



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**

**March 10, 2025 at 3:30 p.m.**

**Regular Meeting**

**AGENDA**

**APPROVAL OF MINUTES**

- 1) Approval of the November 4, 2024 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 11107 Chief Engineer (Charter)
- 3) Consideration of Suspension of Probation for Police Sergeant (Police)

**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 – November 4, 2024**

**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, Charter Civil Service/Police and Fire Civil Service Commissioner Sophia Trevino, Police/Fire Civil Service Commissioner Camille Becker, and Chief Examiner Debbie Korevaar. Charter Civil Service Commissioner Louisa Beckstrand is absent and excused.

Worley called the meeting to order.

**APPROVAL OF MINUTES**

Approval of the September 9, 2024 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was moved by Becker and seconded by Trevino to approve the minutes. Motion passed unanimously.

**NEW BUSINESS**

1) Consideration of revisions to 4430 Permit Project Coordinator classification (Charter)

Supervising Code Inspector Julia Rosales presented a minor change to the classification of Permit Project Coordinator to clarify the duties, adding licensing to the description since there is a difference between permitting and licensing functions. There are a few other small revisions as well. This update will allow the duties to be more specific to each position assigned to this classification.

Rosales added the pay, responsibility, and authority of the classification is not impacted by these modifications.

Trevino motioned to approve proposed revisions to 4430 Permit Project Coordinator. Worley seconded. Motion approved unanimously.

2) Consideration of Police Department classifications (Charter)

- a) New Classification: Victim Services Senior Coordinator (3156)
- b) Minor Revisions to Victim Services Coordinator (3155)
- c) New Classification: Police Application Support Analyst (6275)

Police Captain Chad Janis explained a grant for a VSC (Victim Services Coordinator) position has been extended through 2026. The position was previously filled but is currently vacant. Janis shared he met with the Chief Examiner to explore options to

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

recruit more qualified candidates. It was determined there was a need to create a senior level classification to include the requirements for additional experience and a higher-level responsibility.

Janis shared due to the creation of the Victim Services Senior Coordinator classification, some minor updates were made to the lower level Victim Services Coordinator classification.

Worley shared the adopted date on the classification should be updated to November 2024.

Police Chief Shawn Boyle addressed the request for a new Police Application Support Analyst position. He shared this classification has a higher level of duties and responsibility than the current Police Application Specialist.

Korevaar added the new classification is intended to add a career ladder with some leadership, mentoring and guidance duties; and provides a potential promotional and/or lateral opportunity for staff.

Becker inquired about difference in the minimum requirements. Korevaar added the specialist requires 2 years, and the analyst requires 5 years of experience. The type of experience is similar, but requires more years and is a little more tailored to knowledge of the specific web applications.

Trevino **motioned** to approve new classification Victim Services Senior Coordinator. Worley **seconded**. Motion approved unanimously.

Trevino **motioned** to approve revisions to Victim Services Coordinator. Worley **seconded**. Motion approved unanimously.

Trevino **motioned** to approve new classification Police Application Support Analyst. Worley **seconded**. Motion approved unanimously.

3) Consideration of Suspension of Probation for Transit Operator (Charter)

Acting Transit Manager Jim Hogenson presented request suspend probation due to medical leave. Worley shared this is consistent with other situations. Korevaar clarified the employee's probation will be paused and restarted upon their return, giving credit for previous time worked.

Trevino **motioned** to approve the Suspension of Probation for Transit Operator. Worley **seconded**. Motion approved unanimously.

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

**Other Business:**

1. Public Comment – There was no public comment.
2. Status reports for the Fire and Police Departments were reviewed and attached to the record.

Next meeting is scheduled for January 6, 2025. Materials were to be submitted to the Chief Examiner by December 13, 2024.

There being no further business before the Commission, the meeting was adjourned at 3:46 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.



**COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT**

**Engineering Division  
129 North Second Street  
Yakima, Washington 98901  
(509) 575-6111 Fax (509) 576-6305**

Memorandum

TO: Charter Civil Service Commission  
FROM: Bill Preston, Community Development Director  
DATE: March 4, 2025  
SUBJECT: Revision Considerations to the Chief Engineer (11107)

Submitted for your consideration is the attached proposed update for the Chief Engineer (11107) job classification. This classification was last updated November 2010 when the Physical Demands section was added to all City's classifications.

The purposes of the proposed revisions are to better align the classification with the needs of the City; provide potential promotional opportunities for City employees; clarify the project management expectations and responsibilities of the classification; broaden the candidate pool by changing the PE (professional engineer) requirement to preferred; and expand the minimum requirements to allow for additional education/experience equivalents. The Major Worker Characteristics have been updated be consistent with other classification updates across the City, and to better reflect the essential knowledge, skills and abilities required for the position.

The proposed revision does not change the overall purpose, general authority, or the majority of the responsibilities of the position. No change in pay allocation is recommended at this time.

Thank you in advance for your consideration.

**CITY OF YAKIMA  
CLASS SPECIFICATION**

**CODE:** 11107  
11/103/25

**TITLE** Chief Engineer

**Rev:**

**DEFINITION:** Under the limited direction of the ~~Deputy Director of Community and Economic Development,~~ **director and/or City Engineer** is responsible for directing and supervising technical activities ~~of within~~ the Engineering Division **and managing the delivery of key infrastructure projects while overseeing construction activities to ensure successful completion. Projects may be related to transportation, water, wastewater, stormwater systems or other public works entities.** ~~—This is a professional engineering position requiring considerable contact with a wide range of groups involved in the maintenance, design, construction, repair, and operation of necessary municipal public works projects for the safety and convenience of the citizenry. **This role requires establishing and maintaining collaborative relationships with a wide range of stakeholders, including consulting engineers, designers, contractors, federal, state, and local agencies, property owners, utility companies, the general public.** Work is performed with considerable independence and is reviewed in relationship to the successful achievement of city goals and objectives through observation, performance evaluations, conferences meetings and reports, ~~relative to results in effectively accomplishing City goals and objectives.~~~~

**DUTIES**

**ESSENTIAL FUNCTIONS:** Plans, directs and evaluates design, construction, and maintenance of public facilities and improvements including those completed by city personnel and those assigned to outside consultants or contractors.

Directs city staff and consultants in technical engineering design, supervision and other services for construction and transportation improvement projects, water and sewer improvements and other City projects.

Provides technical engineering services and input as an integral information sources supporting public and private development for short\_—and long\_—term community and economic development plans and strategies.

Coordinates engineering division **and capital project** functions that support several city departments and divisions to ensure unified progress towards city objectives. **Ensures quality, cost, and schedule control of capital projects ensuring grant requirements are met including billing and reimbursements.**

Keeps the city manager, ~~and department directors~~ and ~~deputy director~~ City Engineer advised of critical issues, decisions and actions.

Maintains quality customer service relationships with citizens and community and professional groups impacted by, or in contact with, departmental projects, actions or personnel. Communicates with a variety of city departments, county, state and federal agencies to coordinate activities, exchange information, and resolve issues, concerns and questions.

Directs, supervises, evaluates and motivates assigned personnel and takes such action as may be necessary to maintain a qualified and productive staff at all levels consistent with the city's personnel policies and procedures. Develops project objectives; assigns projects; provides professional leadership and ongoing growth/development opportunities to staff; evaluates individual performance including recommending employment or disciplinary action as necessary. Provides assistance to staff in resolving difficult or unusual situations and problems. Responsible for performance of subordinates; ensures compliance with all applicable laws, State and Federal regulations, City ordinances, policies, procedures and sound financial practices. The Chief Engineer is responsible for the completion of timely, fair and objective performance evaluations for subordinate staff.

Assists with the development of an annual operating budget for the division and controls/monitors expenses within the budget adopted by city council.

Develops an annual city capital improvement plan and develops scheduling, budgeting and financing techniques for all city capital improvement projects.

Prepares, monitors, reviews and evaluates documents for appropriateness, completeness, and accuracy. Prepares reports of project and program progress and presents information to City Manager, and/or City Council as required. Attends city council sessions as needed, and upon request, participates in meetings and conferences with other city boards, commissions, committees, administrative officers, and staff personnel.

Researches and prepares a wide variety of reports, cost estimates and feasibility studies regarding complex issues having a long-range and significant impact on the total municipal operation. Analyzes and solves complex problems including thoroughly researching, proposing, developing, coordinating, writing and/or implementing solutions. Coordinates federal and state grant applications processes for public works programs, and administers grant projects according to applicable regulations and grant guidelines.

Contributes to the effective administration of City government by exercising careful stewardship, communicating clearly, exemplifying trustworthiness and reliability.

Seeks to build and maintain the reputation of the division encouraging 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 **and punctual** attendance.

Performs other related duties as assigned.

~~**OTHER FUNCTIONS:** Communicates with a variety of city departments, county, state and federal agencies to coordinate activities, exchange information, and resolve issues, concerns and questions.~~

~~Researches and prepares a wide variety of reports, cost estimates and feasibility studies regarding complex issues having a long range and significant impact on the total municipal operation.~~

~~Coordinates federal and state grant applications processes for public works programs, and administers grant projects according to applicable regulations and grant guidelines.~~

**MAJOR WORKER CHARACTERISTICS:** Knowledge of: federal, state and local laws, rules, regulations and ordinances **including but not limited to standards Washington State Department of Transportation (WSDOT), Local Agency Guidelines (LAG), Department of Housing and Urban Development (HUD) regulations, and Manual of Uniform Traffic Control Devices (MUTCD) standards;** administrative and managerial principles and practices, including management of people and funds; principles and practices of civil engineering; utility systems, regulations, codes, and operating principles and practices; design **standards and public construction methodologies;** standards Washington State Department of Transportation (WSDOT), City, Local Agency Guidelines (LAG), Department of Housing and Urban Development (HUD), Manual of Uniform Traffic Control Devices (MUTCD), etc; current literature, trends, and principles and **best practices** associated with public works construction, **transportation, utility management** and related operations.; ~~modern office management and supervisor practices; state mandated budget and expenditure accounting.~~



In-depth knowledge of municipal infrastructure, including the planning, design, and construction of utility systems. Understanding of operational codes and to ensure projects align with both internal city standards and external regulatory guidelines.

Knowledge of effective principles, practices and techniques of: supervision, leadership, and work flow analysis; fiscal/budget management; record keeping systems, processes, and practices; best principles and practices for project and fund management; expenditure accounting mandated by the regulatory agencies and municipal records retention procedures and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Strong working knowledge of: word processing; computer spreadsheets; desktop publishing, project management software; databases; industry applications; Microsoft Office Suite; professional office procedures and practices; municipal budgetary and fiscal management practices to optimize work processes and maintain comprehensive records. Ability to operate standard office equipment including but not limited to computer, fax/copy machine, telephone etc.

Knowledge of techniques and strategies for dissemination of technical written and verbal information to a wide range of individuals, including but not limited to managers, contractors, vendors, community groups and members of the public. Provides leadership in developing strategic plans for infrastructure improvements, budgeting, and resource allocation.

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 business English, including, but not limited to: correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Must respond in a diplomatic and confident manner to upset individuals.

Ability to effectively coordinate and facilitate the work of engineering, with public works, and other city divisions to ensure project alignment and resource optimization. Skilled at facilitating collaboration between city departments and external agencies, including but not limited to WSDOT, Hud, state and federal regulatory bodies, etc. to facilitate intergovernmental cooperation and ensures compliance with broader regional goals and standards.

Ability to oversee assigned complex capital projects, including design, implementation, and resource management. Ability to identify and secure funding through federal, state and/or local grants, allocate resources, develop and manage expansive and multifaceted budgets in compliance with state mandates while meeting the city's infrastructure and public works goals. Ability to monitor and ensure compliance with funding requirements.

Ability to negotiate clearly and concisely; utilize strong mediation and negotiation skills to resolve conflicts and build consensus; present technical and non-technical information in both written and verbal formats to individuals with varying levels of expertise. Ability to make clear, concise, and impactful presentations to the city council, public stakeholders, and staff. Demonstrates strong public relations skills and can articulate complex engineering and policy issues in understandable terms. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to perform a variety of mathematical computations with ability to read, interpret and analyze complex documents and to translate analysis into recommendations or reports. Ability to read, research, interpret, apply and explain codes, rules, regulations, policies, and procedures. Must possess ability to identify and define complex problems, establish facts and render a timely, appropriate judgment or decision within broad or specific guidelines.

Capable of analyzing complex technical documents, regulations, and financial data to develop innovative solutions and make well-informed decisions. Ability to interpret and apply various engineering codes, rules, and regulations to project and policy decisions. Must be able to ensure that the department remains compliant with all regulatory frameworks.

Ability to work independently with minimal direction or oversight; maintain sustained attention to detail, formulate goals in alignment with department and city objectives, and work under timeline pressures; prioritize and assign workloads; manage multiple tasks with appropriate urgency and in compliance with competing deadlines. Maintains high availability and responsiveness during critical incidents or time-sensitive projects. Excellent analytical and organizational skills are essential. Must possess ability to quickly adapt to changing priorities and demands.

Ability to establish, facilitate, and maintain effective working relationships with other employees, the public, community organizations and government agencies; to consistently demonstrate tact, diplomacy,

and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; coach, train, supervise, plan, organize, and direct the work of a staff of technical, professional, operational and/or clerical personnel; evaluate personnel performance with completion of timely and objective performance evaluation; provide constructive feedback; develop and implement effective and efficient auditing and accountability methods, procedures, forms and records; facilitate and lead cohesive, positive and highly productive work teams with a customer service focus. Ability to positively receive feedback and take direction is essential.

Ability to work cooperatively as a supportive team member 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.

Ability to work extended hours as needed to meet city deadlines, handle urgent issues, and carry out supervisory responsibilities and functions.

~~Ability to: coordinate work of engineering and other city divisions; make clear and understandable public presentations; communicate effectively, both orally and in writing; deal courteously and tactfully with the public; establish and maintain cooperative and effective working relationships with others; operate a personal computer using word processing, spreadsheet and desk top publishing programs.~~

**PHYSICAL DEMANDS:** Work is performed primarily in an office environment while sitting at a desk or computer terminal for periods of time or while standing for a period of time. May need to move about the office to access office machinery, etc. **May be required to stand, walk or bend for extended periods of time.** Constant use of both hands in reaching/handling/grasping/~~fingering~~**keyboarding and other fine motor skill manipulation** while performing duties and operating on computers. Occasional heavy work includes lifting and carrying up to 50 pounds. Occasionally ascends/descends stairs, ladders and other inclines while maintaining balance. Occasional bending/twisting at knees/waist/neck. Occasional stooping/bending/kneeling/crawling while performing duties. Constant use of all senses including feeling/talking/ hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory **to process and recall complex information.** Work may require occasional travel to a variety of locations. May work outside in all weather extremes and be exposed to **stinging** insects, **animals,** water, **pollen,** dirt, dust, construction

debris **and noise**, smoke, electrical hazards, noxious odors, fumes, or chemicals, solvents, oil, vibrations, traffic, heavy machinery, **needles and/or drug paraphernalia** and/or rough and uneven terrain.—\_May work at heights, in confined spaces or awkward positions, remote locations or in noisy work area. Will be required to wear safety protective gear when necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**UNUSUAL WORKER CHARACTERISTICS:** Work with the public and employees, some of whom may be ~~irate~~ **stressed, angry**, upset or disturbed. **Will require travel to a variety of locations.** Occasional extension of work day to meet deadlines **and project goals**, or attend meetings. **Will be required to carry a cell phone or paging device and respond to technological or operating issues and/or emergency situations outside the normal work schedule, including weekends and holidays.**

~~May be exposed to weather extremes, construction noise, dust, exhaust fumes, uneven terrain and other typical construction site hazards. May be required to stand, walk or bend for extended periods of time.~~

**LICENSES, REGISTRATIONS AND/OR CERTIFICATES:** Must possess and maintain a valid Washington State Driver's License. Registration in the sState of Washington as a Professional Civil Engineer **is preferred**.

**MINIMUM CLASS REQUIREMENTS:** **Licensed as a Professional Engineer in the State of Washington;**

**OR a B****bachelor degree in civil, traffic or sanitary engineering, mathematics, or related** plus five **(5)** years of professional level civil engineering experience **plus to include** two **(2)** years in a responsible **lead or** supervisory capacity;<sup>;</sup> e

Completion of graduate level course work in civil or sanitary engineering may be substituted for the **general** civil engineering experience to a maximum of 12 months, substituting on a month-for-month basis. ~~Must possess or obtain a Washington State Professional Engineering license within six months of appointment.~~

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**FLSA STATUS:** EXEMPT  
**ADOPTED DATE:** 7/07  
**REVISED DATES:** 11/10; 3/25  
**TITLE CHANGES:** \_\_\_\_\_  
**UNION:** TEAMSTERS  
**CIVIL SERVICE STATUS:** CHARTER

City of Yakima

# Police Department

200 S. 3<sup>rd</sup> Street  
Yakima, Washington 98901

Shawn Boyle, Chief of Police

Telephone (509) 575-6200 Fax (509) 575-6007



## Memorandum

03/05/2025

To: Fire and Police Civil Service Commission

From: Police Chief Shawn Boyle; Lieutenant Jim Moore

Subject: Request for Suspension of Probation

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Consistent with the 30 day standard time frame for 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 recently appointed Police Sergeant.

The Sergeant promoted 6/1/24, and began an FMLA covered leave 2/17/25. The anticipated date of return is 4/21/25, but the absence could extend through 5/12/25.

Since this Sergeant'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 2/17/25. With your approval, the probation period will resume once the employee returns to full duty, and the employee shall be crediting for all probationary time achieved prior to their leave.





## Memorandum

November 30, 2024

To: Civil Service Commission  
From: Shawn Boyle, Interim Chief of Police  
Subject: November 2024 – 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. New Hires – permanent or temporary appointments:**

<b>Name</b>	<b>Position</b>	<b>Date of Appointment</b>
Tyler Kindred	Police Officer	11/01/24
Tyler Merritt	Corrections Officer to Police Officer	11/01/24
April Rosales-Reyes	Police Officer	11/04/24
David Morris	Police Officer	11/19/24

**2. Promotional or Provisional/Acting appointments:**

**3. Failure(s) to pass probation:**

(none)

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

Police Officer	8 - hour suspension
Police Officer	Verbal Reprimand

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



## Memorandum

December 31, 2024

To: Civil Service Commission  
From: Shawn Boyle, Interim Chief of Police  
Subject: December 2024 – 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. New Hires – permanent or temporary appointments:**

Name	Position	Date of Appointment
Emily Ponce Lopez	Police Officer	12/03/2024
Jeffrey Harding	Police Officer	12/10/2024

**2. Promotional or Provisional/Acting appointments:**

Debra Stadler	Police Services Lead	12/01/2024
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**3. Failure(s) to pass probation:**

(none)

**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):**

Carmen Muniz-Valdovinos	12/31/2024	Resignation
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# Memorandum

February 28, 2025

To: Civil Service Commission  
From: Shawn Boyle, Chief of Police  
Subject: February 2025 – 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. New Hires – permanent or temporary appointments:**

Name	Position	Date of Appointment
Mikaela Reyes	Police Services Specialist 1	02/03/2025
Silvia Corona	Administrative Assistant to Chief of Police	02/03/2025
Oscar Villalobos	Corrections Officer	02/19/2025

**2. Promotional or Provisional/Acting appointments:**

Shawn Boyle	Chief of Police	02/04/2025
Shelly Owens	Police Services Specialist 2	02/03/2025
Melinda Logan	Police Services Specialist 2	02/03/2025

**3. Failure(s) to pass probation: (None)**

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

Police Sergeant	Written Reprimand
Police Officer	Verbal Reprimand
Police Officer	Verbal Reprimand

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

Matt Lee	02/28/2025	Retirement
Trevor Rice	02/19/2025	Resignation
Mariana Gutierrez	02/28/2025	Resignation

Administration  
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www.yakimafire.com

**MEMORANDUM**

March 3, 2025

TO: City of Yakima Fire Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: November 2024 – 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:**

Michael Trujillo – Fire Shift Commander (Day)

Jonathan Hood – Fire Shift Commander

Jeremiah Stilley – Fire Captain (Day)

Brian Williams – Fire Captain (Shift)

Brian Robertson – Fire Captain (Shift)

Mark Ancira – Fire Lieutenant (Shift)

Ty Brown – Fire Lieutenant (Day)

Kai Nishida – Fire Captain (Day), temporary assignment

**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):**

(none)

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

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**MEMORANDUM**

March 3, 2025

TO: City of Yakima Fire Civil Service Commission  
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief  
SUBJECT: December 2024 – 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:**  
Matthew Schoos - Firefighter
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):**  
Douglas Goldsmith – Fire Deputy Chief, Resignation

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

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**MEMORANDUM**

March 3, 2025

TO: City of Yakima Fire Civil Service Commission  
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief  
SUBJECT: January 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):**  
Kari Brown – Fire Captain (Shift), Retirement

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

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**MEMORANDUM**

March 3, 2025

TO: City of Yakima Fire Civil Service Commission  
FROM: Susan Madrigal, Administrative Assistant to the Fire Chief  
SUBJECT: February 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):**  
Paul Weeks – Fire Mechanic I, Death

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