic Law Enforcement Academy on November 30, 2018. The officer is reviewing department policies and operations. The officer is now working as a patrol officer. The officer was elected as the academy's class president.

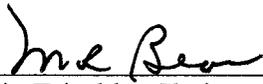
Another new hire is currently in the seventh week of the academy. The department hired another officer, who began working on Monday, December 17, 2018. The officer is a scheduled to attend the academy on January 8, 2019. Another entry level officer will begin with the department on January 17, 2019. The officer is not scheduled to attend the academy until February or early March. The department currently has three police officer vacancies. One applicant is in active background investigation. The applicant previously worked for the Liquor Control Board as a certified officer. The background review is proceeding well and should be completed within the next three weeks. The officer will begin the field training program, as the officer is not required to attend the academy. Should the department successfully hire two other applicants, the department would at full capacity by February 2020.

The department may have several retirements next year. A fully staffed

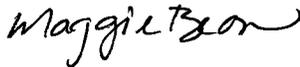
**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF MEETING
December 20, 2018 Page 3**

department includes 42 commissioned officers.

ADJOURNMENT: With there being no further business, Chair Trimble adjourned the meeting at 5:47 p.m. Motion carried.



Eric Trimble, Chair



Heidi Behrends Cerniwey, Secretary/Chief Examiner

Prepared by Puget Sound Meeting Services, psmsoly@earthlink.net