

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
JUNE 12, 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, Police Chief Jay Mason, Deputy Fire Chief Shawn Crimmins, and Acting Police Deputy Chief Carlos Quiles.

CHANGES TO AGENDA: There were no changes to the agenda.

**APPROVAL OF
MINUTES:**

**TUMWATER CIVIL
SERVICE COMMISSION
MAY 8, 2025:**

MOTION: **Commissioner Schneider moved, seconded by Commissioner Moudy, to approve the minutes of May 8, 2025 as presented. A voice vote approved the motion unanimously.**

**STATUS OF MAY
ELIGIBILITY LIST
UPDATE:** Chief Examiner Sutherland reviewed the status of the June Eligibility Lists for the Fire and Police Departments.

**APPROVAL OF ENTRY
LEVEL POLICE
OFFICER ELIGIBILITY
LIST:** Chief Examiner Sutherland presented the proposed Entry Level Police Officer Eligibility List. Four new candidates are proposed for addition to the list and one candidate's name is proposed for removed because of expiration from the list. The request is approval of the proposed list with the addition of four new candidates.

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

**APPROVAL OF FIRE
PREVENTION OFFICER
EXAM PLAN:** Chief Examiner Sutherland reported the request is for approval of the Fire Prevention Officer Exam Plan. Phase 1 of the exam entails a review of each applicant's qualifications. Candidates must have successfully completed the Fire Fighter Joint Apprenticeship Training Committee (JATC) training. Qualified candidates would then move to the next phase of the exam. Phase 2 is an oral board examination. Candidates passing the oral board with a score of 70% or above would qualify for inclusion on the Fire Prevention Officer Eligibility List based on the oral board score.

Staff requests approval of the proposed exam plan.

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Commissioner Schneider asked for more information on the training involved with JATC. Fire Chief Hurley responded that the Joint Apprenticeship Training Committee serves as the fire fighter apprenticeship three-year program. Fire fighters are required to complete 6,000 hours of training and five college level courses throughout the training period.

Commissioner Moudy asked whether the position is only open for internal applicants. Fire Chief Hurley said the hiring process is intended for internal applicants. In prior processes, the department opened the position externally when internal candidates were lacking within the department. This year, internal candidates are interested in the position.

Commissioner Moudy inquired about the status of the lateral Fire Prevention Officer eligibility list. Fire Chief Hurley said the candidates on the lateral eligibility list have all been interviewed. The current lateral eligibility list includes no candidates.

MOTION:

Commissioner Schneider moved, seconded by Commissioner Moudy, to approve the Fire Prevention Officer Exam Plan as presented. A voice vote approved the motion.

**APPROVAL OF POLICE
SERGEANT
ELIGIBILITY LIST:**

Chief Examiner Sutherland reviewed the proposed request to approve the Police Sergeant Eligibility List. Five applicants completed and passed the examination in May 2025. The five candidates are proposed for addition to the list.

MOTION:

Commissioner Schneider moved, seconded by Commissioner Moudy, to approve the Police Sergeant Eligibility List as presented. A voice vote approved the motion unanimously.

**REQUEST TO EXTEND
PROVISIONAL
APPOINTMENT:**

Chief Examiner Sutherland reported that Police Lieutenant Quiles is current serving in the Deputy Police Chief position as a provisional appointment. The request is to approve the extension of the provisional appointment beyond the initial four-month appointment allowed under Civil Service Rules. The request is because of ongoing staffing challenges and the extended timeline required for processing an external recruitment for the Deputy Police Chief position. The Commission is asked to waive Civil Service Rule 14.02 for provisional appointments and to enable Lieutenant Quiles to retain the position for up to an additional six months. No other employee has expressed an interest in applying for the Deputy Police Chief position at this time.

Police Chief Mason described the technical nature of the position that provides stability to the police department. Initially, management believed another internal candidate was interested in the position.

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However, no employees are interested in serving in the role. Staff plans to initiate an external recruitment/hiring process. The request for the extension would enable the department to conduct normal police operations while pursuing recruitment of qualified candidates.

Police Commander Mason said staff met earlier with the HR Department to review the recruitment plan for the position. Because the Deputy Police Chief position is a Civil Service protected position, the Commission is required to approve an exam plan for the position.

Police Commander Mason clarified that Deputy Chief Quiles was provisionally appointed on March 1, 2025 for a four-month appointment expiring on June 30, 2025. The request is to extend the provisional appointment for an additional six months effective June 12, 2025 to afford time to complete the recruitment process for appointment of a new Deputy Police Chief.

Commissioner Moudy asked whether the additional time was necessitated because of the withdrawal by an internal applicant. Police Commander Mason affirmed that the officer withdrew from consideration after reflecting on their personal circumstances and timing concerning the position.

Commissioner Moudy asked about any potential issues associated with the provisional appointment of Lieutenant Guiles in terms of how the lack of filling the position affects other officer capacity in the field. Police Commander Mason said any open position, especially a management position, creates a cascade of staffing issues.

Commissioner Moudy questioned whether the provisional appointment affects the ability for the department to serve the Tumwater community adequately. Police Commander Mason explained that first line staffing is the department's top priority. If the requirements of the community dictated support, he and other management staff would patrol the community when needed. An acting Sergeant was able to move to the Detectives Division affording an opportunity to fill an acting Sergeant's role as well as affording another employee serving on light duty to have an opportunity to fill an investigative role.

MOTION:

Commissioner Schneider moved, seconded by Commissioner Moudy, to 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). A voice vote approved the motion unanimously.

UPDATES:

Fire Chief Hurley reported five new employees are attending the Fire Training Academy with graduation scheduled on June 21, 2025. One

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new firefighter is attending the North Bend Fire Training Academy. The firefighter is successfully completing training with graduation scheduled on July 25, 2025.

Police Chief Mason reported on three police officers attending the Police Academy and two officers undergoing field training. The department is moving forward with the recruitment process for the Deputy Police Chief position.

NEXT MEETING DATE: The next meeting is scheduled on July 10, 2025.

ADJOURNMENT: With no further business, Chair Chard adjourned the meeting at 5:53 p.m.

Blake Chard, Chair

Michelle Sutherland, Secretary Chief Examiner

Prepared by Valerie L. Gow, Recording Secretary/President
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