



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

August 10, 2026 at 3:30 p.m.

Regular Meeting

AGENDA

APPROVAL OF MINUTES

Approval of the July 6, 2026 minutes for the regular Charter, Police and Fire Civil Service Meeting.

NEW BUSINESS

- 1) Consideration of Suspension of Probation for Transit Operator (Charter)

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 – July 6, 2026

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, Charter Civil Service Commissioner Louisa Beckstrand and Chief Examiner Debbie Korevaar.

Worley called the meeting to order.

APPROVAL OF MINUTES

Approval of the June 1, 2026 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 request to move classification 1274 Public Safety Communication Manager from Charter Civil Service to Fire Management Civil Service. (Charter/Fire)**

Korevaar shared back in December 2018, division managers had been excluded from Civil Service. The City received a legal opinion stating that administration had likely superseded their authority in the exclusion, as the Charter only excludes department heads from Civil Service was incorrect and they should have been included in Civil Service. After that finding, the manager classifications were brought to the commission and they were adopted into Civil Service. During this process, it was an oversight that the Public Safety Communication Manager was adopted by Charter Civil Service. The assistant manager was already in Fire Management Civil Service, along with the Deputy Chiefs which are at the same level as the manager. Now, due to a vacancy, Korevaar stated she is requesting from both commissions, if they would consider moving manager from Charter to Fire Management Civil Service Rules. This makes a difference in how we are able to recruit for the manager vacancy.

Worley **motioned** to approve to **move classification 1274 Public Safety Communication Manager from Charter Civil Service to Fire Management Civil Service.** Trevino **seconded**. Motion approved unanimously.

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2. Consideration of revisions to to 3130 Development Engineer (Charter)

City Engineer Robert Washabagh requested changes to the Development Engineer classification, mainly updating the minimum requirements to allow for more experience, allowing for a broader candidate pool.

Beckstrand **motioned** to approve the revisions to 3130 Development Engineer as presented. Trevino **seconded**. Motion approved unanimously.

3. Consideration of revisions to 6410 Telecommunicator 1 and 6412 Telecommunicator (Fire)

Public Safety Training Supervisor Mark Burso shared that classes Telecommunicator 1 and Telecommunicator 2 are mandatory classes in the classifications, however, now the state of WA requires all Suncomm employees be certified with a Public Safety Telecommunicator Certification, with multiple pathways to obtain it. Bruso stated they are requesting modifications to the classification requirements to allow for more flexibility in obtaining the required certifications.

Worley clarified that as long as employees obtain the certification, we don't care how they got it. Bruso answered in the affirmative.

Becker acknowledged there is a Telecommunicator I and a Telecommunicator referenced in the agenda documents, and inquired if it should be a Telecommunicator II. Korevaar explained the Telecommunicator I's used to be only 911 Calltakers, which is being phased out. The long term plan is for all staff to become Telecommunicator's so there will only be one class which allows staff to perform calltaking and dispatching duties.

Becker **motioned** to approve the revisions to 6410 Telecommunicator 1 and 6412 Telecommunicator as presented. Worley **seconded**. Motion approved unanimously.

4. Consideration of Suspension of Probation for Corrections Officer (Charter)

Corrections Manager Maritza Davis requested suspension of an officer that is on probation and will be on leave 7/2 – 8/17. The time he is absent is not adequate to assess his performance during that probation time. She is asking to suspend probation and resume probation upon his return.

Trevino **motioned** to approve the suspension of probation for Corrections Officer. Beckstrand **seconded**. Motion approved unanimously.

5. Introduction of new Chief Examiner, Gretchen Peterson-Lee effective July 8, 2026

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Worley introduced new Chief Examiner Gretchen Peterson-Lee, and acknowledged the retirement of Korevaar. Korevaar added the 7th is her last day. She included that Peterson-Lee went through a promotional process and was the successful candidate.

6. Public Comment

None

7. Fire and Police Department Status reports

Reports were reviewed and attached to the record.

The next meeting is scheduled for August 3, 2026. Due to absences of a commission member, it was agreed to move the meeting to August 10, 2026. Items need to be submitted to the Chief Examiner by July 23, 2026.

Korevaar thanked the commission for their support and dedication to the City.

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

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

- 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.



City of Yakima, Transit Division
2301 Fruitvale Blvd.
Main Office Phone: 575-6175

MEMORANDUM

Date: August 3rd, 2026

To: Yakima Charter Civil Service Commission

From: Jim Hogenson
Yakima Transit Manager

Subject: Request for suspension of Probation due to Medical Leave

The Yakima Transit Division is respectfully requesting to suspend the probation of a Transit Operator. This Yakima Transit Operator has been on medical leave as of June 30, 2026 and it is currently unknown when they will return to duty.

Due to this extended absence, Yakima Transit supervisory staff are unable to evaluate the progress of this employee's performance to determine a successful completion of probation.

Our request, which follows the past practice of the Commission and Yakima Transit, is to allow the Transit Operator to resume probation once the employee returns to full duty, crediting them for the probationary period they have completed prior to their medical leave.

Thank you for your consideration.

Jim Hogenson, Yakima Transit Manager

Approved:

Scott Schafer, Public Works Director



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MEMORANDUM

July 30, 2026

TO: City of Yakima Fire Civil Service Commission

FROM: Susan Madrigal, Administrative Assistant to the Fire Chief

SUBJECT: July 2026 – 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 Deputy Chief
- 3. Failure(s) to pass probation:**
Xavier Hernandez – Telecommunicator
- 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)



Memorandum

July 27, 2026

To: Civil Service Commission
From: Shawn Boyle, Chief of Police
Subject: July 2026 – Status Report

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

1. New Hires – permanent or temporary appointments: **None.**
2. Promotional or Provisional/Acting appointments: **None.**
3. Failure(s) to pass probation: **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):

Name	Position	Date	Type
Dominic Dannan	Police Officer (Lateral)	07/08/2026	Medical Separation