



**Civil Service Commission
Regular Meeting
February 11, 2025 - 3:30 PM
City Hall 2nd Floor
Conference Room 3**

MINUTES

CALL TO ORDER

Chair David Menke called the meeting to order at 3:32 p.m.

Present on the Zoom call was Chair Pro Tem David Boyd. Also included on the Zoom call and in person (Conference Room 3, City Hall) was Chief Examiner Terry Mendoza.

Member John Boatman, Chief of Police Mark Caillier, and Assistant Chief of Police Sam Betz were excused from the meeting. **Note: Chief Caillier logged into the meeting, but, in error, was never let into the meeting.*

PUBLIC PARTICIPATION

- A. The Civil Service Commission Meeting scheduled for Tuesday, February 11, 2025, at 3:30 p.m. will be held virtually via Zoom and in person (Conference Room 3, 2nd floor of 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

Toll Free: 305-224-1968

Zoom: <https://zoom.us/j/92377791643>

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 January 14, 2025, Civil Service Commission Meeting Minutes

Motion by Chair Pro Tem Boyd to approve the minutes as published. Second by Chair Menke.

MOTION PASSED UNANIMOUSLY. 2-0

ACTION ITEMS

A. Approval of the Entry Level Police Officer Eligibility List

Motion by Chair Pro Tem Boyd to approve the Entry Level Police Officer Eligibility List dated February 3, 2025. Second by Chair Menke.

MOTION PASSED UNANIMOUSLY. 2-0

B. Approval of the Lateral Police Officer Eligibility List

Motion by Chair Pro Tem Boyd to approve the Lateral Police Officer Eligibility List dated February 3, 2025. Second by Chair Menke.

MOTION PASSED UNANIMOUSLY. 2-0

C. Approval of the Animal Control Officer Eligibility List

Motion by Chair Pro Tem Boyd to approve the Animal Control Officer Eligibility List dated January 15, 2025. Second by Chair Menke.

MOTION PASSED UNANIMOUSLY. 2-0

D. Approval of the Police Services Specialist Eligibility List

Motion by Chair Pro Tem Boyd to approve the Police Services Specialist Eligibility List dated January 15, 2025. Second by Chair Menke.

MOTION PASSED UNANIMOUSLY. 2-0

NEW BUSINESS

Examiner Mendoza updated the Commission on recruitment:

- New Hires scheduled to start.
- Number of appeals received for candidates removed from the background process.
- Number of candidates in the background process for all police department vacancies.

Also, advised the Commission about the postponement of the Commander Promotional Exam at the request of the Sergeant's union group.

ADJOURNMENT

There being no further business to come before the Commission, the meeting was adjourned at 3:36 p.m.

APPROVED this 11th day of March 2025.

David Menke, Chairman

Terry Mendoza, Chief Civil Service Examiner