



CHARTER CIVIL SERVICE COMMISSION  
POLICE & FIRE CIVIL SERVICE COMMISSION  
129 North Second Street  
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**CITY OF YAKIMA CHARTER CIVIL SERVICE  
AND POLICE & FIRE CIVIL SERVICE  
COMMISSIONS**

**May 2, 2022 at 3:30 p.m.**

**Regular Meeting**

**AGENDA**

**APPROVAL OF MINUTES**

Approval of the April 4, 2022 minutes for the regular Charter, Police and Fire Civil Service Meeting.

**NEW BUSINESS**

- 1) Consideration of Probation Suspension for Police Service Specialist II (Charter)

**OTHER BUSINESS**

- a) Status Report for the Fire and Police Departments
- b) Any other business before the Commission

**Complete Packet available on the City of Yakima's website under Human Resources  
or by prior request at Human Resources.  
Recordings of prior meetings are available to view on YPAC via City of Yakima website.**

***There will be no opportunity for oral public comment at this meeting.  
Those wishing to provide written comment may submit comments by email to:  
debbie.korevaar@yakimawa.gov.  
Written comments received by 12pm the day of the meeting will be provided to the  
Civil Service Commissioners prior to the meeting.***

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

**JOINT MEETING – April 4, 2022**

**MINUTES**

The City of Yakima Charter Civil Service Commission and Police and Fire Civil Service Commission convened on this date via Zoom video conference at 3:31 PM. In attendance were: Charter Civil Service/Police and Fire Civil Service Commissioner Greg Lighty; Charter Civil Service Commissioner Louisa Beckstrand; Police/Fire Civil Service Commissioner Camille Becker, and Chief Examiner Debbie Korevaar. Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino was absent and excused.

Lighty called the meeting to order.

**APPROVAL OF MINUTES**

Approval of the March 7, 2022 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was moved by Lighty and seconded by Beckstrand to approve the minutes. Motion passed unanimously.

**NEW BUSINESS**

**1. Consideration of revisions to 13302 Street Maintenance Supervisor (Charter)**

On behalf of the Public Works Director, Director of Human Resources Connie Mendoza presented updates to the Street Maintenance Supervisor classification due to a recent vacancy. The proposed updates clarify the job duties and expectations to reflect this is a “working supervisor” position. Revisions to the Worker Characteristics were also proposed to be consistent with updates recently approved for similar classifications.

Lighty moved to approve revisions to 13302 Street Maintenance Supervisor. Beckstrand seconded. Motion passed unanimously.

**2. Consideration of Extended Leave of Absence Request (Fire)**

Fire Chief Aaron Markham requested an extended leave of absence for a long-term SunComm telecommunicator employee. The leave request is for approximately 60 days, through the end of June. Markham believes allowing the leave is in the best interest of the center, due to the training, experience and performance of the employee. Lighty noted concern for making one-time exceptions and inquired if the Chief could confirm this exception won't open the flood gates for more requests. Markham

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confirmed this is an isolated situation for the health and well-being of the employee, and is not meant to set precedent. Each situation needs to be evaluated on a case by case basis. Korevaar noted recruitment and retention at SunComm has been very difficult for a number of years, but since obtaining a new manager, some marked changes have been made in the training program that appear to be greatly improving the success and retention of new hires. This is creating a more positive work environment, and the hope is the communications center will be fully staffed soon which should reduce some of the stress and burnout of the current staff.

Lighty moved to approve the Extended Leave of Absence Request. Becker seconded. Motion passed unanimously.

**Other Business:**

Status reports for the Fire and Police Departments were reviewed and attached to the minutes for the record.

Next meeting is scheduled for May 2, 2022. Materials need to be submitted to the Chief Examiner by April 14, 2022.

There being no further business to come before the Commission, the meeting was adjourned at 3:40 PM.

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

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Chief Examiner

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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.



## Memorandum

April 25, 2022

To: Yakima Charter Civil Service Commission

From: Matthew Murray, Chief of Police   
Jeannett Mora, Police Services Manager 

Subject: Request for Suspension of Probation due to Medical Leave

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The Police Services Division would like the Charter Civil Service Commission to review and approve a request for suspension of probation due to a medical leave. The Yakima Police Department has an employee that is being promoted to Police Services Specialist 2 on May 1, 2022, she is currently on medical leave.

We are respectfully requesting to suspend this employee's probationary period until said time that the employee returns to full duty.

Thank you for your consideration.

Administration  
Fire Suppression  
Fire Investigation  
Fire Training  
Fire Prevention  
Public Education



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**MEMORANDUM**

April 27, 2022

TO: City of Yakima Civil Service Commission  
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief  
SUBJECT: April 2022 – 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. Probational or temporary appointments made.**

Promotions:

Michael Trujillo, Fire Shift Commander  
Steven Lockwood, Fire Captain  
Larry Bird, Fire Lieutenant

New Hires:

Ashley Stuker, Telecommunicator

**2. Refusal or neglect to accept an appointment by a person who has been duly certified.**

Nothing new to report.

**3. Suspension or other disciplinary action made of any officer or employee with the reasons therefore.**

Nothing new to report.

**4. Separation from service, and whether the separation was caused by death, dismissal, resignation, or retirement.**

Kraig Burlingame, Telecommunicator

**5. Positions created or abolished.**

Nothing new to report.

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



## Memorandum

April 30<sup>th</sup>, 2022

To: Civil Service Commission  
From: Matthew Murray, Chief of Police  
Subject: April 2022 – Status Report

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*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. Probational or temporary appointments made.**

Name	Position	Date of Appointment
Berkley Bachmeier	Police Officer	4/4/22

**2. Every refusal or neglect to accept an appointment by a person who has been duly certified.**

(none)

**3. Every suspension or other disciplinary action made of any officer or employee with the reasons therefore.**

(none)

**4. Every separation from service, and whether the separation was caused by death, dismissal, resignation, or retirement.**

Sarah Weibling, Police Services Specialist II	4/4/22	Resignation
Ronald Elkan, Corrections Officer	4/18/22	Termination
John Oliveri, Police Officer	4/20/22	Resignation
Amador Sanchez, Corrections Officer	4/30/22	Resignation

**5. Every position created or abolished.**

(none)