



CHARTER CIVIL SERVICE COMMISSION
POLICE & FIRE CIVIL SERVICE COMMISSION
129 North Second Street
Yakima, Washington 98901
Phone (509) 575-6090 Fax (509) 576-6358

**CITY OF YAKIMA CHARTER CIVIL SERVICE
AND POLICE & FIRE CIVIL SERVICE
COMMISSIONS**

January 5, 2026 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

Approval of the November 3, 2025 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Election of Chairman for Charter, Police, and Fire Civil Service Commissions
- 2) Consideration of revisions to 4421 Code Inspector (Charter)
- 3) Consideration of Suspension of Probation for Police Officer (Police)

OTHER BUSINESS

- 4) Public Comment
- 5) Status Report for the Fire and Police Departments
- 6) Any other business before the Commission

**Complete Packet available on City of Yakima's website under Human Resources,
or by prior request at Human Resources.
Previous Month's Meeting Available to view on YPAC via City of Yakima Website**

**CITY OF YAKIMA
CHARTER CIVIL SERVICE COMMISSION
AND POLICE & FIRE CIVIL SERVICE COMMISSION**

JOINT MEETING – November 3, 2025

MINUTES

The City of Yakima Charter Civil Service Commission and Police and Fire Civil Service Commission convened on this date at 3:38 PM. In attendance were: Charter Civil Service/Police and Fire Civil Service Commissioner Sean Worley, Police/Fire Civil Service Commissioner Camille Becker, Chief Examiner Debbie Korevaar and Charter Civil Service Commissioner Louisa Beckstrand was present via Zoom. Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino was absent and excused.

Worley called the meeting to order.

APPROVAL OF MINUTES

Approval of the October 6, 2025 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Becker and **seconded** by Beckstrand to approve the minutes. Motion **passed** unanimously.

NEW BUSINESS

1. Consideration of Revisions to Corrections Sergeant classification (Charter)

Police Captain Chad Janise presented a minor revision to remove from the Corrections Sergeant classification, the requirement to obtain an American Supervisory Certification during the probationary period. This certification was added years ago before the state required a First Level Supervision course through the Washington State Criminal Justice Training Commission, and is now no longer applicable. (RCW 43.101.350)

Worley confirmed other updates were added to be consistent with updates to other classifications by the commission over the past several years.

Beckstrand **motioned** to approve revisions to Corrections Sergeant. Worley **seconded**. Motion approved unanimously.

2. Consideration of revisions to the Legal Assistant classifications (Charter)

City Attorney Sarah Watkins presented requests to several Legal Assistant classifications:

**CITY OF YAKIMA
CHARTER CIVIL SERVICE COMMISSION
AND POLICE & FIRE CIVIL SERVICE COMMISSION**

The Legal Assistant 1 and 2 will now identify the CJIS Access training and certification required to be able to work in the legal office without constant oversight by someone who is certified. The training was already a requirement to work in the office but was not included in the classification. Adding it to the classification creates transparency for applicants and will help identify any issues earlier in the hiring process.

Watkins explained the current Legal Assistant III classification is comprised of a combination of civil division and criminal division duties and responsibilities; however, a recent recruitment process highlighted the differences between the roles, responsibilities and expectations, including, but not limited to, the need for specific civil legal experience. As a result, Watkins proposed the Legal Assistant III be split into two classifications – a new classification Legal Assistant III - Civil Division and changing the current classification to Legal Assistant III - Criminal Division.

Worley **motioned** to approve:

- a) Revisions to 10510 Legal Assistant III classification (Retitled to add – Criminal Division)
- b) New classification 017-0106 Legal Assistant III – Civil Division
- c) Revisions to 10512 Legal Assistant I and 10511 Legal Assistant II classifications.

Beckstrand **seconded**. Motion approved unanimously.

3. Consideration of request to suspend probation for Water Service Specialist (Charter)

Korevaar shared a new probationary employee is out on medical leave and the division is requesting probation be suspended then reinstated upon his return.

Beckstrand **motioned** to suspend probation for a Water Service Specialist. Worley **seconded**. Motion approved unanimously.

4. **Public Comment** – There was no public comment.

5. **Fire and Police Department Status reports:** Were reviewed and attached to the record. Korevaar shared hiring processes for many public safety positions have been held pending the election of the levy and the budget deficit.

The December meeting will be canceled unless something pressing comes up. The next meeting would then be January 5, 2026. Items need to be submitted to the Chief Examiner by December 15, 2025.

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There being no further business before the Commission, the meeting was adjourned at 3:47 PM.

Chairman, Charter Civil Service Commission
Chairman, Police & Fire Civil Service Commissions

Chief Examiner

Date

- Meeting minutes are a summary of events and decisions made by the Civil Service Commissions. Civil Service Commission meetings can also be viewed via the City of Yakima website. Click on YPAC Schedule; "Show Search" Civil Service Commission; and submit dates.



COMMUNITY DEVELOPMENT DEPARTMENT

Code Administration Division

129 North Second Street, 2nd Floor Yakima, Washington 98901

(509) 575-6126 • Fax (509) 576-6576

codes@yakimawa.gov • www.buildingyakima.com

Memorandum

TO: Charter Civil Service Commission
FROM: Julia Rosales, Supervising Code Inspector
Glenn Denman, Code Administration Manager
Bill Preston, Community Development Director
DATE: December 31, 2025
SUBJECT: Considerations for the revision to the Code Inspector position

This classification was most recently updated in 2021. Minor revisions to the Code Inspector job classification are being submitted for your consideration based on the current needs of the City and a re-evaluation of the minimum requirements. Additional language has been included to better define the driving responsibilities, as required by the recent changes in state law regarding driver's license requirements.

The proposed minimum requirement changes include allowing a candidate to obtain the required commercial building inspector certification within six months of employment, rather than being required at application. The outdated International Conference of Building Inspectors (ICBO) certification is also being removed.

This position has been vacant since November 1, 2025. The City has performed two unsuccessful recruitment processes. Several applicants appear to have met the minimum requirements, apart from possessing the required certification. We believe adjusting the minimums to offer time and flexibility would be prudent and appropriate. This would also allow the candidate to exercise practical, related field experience while working toward the certification.

The proposed change does not inhibit the training or essential functions of the position during the first six months of employment. Tasks may still be effectively assigned by the City's Building Official and completed by the Code Inspector.

The proposed change does not change the overall experience level, authority, or responsibility of the position. No change in pay allocation is recommended at this time.

Thank you for your consideration.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 4421

TITLE Code Inspector

Rev. 6/21/26

DEFINITION: Under general supervision, drives to and inspects buildings and construction projects to ensure compliance with mechanical, plumbing, zoning, and municipal codes, and state, federal and other laws, rules and regulations. Provides technical assistance on compliance; reviews plans and blueprints to ensure that utilization of sound and current engineering procedures have been followed and that work is performed in accordance with approved plans; represents the City in a variety of public meetings; drives City vehicles; and performs other related duties. Work is performed with considerable latitude for exercising independent judgment in day-to-day matters. Work is reviewed through ~~public comment~~ observation, results achieved, conferences and formal evaluation.

DUTIES

ESSENTIAL FUNCTIONS: Inspects existing and construction/remodeling work in progress to ensure compliance with mechanical, plumbing and zoning codes, building and fire codes, the Municipal Code, Washington State amendments, Washington State Energy Code and accessibility codes.

Performs acceptance of alarm and sprinkler systems including testing all smoke and heat detectors, pull stations, hydro testing of sprinkler systems and fire lines. Inspects fire caulking of building walls; ensures proper installation and flushing fire sprinkler water lines connected to City water mains.

Advises property owners, contractors, installers and others of compliance issues; explains requirements to ensure compliance; issues Correction Notices, Stop Work Orders and Certificates of Occupancy as appropriate. Inspects oil tanks for proper abandonment or removal and explains requirements for compliance. Inspects new installations of, or alterations to fire prevention systems for compliance with approved plans, specifications and applicable standards.

Assists in assessing buildings to ensure compliance with housing and dangerous building codes and to determine usability and habitable status. Inspects buildings to be moved for compliance with adopted Building Codes, Fire Code, Energy Code, accessibility codes, and zoning ordinances. Also inspects buildings after movement to ensure code compliance. Responds to requests from Police and Fire Departments to determine if damaged structures are habitable in whole or in part or must be demolished in whole or in part. Coordinates with other city departments, state, local and other regulatory agencies regarding construction projects as necessary.

Reviews blueprints of proposed construction/remodeling projects to ensure seismic bracing, engineered systems, alternate bracing, engineered structural components and others satisfy current engineering practices. May perform plan reviews of proposed projects as requested.

Represents the division and City at Council meetings, community meetings, and various public meetings, meetings of special interest groups and pre-construction meetings. Explains codes and processes and approves matters involving code enforcement.

Conducts research and special studies as requested and prepares corresponding reports. Maintains records of inspections performed and prepares required reports. Operates a computer to prepare reports, correspondence, conduct research or searches and other authorized activities. May represent the City as a witness in court proceedings as necessary.

Acts safely and responsibly when driving and/or operating vehicles and other motorized equipment to perform required duties. Work is performed in a variety of locations and work/construction sites in a timely and efficient manner. Legally adheres to all traffic laws and regulations.

Keeps licenses and certifications up-to-date and completes mandatory and otherwise assigned trainings as required.

Contributes to the effectiveness of the Codes Administration Division by demonstrating an attitude that encourages cooperation and coordination of efforts and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and works cooperatively and jointly to consistently provide exceptional customer service to internal and external customers.

Requires regular, ~~and~~ reliable **and punctual** attendance.

Performs other related duties as required.

MAJOR WORKER CHARACTERISTICS: Knowledge of City of Yakima rules, regulations, policies and procedures, federal, state and local traffic laws, rules and regulations.

Extensive knowledge of: mechanical, plumbing, zoning, building and fire codes, Municipal Code, accessibility codes, ~~and~~ local, state, and federal laws, rules, and regulations pertaining to building construction, building occupancy, hazardous materials storage, and modern engineering practices related to building

construction and remodeling. Knowledge of: City plat and section maps and related records; building construction processes, procedures and techniques.

Knowledge of record keeping systems, processes, and practices; municipal records retention procedures, and techniques; and sound judgement with regard to public disclosure, and confidentiality standards. Ability to maintain complex filing systems for other records and plans.

Working knowledge of: computer spreadsheets; databases; industry applications; Microsoft Office Suite including but not limited to Outlook and Word with a working knowledge of Excel and office equipment. Knowledge and adherence to professional office procedures and practices. Ability to operate standard office equipment including but not limited to: computer, fax machine, copy machine, telephone etc.

Must be able to drive legally with precision, speed and safety. Ability to consistently work safely and in compliance with the federal, state and local regulations, laws, policies and standards; to recognize traffic hazards and other potential safety concerns; and to make sound decisions and actions while performing duties and/or operating vehicles.

Must be able to communicate clearly and effectively, with employees, members of the public representing diverse education and background, and with officials at all levels of government utilizing well developed communication skills, both written and oral, with appropriate use of English, including but not limited to correct grammar, vocabulary, spelling, and punctuation. Must be able to respond in a diplomatic and confident manner to upset individuals. Ability to clearly and concisely present complex information in both written and verbal formats. Must possess the ability to make informative and persuasive presentations to individuals and groups. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to read and interpret comprehensive plans, specifications and blueprints and relate them to codes and work in progress.

Ability to perform a variety of mathematical computations with ability to read, interpret and analyze complex and technical documents and to translate analysis into recommendations or reports. Ability to read, research, interpret, memorize, apply and explain codes, rules, regulations, policies, and procedures. Must possess ability to identify and define complex problems, establish facts and draw valid conclusions.

Ability to work independently with self-direction and minimal direction or oversight and make technical decisions in the field; maintain sustained attention to detail and

work under timeline pressures; prioritize workloads; manage multiple tasks with competing deadlines. Excellent analytical and organizational skills are essential. Must possess ability to gather facts; utilize sound judgement and decision-making skills; quickly adapt to changing priorities and demands; form conclusions and take decisive and appropriate actions to ensure safety.

Ability to establish, facilitate, and maintain effective working relationships with other city employees, federal, state and local regulatory agencies; community and special interest groups, builders, contractors, property owners, elected officials, and other members the public; to consistently and continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs. Ability to work with a customer service focus, to positively receive feedback, and to take direction is essential.

Ability to work cooperatively as a member of a team and adhere to the department's values including, but not limited to: customer focused teamwork, positive communication, and accountability in a punctual, regular and reliable manner.

Ability to maintain annual training requirements of the position, including but not limited to City mandatory training requirements.

PHYSICAL DEMANDS: Work is frequently performed outside and occasionally inside. Continuous use of both hands in reaching/handling/grasping/ keyboarding and other fine motor skill manipulation while driving and/or performing duties operating computers and other machinery. Occasional work includes lifting and carrying up to 25 pounds. Occasionally ascends/descends stairs and ladders while maintaining balance. Continuous use of all senses including feeling/talking/hearing/seeing while performing inspection duties and while communicating with co-workers, general public and completing all tasks as assigned. Must be able to hear in the normal audio range with or without correction. Must be able to see in the normal visual range with or without correction. Must be able to distinguish color and maintain long-term and short-term memory with ability to recall and process complex information. Occasional work at heights, confined spaces, alone, with others, or in noisy work area. Frequently drives/travels to a variety of locations. May work outside with all weather extremes, uneven terrain, be exposed to members of the public, insects, vermin, animals, pollen, dust, dirt, mud, water, poison ivy, smoke, electrical hazards, noxious odors, fumes, chemicals, solvents, construction debris, needles, drug paraphernalia, vibrations, traffic. Required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: Work may be performed in tight spaces, attics and crawl spaces which may cause exposure to dogs, snakes, spiders and flying insects while performing inspections at construction sites. Work with the general public and employees, some of whom may be angry, upset, or ~~disturb~~ **emotionally distressed.** **Requires routinely driving and traveling to a variety of locations.**

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Must **obtain/possess and maintain** a valid Commercial Building Inspector Certificate from ~~the International Conference of Building Officials (ICBO) or the International Code Council (ICC);~~ **within six (6) months of appointment.** ~~at time of application.~~ Must possess and maintain a valid Washington State Driver's License and **obtain/possess and maintain** a First Aid/CPR certificate within six (6) months of appointment.

MINIMUM CLASS REQUIREMENTS: High school diploma or GED and any combination of education and experience equivalent to two (2) years of journey level building construction experience.

One (1) year of code enforcement or code inspection experience plus two additional certifications may substitute for the two (2) years of journey level building construction experience. Added certifications to include: a ICC Residential Building Inspector Certification AND ICC Mechanical Inspector, ICC Building Plans Examiner or International Association of Plumbing and Mechanical Officials (IAPMO) Uniform Plumbing Code Inspector.

FLSA STATUS: Non-Exempt

ADOPTED DATE: 1978

REVISED DATES: 10/02; 09/10; 7/17; 6/20;6/21; 1/26

TITLE CHANGES:

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER



Memorandum

12/10/2025

To: Fire and Police Civil Service Commission

From: Police Chief Shawn Boyle; Captain Chad Janis

Subject: Request for Suspension of Probation

Consistent with previous probation suspension requests, the Yakima Police Department requests the Police/Fire Civil Service Commission approve a temporary suspension of the one-year probation for a probationary Police Officer.

The Police Officer was hired 12/01/24, and his academy graduation was 06/17/2025. Probationary Officers are subject to a 12-month probationary period to begin immediately following graduation; therefore, his probation is currently scheduled to end 06/17/25.

This employee recently was approved for FMLA covered absence effective 01/21/2026. The anticipated date of return is 04/08/2026.

Since this absence will exceed 30 days, during which the Officer's performance cannot be observed and evaluated during this time, and training cannot occur, consistent with previous requests, we ask the employee's probation be suspended effective upon his leave. With your approval, the probation period will resume once the employee returns to full duty, and the employee shall be credited for all probationary time achieved prior to their leave.

Thank you for your consideration.

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



401 North Front Street, Yakima, WA 98901

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MEMORANDUM
November 26, 2025

TO: City of Yakima Fire Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: November 2025 – YFD Monthly Report

In accordance with the City of Yakima's Civil Service Rules, Article as follows: For the purposes of certification to the city authorities for the payment of salaries and in order that the Commission may keep proper record of changes in the classified service, the appointing authority shall immediately report in writing to the Commission, the following information is for your review:

1. New Hires - permanent or temporary appointments:

Xavier Hernandez – Telecommunicator

Lauren Wiens – Telecommunicator

2. Promotional or provisional/acting appointments:

Brian Kneisler – Acting Fire Shift Commander (Shift)

Larry Bird – Acting Fire Captain (Shift)

Mark Buskas – Acting Fire Lieutenant (Shift)

3. Failure(s) to pass probation:

Kameron Cayce – Community Risk Reduction Specialist

4. Written reprimands, suspensions, demotions, or other disciplinary actions made of any Fire Department employee with action taken:

(none)

5. Separation from service, and reason (e.g.: termination, medical separation, resignation, retirement or death):

Tyler Rose – Firefighter, resignation effective November 30, 2025

***"The Yakima Fire Department is dedicated to providing
quality public safety services to our community."***

Administration
Fire Suppression
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MEMORANDUM
December 31, 2025

TO: City of Yakima Fire Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: December 2025 – YFD Monthly Report

In accordance with the City of Yakima's Civil Service Rules, Article as follows: For the purposes of certification to the city authorities for the payment of salaries and in order that the Commission may keep proper record of changes in the classified service, the appointing authority shall immediately report in writing to the Commission, the following information is for your review:

1. **New Hires - permanent or temporary appointments:**
(none)
2. **Promotional or provisional/acting appointments:**
(none)
3. **Failure(s) to pass probation:**
(none)
4. **Written reprimands, suspensions, demotions, or other disciplinary actions made of any Fire Department employee with action taken:**
(none)
5. **Separation from service, and reason (e.g.: termination, medical separation, resignation, retirement or death):**
Jeffrey Jones – Firefighter, retirement after 25+ years of service

"The Yakima Fire Department is dedicated to providing quality public safety services to our community."



Memorandum

November 25, 2025

To: Civil Service Commission
From: Shawn Boyle, Chief of Police
Subject: November 2025 – Status Report

In accordance with the City of Yakima's Civil Service Rules the department is to supply the following report to the Civil Service Commission. The report format is as follows: For the purposes of certification to the city authorities for the payment of salaries and in order that the Commission may keep proper record of changes in the classified service, the appointing authority shall immediately report in writing to the Commission, the following information is for your review:

1. New Hires – permanent or temporary appointments: None.
2. Promotional or Provisional/Acting appointments: None.
3. Failure(s) to pass probation:
Melody Mendoza Negrete Police Officer 11/13/2025
4. Written reprimands, suspensions, demotions, or other disciplinary actions made of any Police Department employee with action taken: None.
5. Separation from service, and reason (e.g. termination, medical separation, resignation, retirement, or death):



Memorandum

December 29, 2025

To: Civil Service Commission
From: Shawn Boyle, Chief of Police
Subject: December 2025 – Status Report

In accordance with the City of Yakima's Civil Service Rules the department is to supply the following report to the Civil Service Commission. The report format is as follows: For the purposes of certification to the city authorities for the payment of salaries and in order that the Commission may keep proper record of changes in the classified service, the appointing authority shall immediately report in writing to the Commission, the following information is for your review:

1. New Hires – permanent or temporary appointments:

Diego Landa	Corrections Officer	12/15/2025
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2. Promotional or Provisional/Acting appointments: None.

3. Failure(s) to pass probation:

Oscar Villalobos	Corrections Officer	12/12/2025
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4. Written reprimands, suspensions, demotions, or other disciplinary actions made of any Police Department employee with action taken:

Police Officer	Written Reprimand
Police Officer	Written Reprimand

5. Separation from service, and reason (e.g. termination, medical separation, resignation, retirement, or death):

Saemira Gray	12/03/2025	Resignation
Jeremy Soptich	12/16/2025	Resignation