



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, July 10, 2025
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - a. Tumwater Civil Service Commission Minutes, June 12, 2025
5. Status of Eligibility List Update
6. Approval of Entry Level Police Eligibility List
7. Approval of Fire Prevention Officer Eligibility List
8. Police Deputy Chief Exam Plan
9. Updates
10. Next Meeting Date - 08/14/2025
11. 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/84502023796?pwd=OVDik6lnJJHmvgMRgSPYUhwBeuayeA.1>

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 845 0202 3796 and Passcode 572444.

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.

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
JUNE 12, 2025 Page 1**

CONVENE: 5:30 p.m.

PRESENT: Chair Blake Chard and Commissioners Wendy Moudy and Pat Schneider.

Staff: Secretary/Chief Examiner Michelle Sutherland, Fire Chief Brian Hurley, Police Chief Jay Mason, Deputy Fire Chief Shawn Crimmins, and Acting Police Deputy Chief Carlos Quiles.

CHANGES TO AGENDA: There were no changes to the agenda.

**APPROVAL OF
MINUTES:**

**TUMWATER CIVIL
SERVICE COMMISSION
MAY 8, 2025:**

MOTION: **Commissioner Schneider moved, seconded by Commissioner Moudy, to approve the minutes of May 8, 2025 as presented. A voice vote approved the motion unanimously.**

**STATUS OF MAY
ELIGIBILITY LIST
UPDATE:** Chief Examiner Sutherland reviewed the status of the June Eligibility Lists for the Fire and Police Departments.

**APPROVAL OF ENTRY
LEVEL POLICE
OFFICER ELIGIBILITY
LIST:** Chief Examiner Sutherland presented the proposed Entry Level Police Officer Eligibility List. Four new candidates are proposed for addition to the list and one candidate's name is proposed for removed because of expiration from the list. The request is approval of the proposed list with the addition of four new candidates.

MOTION: **Commissioner Moudy moved, seconded by Commissioner Schneider, to approve the Entry Level Police Officer Eligibility List as presented. A voice vote approved the motion.**

**APPROVAL OF FIRE
PREVENTION OFFICER
EXAM PLAN:** Chief Examiner Sutherland reported the request is for approval of the Fire Prevention Officer Exam Plan. Phase 1 of the exam entails a review of each applicant's qualifications. Candidates must have successfully completed the Fire Fighter Joint Apprenticeship Training Committee (JATC) training. Qualified candidates would then move to the next phase of the exam. Phase 2 is an oral board examination. Candidates passing the oral board with a score of 70% or above would qualify for inclusion on the Fire Prevention Officer Eligibility List based on the oral board score.

Staff requests approval of the proposed exam plan.

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
JUNE 12, 2025 Page 2**

Commissioner Schneider asked for more information on the training involved with JATC. Fire Chief Hurley responded that the Joint Apprenticeship Training Committee serves as the fire fighter apprenticeship three-year program. Fire fighters are required to complete 6,000 hours of training and five college level courses throughout the training period.

Commissioner Moudy asked whether the position is only open for internal applicants. Fire Chief Hurley said the hiring process is intended for internal applicants. In prior processes, the department opened the position externally when internal candidates were lacking within the department. This year, internal candidates are interested in the position.

Commissioner Moudy inquired about the status of the lateral Fire Prevention Officer eligibility list. Fire Chief Hurley said the candidates on the lateral eligibility list have all been interviewed. The current lateral eligibility list includes no candidates.

MOTION:

Commissioner Schneider moved, seconded by Commissioner Moudy, to approve the Fire Prevention Officer Exam Plan as presented. A voice vote approved the motion.

**APPROVAL OF POLICE
SERGEANT
ELIGIBILITY LIST:**

Chief Examiner Sutherland reviewed the proposed request to approve the Police Sergeant Eligibility List. Five applicants completed and passed the examination in May 2025. The five candidates are proposed for addition to the list.

MOTION:

Commissioner Schneider moved, seconded by Commissioner Moudy, to approve the Police Sergeant Eligibility List as presented. A voice vote approved the motion unanimously.

**REQUEST TO EXTEND
PROVISIONAL
APPOINTMENT:**

Chief Examiner Sutherland reported that Police Lieutenant Quiles is current serving in the Deputy Police Chief position as a provisional appointment. The request is to approve the extension of the provisional appointment beyond the initial four-month appointment allowed under Civil Service Rules. The request is because of ongoing staffing challenges and the extended timeline required for processing an external recruitment for the Deputy Police Chief position. The Commission is asked to waive Civil Service Rule 14.02 for provisional appointments and to enable Lieutenant Quiles to retain the position for up to an additional six months. No other employee has expressed an interest in applying for the Deputy Police Chief position at this time.

Police Chief Mason described the technical nature of the position that provides stability to the police department. Initially, management believed another internal candidate was interested in the position.

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MINUTES OF VIRTUAL MEETING
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However, no employees are interested in serving in the role. Staff plans to initiate an external recruitment/hiring process. The request for the extension would enable the department to conduct normal police operations while pursuing recruitment of qualified candidates.

Police Commander Mason said staff met earlier with the HR Department to review the recruitment plan for the position. Because the Deputy Police Chief position is a Civil Service protected position, the Commission is required to approve an exam plan for the position.

Police Commander Mason clarified that Deputy Chief Quiles was provisionally appointed on March 1, 2025 for a four-month appointment expiring on June 30, 2025. The request is to extend the provisional appointment for an additional six months effective June 12, 2025 to afford time to complete the recruitment process for appointment of a new Deputy Police Chief.

Commissioner Moudy asked whether the additional time was necessitated because of the withdrawal by an internal applicant. Police Commander Mason affirmed that the officer withdrew from consideration after reflecting on their personal circumstances and timing concerning the position.

Commissioner Moudy asked about any potential issues associated with the provisional appointment of Lieutenant Guiles in terms of how the lack of filling the position affects other officer capacity in the field. Police Commander Mason said any open position, especially a management position, creates a cascade of staffing issues.

Commissioner Moudy questioned whether the provisional appointment affects the ability for the department to serve the Tumwater community adequately. Police Commander Mason explained that first line staffing is the department's top priority. If the requirements of the community dictated support, he and other management staff would patrol the community when needed. An acting Sergeant was able to move to the Detectives Division affording an opportunity to fill an acting Sergeant's role as well as affording another employee serving on light duty to have an opportunity to fill an investigative role.

MOTION:

Commissioner Schneider moved, seconded by Commissioner Moudy, to approve the request to extend Lt. Carlos Quiles's provisional appointment to the Deputy Chief position for up to six (6) months (December 12, 2025). A voice vote approved the motion unanimously.

UPDATES:

Fire Chief Hurley reported five new employees are attending the Fire Training Academy with graduation scheduled on June 21, 2025. One

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
JUNE 12, 2025 Page 4**

new firefighter is attending the North Bend Fire Training Academy. The firefighter is successfully completing training with graduation scheduled on July 25, 2025.

Police Chief Mason reported on three police officers attending the Police Academy and two officers undergoing field training. The department is moving forward with the recruitment process for the Deputy Police Chief position.

NEXT MEETING DATE: The next meeting is scheduled on July 10, 2025.

ADJOURNMENT: **With no further business, Chair Chard adjourned the meeting at 5:53 p.m.**

Blake Chard, Chair

Michelle Sutherland, Secretary Chief Examiner

Prepared by Valerie L. Gow, Recording Secretary/President
Puget Sound Meeting Services, psmsoly@earthlink.net



STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – July 2025

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	Active Continuous		Active Continuous
Firefighter (Entry)	March 2025		March 2026
Lateral Paramedic Firefighter	Active Continuous		Active Continuous
MSO Battalion Chief	February 2024	February 2025	February 2026
Paramedic Lieutenant	February 2025		February 2026
Fire Training Lt.	March 2025		March 2026
Lateral Firefighter	Active Continuous		Active Continuous
Voluntary Transfer	No List		
FF / Paramedic to FF	No List		
Fire Department Assistant II	August 2024		August 2025
Lateral Fire Prevention Officer	November 2024		November 2025
Name of List (Police)	Date Established	Date Renewed	Date of Expiration
Police Commander	No List		
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	No List		
Police Svc Specialist II	No List		

Tumwater City Hall
555 Israel Road SW
Tumwater WA 98501

www.ci.tumwater.wa.us



CIVIL SERVICE COMMISSION
POLICE OFFICER – ENTRY LEVEL

Examination Date: Continuous
Approval Date: July 2025
Expiration Date: Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Nicholas Borgens	98.38	July 2025	July 2026
2	Remington Cochran	86.65	December 2024	December 2025
3	Manuel Salcido	85.83	April 2025	April 2026
4	Matthew McAlpine	85.76	July 2025	July 2026
5	Michael Boyd	81.18	June 2025	June 2026
6	William O'Conner	81.11	June 2025	June 2026
7	Karl Penn	80.98	August 2024	August 2025
8	Jayden Sotebeer	80.67	July 2025	July 2026
9	Cheick Toure	80.60	April 2025	April 2026
10	Ella Cruz	79.68	June 2025	June 2026
11	Edward Owen	79.11	October 2024	October 2025
12	Evander Canton	79.10	June 2025	June 2026
13	Jonathan Rivera	79.06	February 2025	February 2026
14	Jacob Miller	78.90	May 2025	May 2026
15	Colin Gilbert	78.04	January 2025	January 2026
16	Joshua Stolz	77.37	February 2025	February 2026
17	Chandler McCoy	76.04	July 2025	July 2026
18	Tracy Wilridge	75.68	April 2025	April 2026
19	Garrett Gee	75.60	February 2025	February 2026
20	Robert Docherty	75.25	October 2024	October 2025
21	Samuel Ruvalcaba	73.66	February 2025	February 2026
22	Bobbi-Jo Smith	73.50	February 2025	February 2026

APPROVED:

CHAIR

DATE

Added to the list:

- Nicholas Borgens
- Matthew McAlpine

- Jayden Sotebeer
- Chandler McCoy

Removed from List:

- Daren Davis: FCI
- Jacob Metra: Withdrew



CIVIL SERVICE COMMISSION
Fire Prevention Officer

Examination Date:	Continuous
Approval Date:	July 2025
Expiration Date:	Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Tod Mower	92%	July 2025	July 2026
2	Sam Hayes	74%	October 2024	October 2025
3	Brandon Venegas	70%	October 2024	October 2025

APPROVED:

CHAIR

DATE

Added to the list:

Removed from List:

- Scott Kennedy: Withdrew

Deputy Chief Exam Plan – 2025

Requirements

- High School graduation or a GED certificate. Five years of experience with a law enforcement agency, three years of which must have been as a Police Sergeant or equivalent rank with supervisory responsibilities plus one of the following:
 - Graduation from an accredited law enforcement academy in Washington State; or
 - A passing score on the Washington State Equivalency examination; or
 - Graduation from an accredited law enforcement academy in some other state (applicants in this category must pass the Washington State equivalency examination within twelve months of hire. Failure to pass this examination within the time limit, could be grounds for termination.)

Preferred Requirements

- The department prefers candidates with related college education and a background in successful implementation of community policing principles.

Exam Plan Review by Civil Service Commission on July 10, 2025, meeting

Recruitment and Screening

- WASPC to help us identify the best qualified candidates and have the top 3-5 go to a selection process that can consist of three boards.
- Candidates will be reviewed by HR and the Police Chief to verify qualifications are met.
- Candidates that meet the qualifications will be invited to participate in an oral board interview.

Oral Board

- Three Oral Board Panels
 - Ops board. Made up of TPD staff. One first line, one first line supervisor, one admin staff and one from the union
 - Community board. Key community members
 - Peer/Director board. 3-4 peers or department directors that the DC will interact with on a regular basis
- All boards weighed equally
- Candidates passing with a 70% minimum score will be ranked on an eligibility list

Consideration for list approval at future Civil Service Commission meeting.

The top seven (7) candidates are eligible for Chief's Interview, and any may be selected