



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, February 12, 2026
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - a. Approval of Civil Service Commission Minutes January 8, 2026
5. Status of Eligibility List Update
6. Approval of Entry Level Police Eligibility List
7. Approval of Police Sergeant Exam Plan
8. Approval of Battalion Chief Exam Plan
9. Request to Extend Paramedic Lt and Fire Lt. Eligibility Lists
10. Updates
11. Next Meeting Date - 03/12/2026
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/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
JANUARY 8, 2026



- CONVENE:** 5:30 p.m.
- PRESENT:** Chair Blake Chard, Commissioners Wendy Moudy and Pat Schneider

Staff: Secretary/Chief Examiner Michelle Sutherland, Acting Police Chief Carlos Quiles, Fire Chief Brian Hurley, 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 November and December 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 Moudy moved, seconded by Commissioner Chard, to approve the Entry Level Police Officer Eligibility List as presented. Motion carried unanimously.**
- APPROVAL OF ENTRY LEVEL FIREFIGHTER EXAM PLAN:** Chief Examiner Sutherland requested to approve the Entry Level Firefighter Exam Plan.

MOTION: Commissioner Chard moved, seconded by Commissioner Moudy, to approve the Entry Level Firefighter Exam Plan as presented. Motion carried unanimously.

NEXT MEETING DATE: The next meeting is scheduled on Thursday, March 12 , 2026.

UPDATES: Updates on their respective departments were given by Acting Police Chief Quiles and Fire Chief Hurley.

ADJOURNMENT: **With there being no further business, Chair Chard adjourned the meeting at 5:44 p.m.**

Prepared by Michelle Sutherland, Secretary/Chief Examiner.



STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – February 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: February 2026
Expiration Date: Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	James Graves	93.54	February 2026	February 2027
2	Lukas Lovett	90.29	August 2025	August 2026
3	Daniel Spencer	89.98	February 2026	February 2027
4	Tyler Townshend	86.84	February 2026	February 2027
5	(Randall) Tyler Brown	84.19	February 2026	February 2027
6	Jordan Davidson	83.79	February 2026	February 2027
7	David Connick	77.76	February 2026	February 2027
8	Tracy Wilridge	75.68	April 2025	April 2026
9	Austin Krebs	74.88	January 2026	January 2027
10	Samuel Ruvalcaba	73.66	February 2025	February 2026
11	Bobbi-Jo Smith	73.50	February 2025	February 2026

APPROVED:

CHAIR

DATE

Added to the list:

- James Graves
- Tyler Townshend
- (Randall) Tyler Brown
- Jordan Davidson
- Daniel Spencer
- David Connick

Removed from List:

- Ralph Charles: Withdrew
- Daniel Cox: In Background
- Ciara Egan: FCI
- Joshua Stolz: FCI
- Connor Porter: FCI

Item 6.

- Kowary Laboy: FCI
- Garrett Gee: Withdrew
- Caleb Drees: Withdrew
- Karl Penn: FCI

Police Sergeant Exam Plan – February 2026

Internal recruitment to qualified candidates posted for one week beginning February 13

Step 1: 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 Center

Assessment Center – March 10, 2026

- All qualified applicants will be invited to participate.
- Four (4) Exercises
- Candidate Scores measure select competencies of the following list of dimensions:
 - Decision making & Judgement
 - Interpersonal Communication
 - Leadership & Command Presence
 - Operational Planning & Prioritization
 - Problem Solving & Critical Thinking
 - Professional Standards & Accountability
 - Resource & Personnel Management
 - Written Communication & Documentation
- 70% minimum passing score (overall average)

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

Consideration for list approval on March 12, 2026, Civil Service Commission meeting.

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

Battalion Chief Testing Plan - 2026

Developed and administered by PublicSafetyTesting.com for steps 2 and 3.

Step 1: Candidate Screening

- Candidates will be reviewed by HR and the Deputy Fire Chief to verify qualifications.
- Candidates who meet the qualifications will be invited to participate in Step 2.

Step 2: Written Exam: 30% - April 1, 2026

Customized exam including the following components:

- Fire and Emergency Services Company Officer, Fire Officer II, Sixth Edition, IFSTA
- Tumwater Fire Department Policies/Lexipol
- City of Tumwater and Union Local 2409 Contract
- Thirty-30-day study period (minimum)
- Total Questions – 100

70% is the minimum passing score. Candidates must pass the written exam to advance to the assessment center step.

Step 3: Assessment Center: 70% - April 22, 2026

Dimensions rated:

- Oral Communication
- Written Communication
- Interpersonal Insight
- Problem Analysis
- Judgement
- Decisiveness
- Planning and Organization
- Delegation and Control

70% is the minimum passing score

Consideration for list approval at the May 14, 2026, Civil Service Commission meeting.

Step 4: The top seven (7) candidates are eligible for the Chief's Interview, and any may be selected



Civil Service Commission: February 12, 2026

Discussion Item:

Request to extend eligibility for candidates on our current eligibility list for Fire Lieutenant and Paramedic Lieutenant Classifications

Background:

Those currently remaining on the list continue to represent the highest-qualified candidates for future vacancies and have remained on the list primarily due to the limited number of promotional opportunities available. Extending the eligibility period will allow us to retain access to these well-qualified candidates while avoiding the stress, time commitment, and financial cost associated with conducting a new testing process.

Request:

We request that the Civil Service Commission approve extending the eligibility period for these candidates to **February 2027**, so that we can continue to consider these candidates for upcoming vacancies.