

AGENDA
ENUMCLAW CIVIL SERVICE SPECIAL MEETING
March 25, 2026 – Time 9:00 am

Enumclaw City Hall – Council Conference Room
1339 Griffin Ave, Enumclaw, WA 98022

- 1. CALL TO ORDER AND ATTENDANCE**
 - A. Special meeting called to order by Chairperson Bickford
 - B. Attendance
- 2. APPROVAL OF MEETING MINUTES**
 - A. Motion to approve the minutes of February 18, 2026 Civil Service Commission Meeting.
- 3. NEW BUSINESS ITEMS**
 - A. Civil Service Appeal Hearing – Greeves
- 4. EXECUTIVE SESSION**
 - A. To evaluate the qualifications of an applicant for public employment per RCW 42.30.110(g)
- 5. OLD BUSINESS ITEMS**
- 6. COMMUNICATIONS/REPORTS**
 - A. Secretary Examiners Report
 - B. Police Department Update
- 7. OTHER TOPICS**
- 8. NEXT MEETING**
 - A. Next meeting scheduled for April 15, 2026
- 9. ADJOURNMENT**

**MINUTES
ENUMCLAW CIVIL SERVICE MEETING
February 18, 2026 – Time 9:00 AM**

**Enumclaw City Hall – Council Chambers Conference Room
1339 Griffin Ave, Enumclaw, WA 98022**

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 9:01 a.m. by Chair Bickford.

In attendance were Commissioners Ed Bickford, Al Willis, David Hoffman (via Teams), Police Chief Tim Floyd, and Civil Service Secretary, Katy McKee.

2. APPROVAL OF MEETING MINUTES

Commissioner Willis moved to approve the minutes of the January 21, 2026 Civil Service Commission meeting. Seconded by Commissioner Bickford. The motion carried 3-0.

3. NEW BUSINESS ITEMS

A. Review Sergeant Assessment Center

McKee noted that three officers provided letters of intent, and one withdrew prior to assessment day and subsequently provided her resignation notice. There are two names on the list for your approval.

Floyd spoke highly of both candidates and the panel of assessors as well as the entire assessment center process. A decision has been made, but the announcement will not be made until next week.

Commissioner Willis moved to approve the eligibility register for Patrol Sergeant established February 4, 2026. Seconded by Commissioner Bickford. The motion carried 3-0.

A. Review Corrections Officer Recruitment

McKee noted that twelve candidates were invited to oral board interviews, nine entry level and three experienced/lateral level. Seven entry level candidates appeared for interviews and passed as did all three lateral/experienced level candidates. This was by far one of our most successful recruitments for the Corrections Officer position. Both registers are provided for your approval today.

Commissioner Hoffman moved to approve the eligibility register for Experienced/Lateral Level Corrections Officer Established February 12, 2026. Seconded by Commissioner Bickford. The motion carried 3-0.

Commissioner Bickford moved to approve the eligibility register for Entry Level Corrections Officer Established February 12, 2026. Seconded by Commissioner Hoffman. The motion carried 3-0.

B. OLD BUSINESS ITEMS

None.

C. COMMUNICATIONS/REPORTS

A. Secretary-Examiners Report

McKee noted there are no active recruitments. She noted that a candidate that was removed from consideration during background screening for Patrol Officer has expressed intent to appeal the decision. Information was provided to the candidate yesterday about the timeline and requirements of the appeal. If it is received, we will be working with the City attorney on the appeal process.

B. Police Department Update

Chief provided a staffing update.

- Dispatch: One employee preparing to leave and move out of state. There is a candidate currently in background process from the eligibility list established previously.
- Corrections: One vacancy currently conducting Chief's interviews.
- Patrol: There are currently two conditional offers out there and two candidates in the background process.
- Sergeant: Chief will promote one of the candidates from the eligibility register within one week of assessment.
- Detective Sergeant: Then Chief is currently accepting letters of interest in the Detective Sergeant since none of the two candidates for promotion have expressed interest in working in this specialty.

D. OTHER TOPICS

Hoffman inquired about incident last week, to which Chief Floyd noted he would address after adjournment.

E. NEXT MEETING

Scheduled for March 18, 2026, unless a special meeting is required prior to this date, or shortly thereafter.

F. ADJOURNMENT

Commissioner Willis moved to adjourn the meeting at 9:18 a.m., seconded by Bickford. Motion carried 3-0.

These minutes represent a brief description of the meeting; a recording of each meeting is maintained by the Civil Service Commission.

APPROVED BY:

SUBMITTED BY:

Ed Bickford
Chairperson

Katy McKee
Civil Service Secretary

Katy McKee

From: James Greeves <james.e.greeves@gmail.com>
Sent: Wednesday, February 18, 2026 8:35 AM
To: Katy McKee
Subject: Re: Civil Service Appeal – Notice of Appeal

CAUTION: This email originated from outside the City of Enumclaw network. Do not click links, open attachments or follow guidance unless you recognize the sender and know the content is safe.

Good Afternoon Ms. McKee,

I respectfully submit this formal written appeal pursuant to Enumclaw Civil Service Rule 3.09.02 regarding the decision to discontinue my background investigation for the Patrol Officer position with the Enumclaw Police Department.

Action Objected To:

I am appealing the decision to discontinue my background investigation and remove me from further consideration for employment as a Patrol Officer with the Enumclaw Police Department.

Grounds Supporting the Appeal:

I believe the discontinuation decision was based in part on concerns related to my financial profile and perceived inconsistencies in my application history.

All financial obligations and credit accounts were fully disclosed in my Personal History Statement. At the time of submission, those accounts were current and being paid as agreed. Upon understanding the department's concern regarding overall utilization and financial exposure, I took immediate corrective action to resolve those balances and reduce my overall utilization significantly. Specifically, my joint WSECU credit card now reflects a \$0 balance on a \$3,500 limit, my Navy Federal secured credit card reflects a \$0 balance on a \$400 limit, and my Star Card reflects a balance of \$279 on a \$6,000 limit. Additionally, I have removed myself as an authorized user from the Capital One and Costco credit card accounts, eliminating those balances from my credit profile. These actions substantially reduced my financial exposure and reflect my commitment to responsible financial management. Documentation supporting these updates is available and can be provided upon request.

With respect to any perceived inconsistencies, I want to clarify my Physical Ability Test status with the Bellevue Police Department. When completing my Personal History Statement, my indication that I had passed the written and physical testing was referring to the Public Safety Testing written and physical assessments submitted as part of my initial application. During Bellevue's internal hiring process, I attempted their initial hire Physical Ability Test and did not successfully meet the sit-up standard on that attempt. I was permitted to continue in the process and completed the integrity interview the same day, and I was offered a 30-day opportunity to retest. During that period, I received a conditional offer from the Enumclaw Police Department and elected to voluntarily withdraw from the Bellevue process in order to pursue that opportunity. I recognize that my prior wording could have been interpreted differently, and I take responsibility for ensuring clarity. There was no intent to misrepresent my status at any time, and I remain committed to complete accuracy and transparency throughout this process.

Relief Sought:

I respectfully request that the Civil Service Commission reconsider the decision to discontinue my background investigation and allow my candidacy to proceed in the hiring process.

I appreciate the Commission's time and consideration and am prepared to provide any additional documentation or clarification requested.

Respectfully,
James Greeves
360-480-5924
james.e.greeves@gmail.com

On Tue, Feb 17, 2026 at 1:50 PM Katy McKee <kmckee@ci.enumclaw.wa.us> wrote:

Mr. Greeves,

Thank you for your email.

Pursuant to Enumclaw Civil Service Rule 3.09.02, an appeal must state the with reasonable certainty the action objected to, the grounds supporting the request, and the relief sought in order to be considered by the Civil Service Commission.

[Enumclaw Civil Service Rules](#)

Your email indicates your intent to appeal; however, please submit a formal written appeal that complies with the requirements outlined in Rule 3.09.02, including the specific basis for your appeal.

Once your appeal is received, a special meeting of the Civil Service Commission will be scheduled. At that meeting, the Commission will hear from you and from the appointing authority. Following presentation from both sides, the Commission will deliberate in executive session and provide a decision on the appeal.

Please let me know if you have any questions.



Katy McKee, Deputy City Clerk and Civil Service Secretary

City of Enumclaw | 1339 Griffin Avenue | Enumclaw, WA 98022

Office 360-615-5627 | Email: kmckee@ci.enumclaw.wa.us or civilservice@ci.enumclaw.wa.us

Hours: Mon – Fri 8:30am – 5:00pm

From: James Greeves <james.e.greeves@gmail.com>
Sent: Saturday, February 14, 2026 12:00 PM
To: Katy McKee <kmckee@ci.enumclaw.wa.us>
Subject: Civil Service Appeal – Notice of Appeal

CAUTION: This email originated from outside the City of Enumclaw network. Do not click links, open attachments or follow guidance unless you recognize the sender and know the content is safe.

Good Afternoon,

I respectfully submit this email as formal notice of my intent to appeal the decision to discontinue my background investigation for the Patrol Officer position with the Enumclaw Police Department.

I request the opportunity to participate in the appeal process in accordance with Civil Service Rules and will provide any additional information or documentation requested as part of that process.

Thank you for your time and consideration.

Respectfully,
James Greeves