

**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