

# MEETING MINUTES

TUMWATER CIVIL SERVICE COMMISSION

February 12, 2026



- CONVENE:** 5:30 p.m.
- PRESENT:** Chair Blake Chard, Commissioner Pat Schneider
- Excused: Commissioner Wendy Moudy
- Staff: Secretary/Chief Examiner Michelle Sutherland, Acting Police Chief Carlos Quiles, Fire Chief Brian Hurley, Deputy Fire Chief Shawn Crimmins
- CHANGES TO THE AGENDA:** Secretary Examiner Sutherland added the Police Administrative Manager Exam Plan to the agenda.
- APPROVAL OF MINUTES:** **Commissioner Schneider moved, seconded by Commissioner Chard, to approve the minutes of January 2026 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.
- APPROVAL OF ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST:** Chief Examiner Sutherland requested to approve the Entry Level Police Officer Eligibility List.
- MOTION:** **Commissioner Chard moved, seconded by Commissioner Schneider, to approve the Entry Level Police Officer Eligibility List as presented. Motion carried unanimously.**
- APPROVAL OF POLICE SERGEANT EXAM PLAN:** Chief Examiner Sutherland requested to approve the Police Sergeant Exam Plan.

**MOTION:** Commissioner Schneider moved, seconded by Commissioner Chard, to approve the Police Sergeant Exam Plan as presented. Motion carried unanimously.

**APPROVAL OF BATTALION CHIEF EXAM PLAN:** Chief Examiner Sutherland requested to approve the Battalion Chief Exam Plan.

**MOTION:** Commissioner Chard moved, seconded by Commissioner Schneider, to approve the Battalion Chief Exam Plan as presented. Motion carried unanimously.

**REQUEST TO EXTEND PARAMEDIC LT. AND FIRE LT. ELIGIBILITY LISTS:** Chief Examiner Sutherland requested to approve the extension of the Paramedic Lieutenant and Fire Lieutenant eligibility lists.

**MOTION:** Commissioner Schneider moved, seconded by Commissioner Chard, to approve the extension of the Paramedic Lieutenant and Fire Lieutenant eligibility lists. Motion carried unanimously.

**APPROVAL OF POLICE ADMINISTRATIVE MANAGER EXAM PLAN:** Chief Examiner Sutherland requested to approve the Police Administrative Manager Exam Plan.

**MOTION:** Commissioner Chard moved, seconded by Commissioner Schneider, to approve the Police Administrative Manager Exam Plan as presented. Motion carried unanimously.

**NEXT MEETING DATE:** The next meeting is scheduled on Thursday, March 12, 2026.

**UPDATES:** Updates on their respective departments were given by Acting Police Chief Quiles and Fire Chief Hurley

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

Prepared by Michelle Sutherland, Secretary/Examiner.