

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
DECEMBER 14, 2023 Page 1**

**CONVENE:** 5:44 p.m.

**PRESENT:** Chair Simon Tee and Commissioner Blake Chard.

Staff: Secretary/Chief Examiner Michelle Sutherland, Police Chief Jon Weiks, Fire Chief Brian Hurley, and Assistant Fire Chief Shawn Crimmins.

**CHANGES TO  
AGENDA:**

**MOTION:** Chair Tee moved, seconded by Commissioner Chard, to add the Appointment of the Secretary/Chief Examiner to the agenda. A voice vote approved the motion.

**APPOINTMENT OF  
SECRETARY/CHIEF  
EXAMINER:** Chair Tee cited the letter of recommendation from Mayor Sullivan recommending the appointment of Michelle Sutherland as the Secretary/Chief Examiner for the Tumwater Civil Service Commission.

**MOTION:** Commissioner Chard moved, seconded by Chair Tee, to appoint Michelle Sutherland to the position of Secretary/Chief Examiner for the Tumwater Civil Service Commission. A voice vote approved the motion unanimously.

**APPROVAL OF  
MINUTES OF  
NOVEMBER 9, 2023:**

**MOTION:** Commissioner Chard moved, seconded by Chair Tee, to approve the minutes of November 9, 2023 as published. A voice vote approved the motion.

**DECEMBER  
ELIGIBILITY LIST  
UPDATE:** Chief Examiner Sutherland reported the Police Services Specialist II Eligibility List was established in December 2023 with an expiration of December 2024.

**APPROVAL OF  
ENTRY LEVEL  
POLICE  
ELIGIBILITY LIST:** Chief Examiner Sutherland reported the proposed list includes the addition of four new candidates. Six names are proposed for removal from the list for different reasons. The request is to approve the proposed list of candidates with expirations dates noted for each candidate on the list.

Chair Tee asked about the basis for removal of names from the list. Chief Examiner Sutherland advised that one name is proposed for removal as the individual has been hired by the department.

Police Chief Weiks added that of the six applicants, one applicant was hired, one applicant voluntarily removed their name from the list, two

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
DECEMBER 14, 2023 Page 2**

applicants failed their respective background investigations, and two applicants failed the Chief's interview.

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

**APPROVAL OF ELIGIBILITY LIST POLICE SERVICES SPECIALIST II:** Chief Examiner Sutherland reported two names are recommended for inclusion on the Police Services Specialist II Eligibility List. Interviews were completed in December. The request is for retention of the names on the list through December 2024.

Commissioner Chard asked whether the position is vacant at this time. Police Chief Weeks affirmed the position is vacant. Commissioner Chard asked whether the Chief anticipates hiring from the list. Police Chief Weeks explained that the list is considered a continuous list and the intent is to conduct an oral board in January 2024 with interviews of the two applicants in conjunction with other applicants.

**MOTION:** **Commissioner Chard moved, seconded by Chair Tee, to approve the Police Services Specialist II Eligibility List as presented. A voice vote approved the motion.**

**PROBATIONARY EXTENSION:** Fire Chief Hurley reported a Fire Lieutenant was promoted from Firefighter to Fire Lieutenant earlier in the summer. Following the promotion, the employee experienced a non-duty medical issue resulting in his inability to work for an extended period during the six-month probationary period. The individual was only able to work in the new position for one week before he was injured. The department anticipates the individual will return to work on a light duty assignment effective January 1, 2024 and will begin his probationary period with full duty anticipated by February 1, 2024. The request is to extend the individual's probationary period until June 30, 2024 to afford the full six month probationary period. Fire Chief Hurley identified the employee for the Commission.

**MOTION:** **Chair Tee moved, seconded by Commissioner Chard, to approve extending the probationary period for Fire Lieutenant Scott Kennedy until June 30, 2024. A voice vote approved the motion.**

**UPDATES:** Police Chief Weeks thanked Commissioners for their service during 2023.

Fire Chief Hurley reported in January 2024, the department plans to conduct the Battalion Chief testing for both the Fire Battalion Chief and the Battalion Chief Medical Services Officer positions. In January, staff is scheduled to brief the Public Health and Safety Committee on a proposal to hire up to three positions above the current employee limit in anticipation

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
DECEMBER 14, 2023 Page 3**

of retirements in 2024 to enable new employees to complete the fire academy.

Chair Tee asked whether the Commission approves the change in Civil Service rules for consistency with the Tumwater Municipal Code regarding the appointment process for the Secretary/Chief Examiner position. Chief Examiner Sutherland confirmed the Commission must approve the change. Staff plans to forward draft language to the Commission for review prior to placement on a future meeting agenda.

**NEXT MEETING  
DATE:**

The next meeting is scheduled on Thursday, January 11, 2024 at 5:30 p.m.

**ADJOURNMENT:**

**Chair Tee moved, seconded by Commissioner Chard, to adjourn the meeting at 6:00 p.m. A voice vote approved the motion.**

---

Simon Tee, Chair

---

Michelle Sutherland, Secretary Chief Examiner

Prepared by Valerie L. Gow, Recording Secretary/President  
Puget Sound Meeting Services, psmsoly@earthlink.net