

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF MEETING
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CONVENE: 5:31 p.m.

PRESENT: Chair Maggie Bean and Commissioners Eric Trimble and Simon Tee.

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

Others: Mayor Pete Kmet.

**STATE OF THE
CITY OF
REPORT:**

Mayor Kmet presented the 2019 State of the City Report.

This year, the City is celebrating its 150th anniversary of incorporation. The City was founded as a jurisdiction in 1845 but not incorporated until 1869. Mayor Kmet shared that he has been reviewing minutes from the 1930s and 1940s and located two ordinances pertinent to the Commission. He distributed copies of the ordinances creating the Tumwater Police Department in 1948 and the volunteer Fire Department in 1944.

Chair Bean shared that former Tumwater Firefighter Larry Dribble has many pictures of the Tumwater Fire Department in the early years.

Mayor Kmet noted that during his research of old City records, he learned that when Capitol Boulevard was improved and redesignated as Pacific Highway through the City, the Council began receiving complaints of speeding vehicles from the public and a request for the police marshal to enforce the speed limit. Upon enforcement of the speed limit and issuance of numerous tickets, citizens showed up at the next Council meeting and opposed the budget proposal to convert the marshal's part-time position to a full-time position.

During the 1950s, the Council directed the City Attorney to investigate creating a Civil Service Commission. The Police Chief at that time was very experienced and had successfully completed the FBI Academy. The Council approved a raise to prevent the Chief from running for the Sheriff's position. Many of the City's records in the 1920s were destroyed during a fire.

Mayor Kmet thanked members who voted in support of the parks measure to create a sustainable source of funding of approximately \$1.5 million for maintenance and expansion of parks and programs. The plan includes building a new community center.

Last year, voters reaffirmed the fireworks ban in the City. Tumwater also banned fireworks in the 1930s according to the minutes.

The brewery property continues to experience no redevelopment activity.

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In October 2018, a three-alarm fire destroyed a substantial portion of a brewery building located off Custer Way. Surrounding fire departments assisted Tumwater Fire Department in extinguishing the fire. Since October, three smaller fires have occurred during wire thefts.

Another major challenge encountered by the City last year was several homeless encampments located under Highway 101 along Percival Creek on Washington State Department of Transportation property within the City limits of Olympia. Some additional encampments are located in various areas of the City. Although homelessness is an important issue, the major issue facing the City is affordable housing as many people are living on the edge of homelessness. The City is working to identify alternative locations for homeless encampments. Following a six-month study by the Council, a housing and homeless strategic plan was developed with a focus on information gathering and considering policy changes to encourage affordable housing, such as accessory dwelling units.

The City's biennial budget is developed through a series of Strategic Goals the Council reviews every two years. This year, the strategies essentially are the same except with adding focus on the City's role to provide social services and address homelessness and housing issues. The City's Strategic Goals include:

- Pursue Targeted Development Activities
- Build a Community Recognized for Quality, Compassion & Humanity
- Create and Maintain a Transportation System for all Modes of Travel
- Provide Quality Public Safety Services
- Refine and Sustain a Great Organization
- Be a leader in Environmental Sustainability

Last year, an important redevelopment activity was the restoration of the Chambers Prairie Grange by the owner of the property, Tom Schroeder. The building, although structurally in good shape, required a major renovation. The owner and the City negotiated and signed a development agreement conditioning the City's acceleration of the rezones to the preservation of the building. The building was renovated and now houses a Starbucks.

Mayor Kmet reported another area of development activity is the southeast area of the City off Old Highway 99. The newly formed Warehouse District is developing with many new businesses, to include craft breweries, a bakery, and the Spuds Grocery store. The Warehouse

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District is proving to be an important commercial area for the City.

A substantial state and federal project is the fish capture facility at Tumwater Falls Park. The project will remove the existing fish capture facility and replace it with a modern facility with windows for viewing fish, as well as including some educational components.

A military readiness facility is under construction near Bush Middle School for the National Guard to consolidate National Guard operations from Olympia and Puyallup. The \$40+ million project will serve as the armory for the National Guard.

Housing construction continues in the City. The Preserve subdivision is located southeast of the airport off Old Highway 99. When fully developed, the subdivision will include over new 500 single-family homes and another 300 homes in an adjoining development.

Last year, the City added 70 single-family homes and 80 apartment units. The number of new homes and apartments has been equal for the last three years. The City currently has 15 active applications for single-family subdivisions for 1,000 lots and six apartment complexes for 300 apartments.

One recent park improvement was upgrading Tumwater Hill's Overlook Park. The park is very popular for viewing Mt. Rainier, the Cascades, and the Olympics. The City invests resources in the City's history by preserving the two historic houses and the brewhouse tower, as well as by contracting with the Olympia Tumwater Foundation for programming. The Foundation is assisting the City in planning sesquicentennial events Karen Johnson with the Foundation developed a display featuring the City's first female Councilmember, Marion Argo.

Tumwater continues to promote an engaged community. Dave LaGarde serves as the City's part-time Volunteer Coordinator. He does an excellent job in coordinating volunteer opportunities. The last session (8th year) of Tumwater University attracted over 60 people. Other examples of volunteer projects include an Eagle Scout who restored a historic sign overlooking the river valley. Community volunteers cleaned up and weeded Historical Park as part of Earth Day activities.

Mayor Kmet reported on some major transportation projects. One example is the recent major reconstruction of Desoto Street, which included the addition of a bicycle lane.

The brewery building that was destroyed by the fire has been removed. A firewall in the building saved the front part of the building; however,

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windows between the two sections were destroyed during the fire. The owner is assessing the condition of the building. The brewery owner recently signed an enforcement agreement with the City to increase security of the brewery property and buildings 24/7. Recently, an oil spill occurred when one of the brewery transformers was breached by vandals stealing copper causing a break in the oil lines feeding the transformers. Approximately 700 gallons of oil containing residual levels of PCBs entered the City's storm drain system, which feeds into Tumwater Falls Park and the Deschutes River. The brewery property owner hired a spill clean-up contractor. The owner posted a bond for the cost of the clean-up. The owner will also be subject to fines for the oil spill and natural resource damage claims. Twenty-five people are onsite performing the clean-up with another 40 people joining the effort to remove affected vegetation. PCBs are persistent and difficult to remove.

The community also experienced a shooting at Walmart on Sunday, June 17, 2018 during a multi-area crime spree involving a shooting near Israel Road and Tyee Drive, as well as in the Walmart parking lot. The Police Department was successful in stabilizing the situation with the assistance of a citizen and other law enforcement agencies.

The City completed a clean-up of a long-term nuisance property located off Troser Road involving the Franks property. The owner's son who was addicted to drugs sold disposal of garbage on the property to feed his drug habit. The result was massive piles of garbage and debris. The City hired a contractor and spent over \$50,000 to remove all surface debris. The City will receive reimbursement for half the cost from the Department of Ecology.

To address public nuisance issues and other safety issues in the City, the Fire Department and the Police Department have hired additional personnel. The Police Department hired several new police officers and reorganized the department. The Fire Department hired several firefighters and ordered a new fire truck as part of the public safety levy approved by voters in 2011. The fire truck will be delivered in the next several months.

To ensure good working conditions for City employees, the City recently remodeled some areas of City Hall to reconfigure space. Information Services moved to the lower floor to open up office space on the main floor. The Fire Station was painted and had new siding installed. Some of the damage from a leaking roof was also repaired. The Old Town Center was repainted. Tumwater Library received a new roof and most of the interior of City Hall is being painted. The City is installing a new global software system.

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The City acquired the Trails Arena property several years ago to construct the City's Public Works Operations/Maintenance Building and a neighborhood park. The property housed the old Trails Arena, which attracted vandals and was in poor condition. The City recently demolished the arena and most of the other buildings except for several stable buildings that will be used for storage. Some wood beams and other items from the arena were saved for reuse in the new building.

Tumwater continues to be a leader in solving environmental issues. Most commercial facilities in the City manage stormwater through an underground chamber treatment system. As part of the City's permit requirement, the City is increasing its inspection and enforcement program for stormwater facilities in the City.

The City is updating the Urban Forestry Management Plan. As part of that effort, the City completed an inventory of all street trees in the City.

To help control sediment sources in the Deschutes River contributing to bank erosion, the City is increasing efforts to create natural logjams along the banks of the Deschutes River to provide salmon habitat and help control erosion. Funding for those efforts was recently jeopardized by issues occurring with the Board of Commissioners at the Thurston Conservation District. At risk, was the potential loss of over \$1 million in grants for salmon habitat restoration countywide. Mayor Kmet reported he spearheaded an effort to transfer the District's responsibilities to Thurston Regional Planning Council (TRPC) to preserve the grants. The City was able to negotiate agreements between five jurisdictions and the Squaxin Island Tribe in a month to transfer the responsibilities to TRPC to preserve future grants.

Chair Bean inquired about the extent of damage to trees in the City caused by the snow storms. Mayor Kmet said the Public Works Department is assessing street trees and other trees in the right-of-way. Damage to trees was sporadic throughout the City with some areas experiencing more damage than other areas. Some older street trees sustained damage while younger street trees were not damaged.

Mayor Kmet provided Commissioners with a list of developments in process or completed over the last year.

Chair Bean asked about the status of the interchange project at Trosper Road and Capitol Boulevard. Mayor Kmet said the project is ongoing with efforts this year focused on finalizing the permitting, design, and right-of-way acquisition. Construction should begin next year. The City obtained a \$6 million state grant for the \$12 million project. Another large project underway is the Craft District project that will include a new

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entrance to Tumwater Valley Drive. The new entrance will be located midway between the La Quinta Hotel and the meat market off Capitol Boulevard. Traffic will no longer have to negotiate the five-way intersection near the meat market, which should position the City for pursuing the extension across the valley to Cleveland Avenue. State and federal funding support will be required for the extension project.

CHANGES TO AGENDA:

Chief Examiner Behrends Cerniwey requested the removal of the action to modify the examination for Entry Level Firefighter. The Commission approved the request.

APPROVAL OF FEBRUARY 28, 2019 MINUTES:

MOTION:

Commissioner Trimble moved, seconded by Commissioner Tee, to approve the minutes of February 28, 2019 as published. Motion carried unanimously.

STATUS OF ELIGIBILITY LISTS:

Chief Examiner Behrends Cerniwey reviewed the status of all eligibility lists. A new list for Police Services Specialist 1 is proposed for addition.

APPROVAL OF ELIGIBILITY LIST: POLICE SERVICES SPECIALIST 1:

Chief Examiner Behrends Cerniwey reported the City received 76 applications. The Commission approved clarifying the self-rating score element of the testing process. The preliminary list from the self-rating included 15 of the top scoring candidates. The applicants were invited to participate in the oral board on March 6, 2019. Nine of the candidates passed the oral examination with a score of 70% or above. The final scores were composed of 25% for the self-rating and 75% for the oral board score. The proposed list includes nine names. No protests were submitted.

MOTION:

Commissioner Trimble moved, seconded by Commissioner Tee, to approve the proposed Eligibility List: Police Services Specialist 1. Motion carried unanimously.

AUTHORIZATION FOR EXAMINATION: FIRE LIEUTENANT:

Chief Examiner Behrends Cerniwey briefed Commissioners on the request to authorize an examination for Fire Lieutenant. She shared information on the proposed examination plan. After last year's recruitment for the Fire Captain position, the Fire Department would like to pair the Fire and Paramedic promotional levels. When the Fire Captain examination was conducted to establish a list, a Medical Service Officer was also included as a Fire Captain position. The testing was paired for the examination with an additional step for the Paramedic position. The same scenario is proposed for the Fire Lieutenant. The Fire Chief and the

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Assistant Fire Chief have been working with leadership to post the positions to aid in staffing as a Paramedic Lieutenant can work as a Fire Lieutenant. The process adds to the capacity of staffing.

The proposed examination will be created by Public Safety Testing (internal promotion) comprised of two steps. The first step is consistent with the Fire Captain examination. The customized test was developed by Public Safety Testing. The goal is to post the study materials (3 items) for the written test. Those items would be available at the Fire Department. The examination is scheduled for May 16, 2019. A minimum score of 70% or above is required for candidates to move to the second step. The second step is an assessment center hosted by Public Safety Testing. A number of external raters will rate candidates. Candidates will be required to score 70% or above to pass. The final scores will be combined with 60% for the assessment center and 40% for the written test. The assessment center is scheduled on May 28 and 29, 2019.

Fire Chief LaVielle invited Commissioners to attend Fire Lt. Pavlich's retirement celebration on March 29, 2019 from 3 p.m. to 5 p.m.

Fire Chief LaVielle said the Fire Department has experienced success with Public Safety Testing. The assessors are trained and the process is fair and credible. It is likely a number of employees will apply for the position.

Chief Examiner Behrends Cerniwey addressed questions about the location of the assessment center and the source of raters for the test.

MOTION: **Commissioner Trimble moved, seconded by Commissioner Tee, to approve the proposed examination for Fire Lieutenant. Motion carried unanimously.**

AUTHORIZATION FOR EXAMINATION: PARAMEDIC LIEUTENANT: Examiner Behrends Cerniwey reported the proposed test is a three-step process. Candidates can apply for both the Fire Lieutenant and the Paramedic Lieutenant positions and included on both lists if the candidates have a passing score. To proceed, the candidate for Paramedic Lieutenant must pass the written exam, the assessment center, and an oral board conducted in-house with external raters from Medic One and other organizations.

Chair Bean asked whether the Medical Program Director is involved in the process. Fire Chief LaVielle affirmed the Director is involved along with other personnel from other departments.

Commissioner Trimble asked whether the process has been previously used. Chief Examiner Behrends Cerniwey said the process is similar to

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the process that was used for the Fire Captain position and the Medical Services Officer (Captain equivalent to the Paramedic Captain). This test would be administered for the first time for the Fire Lieutenant position.

MOTION: Commissioner Trimble moved, seconded by Commissioner Tee, to approve the proposed examination for Paramedic Lieutenant. Motion carried unanimously.

MODIFY EXAMINATION: ENTRY LEVEL FIREFIGHTER: The item was deferred to a future meeting.

UPDATES AND SCHEDULING: Chief Examiner Behrends Cerniwey requested consideration for rescheduling the next meeting to April 18, 2019 because of conflicts with Entry Level Police oral boards. The Commission supported the request to reschedule the next meeting to Thursday, April 18, 2019.

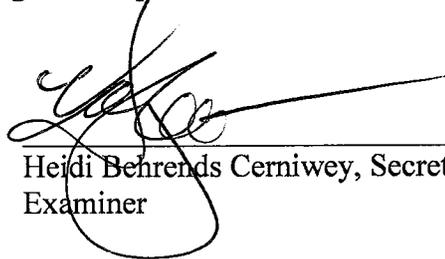
Police Chief Weiks said he recently attended the graduation of an officer from the Basic Law Enforcement Academy. The officer is scheduled to begin the field training program. Currently, the department has three officers in field training and two officers attending the academy.

Fire Chief LaVielle said the graduation of a new firefighter is scheduled on Friday, March 22, 2019 from the Fire Academy. The new fire engine is in transit from Wisconsin. Everyone is invited to attend Fire Lt. Pavlich's retirement party on March 29, 2019. Fire Lt. Pavlich served the department for 37 years.

ADJOURNMENT: Commissioner Tee moved, seconded by Commissioner Trimble, to adjourn the meeting at 6:40 p.m. Motion carried unanimously.



Maggie Bean, Chair



Heidi Behrends Cerniwey, Secretary/Chief Examiner