



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, June 11, 2026  
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
  - a. Approval of Minutes, May 14, 2026
5. Status of Eligibility List Update
6. Approval of Entry Level Police Eligibility List
7. Approval of Certified Police Eligibility List
8. Approval of Police Administrative Manager Eligibility List
9. Approval of Lateral Police Eligibility List
10. Request to Approve the Reclassification of Department Assistant II to Administrative Assistant
11. Updates
12. Next Meeting Date - 07/09/2026
13. 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](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>.

**Accommodations**

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# MEETING MINUTES

TUMWATER CIVIL SERVICE COMMISSION  
MAY 14, 2026



- CONVENE:** 5:30 p.m.
- PRESENT:** Commissioners Pat Schneider and Wendy Moudy  
  
Excused: Chair Blake Chard  
  
Staff: Chief Examiner Michelle Sutherland, Acting Police Chief Carlos Quiles, Fire Chief Brian Hurley, Assistant Fire Chief Shawn Crimmins
- CHANGES TO AGENDA:** Chief Examiner Sutherland proposed adding the Police Executive Assistant Eligibility List and changing the Battalion Chief Eligibility List to reflect all names being placed in the "Added" category.
- APPROVAL OF MINUTES:** **Commissioner Moudy moved, seconded by Commissioner Schneider, to approve the minutes of April 9, 2026, as presented. A voice vote approved the motion unanimously.**
- 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 Moudy moved, seconded by Commissioner Schneider, to approve the Entry Level Police Officer Eligibility List as presented. Motion carried unanimously.**
- APPROVAL OF BATTALION CHIEF ELIGIBILITY LIST:** Chief Examiner Sutherland requested to approve the Battalion Chief Eligibility List.

**MOTION:** Commissioner Moudy moved, seconded by Commissioner Schneider, to approve the Battalion Chief Eligibility List as presented. Motion carried unanimously.

**APPROVAL OF CERTIFIED POLICE OFFICER ELIGIBILITY LIST:** Chief Examiner Sutherland requested to approve the Certified Police Officer Eligibility List.

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

**APPROVAL OF RECLASSIFICATION OF POLICE TRAINING LIEUTENANT TO TRAINING SERGEANT:** Chief Examiner Sutherland requested approval for the reclassification of the Police Training Lieutenant to Training Sergeant.

**MOTION:** Commissioner Moudy moved, seconded by Commissioner Schneider, to approve the reclassification of the Police Training Lieutenant to Training Sergeant. Motion carried unanimously.

**APPROVAL OF POLICE EXECUTIVE ASSISTANT ELIGIBILITY LIST:** Chief Examiner Sutherland requested to approve the Police Executive Assistant Eligibility List.

**MOTION:** Commissioner Moudy moved, seconded by Commissioner Schneider, to approve the Police Executive Assistant Eligibility List. Motion carried unanimously.

**NEXT MEETING DATE:** The next meeting is scheduled on Thursday, June 11, 2026.

**UPDATES:** Updates were presented by Chief Hurley and Acting Chief Quiles.

**ADJOURNMENT:** With there being no further business, Commissioner Schneider adjourned the meeting at 5:55 p.m.

Prepared by Michelle Sutherland, Chief Examiner.





### STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – June 2026

<b>Name of List (Fire)</b>	<b>Date Established</b>	<b>Date Renewed</b>	<b>Date of Expiration</b>
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 2026		March 2027
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
<b>Name of List (Police)</b>	<b>Date Established</b>	<b>Date Renewed</b>	<b>Date of Expiration</b>
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	June 2026		June 2027
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
Police – Executive Assistant	May 2026		May 2027



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

Examination Date: Continuous  
Approval Date: June 2026  
Expiration Date: Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Joshua Forster	86.84	June 2026	June 2027
2	Mark Melendres	86.45	June 2026	June 2027
3	Mohammed Rahman	85.89	June 2026	June 2027
4	Kedrick Coats	82.21	June 2026	June 2027
5	Kaci Osborne-Hansen *	78.54	April 2026	April 2027
6	Kyler Wallen	77.73	May 2026	May 2027
7	Riley Owen	77.55	March 2026	March 2027
8	Daniel Cox *	77.01	October 2025	October 2026
9	Isaac Morgan	76.83	May 2026	May 2027
10	Randel Kephart	76.73	March 2026	March 2027
11	Ethan Weisenfeld	76.67	June 2026	June 2027
12	Jarod Humphrey	76.50	March 2026	March 2027
13	Jase Marcott	76.49	February 2026	February 2027
14	Hunter Kleinhoff	75.51	February 2026	February 2027
15	Michael Childress	74.95	May 2026	May 2027

APPROVED:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
DATE

**Added to the list:**

- Mark Melendres
- Joshua Forster
- Mohammed Rahman
- Kedrick Coats

**Removed from List:**

- Prabhart Prasad: FCI
- Torian Whetstone: FCI
- Michelle Crosby: In Background



*CIVIL SERVICE COMMISSION*  
**Certified Police**

Examination Date: Continuous  
Approval Date: Continuous  
Expiration Date: Continuous

<b>RANK</b>	<b>NAME</b>	<b>WA Academy Score: Date Received</b>	<b>APPROVAL DATE</b>	<b>EXPIRATION DATE</b>
1	Cameron Brooks	Out of State: 4/9/2026	June 2026	June 2027
2	Tom Binder	94.37: 5/13/2026	June 2026	June 2027
3	Jonathan Crandall	94.08: 4/30/2026	June 2026	June 2027
4	Robbie Perry	93.48: 4/30/2026	June 2026	June 2027

APPROVED:

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CHAIR

\_\_\_\_\_  
DATE

**Added to the list:**

- Cameron Brooks
- Robbie Perry
- Tom Binder
- Jonathan Crandall

**Removed from List:**

- DeWayne Thomas: FCI



*CIVIL SERVICE COMMISSION*  
**Police Administrative Manager**

Examination Date: May 2026  
 Approval Date: June 2026  
 Expiration Date: June 2027

<b>RANK</b>	<b>NAME</b>	<b>EXAM SCORE</b>	<b>APPROVAL DATE</b>	<b>EXPIRATION DATE</b>
1	Brandi Sorem	98.17	June 2026	June 2027
2	Tara Smith	97.17	June 2026	June 2027
3	Nichole Kloepfer	92.00	June 2026	June 2027

APPROVED:

\_\_\_\_\_  
 CHAIR

\_\_\_\_\_  
 DATE

**Added to the list:**

- Brandi Sorem
- Tara Smith
- Nichole Kloepfer

**Removed from List:**



*CIVIL SERVICE COMMISSION*  
**Lateral Police**

Examination Date: Continuous  
 Approval Date: Continuous  
 Expiration Date: Continuous

<b>RANK</b>	<b>NAME</b>	<b>Exam Score</b>	<b>APPROVAL DATE</b>	<b>EXPIRATION DATE</b>
1	Isaiah Thomas	72.50	June 2026	June 2027

APPROVED:

\_\_\_\_\_

CHAIR

\_\_\_\_\_

DATE

**Added to the list:**

- Isaiah Thomas

**Removed from List:**



TO: Civil Service Commission  
 FROM: Michelle Sutherland, Secretary Examiner  
 DATE: June 11, 2026  
 SUBJECT: Request to Approve the Reclassification of Department Assistant II to Administrative Assistant

## **Background**

The Tumwater Fire Department has grown significantly since the Department Assistant position was created in 2003. Currently the Department has 62 FTE's including a Fire Administrative Manager and Department Assistant II who provide administrative support to all divisions in the Department.

To address the growing workload and responsibilities, the Department reclassified the Executive Assistant position to Fire Administrative Manager in April 2026. This request is to reclassify the Department Assistant II position to Administrative Assistant. The interest is in having the Administrative Assistant perform tasks currently handled by the Fire Administrative Manager. This will allow the Fire Administrative Manager to focus on higher level work.

The Administrative Assistant position class specification states "The role (Administrative Assistant) is distinguished from the Department Assistant II by the expectation of greater autonomy, problem solving, and technical skills ..." Examples of the additional duties include primary contact for payroll processes, uniform and equipment purchasing, accounts payable, lead on public records requests, and coordinating employee travel to name a few.

This reclassification request has the support of the City Administrator. The reclassification would have a salary budgetary impact of \$6,648 annually based on the 2026 non-represented pay scale.

## **Recommended Action**

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

This recommendation is based on a review of the duties currently assigned to and performed by the position, which align with the scope, complexity, and level of responsibility associated with the Administrative Assistant classification. The position is expected to exercise greater autonomy, problem solving, and technical skill while providing administrative support across the department.

Approval of this reclassification will:

- Accurately reflect the scope of responsibility currently assigned to the position, including payroll processing, purchasing coordination, accounts payable support, public records coordination, and employee travel administration.

- Align the position with the Administrative Assistant class specification, which calls for greater autonomy, problem solving, and technical skill than the Department Assistant II classification.
- Improve departmental efficiency by shifting appropriate administrative functions from the Fire Administrative Manager to the reclassified position, allowing higher-level work to remain with the manager role.
- Support organizational clarity, recruitment, and retention by ensuring the position title and classification are consistent with the duties being performed.

This action aligns the City's classification framework with the actual operational needs of the department and reflects the principle that positions should be classified based on the duties performed.

Accordingly, staff recommends approval of the proposed reclassification from Department Assistant II to Administrative Assistant, with the support of the City Administrator.

**Alternatives**

No alternatives suggested