



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, April 09, 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 March 12, 2026
5. Status of Eligibility List Update
6. Approval of Entry Level Police Eligibility List
7. Approval of Entry Level Firefighter Eligibility List
8. Fire Administrative Manager Reclassification
9. Updates
10. Next Meeting Date - 05/14/2026
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/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
MARCH 12, 2026



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

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

Staff: Chief Examiner Michelle Sutherland, Acting Deputy Police Chief Ken Driver.

- CHANGES TO AGENDA:** Chief Examiner Sutherland proposed adding the Police Sergeant Eligibility List and Police Executive Assistant Exam Plan to the agenda.

- APPROVAL OF MINUTES:** **Commissioner Schneider moved, seconded by Commissioner Chard, to approve the minutes of February 2026 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.

- 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 POLICE SERGEANT ELIGIBILITY LIST:** Chief Examiner Sutherland requested to approve the Police Sergeant Eligibility List.

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

**APPROVAL OF
EXECUTIVE
ASSISTANT POLICE
EXAM PLAN:**

Chief Examiner Sutherland requested to approve the Executive Assistant Police Exam Plan.

MOTION:

Commissioner Chard moved, seconded by Commissioner Schneider, to approve the Executive Assistant Exam Plan as presented. Motion carried unanimously.

**NEXT MEETING
DATE:**

The next meeting is scheduled on Thursday, April 9, 2026.

UPDATES:

No updates were presented.

ADJOURNMENT:

With there being no further business, Chair Chard adjourned the meeting at 5:42 p.m.

Prepared by Michelle Sutherland, Chief Examiner.



STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – April 2026

Name of List (Fire)	Date Established	Date Renewed	Date of Expiration
Administrative Assistant	No List		
Deputy Fire Chief	No List		
Battalion Chief	No List		
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 2025		March 2026
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	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	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	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: April 2026
Expiration Date: Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Zack Terrell	89.72	February 2026	February 2027
2	Robert Bauer	88.85	February 2026	February 2027
3	Trevor James	87.75	April 2026	April 2027
4	Brian Voghell	85.33	April 2026	April 2027
5	Andrew Sandberg	84.38	March 2026	March 2027
6	Jose Calderon	84.10	March 2026	March 2027
7	Jared Corbet	81.38	April 2026	April 2027
8	Brandin Riedel	80.59	February 2026	February 2027
9	Prabhart Prasad	79.41	March 2026	March 2027
10	Kaci Osborne-Hansen	78.54	April 2026	April 2027
11	Torian Whetstone	78.43	April 2026	April 2027
12	Riley Owen	77.55	March 2026	March 2027
13	Daniel Cox	77.01	October 2025	October 2026
14	Randel Kephart	76.73	March 2026	March 2027
15	Jarod Humphrey	76.50	March 2026	March 2027
16	Jase Marcott	76.49	February 2026	February 2027
17	Hunter Kleinhoff	75.51	February 2026	February 2027

APPROVED:

CHAIR

DATE

Added to the list:

- Jose Calderon
- Prabhart Prasad
- Riley Owen
- Randel Kephart
- Jarod Humphrey
- Trevor James
- Brian Voghell

- Kaci Osborne-Hansen
- Jared Corbet

Removed from List:

- Jordan Davidson: In Background
- Brian Voghell: FCI
- Andrew Sandberg: FCI
- Lukas Lovett: Withdrew
- Torian Whetstone



CIVIL SERVICE COMMISSION
FIREFIGHTER – ENTRY LEVEL

Examination Date: March 2026
Approval Date: April 2026
Expiration Date: March 2027

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Artem Vasilyev	96.62	April 2026	April 2027
2	Seth Rambo	93.37	April 2026	April 2027
3	David Wonser	93.22	April 2026	April 2027
4	Malachi Barton	92.30	April 2026	April 2027
5	Jonathan Backous	91.54	April 2026	April 2027
6	Benjamin Cohen	89.76	April 2026	April 2027
7	Kaylee Sarles	88.94	April 2026	April 2027
8	Adam Chatman	88.30	April 2026	April 2027
9	Reece Wood	87.20	April 2026	April 2027
10	Kaya Frost	87.14	April 2026	April 2027
11	Arthur Getchman	86.91	April 2026	April 2027
12	Magen Aubryn	86.70	April 2026	April 2027
13	Austin Roeda	85.90	April 2026	April 2027
14	Travis Davey	85.27	April 2026	April 2027
14	Gregory Gerrits	85.27	April 2026	April 2027
16	Cassandra Zulch	82.62	April 2026	April 2027
17	Nathan Werlinger	82.58	April 2026	April 2027
18	Daniel Tausa	82.29	April 2026	April 2027
19	Andrew Dickson	80.89	April 2026	April 2027
20	Kedrick Coats	79.24	April 2026	April 2027
21	Victoria Lucchetti	78.83	April 2026	April 2027
22	Jadon Frier	78.14	April 2026	April 2027
23	Kurtis Holen	78.00	April 2026	April 2027
24	Zackary Summers	76.55	April 2026	April 2027
25	Garet Demich	76.11	April 2026	April 2027
26	Blake Hampton	75.58	April 2026	April 2027

APPROVED:

CHAIR

DATE

Added to the list:

All candidates resulted from the recruitment process completed in March 2026 and are new to the eligibility list.

Removed from List:



TO: Civil Service Commission
FROM: Michelle Sutherland, Secretary Examiner
DATE: April 9, 2026
SUBJECT: New Police Records Supervisor Position

Background

The Fire Department Executive Assistant position is currently classified as a senior-level administrative support role intended to provide executive coordination, confidential administrative assistance, and operational support to department leadership. As structured, the classification emphasizes functions such as scheduling, correspondence management, records coordination, and administrative project support, with limited responsibility for independent decision-making, policy development, or financial oversight.

In contrast, the Police/Fire Administrative Manager position is established as management classification with a significantly broader scope and authority. This role encompasses independent decision-making, departmental budget development and oversight, policy and procedure development, human resources coordination, labor agreement interpretation, and ensuring compliance with applicable regulatory and legal requirements. The Police/Fire Administrative Manager serves as a strategic advisor to the Chief and command staff, and functions as a key liaison with internal departments, including Human Resources and Finance.

During the recent recruitment process for the Police Administrative Manager position, staff conducted a review of Fire Executive Assistant administrative functions. This review identified a clear and material misalignment between the current classification of the Fire Department Executive Assistant position and the actual scope of duties being performed. The incumbent is routinely performing responsibilities that align with the Administrative Manager classification, including budget coordination, policy development, interdepartmental coordination, and operational oversight.

This misalignment has created an internal equity concern, as comparable positions within the Police and Fire Departments are classified and compensated differently despite performing substantially similar work at a comparable level of responsibility and decision-making. Maintaining the current classification structure also presents organizational risk, including challenges related to recruitment and retention, as well as potential inconsistencies with established classification standards.

Recommended Action

It is recommended that the Civil Service Commission approve the reclassification of the Fire Department Executive Assistant position to the Fire Department Administrative Manager classification.

This recommendation is based on a thorough analysis of the duties currently assigned to and performed by the position, which clearly align with the scope, complexity, and level of responsibility associated with the Administrative Manager classification. The role is functioning at a management level, exercising independent judgment, supporting departmental operations strategically, and serving as a critical advisor and liaison on administrative, financial, and human resource matters.

Approval of this reclassification will:

- Promote internal equity by aligning the Fire Department position with the Police Administrative Manager classification performing comparable work.
- Accurately reflect the scope of responsibility currently assigned to the position, including budget oversight, policy development, and cross-departmental coordination.
- Strengthen organizational effectiveness by formally recognizing the position as a management-level role with appropriate authority and accountability.
- Mitigate organizational risk associated with misclassification, including compensation disparities and challenges in recruitment and retention.

This action aligns the City's classification framework with actual operational needs and reflects best practices in public sector human resources management, which require positions to be classified based on the duties performed rather than title alone.

Accordingly, staff recommends approval of the proposed reclassification with the support of City Administrator Simmons.

Alternatives

No alternatives suggested



Class Title: Police/Fire Administrative Manager

Class Code: 133

Department / Division: Police Department, Fire Department

Reports To: Police Chief, Fire Chief

Salary Grade: NR36

FLSA Status: Exempt

Bargaining Unit: Non-represented

FTE Status: Salaried

Flexible Schedule: Remote and flexible schedule options may be available per policy and business need.

This specification describes the general nature and level of work. It is not a contract and does not list all duties.

Classification Summary

The Police/Fire Administrative Manager is a senior-level management position within the Police/Fire Department. The position exercises independent judgement, discretion, and authority within established policy and legal frameworks and works closely with the Police/Fire Chief and command staff.

Essential Functions

Duties and responsibilities include, but are not limited to, the following:

Operational and Departmental Support

- Serve as the primary administrative financial and budget advisor to the Police/Fire Chief on non-sworn and staff operational matters.
- Develop and coordinate administrative processes that support the department.
- Review, develop, and implement administrative policies, procedures, and internal controls to improve efficiency and consistency.

Budget and Financial Management

- Prepare, monitor, and administer the police department's operating budget in coordination with the Police/Fire Chief and City finance staff.
- Track Expenditures, analyze budget variances, and prepare financial reports.

- Manage purchasing, contracts, and vendor relationships in accordance with City procurement policies.
- Identify opportunities for cost control, operational efficiencies, and external funding or grants when applicable.
- Manage accounts payable, invoicing, and administrative purchasing

Human Resources and Payroll Coordination

- Maintain awareness of local, state, and federal laws affecting police/fire administration.
- Draft and implement administrative policies and standard operating procedures.
- Ensure compliance with record retention, public disclosure, and risk management requirements.

Interdepartmental Coordination & Communication

- Serve as the department's primary liaison with the City's Human Resources Department.
- Ensure accurate timekeeping, payroll processing, and leave tracking for all department personnel.
- Interpret and apply labor agreements, personnel rules, and employment laws.

Compliance and Risk Management

- Ensure compliance with state and federal laws, accreditation standards, and City policies affecting police/fire administration.
- Coordinate audits, inspections, and internal reviews related to administrative functions.
- Assist with risk management, claims coordination, and documentation related to administrative matters.

Community and Interdepartmental Relations

- Serve as a professional point of contact for the public regarding administrative inquiries and concerns.
- Coordinate audits, inspections, and internal reviews related to administrative functions.
- Represent the department on internal committees or workgroups as assigned.

Minimum Qualifications

- Bachelor's degree in public administration, business administration, accounting, finance, criminal justice, or a closely related field.
- Five (5) or more years of progressively responsible administrative and management experience including at least two (2) years of supervisory experience.
- Experience in law enforcement, public safety, fire operations, municipal government, or other complex, regulated organizational environments.
- Experience in budget preparation, financial administration, and fiscal oversight in a complex organizational environment.
- An equivalent combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential functions.

Preferred Qualifications

- Master's degree in public administration, business administration, or related field.
 - Experience in police/fire administrative or support operations.
 - Knowledge of municipal budgeting, contracts, and procurement.
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Knowledge, Skills & Abilities

- Knowledge of municipal government operations, public administration principles, and police/fire department administrative functions.
 - Strong supervisory and leadership skills, including performance management and employee development.
 - Ability to interpret and apply laws, policies, procedures, and labor agreements.
 - Budget development, financial analysis, and report preparation skills.
 - Effective written and verbal communication skills.
 - Ability to manage sensitive and confidential information with discretion.
 - Strong organizational skills with the ability to manage multiple priorities and deadlines.
 - Proficiency with standard office software and records management systems.
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Working Conditions & Physical Demands

- Work is performed primarily in an office or administrative environment with frequent interruptions.
- Position may require attendance at meetings outside of regular business hours.
- Occasional lifting of office materials up to 25 pounds.
- Ability to sit, stand, walk, and use standard office equipment for extended periods.

Reasonable accommodation will be provided for qualified individuals in accordance with applicable laws.

Commitment to Equity, Safety, and Ethics

Employees are expected to perform their duties in a manner that supports equity, safety, integrity, and professionalism. This includes following all safety policies and procedures, treating coworkers and the public with respect, and conducting work ethically and responsibly.

Employees are expected to uphold public trust through fair, transparent, and lawful conduct and to contribute to a safe, inclusive, and respectful work environment.

Classification History

- Created/Modernized: March 2026
- Prior Revisions: July 2018

Approvals:

- Administrative Services Director _____
- Department Director _____