

# MEETING MINUTES

TUMWATER CIVIL SERVICE COMMISSION  
NOVEMBER 13, 2025



<b>CONVENE:</b>	5:30 p.m.
<b>PRESENT:</b>	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
<b>CHANGES TO AGENDA:</b>	Secretary Examiner Sutherland added the Police Lieutenant Eligibility List to the agenda.
<b>APPROVAL OF MINUTES:</b>	<b>Commissioner Schneider moved, seconded by Commissioner Moudy, to approve the minutes of October 9, 2025 as presented. A voice vote approved the motion.</b>
<b>STATUS OF ELIGIBILITY LISTS:</b>	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.
<b>APPROVAL OF ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST:</b>	Chief Examiner Sutherland requested to approve the Entry Level Police Officer Eligibility List.
<b>MOTION:</b>	<b>Commissioner Schneider moved, seconded by Commissioner Chard, to approve the Entry Level Police Officer Eligibility List as presented. Motion carried unanimously.</b>
<b>APPROVAL OF LATERAL PARAMEDIC FIREFIGHTER ELIGIBILITY LIST:</b>	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.