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, March 12, 2026
5:30 PM

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
   a. February 12, 2026 Civil Service Commission
5. Status of Eligibility List Update
6. Approval of Entry Level Police Eligibility List
7. Updates
8. Next Meeting Date - 04/09/2026
9. 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
February 12, 2026

CONVENE:	5:30 p.m.
PRESENT:	Chair Blake Chard, Commissioner Pat Schneider Excused: Commissioner Wendy Moudy Staff: Secretary/Chief Examiner Michelle Sutherland, Acting Police Chief Carlos Quiles, Fire Chief Brian Hurley, Deputy Fire Chief Shawn Crimmins
CHANGES TO THE AGENDA:	Secretary Examiner Sutherland added the Police Administrative Manager Exam Plan to the agenda.
APPROVAL OF MINUTES:	**Commissioner Schneider moved, seconded by Commissioner Chard, to approve the minutes of January 2026 as presented. A voice vote approved the motion.**
STATUS OF ELIGIBLITY 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 EXAM PLAN:	Chief Examiner Sutherland requested to approve the Police Sergeant Exam Plan.

MOTION:	**Commissioner Schneider moved, seconded by Commissioner Chard, to approve the Police Sergeant Exam Plan as presented. Motion carried unanimously.**
APPROVAL OF BATTALION CHIEF EXAM PLAN:	Chief Examiner Sutherland requested to approve the Battalion Chief Exam Plan.
MOTION:	**Commissioner Chard moved, seconded by Commissioner Schneider, to approve the Battalion Chief Exam Plan as presented. Motion carried unanimously.**
REQUEST TO EXTEND PARAMEDIC LT. AND FIRE LT. ELIGIBILITY LISTS:	Chief Examiner Sutherland requested to approve the extension of the Paramedic Lieutenant and Fire Lieutenant eligibility lists.
MOTION:	**Commissioner Schneider moved, seconded by Commissioner Chard, to approve the extension of the Paramedic Lieutenant and Fire Lieutenant eligibility lists. Motion carried unanimously.**
APPROVAL OF POLICE ADMINISTRATIVE MANAGER EXAM PLAN:	Chief Examiner Sutherland requested to approve the Police Administrative Manager Exam Plan.
MOTION:	**Commissioner Chard moved, seconded by Commissioner Schneider, to approve the Police Administrative Manager 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 5:45 p.m.**
	Prepared by Michelle Sutherland, Secretary/Examiner.

CITY OF TUMWATER

STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – March 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.	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: March 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	Brandin Riedel	80.59	February 2026	February 2027
4	Daniel Cox	77.01	October 2025	October 2026
5	Jase Marcott	76.49	February 2026	February 2027
6	Hunter Kleinhoff	75.51	February 2026	February 2027

APPROVED:

_____ _____
CHAIR DATE

Added to the list:

- Hunter Kleinhoff
- Jase Marcott
- Brandin Riedel
- Robert Bauer
- Zack Terrell

Removed from List:

- James Greeves: FCI
- Samuel Ruvalcaba: Expired
- Daniel Spencer: DNP Background
- Bobbi-Jo Smith: Expired
- Tyler Townshend: FCI
- (Randall) Tyler Brown: FCI
- Austin Krebs: FCI
- David Comnick: FCI
- Tracy Wilridge: FCI
- Lukas Lovett: In background
- Jordan Davidson: In Background