



**Civil Service Commission
Regular Meeting
December 10, 2024 - 3:30 PM
City Hall 2nd Floor
Conference Room 3**

MINUTES

CALL TO ORDER

Chair David Menke called the meeting to order at 3:31 p.m. Since Chair Menke was unable to join via video he turned the meeting over to Chair Pro Tem David Boyd.

Present on the zoom call was Member John Boatman and Chief Mark Caillier. Also included on the Zoom call and in person (Conference Room 3, City Hall) was Chief Examiner Terry Mendoza.

Assistant Chief of Police Sam Betz was excused.

PUBLIC PARTICIPATION

- A. The Civil Service Commission Meeting scheduled for Tuesday, December 10, 2024, at 3:30 p.m. will be held virtually via Zoom and in person (Conference Room 3, 2nd Floor, City Hall).

Virtual Participation Link:

To listen to the meeting by phone or Zoom, please call the number below or click the link:

Telephone: 253-215-8782

Zoom: <https://zoom.us/j/96869940732>

Examiner Mendoza reported that there was no person(s) from the public participating in the meeting, either virtually or in person.

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AGENDA MODIFICATIONS

There were no agenda modifications..

AUDIENCE PARTICIPATION

- A. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 5:00 p.m. on the day before the scheduled meeting and must be 350 words or less.

Please mail written comments to:
City of Auburn
Attn: Terry Mendoza, Human Resources Analyst
25 W Main St
Auburn, WA 98001

Please fax written comments to:
Attn: Terry Mendoza, Human Resources Analyst
Fax number: 253-288-4305

Email written comments to: tmendoza@auburnwa.gov

If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 5:00 p.m. on the day before the scheduled meeting. Participants can request accommodation to be able to provide a remote oral comment by contacting the Human Resources Department in person, by phone 253-931-3040, or by email (tmendoza@auburnwa.gov).

APPROVAL OF MINUTES

A. Approval of the November 12, 2024, Civil Service Commission Meeting minutes

Motion by Member Boatman to approve the minutes as published. Second by Chair Menke.

MOTION PASSED UNANIMOUSLY. 3-0

DISCUSSION ITEMS

ACTION ITEMS

A. Approval of the Entry Level Police Officer Eligibility List

Motion by Member Boatman to approve the Entry Level Police Officer eligibility list dated December 6, 2024 as published. Second by Chair Menke.

MOTION PASSED UNANIMOUSLY. 3-0

B. Approval of the Lateral Police Officer Eligibility List

Motion by Member Boatman to approve the Lateral Police Officer eligibility list dated December 3, 2024 as published. Second by Chair Menke.

MOTION PASSED UNANIMOUSLY. 3-0

C. Approval of the Police Services Specialist Eligibility List

Motion by Member Boatman to approve the Police Services Specialist eligibility list dated December 5, 2024 as published. Second by Chair Menke.

MOTION PASSED UNANIMOUSLY. 3-0

D. Approval of Class Specification 22.04 Police Services Specialist

Motion by Member Boatman to approve the recommended changes to the Class Specification 22.04 for Police Services Specialist.. Second by Chair Menke.

MOTION PASSED UNANIMOUSLY. 3-0

E. Approval of Class Specification 22.06 Police Services Specialist Supervisor

Motion by Member Boatman to approve the recommended changes to the Class Specification 22.06 for Police Services Specialist Supervisor.. Second by Chair Menke.

MOTION PASSED UNANIMOUSLY. 3-0

UNFINISHED BUSINESS

NEW BUSINESS

Examiner Mendoza provided updates to the Commission on Police hiring/recruitment.

ADJOURNMENT

There being no further business to come before the Commission, the meeting was adjourned at 3:35 p.m.

APPROVED this ____ day of _____ 2025.

David Menke, Chairman

Terry Mendoza, Civil Service Examiner