



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**

August 14, 2023 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

- 1) Approval of the June 5, 2023 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Consideration of revision to classification 5268 - Lifeguard Instructor (Charter)
- 2) Consideration of time extension to obtain required Emergency Vehicle Technician (EVT) and Automotive Service Excellence (ASE) Certifications (Fire)

OTHER BUSINESS

- 2) Public Comment
- 3) Status Report for the Fire and Police Departments
- 4) 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 – June 5, 2023

MINUTES

The City of Yakima Charter Civil Service Commission and Police and Fire Civil Service Commission convened on this date at 3:30 PM. In attendance were: Charter Civil Service/Police and Fire Civil Service Commissioner Sean Worley, Police/Fire Civil Service Commissioner Camille Becker, Charter Civil Service Commissioner Louisa Beckstrand and Chief Examiner Debbie Korevaar. 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 May 1, 2023 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 revision to classification 15104 Pretreatment Supervisor and wastewater classification title changes (Charter)

- 8321 Laboratory Technician to Wastewater Laboratory Technician;
- 8322 Pretreatment Tech to Wastewater Pretreatment Tech;
- 8323 Pretreatment Crew Leader to Wastewater Pretreatment Crew Leader;
- 8324 Environmental Compliance Specialist
- 8326 Laboratory Chemist to Wastewater Laboratory Chemist;
- 15301 Lab Coordinator to Wastewater Lab Coordinator

Wastewater Manager Mike Price requested revisions to the Pretreatment Supervisor classification to remove language from the Licenses, Registrations, and/or Certifications section which requires 40-hour Hazardous Materials Course through the Environmental Protection Agency (EPA) as such training doesn't exist. Other updates were proposed to reflect modern terminology and practices. Lead experience was added in to the classification to allow more opportunity for qualification from employees, along with adding "Wastewater" to the title, and to the title of other similar classifications to provides some continuity amongst the division classifications.

Beckstrand inquired if a typo or omitted word needs to be noted. Page 3, 3rd paragraph, 4th sentence should correct to "and". On page 4, the last paragraph, should read "ability to" maintain files. Lastly, under title changes, it should reflect 6/23.

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

Worley inquired if the definition of a lead is included in the classification. Price explained in this case the individual is a decision-maker on the ground. The person doesn't necessary complete evaluations or perform disciplinary actions, although they have input into those actions. Korevaar added the responsibility of a lead is generally described within the classification, through the Essential Functions or Major Worker Characteristics. During the application process, candidates would be asked to quantify and verify their "lead" experience in order to qualify for the position.

Beckstrand moved to approve revision to classification 15104 - Pretreatment Supervisor with changes noted. Worley seconded. Motion approved.

Beckstrand motioned to approve title changes for 8321, 8322, 8323, 8324, 8326, and 15301 to include Wastewater. Worley seconded. Motion approved.

2. Consideration of revision to classification 2125 IT Services Network Analyst (Charter)

IT Services Manager John Carney presented a change to a recently revised classification. It was recognized after the last approval; the minimum requirements needed updated.

Beckstrand moved to approve revision to the classification 2125 IT Services Network Analyst. Worley seconded. Motion passed unanimously.

3. Consideration of Probation Suspension for Utility Services Representative (Charter)

Korevaar, on behalf of Utility Customer Services Manager James Dean, requested a pause of probation for an employee currently out on leave. Probation would resume after the employee's return to full duty.

Worley moved to approve Probation Suspension for Utility Services Representative. Beckstrand seconded. The motion passed unanimously.

Other Business:

a) Public Comment – none

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

Next meeting is scheduled for August 14, 2023. Materials need to be submitted to the Chief Examiner by July 21, 2023.

There being no further business before the Commission, the meeting was adjourned at 3:43 PM.

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

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.

Memorandum

Date: July 19, 2023

To: Charter Civil Service Commission

From: Ken Wilkinson, Parks and Recreation Manager
Scott Schafer, Public Works Director

Subject: Lifeguard/Instructor, Class Code: 5268

The current Lifeguard/Instructor classification 5268 includes the requirement of “must possess and maintain a valid Washington State Driver’s License”. Some of our lifeguard/instructor applicants do not have a Washington State Driver’s License and the duties and responsibilities of the position do not require employees to drive. Lifeguard/instructors can ride share and/or take public transportation and still perform the Essential Functions of their job working at either Franklin Pool or Lions Pool. We are asking the wording “must possess and maintain a valid Washington State Driver’s License” be removed from the job description. The other certifications have been reviewed, and should remain.

The classification has been reviewed in its entirety and updated as needed to better detail the knowledge, skills and abilities required to successfully perform the job. In addition, it was discovered the Physical Demands were never formally adopted to this classification in 2010 when all active City classifications were reviewed and submitted to the Charter Civil Service Commission to add this section. This is why this entire section is bolded as new language.

The Minimum Requirements have also been revised slightly to provide preference for previous customer service experience; exceptional customer service is a primary responsibility of the position and a priority of the City. No changes in authority or responsibility are being propose; therefore, no change in pay is warranted.

Thank you in advance for considering this matter.

**CITY OF YAKIMA
CLASS SPECIFICATION**

CODE: 5268

TITLE: Lifeguard/Instructor

Rev. 7/018/23

DEFINITION: Under immediate to general supervision, leads and participates in aquatic activities such as instructing swim classes, lifeguarding, cashiering and maintaining City pool facilities.

DUTIES

ESSENTIAL FUNCTIONS: ~~Teaches American Red Cross swim lessons, school district classes, exercise classes, private or public organizations, etc. Sets up lesson plans; explains, demonstrates, and evaluates skills for each specific class.~~ Performs as a lifeguard at all times while at the facility. Maintains the safety of all patrons by enforcing rules, taking preventative measures, being aware of hazards and utilizing public and staff communications.

Teaches American Red Cross swim lessons, school district classes, exercise classes, private or public organizations, etc. Sets up lesson plans; explains, demonstrates, and evaluates skills for each specific class.

Performs custodial care of facility by cleaning, hosing and disinfecting the facility, including locker rooms, pool decks, storage areas, mechanical rooms, pool bottom and walls, outside adjacent areas and grounds. Removes snow from facility entrances and sidewalks.

Greets people in a professional manner both by telephone and in person, when assisting with registration or providing information.

Receipts participant payments, records cash received and operates a cash register. Keeps daily, weekly and monthly attendance records.

Tests water, records test results and maintains chemical balance of swimming pool as required by law or health standards.

~~Will act~~ **Performs** in the head instructor/lifeguard capacity on an infrequent, as needed basis.

Contributes to and fosters an attitude that encourages cooperation and coordination of efforts, productive time management, and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and

jointly to provide exceptional customer service to internal and external customers.

Requires regular and reliable attendance.

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: **applicable City of Yakima and Parks and Recreation policies and procedures;** the philosophy, principles, and practices of American Red Cross aquatics instructional methods; the methods, techniques, materials, equipment, and safety precautions associated with teaching and operating aquatic program; the routine maintenance of commercial pool facilities. ~~–communicate effectively orally, in writing, and by demonstration; establish and maintain effective working relationships with City employees, participants, and the public; give, receive and follow through with directions.–~~

Working knowledge of standard office and pool equipment, including, but not limited to: computers, copier/scanner, telephone, cash register and other point-of-sale devices. Must have knowledge and ability to access the internet and perform basic computer functions.

Knowledge of techniques and strategies to communicate with groups of people of all ages. Must be able to communicate clearly and effectively, with employees and members of the public representing diverse education and background, utilizing well developed communication skills, both written and oral, with appropriate use of English, including but not limited to correct grammar and vocabulary. Must be able to respond in a diplomatic and confident manner to upset individuals, and respond to emergent situations in a calm manner. Ability to routinely and regularly maintain confidentiality and discretion through all forms of communication. Ability to read, interpret, and explain safety procedures and protocols.

Ability to perform or instruct beginning through advanced swim lessons/classes for all age groups as assigned. ~~communicate effectively orally, in writing, and by demonstration; establish and maintain effective working relationships with City employees, participants, and the public; give, receive and follow through with directions.~~ **Ability to direct the work of employees and volunteers when assigned as head instructor/lifeguard.**

Ability to establish and maintain effective working relationships with City employees, participants, and the public; to continually demonstrate tact, diplomacy, and respect to individuals, groups and organizations

representing a wide diversity of ethnicities, cultures, opinions, beliefs, economic and social backgrounds.

Ability to work with self-direction and limited direction or oversight; maintain sustained attention to detail, and work under timeline pressures. Must possess ability to make appropriate decisions and quickly adapt to changing priorities and demands. Ability to apply first-aid and/or life-saving skills under pressure. Ability to positively receive feedback, take and follow-through with direction is essential.

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

Ability to work irregular or extended hours as necessary with sometimes short notice to carry out the responsibilities and functions of the position.

Ability to work in a punctual, regular and reliable manner.

PHYSICAL DEMANDS: Will be constantly swimming and be exposed to water, chlorine, and other chemicals related to pool maintenance, cleaning agents and disinfectants, stinging insects, animals/rodents, slippery surfaces, heat, sun, and other summer weather conditions; loud noises including whistles, excited voices and children crying/yelling. Will be frequently sitting or standing for extended periods of time. Frequently moves around pool area, enters and exits pool. Constant use of arms and hands in reaching/handling/grasping/and other fine motor skill manipulation while performing duties. Frequently ascends/descends stairs, ladders and other inclines while maintaining balance and/or assisting others. Occasional heavy work includes lifting and carrying up to 100 pounds. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers and/or the general public. Must be able to distinguish color and maintain long-term and short-term memory. May work in multiple locations inside and outside. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

UNUSUAL WORKING CONDITIONS: May be required to work evenings, weekends early mornings, split shifts and/or holidays depending on the time of year and programs in progress. May come in contact with angry, upset or emotionally disturbed individuals. May need to provide first-aid, CPR and/or other life saving measures.

May require lifting objects weighing over 50 pounds. Will be exposed to chlorine and other chemicals related to pool maintenance, cleaning agents and disinfectants, slippery surfaces, heat, sun, insects and other summer weather conditions.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: ~~Must possess and maintain a valid Washington State Driver's License.~~ Must possess and maintain an American Red Cross Lifeguard Training Certificate, a YMCA Lifeguard Certificate or a National Pool Water Park Lifeguard Certificate, and maintain a current Water Safety Instructor Certificate.

MINIMUM CLASS REQUIREMENTS: ~~Some~~ Lifeguarding and instruction experience in a public or private aquatic program, **and/or customer service experience is preferred.**

FLSA STATUS: _____

ADOPTED DATE: 11/90

REVISED DATES: 7/01; 8/23

TITLE CHANGES: _____

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER



YAKIMA FIRE DEPARTMENT
401 North Front Street
Yakima, Washington 98901
Phone (509) 575-6060
Fax (509) 576-6356
www.yakimafire.com

*Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Special Operations*

MEMORANDUM

July 27, 2023

To: Fire and Police Civil Service Commissioners
From: Aaron Markham, Fire Chief
Re: Request for extension of certification requirements for Fire Mechanic II

Yakima Fire Department Administration respectfully requests the current Fire Mechanic II be allowed an additional year to acquire the certification requirements, as outlined in the Fire Mechanic II class specification.

The basis for this one-time exception is due to a misunderstanding by fire management personnel that the training this individual received many years ago by the Washington Fire Chiefs Association, could not replace the current Emergency Vehicle Technician Commission certification.

The request for the extension is due to educational classes, workshops and testing being very limited; they usually occur at the Annual Fire Mechanic's Conference in early fall and occasionally at spring or fall workshops in various departments across the state.

Upon recognition of this oversight, the Deputy Fire Chief that oversees this division of the department immediately advised the employee of the situation. We have already ordered the necessary study material for the employee to begin studying for the EVT level I and level II certifications. The employee will be attending the Washington Fire Mechanic's Conference in September to take the initial exams. He will then be taking additional exams in October, and if need be, in the spring. The department is also requesting approval from the EVT Certification Commission to become a testing site to proctor exams in-house by our Training Division. We had this ability with a previous employee that was assigned to the Training Division but have since had 100% turnover in our Training Division personnel.

The current Fire Mechanic II has over 25 years of combined fire service and private sector heavy equipment mechanic training and experience, and we believe it is unfair to hold the employee solely responsible for our error. We respectfully request that the Fire and Police Civil Service Commission approve the extension period to allow this employee time to obtain the certifications outlined in the Fire Mechanic II's Class Specification.

The employee has completed training and certification as a forklift operator, has a current First Aid and CPR card and has renewed their Commercial Driver's License; however, we acknowledge the classification requires the employee to complete ASE certifications within this next year. The current need to obtain the EVT certifications will severely impact the employee's ability to obtain these certifications as outlined, as it is not a realistic objective to expect this employee to achieve both the EVT level I and II certifications as well as the ASE certifications within one-year. There are fifteen (15) total exams necessary to become certified as an ASE Master Automotive and Medium/Heavy Truck Mechanic; therefore, we are also requesting an additional year for this to be accomplished.

Thank you for your consideration of this matter.

*We will provide all-risk emergency and non-emergency services to our community
We are committed to serving with courage and compassion as stewards of public trust
We shall leave a positive and genuine impact on all who call upon us*

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



401 North Front Street, Yakima, WA 98901

(509) 575-6060
Fax (509) 576-6356
www.yakimafire.com

MEMORANDUM

August 1, 2023

TO: City of Yakima Civil Service Commission
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief
SUBJECT: June 2023 – 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:

Nothing new to report.

New Hires:

Destiny Buchanan, Telecommunicator
Shannon Middlebrook, 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.

Jeremy Rodriguez, Deputy Fire Chief – retirement, 26 years & 8 months
Connor Plett, Firefighter – failure to complete probation

5. Positions created or abolished.

Nothing new to report.

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

Administration
Fire Suppression
Fire Investigation
Fire Training
Fire Prevention
Public Education



401 North Front Street, Yakima, WA 98901

(509) 575-6060
Fax (509) 576-6356
www.yakimafire.com

MEMORANDUM

August 1, 2023

TO: City of Yakima Civil Service Commission
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief
SUBJECT: July 2023 – 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:

Travis Christopher, Fire Lieutenant

New Hires:

Kerri Becker, Telecommunicator

Derek Szabo, 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.

Sara Himes, Telecommunicator – failure to complete probation

Hailey Kincaid, Telecommunicator – resignation

Kenneth Johnston, Fire Lieutenant – resignation

Marcus Hudson, Firefighter – medical separation

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

June 30, 2023

To: Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: June 2023 – 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. Probational or temporary appointments made.

Name	Position	Date of Appointment
Brandon Lynn	Crime Analyst Supervisor	6/1/23

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.

Jeannett Mora, Police Services Manager	RIF - Voluntary Demotion	6/13/23
Linda Watts, Police Lieutenant	Retirement	6/30/23

5. Every position created or abolished.

(none)



Memorandum

July 31, 2023

To: Civil Service Commission
From: Matthew Murray, Chief of Police
Subject: July 2023 – 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. Probational or temporary appointments made.

Name	Position	Date of Appointment
Damian Ramirez	Police Officer	7/20/23

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.

(none)

5. Every position created or abolished.

(none)