



CITY OF
TUMWATER

**CIVIL SERVICE COMMISSION
MEETING AGENDA**

Online via Zoom

**Thursday, June 12, 2025
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - a. Approval of May 8, 2025 Tumwater Civil Service Commission Minutes
5. Status of Eligibility List Update
6. Approval of Entry Level Police Eligibility List
7. Approval of Fire Prevention Officer Exam Plan
8. Approval of Police Sergeant Eligibility List
9. Request to Extend Provisional Appointment
10. Updates
11. Next Meeting Date - 07/10/2025
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, 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

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**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
MAY 8, 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, Acting Police Chief Jay Mason, and Police Lieutenant Carlos Quiles.

CHANGES TO AGENDA: *Approval of Deputy Chief Exam Plan* was removed and deferred to the June meeting.

**APPROVAL OF
MINUTES:**

**TUMWATER CIVIL
SERVICE COMMISSION
MARCH 13, 2025:**

MOTION: Commissioner Schneider moved, seconded by Commissioner Moudy, to approve the minutes of March 13, 2025 as presented. A voice vote approved the motion unanimously.

**TUMWATER SPECIAL
CIVIL SERVICE
COMMISSION MARCH
31, 2025:**

MOTION: Chair Chard moved, seconded by Commissioner Moudy, to approve the minutes of the March 31, 2025 special meeting as presented. A voice vote approved the motion unanimously.

**TUMWATER CIVIL
SERVICE COMMISSION
APRIL 10, 2025:**

MOTION: Commissioner Schneider moved, seconded by Commissioner Moudy, to approve the minutes of April 10, 2025 as presented. A voice vote approved the motion unanimously.

**STATUS OF MAY
ELIGIBILITY LIST
UPDATE:**

Chief Examiner Sutherland reviewed the status of the May Eligibility Lists for the Fire and Police Departments.

**APPROVAL OF ENTRY
LEVEL POLICE
OFFICER ELIGIBILITY**

Chief Examiner Sutherland presented the proposed Entry Level Police Officer Eligibility List. Seven existing candidates withdrew their names from the list and two candidates failed the Chief's interview. One

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
MAY 8, 2025 Page 2**

LIST: candidate from the list was hired. The request is for approval of the proposed list with the exclusion of the ten names.

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

APPROVAL OF POLICE RECORDS SUPERVISOR CLASS SPEC: Chief Examiner Sutherland reported the request is for approval of the Class Specification for the new Police Records Supervisor position. She presented the written Class Specification with a general statement of duties. The Police Records Supervisor is responsible for the oversight, management, and compliance of the Police Department's records systems. The position ensures all records are accurately maintained, stored, and disclosed in accordance with applicable state laws and public disclosure regulations. The position also supervises administrative staff.

Commissioner Schneider asked whether the position is a new position in the Police Department. Chief Examiner Sutherland responded that the position was added to the Police Department as part of the 2025-2026 biennial budget to support the Police Department's new body-worn camera program.

Acting Police Chief Mason added that the addition of the new Body-worn camera program will substantially increase public records requests and disclosures.

MOTION: **Commissioner Schneider moved, seconded by Commissioner Moudy, to approve the Police Records Supervisor Class Specification as presented. A voice vote approved the motion.**

APPROVAL OF POLICE RECORDS SUPERVISOR EXAM PLAN: Chief Examiner Sutherland reviewed the proposed exam plan for the Police Records Supervisor. The exam plan includes recruitment, screening, and an oral board in late May or early June following establishment of a qualified pool of applicants. The oral board includes 10-15 questions. Chief Examiner Sutherland reviewed the rating criteria. Candidates are required to achieve a 70% minimum score to be ranked and included on a proposed eligibility list.

Chair Chard asked about the composition of the oral board. Acting Police Chief Mason said that since the position is new to the Police Department, the oral board will include a subject matter expert from another agency who administers public records, such as the Lacey or Olympia Police Departments, a records employee from the City of Tumwater, and a community member or other third party individual to evaluate overall qualifications.

MOTION: **Commissioner Schneider moved, seconded by Commissioner Moudy,**

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
MAY 8, 2025 Page 3**

to approve the Police Records Supervisor Exam Plan as presented. A voice vote approved the motion unanimously.

UPDATES:

Fire Chief Hurley reported the department's newest Firefighter is attending the North Bend Fire Training Academy.

Jerrod Simmons was promoted to the Fire Training Lieutenant position vacated by a recent retirement of the incumbent on May 1, 2025. Following the recent Chief's interviews, the department promoted the top candidates from the Fire Lieutenant Eligibility List, Trenton Brazie, to fill the open position left by the promotion.

Acting Police Chief Mason reported on two police officers attending the Police Academy and one officer scheduled to attend the academy when a position opens. One lateral officer began the department's field training program and another officer will begin field training. The Sergeant's assessment center is scheduled later in the month overseen by Public Safety Testing. The proposed eligibility list will be presented to the Commission for certification in June. Acting Police Chief Mason said he is transitioning to the Police Chief effective July 1, 2025, creating a vacant Deputy Chief position.

Commissioner Moudy inquired about the recent addition of a police academy in Arlington, Washington. Acting Police Chief Mason advised that the Legislature approved satellite police academy training locations. Previously, all police officers and deputies across the state were required to attend the academy in Burien, Washington to be certified. However, an annex was located in Spokane for a period and was eventually closed. The new legislation enables organizations to establish satellite locations to increase capacity and to accommodate individuals within their locations. Satellite locations are located in Vancouver, Kennewick, and Arlington to assist in processing the increasing number of new enforcement officers. Wait times for the Burien academy is still extended. The last officer hired in February has an academy start date of early July. The satellite facilities are located on college campuses with local facilities used for firearms and other specialized training.

NEXT MEETING DATE: The next meeting is scheduled on June 12, 2025.

ADJOURNMENT: **With no further business, Chair Chard adjourned the meeting at 5:50 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 – May 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	No List		
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

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CIVIL SERVICE COMMISSION
POLICE OFFICER – ENTRY LEVEL

Examination Date: Continuous
Approval Date: June 2025
Expiration Date: Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Anthony Cienega	95.25	May 2025	May 2026
2	Jerome Blain	91.55	May 2025	May 2026
3	Stefan Guajardo	88.68	May 2025	May 2026
4	Remington Cochran	86.65	December 2024	December 2025
5	Manuel Salcido	85.83	April 2025	April 2026
6	Karl Penn	80.98	August 2024	August 2025
7	Cheick Toure	80.60	April 2025	April 2026
8	Edward Owen	79.11	October 2024	October 2025
9	Jonathan Rivera	79.06	February 2025	February 2026
10	Jacob Miller	78.90	May 2025	May 2026
11	Colin Gilbert	78.04	January 2025	January 2026
12	Joshua Stolz	77.37	February 2025	February 2026
13	Tracy Wilridge	75.68	April 2025	April 2026
14	Garrett Gee	75.60	February 2025	February 2026
15	Robert Docherty	75.25	October 2024	October 2025
16	Samuel Ruvalcaba	73.66	February 2025	February 2026
17	Bobbi-Jo Smith	73.50	February 2025	February 2026

APPROVED:

CHAIR

DATE

Added to the list:

- Jerome Blain
- Anthony Cienega
- Jacob Miller
- Stefan Guajardo

Removed from List:

- Adam Davis: Expired



**Tumwater Fire Department
Prevention Officer Exam Plan**

Phase 1: Review Applicants

- Internal applicants interested in the position will apply. Candidates must have completed JATC to be considered. Qualified candidates will be move to the next phase.

Phase 2

- All qualified candidates will be scheduled for an oral board examination. Those passing the oral board examination (70% and above) will be ranked on the Eligibility for Hire List based on their oral board score.

Under Tumwater Civil Service rules, the Fire Chief will be allowed to interview the top seven candidates on the promotion eligibility list.

- **Exam Plan Approval** – June 12, 2025
- **Accept Applications** – June13, 2025 – June 25, 2025
- **Oral Boards:** Late June – Early July
- **Civil Service Commission Eligible List Approval** – July 10, 2025

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555 Israel Road SW
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CIVIL SERVICE COMMISSION
POLICE SERGEANT

Examination Date: May 2025
Approval Date: June 2025
Expiration Date: June 2026

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Brandt Baker	90.26	June 2025	June 2026
2	Peter Navarro	85.82	June 2025	June 2026
3	Rachael Johnson	82.86	June 2025	June 2026
4	Danielle Dawson	81.74	June 2025	June 2026
5	Timothy Rios	80.15	June 2025	June 2026

APPROVED:

CHAIR

DATE

Added to the list:

- Brandt Baker
- Peter Navarro
- Rachael Johnson
- Danielle Dawson
- Timothy Rios

Removed from List:



TO: Civil Service Commission
FROM: Michelle Sutherland, Secretary Examiner
DATE: June 5, 2025
SUBJECT: Request to Extend Provisional Appointment

Recommended Action:

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).

Background:

The Deputy Chief position at the City of Tumwater is currently being filled on a provisional basis by Lieutenant Carlos Quiles. Given ongoing staffing challenges and the extended timeline required to conduct an external recruitment for this position, we respectfully request that the Commission waive Civil Service Rule 14.02 regarding provisional appointments allowing up to a six (6) month extension.

Rule 14.02 presently states: "No person shall receive more than one provisional appointment or serve more than four months as a provisional appointee in any one fiscal year."

A waiver would allow continued and consistent leadership coverage while we work toward a permanent staffing solution. No internal candidates have expressed interest in this position.

Alternatives:

No alternatives suggested