

MEETING MINUTES

TUMWATER CIVIL SERVICE COMMISSION
NOVEMBER 13, 2025



CONVENE:	5:30 p.m.
PRESENT:	Chair Blake Chard, Commissioners Wendy Moudy and Pat Schneider Staff: Secretary/Chief Examiner Michelle Sutherland, Police Chief Jay Mason, and Deputy Fire Chief Shawn Crimmins
CHANGES TO AGENDA:	Secretary Examiner Sutherland added the Police Lieutenant Eligibility List to the agenda.
APPROVAL OF MINUTES:	Commissioner Schneider moved, seconded by Commissioner Moudy, to approve the minutes of October 9, 2025 as presented. A voice vote approved the motion.
STATUS OF ELIGIBILITY LISTS:	Chief Examiner Sutherland reviewed the status of the eligibility lists. Active continuous lists for police and fire remain effective. There were no other changes to the lists.
APPROVAL OF ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST:	Chief Examiner Sutherland requested to approve the Entry Level Police Officer Eligibility List.
MOTION:	Commissioner Schneider moved, seconded by Commissioner Chard, to approve the Entry Level Police Officer Eligibility List as presented. Motion carried unanimously.
APPROVAL OF LATERAL PARAMEDIC FIREFIGHTER ELIGIBILITY LIST:	Chief Examiner Sutherland requested to approve the Lateral Paramedic Firefighter eligibility list.

MOTION: Commissioner Chard moved, seconded by Commissioner Schneider, to approve the Lateral Paramedic Firefighter Eligibility List as presented. Motion carried unanimously.

**APPROVAL OF
PARAMEDIC
FIREFIGHTER
ELIGIBILITY LIST:** Chief Examiner Sutherland requested to approve the Paramedic Firefighter Eligibility List.

MOTION: Commissioner Moudy moved, seconded by Commissioner Schneider, to approve the Police Lieutenant Exam Plan. Motion carried unanimously.

**REQUEST TO
EXTEND ELIBILITY
OF CONTINUOUS
TRANSITION
ELIGIBILITY LISTS:** Chief Examiner Sutherland requested to approve the extension of continuous transition of eligibility lists to specifically dated eligibility lists.

MOTION: Commissioner Chard moved, seconded by Commissioner Schneider, to approve the transition of eligibility lists from continuous to specifically dated eligibility lists.

**APPROVAL OF
POLICE
LIEUTENANT
ELIGIBILITY LIST:** Chief Examiner Sutherland requested to approve the Police Lieutenant Eligibility List.

MOTION: Commissioner Moudy moved, seconded by Commissioner Schneider, to approve the Police Lieutenant Eligibility List.

**NEXT MEETING
DATE:** The next meeting is scheduled on Thursday, December 11, 2025.

UPDATES: Updates on their respective departments were given by Police Chief Mason and Deputy Fire Chief Crimmins.

ADJOURNMENT: With there being no further business, Chair Chard adjourned the meeting at 5:45 p.m.

Prepared by Michelle Sutherland, Secretary/Examiner.