



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

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

June 2, 2025 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

- 1) Approval of the April 14, 2025, minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Consideration of Revisions to 7161 Public Records Officer classification (Charter)
- 2) Consideration of Request for Exception for Hiring Process and Probation Time (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 – April 14, 2025

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, Charter Civil Service Commissioner Louisa Beckstrand, Police/Fire Civil Service Commissioner Camille Becker (via Zoom), and Chief Examiner Debbie Korevaar. Worley called the meeting to order.

APPROVAL OF MINUTES

Approval of the March 10, 2025 minutes for the regular Charter and Police and Fire Civil Service Meeting. It was **moved** by Beckstrand and **seconded** by Trevino to approve the minutes. Motion **passed** unanimously.

NEW BUSINESS

1. Consideration of new classification Community Services Specialist 3163 (Charter)

Police Lieutenant Jake Lancaster shared the Yakima Police Department (YPD) is budgeted for five Community Services Officers (CSO); however, due to a recent vacancy, they have been operating with four CSOs. During this time, staff has been evaluating what would make the CSO's more efficient, and able to spend more time in the field. It was determined a clerical position, similar to the Police Services Specialist, dedicated to clerical/office duties, would be greatly beneficial in supporting the work of the CSOs, while allowing the CSO's to dedicate their time in the field responding to calls.

Worley inquired about the key differences in the job descriptions of the Officer and the Specialist. Lancaster explained this position will be in the office performing the clerical and administrative functions to the support the CSOs, as opposed to performing CSO duties in the field.

Beckstrand inquired what WACIC stands for. Lancaster shared it is the online program that provides permissions for them to look up criminal history and driving records in the computer.

Beckstrand **motioned** to approve new classification Community Services Specialist. Worley **seconded**. Motion approved unanimously.

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2. Consideration of Revisions to Corrections Officer classification 6221 (Charter)

Police Captain Chad Janis, on behalf of Corrections Manager Maritza Davis, presented a request to expand the description of the required minimum qualifications for lateral candidates within the Corrections Officer classification.

Currently, Lateral Corrections Officer candidates must have attended the WA State Criminal Justice Training Commission (CJTC) Corrections Academy; however, it has recently been discovered employees in WA State prisons and other state correctional facilities can obtain a comparable level of training through the Department of Corrections (DOC). This expansion to the qualifications could help attract and qualify lateral candidates from other facilities who have obtained their accreditation/certification through DOC via on-the-job training.

Worley inquired if the equivalent requirement still requires attendance at an academy. Janis confirmed there is a modified equivalency academy that is only 2 weeks and speeds the training along.

Beckstrand **motioned** to approve revisions to Corrections Officer. Trevino **seconded**. Motion approved unanimously.

3. Consideration of Revisions to Victim Services Coordinator 3155 and Victim Services Senior Coordinator 3156 (Charter)

Korevaar shared proposed updates to the classifications include language regarding required background checks, polygraph and psychological exams. She added it was an oversight when creating and updating these classifications, that these steps were not included in the minimum requirements. She confirmed any previous candidates have been required to go through these steps which are standard to YPD's hiring processes.

Trevino **motioned** to approve Revisions to Victim Services Coordinator and Victim Services Senior Coordinator. Beckstrand **seconded**. Motion approved unanimously.

4. Consideration of Revisions to Fire Mechanic I 8225 (Fire)

Fire Chief Aaron Markham requested modifications to a vacant Fire Mechanic I classification. During a recent review of the required certifications, it was recognized that the Emergency Vehicle Technician (EVT) certifications required were not detailed enough to specify which "track" was needed. There are 3 levels of certification with a specific track for fire apparatus. Markham proposed to update the

**CITY OF YAKIMA
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certifications to include the removal of some of the Automotive Service Excellence (ASE) certifications which are included in the EVT certification. Although other agencies allow up to 3 years to obtain many of these certifications, Markham stated he wanted to focus on what is expected of a new employee within the first year of employment and during the probationary period. This is what has been included within the classification.

Trevino **motioned** to approve Revisions to Fire Mechanic I. Becker **seconded**. Motion approved unanimously.

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 June 2, 2025. Materials were to be submitted to the Chief Examiner by May 15, 2025.

There being no further business before the Commission, the meeting was adjourned at 3:45 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.

MEMORANDUM

TO: Civil Service Commission

FROM: Rosalinda Ibarra, City Clerk
Brandy Bradford, Records Administrator

SUBJECT: Proposed Revisions to 7161 Public Records Officer Classification

DATE: May 28, 2025

We are requesting your consideration of a proposed update to the Public Records Officer classification for the City of Yakima.

Prompting this request is that it recently came to our attention the current class specification does not include specific training requirements outlined in the RCWs for all Public Records Officers. This training has been added under the License, Registration and/or Certificates section of the classification. A copy of the current RCW (42.56.152) is attached for your reference.

The additional proposed edits are primarily focused in the Major Worker Characteristics section with some minor changes in the other areas. These language modifications are being proposed to better define the knowledge, skills and abilities required for the position, as well as to add consistency with other classification updates approved by the commission over the past several years.

The recommended language edits do not include any changes to the authority level, or the overall responsibilities or functions of the position; therefore, no change in pay allocation is required or recommended.

Thank you for your consideration.

RCW 42.56.152

Training—Public records officers.

- (1) Public records officers designated under RCW 42.56.580 and records officers designated under RCW 40.14.040 must complete a training course regarding the provisions of this chapter, and also chapter 40.14 RCW for records retention.
- (2) Public records officers must:
 - (a) Complete training no later than ninety days after assuming responsibilities as a public records officer or records manager; and
 - (b) Complete refresher training at intervals of no more than four years as long as they maintain the designation.
- (3) Training must be consistent with the attorney general's model rules for compliance with the public records act.
- (4) Training may be completed remotely with technology including but not limited to internet-based training.
- (5) Training must address particular issues related to the retention, production, and disclosure of electronic documents, including updating and improving technology information services.

CITY OF YAKIMA CLASS SPECIFICATION

CODE: 7161

TITLE: Public Records Officer

Rev. ~~9/15~~**6/25**

DEFINITION: Under limited direction from the City Clerk, **Records Administrator** and/or Deputy City Clerk and in coordination with the Information Systems Services Division, assists with the development, implementation, administration, maintenance and preservation of a city-wide records and information management program in accordance with established policy and legal requirements. Assists in establishing overall direction; plans, develops and implements electronic records software and records management component of other electronic systems throughout the City. ~~At~~ **In conjunction with the Information Technology Services Division** assists in overseeing the security of the central records function and records system throughout the City. ~~Oversees~~ **The Public Records Officers facilitate and oversee** the public disclosure process in coordination with all City departments.

DUTIES

ESSENTIAL FUNCTIONS: This ~~classification position~~ is responsible for assisting with creating and implementing a city-wide records management system, including policies and procedures, retention and disposition schedules, data collection and indexing systems, training and outreach programs, a document disaster recovery plan, and a records management manual. Ensures City information is maintained, processed, retained, disposed, and/or recovered in accordance with federal, state, and local laws and City policies. Responsible for maintaining vital and historic records.

Responsible for administering and analyzing the City's public records disclosure policy and assuring the City's compliance with the Public Records Act. Works closely with the Records Administrator and/or Deputy City Clerk to ~~assure~~**ensure** timely and complete response to public disclosure requests. ~~This position serves as the City's designated~~ **The Public Records Officers** ~~and is~~ **are** responsible for the day-to-day administration of the City's public records functions, including receiving, tracking, and responding to citywide public records requests; ~~Facilitating~~ **ing** departmental retrieval of records in response to public records requests; and reviewing **ings** electronic records pursuant to state and federal laws. Reviews and redacts documents consistent with state and federal laws. Makes arrangements for and coordinates appointments with the public for viewing public records.

Assists in developing and administering the City's record and information management policies. Proposes changes as needed to reflect changing technology

and City systems in conjunction with the Information Technology Services Division.

Assists in overseeing the inventory and storage of archived records. Assists the Records Administrator and/or Deputy City Clerk in preparing public records for transfer to inactive storage; maintains transfer documentation and indexes; and retrieves records when requested. Prepares disposition documentation and arranges disposition.

Provides assistance and records training to other City employees regarding department processes and procedures as necessary. Serves as a liaison with community organizations and other governmental agencies regarding public records. Provides administrative and clerical support in the City Clerk's Office, including public contact over the phone or at the front counter, receipt and processing of damage claims filed against the City, and council packet preparation and assembly.

Provides professional customer service while performing all duties. Interacts and communicates in a positive, professional manner with other employees, agencies, elected officials, and other external individuals by phone, in-person and in writing, while maintaining a calm and reassuring manner. Handles sensitive and confidential situations with tact, confidentiality and discretion.

Pursues ongoing reading, research and professional networking to keep up with legislative requirements and updates related to public records.

Contributes to the effectiveness of City government by demonstrating and fostering 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 to provide exceptional customer service to internal and external customers.

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

Performs other related duties as assigned.

MAJOR WORKER CHARACTERISTICS: Knowledge of: Washington State laws and rules of procedure related to records management, inventory, and retention; design of enterprise-wide imaging programs, electronic document management and workflow mapping systems; public records administration, legal processes, and management; research techniques and information compilation and presentation; and a variety of micrographic processing and duplicating equipment.

Knowledge of: municipal organization, policies and operation; Washington State laws related to the Public Records Act; ability to analyze public records requests and to articulate requirements to departments, citizens, agencies and other groups.

Knowledge of standard City and division policies and procedures; best leadership/mentorship practices, principles and techniques; time and project management; effective practices and principles of workflow management. Knowledge and sound judgement with regard to public disclosure, and confidentiality standards.

Strong working knowledge of: applicable computer spreadsheets; databases; industry applications; Microsoft Office Suite; and office equipment; and professional office procedures and practices. Knowledge and ability to operate standard office equipment including but not limited to: computer, fax/copy machine, telephone etc. Efficient and accurate keyboarding ability.

Knowledge of techniques and strategies for dissemination of complex and/or technical written and verbal information to a wide range of individuals, including but not limited to other employees, legal representatives, government or elected officials, and members of the public.

Must be able to professionally communicate clearly and effectively with a wide variety of people, including, but not limited to: other employees, members of the public representing diverse levels of 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: preparation and formatting of forms and/or documents; correct grammar, vocabulary, letter composition, editing, spelling, and punctuation.

Ability to listen well, ask pertinent questions and think logically to obtain and provide necessary information and assist in the solution of problems.

Ability to communicate sensitive information effectively, both orally and in writing, in clear, concise language appropriate for the purpose and parties addressed. Ability to present complex information clearly and concisely in both written and verbal formats. Must routinely and regularly maintain appropriate confidentiality and discretion through all forms of communication.

Ability to understand and execute complex oral or written instructions; apply routine guidelines to a wide variety of work situations; to perform basic mathematical computations with ability to read, review and analyze a wide variety of complex and/or technical documents. Ability to read, understand, research, interpret, apply and explain applicable laws, codes, rules, regulations, policies, procedures and/or protocols. Must possess ability to identify and define problems, establish facts and draw valid conclusions.

Ability to work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail; formulate goals; work under timeline and other pressures; prioritize work; manage multiple tasks with competing deadlines; handle stressful situations, and complete work quickly and accurately while dealing with multiple interruptions.

Ability to seek guidance or assistance as needed, with ability to demonstrate appropriate initiative and use sound judgment in referring matters beyond the scope of knowledge and authority. Excellent analytical and organizational skills. Must possess ability to quickly adapt to changing priorities and demands. Ability to positively provide/receive feedback, and to take direction is essential.

Ability to establish, facilitate, and maintain effective working relationships with other employees, and the public to consistently and continually demonstrate tact, diplomacy, discretion, and respect to individuals, groups and organizations representing a wide diversity of ethnicities, cultures, opinions, and beliefs; and to demonstrate a willingness to complete a wide variety of tasks as required.

Ability to work cooperatively as a supportive team member and adhere to the division'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 necessary. to carry out the responsibilities and functions of the position.

~~Ability to: research and analyze complex information and communicate effectively, both verbally and in writing; establish and maintain effective working relationships with employees, elected officials, and citizens; operate a personal computer and~~

~~assigned software and maintain accurate data information; and work independently on a variety of tasks simultaneously.~~

PHYSICAL DEMANDS: –Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. Frequently needs to move inside the office to access file cabinets, office machinery, etc. Constant use of both hands in reaching/handling/grasping/~~fingering~~**keyboarding and other fine motor skills manipulation** while performing duties **and** operating ~~on~~ computers. Occasional heavy work includes lifting and carrying up to ~~50~~**25** pounds. Occasionally ascends/descends stairs and ladders while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and while communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain/**utilize** long-term and short-term memory **to retain and recall complex information**. May work in remote locations or in noisy work area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

UNUSUAL WORKING CONDITIONS: –May come into contact with ~~the public who is~~ irate, upset, **emotionally elevated** or **uncooperative individuals**. ~~disturbed~~. Must be available to work extended hours as necessary before or after regular work hours or weekends.

LICENSES, REGISTRATIONS AND/OR CERTIFICATES: Possess and maintain a valid Washington State Driver's license and obtain a Notary Public License within 6 months of employment. **Must complete all training required by, and consistent with, the provisions of the RCWs for Public Records Officers within 90 days of hire and at mandated intervals thereafter.**

MINIMUM CLASS REQUIREMENTS: Ability to type 50 wpm. Any combination of education or experience equivalent to a high school diploma and five (5) years' experience in records and/or information management including project management and/or experience with automated and manual retention/preservation processes. Bachelor's degree with specialization in Information Science; Library Science; Public or Business Administration; or in a related field may substitute for five (5) years' experience.

FLSA STATUS: Non-Exempt

ADOPTED DATE: 12/05

REVISED DATES: 7/10; 12/11; 8/12; 9/15; 6/25

TITLE CHANGES:

UNION: AFSCME

CIVIL SERVICE STATUS: CHARTER



MEMORANDUM

Date: April 22, 2025

To: Fire and Police Civil Service Commissioners

Cc: Debbie Korevaar, Chief Examiner

From: Erica McNamara, SunComm Public Safety Communications Manager
Aaron Markham, Fire Chief

Re: Request for Exception for Hiring Process and Probation Time

We are respectfully requesting a one-time exception to the Civil Service General Rules and Regulations for Fire Department Employees. The exception is related to the Rule XXIV regarding resignations and the rehiring of probationary employees.

RULE XXIV. RESIGNATIONS

To resign in good standing an employee must give the appointing authority at least fourteen calendar days prior notice unless the appointing authority, because of extenuating circumstances, agrees to permit a shorter period of notice. A written resignation shall be supplied by the employee to the appointing authority. Failure to comply with this rule may be cause for denying future employment by the City.

The resignation shall be forwarded to the Human Resources Department with a statement as to the resigned employee's service performance and any pertinent information concerning the cause for resignation. The resignation of any employee who fails to give notice shall be immediately reported to the Chief Examiner by the department head.

Any permanent employee who resigns in good standing or any employee who is the subject of a reduction in force before completing probation, may at the option of the appointing authority be rehired to a position of the same classification if a vacancy exists without further examination within one year of the date of the resignation or position elimination. *Employees who are rehired with the City do not retain their seniority status. Employees who have not completed probation will be required to restart their 12-month probation without credit for the previous probationary time. Prior time-in-grade and time-in-service will apply toward promotional eligibility for rehired employees.*

Candidates eligible for rehire will need to successfully pass an updated background investigation and any applicable physical examinations prior to rehire.



As noted above, Rule XXIV specifically allows for individuals who have successfully passed probation and resign, or who have been the subject of a reduction-in-force prior to completing probation, to be rehired without further competitive testing. It does not afford individuals who resign of their own accord during probation, the same provision.

A unique situation has occurred, however, prompting our request for a one-time exception to this rule to allow someone who resigned from the City after completing 8 months of the 12-month probation, to be rehired without additional testing. We do not take a request for such an exception lightly, but strongly believe it is the best interest of all parties to afford an opportunity to a previous employee not covered by this rule.

The situation is as follows:

The probationary employee resigned on March 27, 2024, after being accepted into the Washington State Patrol's Trooper Academy; however, after only a couple of weeks, the employee determined this was not the right move at this time, and a request was submitted to return to SunComm. After consultation with the Chief Examiner, HR Director, Fire Chief, Public Safety Communications Manager, and the IAFF union president, the employee was offered a temporary position, and hired as a temporary employee, effective April 21, 2025. This temporary employment status enabled the employee to continue his training and hands-on experience within a month of his resignation. This is a critical factor contributing to this request, as it has allowed consistency within the division while providing time for this matter to be brought to you for consideration.

The position of Telecommunicator is one of critical importance, and is not a position in which all individuals can be successful. As such, the hiring and testing process for Telecommunicators is extensive and time consuming. Candidates need to successfully pass a performance examination, oral board, two pre-suitability exams, background and criminal history checks, polygraph and a professional psychological exam. Once hired, the training process minimally takes 6-12 months.

The extensive testing and hiring process is performed to enable the City to hire candidates most likely to be successful in the position of Telecommunicator. As noted above, this particular employee has only 4 months remaining (as a permanent employee) to complete the one-year probationary period. During the first 8 months, this probationary Telecommunicator performed at an exceptional level, consistently demonstrating a strong ability to grasp complex material quickly, while also maintaining a positive and professional working relationship with peers. The employee's performance throughout the training process was exemplary, and the individual quickly became a valuable member of the team.

Bringing this particular employee back without requiring the full screening and hiring process allows the City to save both time and money, and prevents redundancy as this candidate already successfully passed every step of the process. It also prevents potential overtime coverage that could be associated with further testing and hiring. The employee's minimal time loss, familiarity and current knowledge of our team and operations, proven performance, and continued interest in returning to the position of Telecommunicator, supports our ongoing goal of reducing

Providing Emergency Communication Services to Yakima County

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vacancies, minimizing overtime, while strengthening our team with capable, experienced personnel. All of these reasons make this a practical and beneficial decision for SunComm and the City as a whole.

Rule XXIV requires a candidate restart their 12-month probation without credit for the previous probationary time. It also requires candidates successfully pass an updated background investigation and any applicable physical examinations prior to rehire. These requirements have been set forth as a reduction-in-force is a budgetary reduction, which is typically not going to provide a rehire opportunity within a month, which is not consistent with this situation. For this reason we are requesting these steps be waived.

It is our request, due to the employee's absence being less than one month, the employee be rehired as a permanent employee effective June 1, 2025. The employee's probation will resume and barring any unforeseen circumstances, shall be completed after 4 more months of permanent employment.

As for seniority, the contract address seniority in Article 12.8 and specifically defines the parameters when an employee leaves the Center.

Article 12.8 (d) - If an employee leaves employment with the City, their "Time in Position" and "Time in Center" seniority is lost effective upon date of separation.

Since the employee did choose to leave the City in pursuit of another position, if you approve this request to allow rehire to a permanent position on June 1, 2025, the employee's seniority should restart in accordance with the union contract effective June 1, 2025 with no credit for previous service.

Thank you for your consideration in this matter.

Erica McNamara
Public Safety Communications Manager



Memorandum

April 30, 2025

To: Civil Service Commission

From: Shawn Boyle, Chief of Police

Subject: April 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:

Name	Position	Date of Appointment
Eric Perez	Police Officer	04/09/2025

2. Promotional or Provisional/Acting appointments:

Thomas Garza	Police Sergeant	04/01/2025
Chad Janis	Police Captain	04/08/2025
Matt Sutton	Police Captain	04/09/2025

3. Failure(s) to pass probation:

Isaac Gallaway	Police Officer	04/17/2025
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4. Written reprimands, suspensions, demotions, or other disciplinary actions made of any Police Department employee with action taken:

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

Name	DATE	TYPE
Ritchie Fowler	04/30/2025	Retirement



Memorandum

May 28, 2025

To: Civil Service Commission

From: Shawn Boyle, Chief of Police

Subject: May 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:

Name	Position	Date of Appointment
Melodi Mendoza Negrete	Police Officer	05/15/2025

2. Promotional or Provisional/Acting appointments:

James Yates	Sergeant	05/01/2025
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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): None



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MEMORANDUM

May 28, 2025

TO: City of Yakima Fire Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: April 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:

Nathan Hede – Firefighter, Permanent
Tyler Rose – Firefighter, Permanent
Jesus Arceo – Telecommunicator, Temporary

2. Promotional or provisional/acting appointments:

Brent Bauer – Fire Captain (Shift), Acting
Kelley Melcher – Fire Lieutenant (Shift), Acting
Patrick Golie – Fire Lieutenant (Shift), Acting
Mark Ancira – Fire Captain (Shift), Acting
Nick Sloan – Fire Captain (Shift), Acting

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):

Jennifer Harding – Telecommunicator, Resignation
Karli Rasgorshek – Telecommunicator, Resignation

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



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MEMORANDUM

May 28, 2025

TO: City of Yakima Fire Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: May 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:

Ethan Mitchell – Firefighter, Permanent

2. Promotional or provisional/acting appointments:

Chad Williams – Fire Captain (Shift), Promotional

Patrick Riffie – Fire Captain (Shift), Promotional

Patrick Golie – Fire Lieutenant (Shift), Promotional

Kelley Melcher – Fire Lieutenant (Shift), Acting

Nick Sloan – Fire Captain (Shift), Acting

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."***