

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

**PRESENT:** Chair Maggie Bean and Commissioner Eric Trimble.

Absent: Commissioner Simon Tee.

Staff: Acting Chief Examiner Juliann McGarva, Police Chief Jon Weiks, Fire Chief Scott LaVielle, Assistant Fire Chief Jim McGarva, and Recording Secretary Valerie Gow.

**APPROVAL OF  
MINUTES – MAY 9,  
2019:**

**MOTION:** **Commissioner Trimble moved, seconded by Chair Bean, to approve the minutes of May 9, 2019 as published. Motion carried unanimously.**

**STATUS OF  
ELIGIBILITY  
LISTS:**

Acting Examiner McGarva reviewed the status of the eligibility lists. The Police Services Specialist I List has a written test scheduled on July 1, 2019. The Entry Level Firefighter List is scheduled for speed interviews beginning June 24, 2019. Two hundred sixty-five applicants are signed up to participate in the speed interview.

**APPROVAL OF  
PROMOTIONAL  
ELIGIBILITY  
LIST: FIRE  
LIEUTENANT:**

Acting Examiner McGarva reported nine candidates participated in the written test on May 16, 2019. All nine candidates passed the test and were invited to the Assessment Center. The Assessment Center test was conducted on May 28-29, 2019. All nine candidates passed the Assessment Center test. The proposed Eligibility List for Fire Lieutenant includes nine applicants.

Fire Chief LaVielle advised that the intent is to hire one Operational Fire Lieutenant because of a recent retirement.

Commissioner Trimble asked about the status of the promotional rule for interview applicants on the eligibility list. Acting Examiner McGarva replied that the promotional rule according to Civil Service Rules allows the top seven applicants on the list to be interviewed by the Fire Chief. The list is effective for 18 months.

Assistant Fire Chief McGarva reported that in the past, the Fire Department has always interviewed the top three candidates for internal promotions. However, after researching the rules, it was discovered that the Fire Chief could hire from the top seven candidates. However, the proposal is to continue to interview the top three candidates. Interviews have been scheduled for two positions. The intent is to interview the top three candidates for the final interview.

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Commissioner Trimble questioned whether the rules are in error. Acting Examiner McGarva replied that she researched the rules extensively and found no information to include changes when the list was expanded to remain active for 18 months. She also searched the minutes in Laserfiche archive for the rule of three. Civil Service Rule 10.06 limits hiring lateral and promotional candidates from the top seven applicants on an eligibility list.

Assistant Fire Chief McGarva said he prefers to complete this particular hiring process interviewing the top three candidates and evaluating the process at a future meeting based on the outcome and any feedback before considering any potential changes.

Acting Examiner McGarva added that the recruitment notice did not include any information about the interview process in terms of an applicant's standing on the eligibility list.

**MOTION:** **Commissioner Trimble moved, seconded by Chair Bean, to approve the Promotional Eligibility List: Fire Lieutenant. Motion carried.**

**APPROVAL OF  
PROMOTIONAL  
ELIGIBILITY  
LIST: PARAMEDIC  
LIEUTENANT:**

Acting Examiner McGarva reported that because of the promotion of the Paramedic Lieutenant to Capital Medical Service Officer, a vacancy exists for Paramedic Lieutenant. The City received five applications for the position. The applicants participated in the test on May 16, 2019 followed by the Assessment Center test on May 28-29, 2019. Oral board interviews were held on June 4, 2019. Of the five candidates, three candidates passed the oral board. The proposed list contains three names.

**MOTION:** **Commissioner Trimble moved, seconded by Chair Bean, to approve the Promotional Eligibility List: Paramedic Lieutenant. Motion carried.**

**UPDATES AND  
SCHEDULING:**

The next meeting is scheduled on July 11, 2019.

Police Chief Weiks reported Rachel Black is entering the last week of field training. She is doing well in the training and the department expects her to begin patrolling within the next week. Justin Pattison is currently in the first phase of field training and is progressing well. Another officer graduated from the police academy earlier in the day. The department continues to have three vacant police officer positions with one background underway of another applicant.

Assistant Fire Chief McGarva reported on the upcoming speed interview process for entry level firefighters. Training is underway for the panelists. The two panels include a Tumwater firefighter, a firefighter from another agency, a Human Resources employee from the City of Olympia, and a Communications and Outreach Specialist from the Port of Olympia. John Walters with Public Safety Testing is providing training on how to rate and

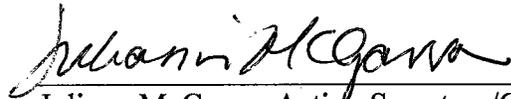
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score applicants. The interviews are scheduled to begin on Monday, June 24, 2019. Invitations were mailed to 410 individuals and 265 applicants have registered to participate. Some applicants live in other areas of the country. This year the numbers of female and minority applicants have doubled than in previous recruitment processes.

**ADJOURNMENT:** Commissioner Trimble moved, seconded by Chair Bean, to adjourn the meeting at 5:52 p.m. Motion carried.



 Maggie Bean, Chair



Juliann McGarva, Acting Secretary/Chief Examiner

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