



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, January 08, 2026
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - a. Civil Service Commission Minutes November 2025
 - b. Civil Service Commission Minutes December 2025
5. Status of Eligibility List Update
6. Approval of Entry Level Police Eligibility List
7. Approval of Entry Level Firefighter Exam Plan
8. Updates
9. Next Meeting Date - 02/12/2026
10. 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.municodemeeetings.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
NOVEMBER 13, 2025



CONVENE:	5:30 p.m.
PRESENT:	Chair Blake Chard, Commissioners Wendy Moudy and Pat Schneider Staff: Secretary/Chief Examiner Michelle Sutherland, Police Chief Jay Mason, and Deputy Fire Chief Shawn Crimmins
CHANGES TO AGENDA:	Secretary Examiner Sutherland added the Police Lieutenant Eligibility List to the agenda.
APPROVAL OF MINUTES:	Commissioner Schneider moved, seconded by Commissioner Moudy, to approve the minutes of October 9, 2025 as presented. A voice vote approved the motion.
STATUS OF ELIGIBILITY LISTS:	Chief Examiner Sutherland reviewed the status of the eligibility lists. Active continuous lists for police and fire remain effective. There were no other changes to the lists.
APPROVAL OF ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST:	Chief Examiner Sutherland requested to approve the Entry Level Police Officer Eligibility List.
MOTION:	Commissioner Schneider moved, seconded by Commissioner Chard, to approve the Entry Level Police Officer Eligibility List as presented. Motion carried unanimously.
APPROVAL OF LATERAL PARAMEDIC FIREFIGHTER ELIGIBILITY LIST:	Chief Examiner Sutherland requested to approve the Lateral Paramedic Firefighter eligibility list.

MOTION:	Commissioner Chard moved, seconded by Commissioner Schneider, to approve the Lateral Paramedic Firefighter Eligibility List as presented. Motion carried unanimously.
APPROVAL OF PARAMEDIC FIREFIGHTER ELIGIBILITY LIST:	Chief Examiner Sutherland requested to approve the Paramedic Firefighter Eligibility List.
MOTION:	Commissioner Moudy moved, seconded by Commissioner Schneider, to approve the Police Lieutenant Exam Plan. Motion carried unanimously.
REQUEST TO EXTEND ELIBILITY OF CONTINUOUS TRANSITION ELIGIBILITY LISTS:	Chief Examiner Sutherland requested to approve the extension of continuous transition of eligibility lists to specifically dated eligibility lists.
MOTION:	Commissioner Chard moved, seconded by Commissioner Schneider, to approve the transition of eligibility lists from continuous to specifically dated eligibility lists.
APPROVAL OF POLICE LIEUTENANT ELIGIBILITY LIST:	Chief Examiner Sutherland requested to approve the Police Lieutenant Eligibility List.
MOTION:	Commissioner Moudy moved, seconded by Commissioner Schneider, to approve the Police Lieutenant Eligibility List.
NEXT MEETING DATE:	The next meeting is scheduled on Thursday, December 11, 2025.
UPDATES:	Updates on their respective departments were given by Police Chief Mason and Deputy Fire Chief Crimmins.
ADJOURNMENT:	With there being no further business, Chair Chard adjourned the meeting at 5:45 p.m.
Prepared by Michelle Sutherland, Secretary/Examiner.	

MEETING MINUTES

TUMWATER CIVIL SERVICE COMMISSION
December 11, 2025



CONVENE: 5:30 p.m.

PRESENT: NO QUORUM – MEETING CANCELLED.

**CHANGES TO
AGENDA:**

**APPROVAL OF
MINUTES:**

**STATUS OF
ELIGIBILITY LISTS:**

**APPROVAL OF
ENTRY LEVEL
POLICE OFFICER
ELIGIBILITY LIST:**

MOTION:

**NEXT MEETING
DATE:** The next meeting is scheduled on Thursday, January 8, 2026.

UPDATES:

ADJOURNMENT:



STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – January 2026

Name of List (Fire)	Date Established	Date Renewed	Date of Expiration
Administrative Assistant	No List		
Deputy Fire Chief	No List		
Battalion Chief	February 2024	February 2025	February 2026
Fire Capt. Promotional	No List		
Fire Lt. Promotional	February 2025		February 2026
Captain-MSO Promotional	No List		
Firefighter/ Paramedic	November 2025		November 2026
Firefighter (Entry)	March 2025		March 2026
Lateral Paramedic Firefighter	November 2025		November 2026
MSO Battalion Chief	February 2024	February 2025	February 2026
Paramedic Lieutenant	February 2025		February 2026
Fire Training Lt.	March 2025		March 2026
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	July 2025		July 2026
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	June 2025		June 2026
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	No List		
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	July 2025		July 2026



CIVIL SERVICE COMMISSION
POLICE OFFICER - ENTRY LEVEL

Examination Date: Continuous

Approval Date: January 2026

Expiration Date: Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Lukas Lovett	90.29	August 2025	August 2026
2	Benjamin McKown	84.53	January 2026	January 2027
3	Karl Penn	82.33	January 2026	January 2027
4	Caleb Drees	82.05	January 2026	January 2027
5	Connor Porter	79.94	December 2025	December 2026
6	Daniel Cox	77.01	October 2025	October 2026
7	Ciara Egan	76.65	September 2025	September 2026
8	Kowary Laboy	76.64	November 2025	November 2026
9	Ralph Charles	76.22	October 2025	October 2026
10	Joshua Stolz	77.37	February 2025	February 2026
11	Tracy Wilridge	75.68	April 2025	April 2026
12	Garrett Gee	75.60	February 2025	February 2026
13	Austin Krebs	74.88	January 2026	January 2027
14	Samuel Ruvalcaba	73.66	February 2025	February 2026
15	Bobbi-Jo Smith	73.50	February 2025	February 2026

APPROVED:

CHAIR

DATE

Added to the list:

- Benjamin McKown
- Karl Penn
- Caleb Drees
- Austin Krebs

Removed from List:

- Cheick Toure: UTC
- Evander Canton: UTC
- Jonathan Rivera: UTC
- Jacob Miller: UTC
- Patrick Mazzulli: In Background
- Solstice Moreno: In Background
- Carrie Brown: FCI
- Marques Reese: FCI
- Colin Gilbert: Withdrawn
- Chandler McCoy: DNS

Tumwater Fire Department Entry Level Fire Fighter Exam Plan and Process

Posting 10/1/2025 — Closing 1/30/2026 at 5:00 p.m.

Top candidates with passing score of 80% or above from public safety testing within in twelve previous months from 1/30/2025, invited to Phase 1. (**Written 40% weight**)

Phase 1 - Speed Interview – February 24, 2026 (Ranking – P/NP)

- Interviews are nine (9) minutes each –three (3) questions, no follow-up
- Dimensions Rated:
 - Motivation/Interest
 - Compassion/Service Orientation
 - Working with the Public
- Three (3) panels – consensus scoring
- Evaluators trained on scoring and avoiding common biases and rating errors
- 70% minimum passing score

Phase 2 – Oral Board – March (Oral Board 60% weight)

- Top candidates invited to oral board interview – 30 minutes each, ten (10) questions, follow-up allowed
- Three (3) interviewers per panel, two (3) panels – consensus scoring
- Dimensions Rated:
 - Communication Skills
 - Inclusivity and Relationship Building
 - Critical Thinking/Problem Solving
 - Mechanical Aptitude
- 70% minimum passing score
- Candidates ranked on eligibility list: 40% written exam and 60% oral board score
- Veteran's Preference Points added to final score

Civil Service Commission – April 2026

Chief's Interview – April 2026

Conditional Offers as needed to follow Chief's Interview