

# MEETING MINUTES

TUMWATER CIVIL SERVICE COMMISSION  
OCTOBER 9, 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, Deputy Police Chief Carlos Quiles, Fire Chief Brian Hurley and Deputy Fire Chief Shawn Crimmins
<b>APPROVAL OF MINUTES:</b>	<b>Commissioner Chard moved, seconded by Commissioner Moudy, to approve the minutes of September 11, 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 Moudy, to approve the Entry Level Police Officer Eligibility List as presented. Motion carried unanimously.</b>
<b>APPROVAL OF POLICE SERVICES SPECIALIST I LIST:</b>	Chief Examiner Sutherland requested to approve the Police Services Specialist I eligibility list.

**MOTION:** Commissioner Schneider moved, seconded by Commissioner Moudy, to approve the Police Services Specialist I Eligibility List as presented. Motion carried unanimously.

**APPROVAL OF POLICE LIEUTENANT EXAM PLAN:** Chief Examiner Sutherland requested to approve the Police Lieutenant Exam Plan.

**MOTION:** Commissioner Schneider moved, seconded by Commissioner Moudy, to approve the Police Lieutenant Exam Plan. Motion carried unanimously.

**APPROVAL OF POLICE LIEUTENANT CLASS SPECIFICATION:** Chief Examiner Sutherland requested to approve the update to the Police Lieutenant Class Specification.

**MOTION:** Commissioner Schneider moved, seconded by Commissioner Moudy, to approve the Police Lieutenant Class Specification. The commission requested a copy of the prior Class Specification to be emailed to the Commissioners.

**NEXT MEETING DATE:** The next meeting is scheduled on Thursday, November 13, 2025.

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

**ADJOURNMENT:** With there being no further business, Chair Chard adjourned the meeting at 5:54 p.m.

Prepared by Michelle Sutherland, Secretary/Examiner.