

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

PRESENT: Chair Maggie Bean and Commissioner Trimble.

Excused: Commissioner Simon Tee.

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

**APPROVAL OF
MINUTES – MARCH
14, 2019:**

MOTION: **Commissioner Trimble moved, seconded by Chair Bean, to approve the minutes of March 14, 2019 as published. Motion carried.**

**STATUS OF
ELIGIBILITY LISTS:** Examiner Behrends Cerniwey reviewed the status of the eligibility lists.

**MODIFY
EXAMINATION:
ENTRY LEVEL
FIREFIGHTER:** Examiner Behrends Cerniwey reported staff has been working with Public Safety Testing to establish new questions and a new rating system for the new exam that also includes a speed interview. The oral board process has been reshaped with a different scoring system. The Commission's previous action to approve the new examination was based on the oral board panel's rating of four traditional areas of Experience/Education, Communication/Interpersonal Skills, Judgment/Problem Solving, and Motivation/Expectations. Based on survey results, Public Safety Testing recommended four different dimensions for rating candidates. They include Working Directly with the Public, Communication Skills, Critical Thinking/ Problem Sensitivity, and Compassion/Service Orientation. Panel questions have been developed to reflect those four areas. The proposal represents an adjustment to the process.

Chair Bean asked whether the assistance provided by Public Safety Testing was specific to the City's testing process. Examiner Behrends Cerniwey advised that Public Safety Testing has the appropriate skill set to assist the City in developing the exam and rating areas. The City requested assistance to develop the questions and the new rating system that would be reflective of the position. The new process entails a new short speed interview that is rated on a subset of elements that would serve as an oral board interview.

Commissioner Trimble asked about the requirements for the City sponsoring the cost of the Certified Physical Ability Test (CPAT).

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Examiner Behrends Cerniwey advised that the CPAT was identified as one of the employment barriers. If an applicant has not completed the CPAT or a current CPAT is nearing expiration prior to being hired, the City will sponsor the cost of the CPAT.

MOTION: **Commissioner Trimble moved, seconded by Chair Bean, to approve the Modified Examination Plan for Entry Level Firefighter as presented. Motion carried.**

MODIFIED ELIGIBILITY FOR HIRE LIST: ENTRY LEVEL POLICE OFFICER: Examiner Behrends Cerniwey reported the City conducted oral boards on April 11, 2019. Thirteen candidates participated in the oral board and 11 candidates passed with a score of 70% or higher. Six candidates are proposed for removal from the list as their time has expired. The proposed action is to approve a new list with 11 new candidate names. One protest was received. The candidate did not provide all necessary documentation to receive veteran preference points by the deadline. Subsequently, the scores were initially posted without the candidate's additional points. When the score was updated to reflect the veteran preference points, the actual was 5% to reflect the candidate's documentation rather than 10%. The score has been amended to reflect an additional 5%.

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

MODIFIED ELIGIBILITY FOR HIRE LIST: LATERAL POLICE OFFICER: Examiner Behrends Cerniwey reported the City received one application. Applicants self-score based on their experience. The proposed action is to add the applicant to the list and remove two names. One of the candidates was hired by the Police Department. The second candidate's time has expired on the list. The proposed new list includes 10 candidates.

MOTION: **Commissioner Trimble moved, seconded by Chair Bean, to approve the proposed Modified Eligibility for Hire List for Lateral Police Officer as presented. Motion carried.**

MODIFIED ELIGIBILITY FOR HIRE LIST: CERTIFIED POLICE OFFICER: Examiner Behrends Cerniwey reported the City received two applications for the list. Applicants eligible for the list have completed a police academy and have less than two years of experience with a law enforcement agency. One name is proposed for removal as the Police Department hired the candidate. Another name is proposed for removal from the list because of expiration. The proposed list includes two new applicants.

Chair Bean inquired as to whether the Washington State Patrol (WSP) candidate completed the academy and worked for WSP. Police Chief

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Weiks reported the candidate is currently employed by WSP.

MOTION:

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

**UPDATES AND
SCHEDULING:**

The next meeting is scheduled on May 9, 2019. The agenda includes proposals on a lateral firefighter list and approval of the exam.

Police Chief Weiks reported interviews were conducted of the top five candidates for the Police Services Specialist 1 position. One of the candidates was selected. During background interviews with a former employer, information revealed that the applicant has stated several mistruths during the Chief's interview and on the employment application. The Commission will be asked to approve a testing process to develop a new list, as the remaining candidates would not have been a good fit with the Police Department.

Examiner Behrends Cerniwey advised that in May, the City is scheduled to conduct Fire Lieutenant and Paramedic Lieutenant promotional testing.

Chair Bean inquired about the status of the Fire Department in terms of upcoming retirements. Assistant Chief McGarva advised that the Fire Department has approximately five open positions because of recent and upcoming retirements. However, pending examinations will fill the positions quickly. No Medic/Firefighter positions are open.

Chair Bean inquired about information that speaks to combining the fire departments in Lacey, Olympia, and Tumwater. Assistant Fire Chief McGarva reported on the ongoing regional authority study. Currently, the departments are reviewing the first draft to ensure all the statistics are accurate. The next step includes the consultant forwarding some preliminary recommendations.

Examiner Behrends Cerniwey added that the goal of any change is to provide the same or better service for at the same or better cost.

Examiner Behrends Cerniwey spoke to efforts to attract people to create a diverse workforce in the Fire Department. The Fire Department is sponsoring some career discovery events. The first event is geared to women who are interested in working in fire service. Several female firefighters will share information with potential applicants. A second event will be open to anyone interested in a fire service career. The woman's event will be held on Saturday, April 27, 2019 at 10 a.m. The second event will be held on Tuesday, April 30, 2019.

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Assistant Fire Chief McGarva reported the Fire Department is scheduled to receive delivery of the new fire engine on April 19, 2019.

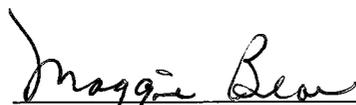
A member of the public commented about his interest in applying for a firefighter position. He asked about the possibility of removing the voluntary firefighter requirement to live in the City of Tumwater and whether any exceptions have been granted.

Assistant Fire Chief McGarva said the City's recruitment of volunteer firefighters is different and includes an informational meeting with the applicants to determine whether the applicant and the Fire Department would mutually benefit. Voluntary firefighters must pledge a two-year commitment.

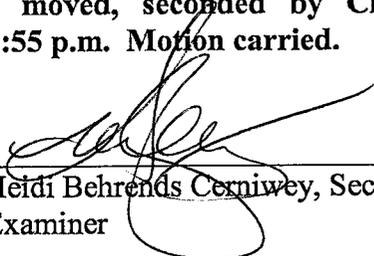
Police Chief Weiks updated the Commission on the status of police officers in training or attending the academy.

ADJOURNMENT:

Commissioner Trimble moved, seconded by Chair Bean, to adjourn the meeting at 5:55 p.m. Motion carried.



Maggie Bean, Chair



Heidi Behrends Cerniwey, Secretary/Chief
Examiner