

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
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**CONVENE:** 5:30 p.m.

**PRESENT:** Chair Blake Chard and Commissioner Pat Schneider.

Absent: Commissioner Wendy Moudy.

Staff: Secretary/Chief Examiner Michelle Sutherland, Fire Chief Brian Hurley, Acting Police Chief Jay Mason, and Deputy Fire Chief Shawn Crimmins.

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

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

**MOTION:** **Commissioner Schneider moved, seconded by Chair Chard, to approve the April Eligibility Lists as presented. A voice vote approved the motion.**

**APPROVAL OF ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST:** Chief Examiner Sutherland presented the proposed Entry Level Police Officer Eligibility List. Four candidates are proposed for addition to the list and five candidates are proposed for removal. Two of the candidates were hired by the department and the other three candidates expired from the list. The request is for approval of the proposed list.

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

**APPROVAL OF ENTRY LEVEL FIREFIGHTER ELIGIBILITY LIST:** Chief Examiner Sutherland requested approval of the Entry Level Firefighter Eligibility List. One candidate is proposed for removal from the list and 28 candidates are proposed for addition to the list.

Chair Chard inquired as to the reason for removing a candidate from the list. Fire Chief Hurley advised that the candidate contacted the Fire Department and requested removal from the list but did not share the reason for requesting removal.

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

**UPDATES:** Fire Chief Hurley reported the Fire Department hired a candidate from the Entry Level Firefighter Eligibility List. The candidate is scheduled to start on April 16, 2025 and begin at the Fire Academy on May 1,

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2025. The Fire Department has an authorized staffing level of 62 FTEs. With the recent hire, the department is fully staffed.

Acting Police Chief Mason reported on two police officers attending the Police Academy earlier in the week 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 next week. One officer recently transferred to the Thurston County Sheriff's Office creating an open position of a Police Officer. The department plans to interview the top seven candidates on the approved Entry Level Police Office Eligibility List.

**NEXT MEETING  
DATE:**

The next meeting is scheduled on May 8, 2025.

**ADJOURNMENT:**

**With no further business, Chair Chard adjourned the meeting at 5:38 p.m.**

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Blake Chard, Chair

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Michelle Sutherland, Secretary Chief Examiner

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