



CITY OF
TUMWATER

**CIVIL SERVICE COMMISSION
MEETING AGENDA**

**Online via Zoom and In Person at
Tumwater City Hall, Sunset Room, 555
Israel Rd. SW, Tumwater, WA 98501**

**Thursday, August 13, 2026
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - a. Approval of June 11, 2026 Civil Service Minutes
5. Status of Eligibility List Update
6. Approval of Authorization for Promotional Exam
7. Approval of Certified Police Officer Eligibility List
8. Approval of Deputy Police Chief Exam Plan
9. Approval of Entry Level Police Officer Eligibility List
10. Approval of Lateral Police Officer Eligibility List
11. Approval of Paramedic Firefighter Exam Plan
12. Updates
13. Next Meeting Date - 09/10/2026
14. Adjourn

Meeting Information

All commission members will be attending remotely. The public are welcome to attend in person, by telephone or online via Zoom.

Watch Online

<https://us02web.zoom.us/j/88996173831?pwd=rLFedt9Vmscnn8FKqO363GB0K3d5Hk.1>

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 889 9617 3831 and Passcode 859173

Public Comment

The public may submit comments by sending an email to calmon@ci.tumwater.wa.us, no later than 4:00 p.m. the day of the meeting. Comments are submitted directly to the Commission members and will not be read individually into the record of the meeting.

Post Meeting

Video of this meeting will be recorded and posted on our City Meeting page: <https://tumwater-wa.municodemeetings.com>.

Accommodations

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City's ADA Coordinator directly, call (360) 754-4129 or email ADACoordinator@ci.tumwater.wa.us. For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384.

MEETING MINUTES

TUMWATER CIVIL SERVICE COMMISSION

June 11, 2026



CONVENE:	5:30 p.m.
PRESENT:	Commissioner Chair Blake Chard and Commissioner Pat Schneider Excused: Commissioner Wendy Moudy Staff: Chief Examiner Michelle Sutherland, Police Chief Carlos Quiles, Jr. and Fire Chief Brian Hurley
CHANGES TO AGENDA:	No changes were noted.
APPROVAL OF MINUTES:	Commissioner Chard moved, seconded by Commissioner Schneider, to approve the minutes of May 14, 2026, as presented. A voice vote approved the motion unanimously.
STATUS OF ELIGIBILITY LISTS:	Chief Examiner Sutherland reviewed the status of the eligibility lists. Active continuous lists for police and fire remain effective.
APPROVAL OF ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST:	Chief Examiner Sutherland requested to approve the Entry Level Police Officer Eligibility List.
MOTION:	Commissioner Chard moved, seconded by Commissioner Schneider, to approve the Entry Level Police Officer Eligibility List as presented. Motion carried unanimously.
APPROVAL OF CERTIFIED POLICE OFFICER ELIGIBILITY LIST:	Chief Examiner Sutherland requested to approve the Certified Police Officer Eligibility List.

MOTION: Commissioner Schneider moved, seconded by Commissioner Chard, to approve the Certified Police Officer Eligibility List as presented. Motion carried unanimously.

APPROVAL OF POLICE ADMINISTRATIVE MANAGER ELIGIBILITY LIST: Chief Examiner Sutherland requested approval for the Police Administrative Manager Eligibility List.

MOTION: Commissioner Chard moved, seconded by Commissioner Schneider, to approve the Police Administrative Manager Eligibility List. Motion carried unanimously.

APPROVAL OF LATERAL POLICE OFFICER ELIGIBILITY LIST: Chief Examiner Sutherland requested to approve the Lateral Police Officer Eligibility List.

MOTION: Commissioner Schneider moved, seconded by Commissioner Chard, to approve the Lateral Police Officer Eligibility List. Motion carried unanimously.

APPROVAL OF DEPARTMENT ASSISTANT II TO ADMINISTRATIVE ASSISTANT: Chief Examiner Sutherland requested to approve a reclassification of Department Assistant II to Administrative Assistant.

MOTION: Commissioner Chard moved, seconded by Commissioner Schneider, to approve the reclassification of Department Assistant II to Administrative Assistant. Motion carried unanimously.

UPDATES: Updates were presented by Chief Hurley and Chief Quiles, Jr..

ADJOURNMENT: With there being no further business, Commissioner Chard adjourned the meeting at 5:50 p.m.

Prepared by Michelle Sutherland, Chief Examiner.



STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – August 2026

Name of List (Fire)	Date Established	Date Renewed	Date of Expiration
Administrative Assistant	No List		
Deputy Fire Chief	No List		
Battalion Chief	May 2026		May 2027
Fire Capt. Promotional	No List		
Fire Lt. Promotional	February 2025	February 2026	February 2027
Captain-MSO Promotional	No List		
Firefighter/ Paramedic	November 2025		November 2026
Firefighter (Entry)	March 2026		March 2027
Lateral Paramedic Firefighter	November 2025		November 2026
MSO Battalion Chief	No List		
Paramedic Lieutenant	February 2025	February 2026	February 2027
Fire Training Lt.	No List		
Lateral Firefighter	November 2025		November 2026
Voluntary Transfer	No List		
FF / Paramedic to FF	No List		
Fire Department Assistant II	No List		
Fire Prevention Officer	No List		
Name of List (Police)	Date Established	Date Renewed	Date of Expiration
Police Deputy Chief	September 2025		September 2026
Police Lt. Promotional	No List		
Police Sgt. Promotional	March 2026		March 2027
Police Management Analyst	No List		
Police Officer (Entry)	Active Continuous		Active Continuous
Police Officer (Lateral)	Active Continuous		Active Continuous
Police Officer (Certified)	Active Continuous		Active Continuous
Police Admin. Manager	June 2026		June 2027
Police Records Clerk	No List		
Department Assist. II	No List		
Police Svc Specialist I	September 2025		September 2026
Police Svc Specialist II	No List		
Police Records Supervisor	No List		
Police – Executive Assistant	May 2026		May 2027



Agenda Item: Authorization for Promotional Examination:

Firefighter to Firefighter Paramedic (Internal Only)

August 13, 2026, Meeting

Action Requested:

Request to Authorize the Promotional Examination: Firefighter to Firefighter Paramedic (Internal Only) reclassification as proposed.

History and Facts Brief:

The Fire Department has provided the opportunity to its Firefighters to become certified paramedics in order to be promoted to the Firefighter Paramedic job class. Presently, a current firefighter has completion all of the paramedic training and certification process and seeks the opportunity to be promoted.

Discussion and Alternatives:

Options for the Commission include:

- Authorize the reclassification as proposed
- Do not authorize the reclassification as proposed

Tumwater City Hall
555 Israel Road SW
Tumwater WA 98501

www.ci.tumwater.wa.us



CIVIL SERVICE COMMISSION
Certified Police Officer

Examination Date: Continuous

Approval Date: Continuous

Expiration Date: Continuous

RANK	NAME	WA Academy Score: Date Received	APPROVAL DATE	EXPIRATION DATE
1	Melanie Medlock	96.47: 7/27/26	August 2026	August 2027
2	Tom Binder	94.37: 5/13/2026	June 2026	June 2027
3	Jonathan Crandall	94.08: 4/30/2026	June 2026	June 2027
4	Chad Cook	94.03: 7/10/2026	August 2026	August 2027
5	Robbie Perry	93.48: 4/30/2026	June 2026	June 2027
6	Dakota Johnson	Out of State: 6/4/2026	July 2026	July 2027

APPROVED:

 CHAIR

 DATE

Added to the list:

- Chad Cook
- Melanie Medlock

Removed from List:

- Cameron Brooks: Hired
- Dru Arndt: In Background: In Background
- Crystian Bean: In Background

Deputy Police Chief Promotional Examination Plan

Purpose:

Establish an eligibility list for the position of Deputy Police Chief through a competitive promotional process.

Qualified Candidates:

Participation is limited to qualified internal candidates who meet the minimum qualifications for the classification.

Oral Board Assessment:

Qualified candidates will be invited to participate in an oral board in late August or September. The panel will consist of 3–5 law enforcement executives and command-level leaders from neighboring agencies.

Scoring:

The oral board will be scored using a standardized rating system. Candidates must achieve a minimum passing score of 70%. The oral board score will constitute 100% of the examination score.

Eligibility List:

All candidates receiving a passing score will be placed on an eligibility list ranked by final score. The eligibility list will remain valid for twelve (12) months following Civil Service Board approval.

Chief Interview:

Upon certification of the eligibility list, the Police Chief may interview any of the top seven (7) ranked candidates on the eligibility list and may make a selection in accordance with Civil Service Rules.

Administration:

Human Resources will coordinate examination logistics, candidate notifications, scheduling, scoring documentation, and certification of the eligibility list.



CIVIL SERVICE COMMISSION
POLICE OFFICER – ENTRY LEVEL

Examination Date: Continuous

Approval Date: August 2026

Expiration Date: Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Dwight Donaldson	95.08	August 2026	August 2027
2	Tyreise Dean	90.40	August 2026	August 2027
3	Phillip Wray	86.89	August 2026	August 2027
4	Anthony Orsillo	83.83	August 2026	August 2027
5	Robert Waldref	81.76	August 2026	August 2027
6	Kith Rattanak	85.55	July 2026	July 2027
7	Kyle Taylor	80.14	July 2026	July 2027
8	Austin Kerr	79.01	July 2026	July 2027
9	Kaci Osborne-Hansen *	78.54	April 2026	April 2027
10	Jenai Burgin-Trinkley	78.33	August 2026	August 2027
11	Kyler Wallen	77.73	May 2026	May 2027
12	Riley Owen	77.55	March 2026	March 2027
13	Daniel Cox *	77.01	October 2025	October 2026
14	Isaac Morgan	76.83	May 2026	May 2027
15	Ethan Weisenfeld	76.67	June 2026	June 2027
16	Jarod Humphrey	76.50	March 2026	March 2027
17	Jase Marcott	76.49	February 2026	February 2027
18	Daniel Sea	76.34	July 2026	July 2027
19	Hunter Kleinhoff	75.51	February 2026	February 2027
20	Michael Childress	74.95	May 2026	May 2027

APPROVED:

 CHAIR

 DATE

Added to the list:

- Dwight Donaldson
- Tyreise Dean
- Phillip Wray

- Anthony Orsillo
- Robert Waldref
- Jenai Burgin-Trinkley

Removed from List:

- Shane Johnson: FCI
- Joshua Forster: In Background
- James Bastian: FCI
- Zachary Kemp: In Background
- Kedrick Coats: FCI
- Paul Ocampo: FCI
- Jackson Young: FCI
- Mark Melendres: Withdrew



CIVIL SERVICE COMMISSION
Lateral Police Officer

Examination Date: Continuous
Approval Date: Continuous
Expiration Date: Continuous

RANK	NAME	Exam Score	APPROVAL DATE	EXPIRATION DATE
1	Jacob Ashburn	92.40	August 2026	August 2027

APPROVED:

CHAIR

DATE

Added to the list:

- Jacob Ashburn

Removed from List:

- Isaiah Thomas: FCI

Tumwater Fire Department Paramedic Firefighter and Lateral Paramedic Firefighter Exam Plan and Process

Posting – August 14

Phase 1 – Application Review by Subject Matter Experts for Minimum Qualifications.

- Currently possess a valid Washington State Paramedic Certification or a National Registered Paramedic Certification.
- Lateral candidates' applications will be reviewed for minimum qualifications.
 - Currently employed in a full-time, paid, firefighter/paramedic position.
 - Must have been employed with the current public safety employer for a period of no less than a period of 24 consecutive months as a firefighter/paramedic and must have successfully completed a probationary period.
 - Currently possess a valid Washington State Paramedic Certification or a National Registered Paramedic Certification.
 - Have successfully completed IFSAC Firefighter 1, Firefighter 2, and an accredited Fire Academy.

Phase 2 – Oral Board – September 2026

Qualified candidates invited to oral board interview – 30 minutes each, ten (10) questions.

- Three (3) interviewers – consensus scoring
- Dimensions Rated:
 - Communication Skills (25%)
 - Compassion/Service Orientation (25%)
 - Critical Thinking/Problem Solving (25%)
 - Working with the Public (25%)
- 70% minimum passing score
- Candidates ranked on eligibility list
- Veteran's Preference Points added to final score

Phase 3 – Paramedic Oral Board – September 2026

Candidates will attend a paramedic oral board – 30 minutes each, five (5) questions

- Three (3) interviewers – MSO, PMLT, & PM
- Pass/Fail
- Candidates will have to demonstrate minimally acceptable competency in:
 - Pathophysiology
 - Cardiology
 - Pharmacology

- Clinical Decision Making
- Flexibility/Adaptability
- 70% minimum passing score

Civil Service Commission – October, 8

Chief's Interview Planned Completion – TBD

Conditional Offers Planned By – TBD