

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
JUNE 13, 2024 Page 1**

**CONVENE:** 5:40 p.m.

**PRESENT:** Chair Simon Tee and Commissioner Blake Chard.

Staff: Secretary/Chief Examiner Michelle Sutherland, Police Chief Jon Weiks, Fire Chief Brian Hurley, and Assistant Fire Chief Shawn Crimmins.

**CHANGES TO AGENDA:** Chief Examiner Sutherland advised of the availability of the Lateral Fire Prevention Officer Eligibility List with candidate names. The list was not included in the agenda packet, as scores had not been computed for the candidates when the packet was released.

**APPROVAL OF MINUTES: CIVIL SERVICE COMMISSION MINUTES, MAY 9, 2024:** Chair Tee requested a correction to the March meeting date on page 1 of the minutes to reflect March 21, 2024 rather than March 11, 2024.

**MOTION:** **Commissioner Chard moved, seconded by Chair Tee, to approve the minutes of May 9, 2024 as amended. A voice vote approved the motion unanimously.**

**STATUS OF ELIGIBILITY LISTS:** Chief Examiner Sutherland reviewed the status of eligibility lists.

**APPROVAL OF ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST:** Chief Examiner Sutherland reported the list includes 16 candidates, with five candidates added since last month. Three candidates have been removed.

Chair Tee requested information as to the reason for removal of the three candidates from the list. Chief Examiner Sutherland said one candidate's time on the list had expired and two candidates failed the Chief's interview.

**MOTION:** **Commissioner Chard moved, seconded by Chair Tee, to approve the Entry Level Police Officer Eligibility List as presented. A voice vote approved the motion.**

**APPROVAL OF LATERAL FIRE PREVENTION OFFICER ELIGIBILITY LIST:** Chief Examiner Sutherland reported the list was recently finalized with the names of eligible candidates included. One candidate is on the list with an exam score of 89%. The candidate is eligible to remain on the list until June 2025.

**MOTION:** **Commissioner Chard moved, seconded by Chair Tee, to approve the**

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
JUNE 13, 2024 Page 2**

**Lateral Fire Prevention Officer Eligibility List as presented. A voice vote approved the motion.**

**APPROVAL OF  
LATERAL  
FIREFIGHTER  
ELIGIBILITY LIST:**

Chief Examiner Sutherland reported the continuous list includes the addition of nine candidates with an expiration date of June 2025. No names were removed from the list.

Commissioner Chard asked about the status of candidates previously included on the list. Assistant Fire Chief Crimmins advised that the list, although continuous, was newly created with no other candidates on the list.

**MOTION:**

**Commissioner Chard moved, seconded by Chair Tee, to approve the Lateral Firefighter Eligibility List as presented. A voice vote approved the motion.**

**APPROVAL OF  
LATERAL  
PARAMEDIC  
FIREFIGHTER  
ELIGIBILITY LIST:**

Chief Examiner Sutherland presented the proposed Lateral Paramedic Firefighter Eligibility List containing four candidates. All candidates are proposed for inclusion on the new continuous list.

**MOTION:**

**Chair Tee moved, seconded by Commissioner Chard, to approve the Lateral Paramedic Firefighter Eligibility List as presented. A voice vote approved the motion.**

**UPDATES:**

Fire Chief Hurley reported a Firefighter Paramedic recently completed the fire academy in North Bend and is working at the department. One Firefighter is scheduled to graduate from the South Sound Recruit Academy in the next several days. His will be joining a fire shift. A Firefighter Paramedic and a Firefighter are undergoing the conditional hiring process. The candidate for the Lateral Fire Prevention Officer position will be scheduled for the Chief's interview next week.

Police Chief Weiks recognized Police Officer Russ Mize for his 23 years of service to the department. Officer Mize retired last week along with his K-9, James. The department has two police officer vacancies. Three new employees are attending the police academy. A fourth employee successfully completed the second phase of the Field Training Program.

Chair Tee asked about the status of the candidate for the Commission position vacancy. Chief Examiner Sutherland said the status of the interview of the candidate is dependent upon the Mayor's schedule.

**NEXT MEETING  
DATE:**

The next meeting is scheduled on July 11, 2024.

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
JUNE 13, 2024 Page 3**

**ADJOURNMENT:**

**Chair Tee moved, seconded by Commissioner Chard, to adjourn the meeting at 6:58 p.m.**

Signed by:

*Simon Tee*

A007F638941A476...

Simon Tee, Chair

Signed by:

*Michelle Sutherland*

83D73686092B469

Michelle Sutherland, Secretary Chief Examiner

Prepared by Valerie L. Gow, Recording Secretary/President  
Puget Sound Meeting Services, psmsoly@earthlink.net