

**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.

Jerrold 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