

**MINUTES
ENUMCLAW CIVIL SERVICE MEETING
January 21, 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 9:05 a.m. by Chair Bickford.

In attendance were Commissioners Ed Bickford, Al Willis, David Hoffman (via Teams), Police Chief Tim Floyd (arrived 5 minutes after role call), HR Manager Tana Nissen, and Civil Service Secretary, Katy McKee.

2. APPROVAL OF MEETING MINUTES

Commissioner Willis moved to approve the minutes of November 19, 2025, Civil Service Commission Meeting, seconded by Bickford. The motion carried 3-0.

3. NEW BUSINESS ITEMS

A. Chair and Vice Chair Election

Commissioner Willis moved to nominate Commissioner Bickford to serve as Chair. Seconded by Commissioner Bickford. Motion carried 3-0.

Commissioner Bickford moved to nominate Commissioner Hoffman to serve as Vice Chair. Seconded by Commissioner BLANK. Motion carried 3-0.

B. Review Police Officer Recruitment

McKee noted that for the patrol recruitment eleven (11) entry level applicants and two (2) experienced/lateral applicants were invited for oral board interviews last Friday the 16th. All candidates interviewed. Seven (7) entry level candidates passed, four (4) failed and one (1) experienced level candidate passed and one (1) failed. The list before you for entry level is a continuous eligibility register and represents names of those who passed nearly a year ago as well as the new candidates. The names from 2025 will fall off the register on March 3rd.

Commissioner Willis moved to approve the eligibility register for Entry Level Police Officer Established January 19, 2026. Seconded by Commissioner Hoffman. The motion carried 3-0.

Commissioner Bickford moved to approve the eligibility register for Experienced/Lateral Level Police Officer Established January 19, 2026. Seconded by Commissioner Willis. The motion carried 3-0.

C. OLD BUSINESS ITEMS

None.

D. COMMUNICATIONS/REPORTS

A. Secretary-Examiners Report

McKee noted that there are recruitments and testing keeping Civil Service busy so to expect that we will be holding a February meeting with more lists. There is an open recruitment for Corrections which will be

closing on January 31st with oral boards scheduled for February 11th. There is also a promotional exam taking place on February 4th for Sergeant in anticipation of a Sergeant retirement this year. Chief Floyd to provide more details about staffing during his update.

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 with current recruitment that ends January 31st.
- Patrol: Moving forward with two hires due to upcoming retirement and relocation of Detective Noronha to Wenatchee Police Department and noted that Officer Medalla is looking to relocate out of the area. These movements will result in hiring of three Police Patrol Officers.
- Detectives: Officer Steven Van Zanten has been assigned to Detective; the other position will remain unfilled for most of the year.
- Sergeant: Chief will promote one of the candidates from the eligibility register within one week of assessment. Then Chief will be accepting letters of interest in the Detective Sergeant specialty shortly thereafter.

E. OTHER TOPICS

None.

F. NEXT MEETING

Scheduled for February 18, 2026

G. ADJOURNMENT

Commissioner Willis moved to adjourn the meeting at 9:15 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:



Ed Bickford
Chairperson

SUBMITTED BY:



Katy McKee
Civil Service Secretary