



**Civil Service Commission
Regular Meeting
January 14, 2025 - 3:30 PM
City Hall 2nd Floor
Conference Room 3**

MINUTES

CALL TO ORDER

Chair David Menke called the meeting to order at 3:33 p.m.

Present on the Zoom call was Chair Pro Tem David Boyd, Member John Boatman, Chief of Police Mark Caillier, and Assistant Chief of Police Sam Betz. Also included on the Zoom call and in person (Conference Room 3, City Hall) was Chief Examiner Terry Mendoza.

PUBLIC PARTICIPATION

- A. The Civil Service Commission Meeting scheduled for Tuesday, January 14, 2025, at 3:30 p.m. will be held in person and virtually.

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

Toll Free: (305) 224-1968

Zoom: <https://zoom.us/j/99079802591>

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

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).

Examiner Mendoza reported that there was no correspondence received from the public.

APPROVAL OF MINUTES

A. Approval of the December 10, 2024, Civil Service Commission Meeting minutes

Motion by Member Boatman to approve the minutes as published. Second, by Chair Pro Tem Boyd.

MOTION PASSED UNANIMOUSLY: 3-0

DISCUSSION ITEMS

ACTION ITEMS

A. Election of Chair and Chair Pro Tem for 2025

Chair Pro Tem Boyd nominated David Menke for the Chair position for 2025. Second, by Member Boatman.

MOTION PASSED UNANIMOUSLY. 3-0

Chair Menke nominated David Boyd for the Chair Pro Tem position for 2025. Second, by Member Boatman.

MOTION PASSED UNANIMOUSLY. 3-0

B. Approval of the Entry Level Police Officer Eligibility List

Motion by Member Boatman to approve the Entry Level Police Officer Eligibility List, dated January 9, 2025. Second, by Chair Pro Tem Boyd.

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 January 8, 2025. Second, by Chair Pro Tem Boyd.

MOTION PASSED UNANIMOUSLY. 3-0

D. Approval of the Animal Control Officer Eligibility List

Motion by Member Boatman to approve the Animal Control Officer Eligibility List dated December 31, 2024. Second, by Chair Pro Tem Boyd.

MOTION PASSED UNANIMOUSLY. 3-0

NEW BUSINESS

Examiner Mendoza reported that the application process is now open for the Commander Promotional Exam. The exam is tentatively scheduled to take place the week of February 10, 2025. Additionally, the announcement for the Sergeant Promotional Exam is set to go out on Monday, January 20th. The first part of testing will take place the week of March 4th, concluding with the Assessment Center during the week of March 24th.

No additional new business was discussed.

ADJOURNMENT

There being no further business to come before the Commission, the meeting was adjourned at 3:37 p.m.

APPROVED this 11th day of February, 2025.

David Menke, Chairman

Terry Mendoza, Chief Civil Service Examiner