

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF SPECIAL MEETING
MARCH 31, 2025 Page 1**

CONVENE: 1:10 p.m.

PRESENT: Chair Blake Chard and Commissioner Wendy Moudy.

Absent: Commissioner Pat Schneider.

Staff: City Administrator Lisa Parks, Secretary/Chief Examiner Michelle Sutherland, Fire Chief Brian Hurley, Acting Police Chief Jay Mason, Police Lieutenant Carlos Quiles, and Senior Human Resources Analyst Matt Middleton.

Others: Evan Shinn, Summit Law Group, Seattle, Washington.

**REQUEST TO
RESCIND MARCH 13,
2025, DECISION
APPROVING
SERGEANT
ELIGIBILITY LIST:**

Chief Examiner Sutherland reported that following the Commission's approval of the Sergeant Eligibility List, a formal appeal was submitted by several of the participating candidates. The appeal outlined concerns with aspects of the oral assessment portion of the testing process, primarily citing transparency of scoring and the inability to review their respective scores because of the destruction of the rating forms and the ability to check for clerical errors. During the March 13, 2025 Civil Service Commission meeting, Commissioners approved retesting of the oral assessment for four of the seven candidates as well as approving the Police Sergeant Eligibility List. The proposed action would rescind the Commission's motion adopting the Police Sergeant Eligibility List.

Chair Chard invited questions with respect to the proposed action. No questions were asked. Chair Chard cited his understanding of proposed action.

MOTION: **Chair Chard moved, seconded by Commissioner Moudy, to rescind the March 13, 2025 motion adopting the Police Sergeant Eligibility List. Motion carried.**

**REQUEST TO
APPROVE RE-
ADMINISTERING
ORAL ASSESSMENT
FOR ALL SERGEANT
CANDIDATES:**

Chief Examiner Sutherland requested approval to authorize the re-testing of the Oral Assessment for all original seven Sergeant candidates to be administered by Public Safety Testing utilizing the exam process as previously approved by the Commission at its November 2024 meeting.

Commissioner Moudy asked whether Public Safety Testing administered the initial test for the candidates. Chief Examiner Sutherland advised that the City utilized an internal testing process that was previously used five years ago when the last Sergeant promotional exam was conducted.

MOTION: **Commissioner Moudy moved, seconded by Chair Chard, to re-**

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administer the Oral Assessment of the Sergeant exam using Public Safety Testing for all seven candidates. Motion carried.

ADJOURNMENT:

With there being no further business, Chair Chard adjourned the meeting at 1:16 p.m.

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Signed by:

Blake Chard

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Blake Chard, Chair

Signed by:

Michelle Sutherland

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Michelle Sutherland, Secretary Chief Examiner

Prepared by Valerie L. Gow, Recording Secretary/President
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