

MEETING MINUTES

TUMWATER CIVIL SERVICE COMMISSION
MARCH 12, 2026



- CONVENE:** 5:30 p.m.
- PRESENT:** Chair Blake Chard, Commissioners Pat Schneider and Wendy Moudy.
- Staff: Chief Examiner Michelle Sutherland, Acting Deputy Police Chief Ken Driver.
- CHANGES TO AGENDA:** Chief Examiner Sutherland proposed adding the Police Sergeant Eligibility List and Police Executive Assistant Exam Plan to the agenda.
- APPROVAL OF MINUTES:** **Commissioner Schneider moved, seconded by Commissioner Chard, to approve the minutes of February 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 POLICE SERGEANT ELIGIBILITY 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 EXECUTIVE ASSISTANT POLICE EXAM PLAN: Chief Examiner Sutherland requested to approve the Executive Assistant Police Exam Plan.

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

NEXT MEETING DATE: The next meeting is scheduled on Thursday, April 9, 2026.

UPDATES: No updates were presented.

ADJOURNMENT: With there being no further business, Chair Chard adjourned the meeting at 5:42 p.m.

Prepared by Michelle Sutherland, Chief Examiner.