



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, October 09, 2025  
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
  - a. Approval of September 11, 2025 Minutes
5. Status of Eligibility List Update
6. Approval of Entry Level Police Eligibility List
7. Approval of Police Services Specialist I Eligibility List
8. Approval of Police Lieutenant Exam Plan
9. Class Specification Update - Police Lieutenant
10. Updates
11. Next Meeting Date - 11/13/2025
12. 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](mailto: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](http://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](mailto: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  
SEPTEMBER 11, 2025



**CONVENE:** 5:30 p.m.

**PRESENT:** Chair Blake Chard, Commissioner Wendy Moudy, Commissioner Pat Schneider

Staff: Secretary/Chief Examiner Michelle Sutherland, Police Chief Jay Mason, Fire Chief Brian Hurley, Deputy Fire Chief Shawn Crimmins

**APPROVAL OF MINUTES:** Commissioner Chard moved, seconded by Commissioner Moudy, to approve the minutes of August 14, 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 ELIGIBILITY LIST:** Chief Examiner Sutherland requested to approve the Entry Level Police Eligibility List.

**MOTION:** Commissioner Schneider moved, seconded by Commissioner Moudy, to approve the Entry Level Police Officer Eligibility List as presented. Motion carried unanimously.

**DISCUSSION ITEM - FIRE DEPARTMENT CONTINUOUS LISTS:** Chief Examiner Sutherland presented the plan for the Fire Department to discontinue the continuous eligibility lists for Lateral Firefighter, Lateral Paramedic, and Entry-Level Paramedic, and move forward with standard dated eligibility lists.

**APPROVAL OF  
POLICE DEPUTY  
CHIEF ELIGIBILITY  
LIST:**

Chief Examiner Sutherland requested to approve the Police Deputy Chief eligibility list.

**MOTION:**

**Commissioner Moudy moved, seconded by Commissioner Schneider, to approve the Police Deputy Chief Exam Plan. Motion carried unanimously.**

**APPROVAL OF  
POLICE SERVICES  
SPECIALIST I  
ELIGIBILITY LIST:**

Chief Examiner Sutherland requested to approve the Police Services Specialist I eligibility list.

**MOTION:**

**Commissioner Schneider moved, seconded by Commissioner Moudy, to approve the Police Services Specialist I Eligibility List. Motion carried unanimously.**

**NEXT MEETING  
DATE:**

The next meeting is scheduled on Thursday, November 13, 2025.

**UPDATES:**

Updates on their respective departments were given by Police Chief Mason and Fire Chief Hurley.

**ADJOURNMENT:**

**With there being no further business, Chair Chard adjourned the meeting at 5:52 p.m.**

Prepared by Michelle Sutherland, Secretary/Examiner.



### STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – October 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/In Transition
Firefighter (Entry)	March 2025		March 2026
Lateral Paramedic Firefighter	Active Continuous		Active Continuous/In Transition
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/In Transition
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

Tumwater City Hall  
555 Israel Road SW  
Tumwater WA 98501

[www.ci.tumwater.wa.us](http://www.ci.tumwater.wa.us)



*CIVIL SERVICE COMMISSION*  
**POLICE OFFICER – ENTRY LEVEL**

Examination Date: Continuous  
 Approval Date: October 2025  
 Expiration Date: Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Nicholas Borgens	98.38	July 2025	July 2026
2	Joel Martinez	93.13	September 2025	September 2026
3	Lukas Lovett	90.29	August 2025	August 2026
4	Caitlin Palecki	89.41	September 2025	September 2026
5	Patrick Mazulli	86.68	October 2025	October 2026
6	Remington Cochran	86.65	December 2024	December 2025
7	Manuel Salcido	85.83	April 2025	April 2026
8	Joshua Cofield	83.07	October 2025	October 2026
9	Cole Williams	81.04	August 2025	August 2026
10	Cheick Toure	80.60	April 2025	April 2026
11	Ella Cruz	79.68	June 2025	June 2026
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	Marques Reese	78.25	August 2025	August 2026
16	Daniel Cox	77.01	October 2025	October 2026
17	Ciara Egan	76.65	September 2025	September 2026
18	Ralph Charles	76.22	October 2025	October 2025
19	Colin Gilbert	78.04	January 2025	January 2026
20	Joshua Stolz	77.37	February 2025	February 2026
21	Chandler McCoy	76.04	July 2025	July 2026
22	Tracy Wilridge	75.68	April 2025	April 2026
23	Garrett Gee	75.60	February 2025	February 2026
24	Samuel Ruvalcaba	73.66	February 2025	February 2026
25	Bobbi-Jo Smith	73.50	February 2025	February 2026

APPROVED:

\_\_\_\_\_  
 CHAIR

\_\_\_\_\_  
 DATE

**Added to the list:**

- Patrick Mazulli
- Joshua Cofield
- Daniel Cox
- Ralph Charles

**Removed from List:**

- Samuel Luker: FCI
- Dylan Paganini: FCI
- Blake Phair: FCI
- Robert Docherty: Expired
- Edward Owen: Expired



*CIVIL SERVICE COMMISSION*  
**POLICE SERVICES SPECIALIST I**

Examination Date: September 2025  
 Approval Date: September 2025  
 Expiration Date: September 2026

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	LeAnne Rangel	90.10	September 2025	September 2026
2	Joshua Brown	89.85	September 2025	September 2026
3	Mackenzie Chase	85.66	September 2025	September 2026
4	Timothy Beirman	84.76	September 2025	September 2026

APPROVED:

\_\_\_\_\_  
 CHAIR

\_\_\_\_\_  
 DATE

**Added to the list:**

**Removed from List:**

- Heidi Elmobdy: FCI
- Erin McMichael: FCI



## **Police Lieutenant Exam Plan – November 2025**

Recruitment will be open to qualified internal candidates and will be posted in October 2025

### **Candidate Screening**

- Candidates will be reviewed by HR and the Police Administration to verify qualifications are met.
- Candidates that meet the qualifications will be invited to participate in the Assessment

### **Assessment Center – November 12, 2025**

- Four (4) Exercises
  - Expectations Presentation
  - Inbox Exercise
  - Critical Thinking Practical Scenarios
  - Oral Synopsis of Written Work
- Candidate Scores Measured by Five Behavioral Scoring Dimensions
  - Decision Making and Judgement
  - Interpersonal Communication
  - Leadership and Command Presence
  - Problem Solving and Critical Thinking
  - Written Communication and Oral Presentation
- 70% minimum passing score

**Final Score:** Testing will produce ranking for the Chief's interview.

**Consideration for list approval on December 11, 2025, Civil Service Commission meeting.**

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



**TO: Civil Service Commission**

**FROM: Michelle Sutherland, Secretary Examiner**  
**Jay Mason, Police Chief**

**DATE: November 9, 2025**

**SUBJECT: Class Spec Update: 413 Police Lieutenant**

**Recommended Action:**

- Approve the updated verbiage of the Police Lieutenant (Revised version below)

**Background:**

The current classification specification for the Police Lieutenant includes outdated terminology and requirements that no longer reflect the operational structure or expectations of the Tumwater Police Department. Specifically:

- **Technical Corrections:** The title “Commander” has been updated to “Deputy Chief” throughout the specification to align with the department’s current organizational hierarchy.
- **Requirement Modifications:** Updates have been made to the minimum qualifications, including education and experience criteria, to better reflect the evolving responsibilities of the role and to ensure consistency with comparable positions in other jurisdictions.

These revisions are intended to improve clarity, support accurate recruitment efforts, and assist Human Resources in conducting classification studies. The updated specification also ensures compliance with current legal and operational standards while maintaining flexibility for future adjustments.

**Alternatives:**

- No alternatives suggested

**Class Title:** Police Lieutenant**Class Code:** 413**Department:** Police**Reports To:** Deputy Chief**Salary Grade:** p15**FLSA Status:** Non-exempt**Represented:** Police Management**FTE Status:** FT/PT Salaried**Competency Level:** Manager

**General Statement of Duties:** Performs responsible professional, administrative, and supervisory tasks to assist in directing the operation and activities of the Police Department. Duties may vary and encompass all aspects of municipal law enforcement service, including administration, patrol, traffic control, criminal investigation, crime prevention, and recordkeeping services.

**Essential Job Duties:**

1. Coordinates the work and exchange of information between teams and divisions.
2. Prepares and plans for special events; Assumes command at the scene of major events/incidents.
3. Participates in the development of, departmental policies, procedures, and plans; may recommend priorities, goals and objectives; assists in the implementation of new policies, procedures and goals.
4. Participates in the development and implementation of the department budget; Responsible for monitoring and authorization of purchases within areas under their supervision.
5. Responsible for planning, monitoring and coordination of department programs: Training; FTO; Firearms; Defensive Tactics; K9; EVOC; Less Lethal; Active Shooter; Riot, Patrol Tactics; Ride-Along; Outside Employment; Fleet; and, Equipment.
6. Evaluates identified community law enforcement concerns and objectives; assists Deputy Chief in developing and implementing programs and priorities to achieve results.
7. Responsible for the enforcement of federal, state, and local law enforcement codes and standards.
8. Coordinates department's cooperative efforts with local, state, and federal law enforcement officials in the apprehension and detention of wanted persons.
9. Receives and investigates complaints, taking action as necessary.

10. Represents the department at meetings, conferences and task forces as assigned.
11. Represents City before public organizations, citizens, media, boards, or commissions as assigned.
12. Participates in personnel processes: hiring, evaluation, promotion or transfer; conducts formal and informal discipline; Investigates citizen's complaints.
13. May act as the Acting Deputy Chief in the absence of the Deputy Chief.
14. Performs other duties as required or assigned.

Performs related duties as assigned.

### **Knowledge, Skills, and Abilities:**

1. Thorough knowledge of modern criminal justice and law enforcement principles, practices, and techniques of police service administration, organization and management;
2. Knowledge of the laws, regulations, codes, and current practices affecting law enforcement;
3. Skills to operate police record systems
4. Ability to demonstrate effective use of the principles and practices that apply to patrol, traffic control, criminal investigation, crime prevention, recordkeeping, communications, and care and custody of person and property;
5. Basic knowledge of budgeting, purchasing and planning.
6. Ability to effectively direct, coordinate and evaluate the activities of department personnel;
7. Ability to effectively supervise subordinates to achieve a high level of service and productivity;
8. Ability to reason and react calmly and quickly in emergency and life threatening situations;
9. Ability to express ideas clearly and concisely orally and in writing, to groups and individuals;
10. Ability to establish and maintain effective working relationships with subordinates, elected officials, and the public.

### **Minimum Qualifications:**

1. High School graduation or a GED certificate.
2. Five years' experience with a law enforcement agency, two years of which must have been as a Police Sergeant with the Tumwater Police Department
3. Two years of service with the Tumwater Police Department.
4. Must be able to successfully Complete Middle Management and Command College training.

**Training/Licenses/Certifications:** External applicants must be able to pass or prove the ability to pass a LEOFF II medical examination or a standard medical examination, as specified by the employer or the State of Washington. Must be able to meet the requirements of the City of Tumwater Civil Service Commission, regarding minimum age, education and physical strength / agility or other job-related qualifications. Must possess a valid Washington State Driver's License and have a driving record acceptable to the City's insurance carrier. Must pass a thorough background investigation and psychological examination.

### **Supplemental Information:**

**Contacts:** Lieutenants have constant, daily contact with staff for the purpose of providing management and information sharing. Successful interpersonal contact is a key element. Lieutenants routinely communicate with individuals of all organizational levels and often serve as a link between command staff and other staff; and, Lieutenants have contact with all segments of society, with some becoming adversarial in nature and requiring tact, discretion and self-control. Maintaining friendly and cooperative relationships with members of the community is necessary for position success.

**Supervision:** This position is supervised by the Deputy Chief through general review of work plans, progress and results; and achievement of department objectives. Supervision of sergeants, officers and civilian employees is required.

**Accountability:** Lieutenants are accountable for ensuring law enforcement activities are delivered in an effective, efficient manner according to Department policies and procedures.

**Working Conditions:** The majority of each work assignment is completed from an office, though field work is required at times. Lieutenants may be exposed to physical and verbal abuse in circumstances requiring considerable self-control. Field work may require physical exertion, exposure to inclement weather, safety hazards and life-threatening situations. Other working conditions are outlined in the Collective Bargaining Agreement.

**Physical Requirements:** Work is often performed in an office and field setting. Specific physical requirements and typical working conditions for this position are on file in the Administrative Services Department.

The City of Tumwater is an Equal Opportunity Employer (EOE), committed to a diverse workforce. Women, minorities and people with disabilities are encouraged to apply.