

MEETING MINUTES

TUMWATER CIVIL SERVICE COMMISSION
APRIL 9, 2026



- CONVENE:** 5:30 p.m.
- PRESENT:** Chair Blake Chard, Commissioner Pat Schneider.
- Not Excused: Commissioner Wendy Moudy
- Staff: Chief Examiner Michelle Sutherland, Acting Chief Carlos Quiles, Fire Chief Brian Hurley.
- CHANGES TO AGENDA:** Chief Examiner Sutherland proposed adding the Deputy Chief Exam Plan, a Request to Extend the Acting Deputy Police Chief Appointment, one revision to the Police Officer Entry Level List.
- MOTION:** **Commissioner Schneider moved, seconded by Commissioner Chard, to approve the changes to the agenda. A voice vote approved the motion.**
- APPROVAL OF MINUTES:** **Commissioner Chard moved, seconded by Commissioner Schneider, to approve the minutes of March 12, 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 ENTRY LEVEL FIREFIGHTER LIST: Chief Examiner Sutherland requested to approve the Police Sergeant Eligibility List.

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

APPROVAL OF FIRE ADMINISTRATIVE MANAGER RECLASSIFICATION: Chief Examiner Sutherland requested to approve the Fire Administrative Manager Classification.

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

APPROVAL OF DEPUTY POLICE CHIEF EXAM PLAN: Chief Examiner Sutherland requested to approve the exam plan for the Deputy Police Chief Exam Plan.

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

APPROVAL OF EXTENSION TO THE ACTING DEPUTY POLICE CHIEF APPOINTMENT: Chief Examiner Sutherland requested to approve the extension to the Acting Deputy Police Chief position through September 2, 2026.

MOTION: **Commissioner Chard moved, seconded by Commissioner Schneider, to approve the Acting Deputy Police Chief position through September 2, 2026. Motion carried unanimously.**

NEXT MEETING DATE: The next meeting is scheduled on Thursday, May 14, 2026.

UPDATES: Updates were presented by Fire Chief Hurley, and Acting Police Chief Quiles.

ADJOURNMENT: **With there being no further business, Chair Chard adjourned the meeting at 6:01 p.m.**

Prepared by Michelle Sutherland, Chief Examiner.