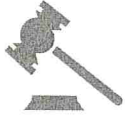




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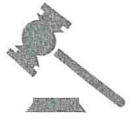
A quorum of the Civil Service Commission of the City of Tucson met on Wednesday, January 21, 2026, at 9:08 AM for their Quarterly Meeting. The meeting was held at City Hall, 255 W. Alameda, 1st Floor Conference Room in Tucson, AZ. The hearing was made accessible remotely through technological means as permitted under Arizona law as well as in person.

1. The Civil Service Commission opened the quarterly meeting with the call to order and roll call.
  - a. Present were Chairperson Paul Fimbres, Commissioner Michael Mathieu (joined remotely), Commissioner Eddie Rios, and Commissioner Paula Wilk. Vice Chairperson Rebecca Montaña was absent excused. Also present were Donna Aversa, Legal Counsel for the Commission, Dr. Teri Traaen, HR Director & Commission Secretary, Jennifer Stash, Chief Deputy City Attorney, and Robert Stevenson, HR Staff Assistant & Recording Secretary, Emely Taylor, HR Deputy Director, and Helen Smart, HR Deputy Director.
2. Introduction of New Civil Service Commissioner, Paula Wilk – Members of the Commission welcomed Ms. Wilk. Ms. Wilk expressed her gratitude about being able to serve and looks forward to being part of the Commission.
3. Call to Audience – No one addressed the Commission.
4. Approval of the October 2025 Quarterly Meeting Minutes – Commissioner Wilk asked if it was appropriate for her to vote on approval of the minutes since she was not on the Commission when the meeting took place. Chairman Fimbres, with consultation from Ms. Aversa, said Ms. Wilk can vote on the minutes if they are acceptable to all the other Commissioners. Commissioner Rios suggested to the Chair and the Commission if, in future minutes, items which need further review and/or follow-up be noted in some way. Ms. Stash also stated the Commissioners can request items be placed on an agenda. Commissioners can also specifically ask for items to be added to future meeting agendas. A motion was made by Commissioner Rios, duly seconded, and passed by a voice vote of 3-0, to approve the minutes of the quarterly meeting held on October 22, 2025.
5. Commission Chair moved item 6, Other Business, ahead of item 5, SkillBridge Intern Options on the agenda. Mr. Fimbres asked Dr. Traaen and Ms. Stash to update the commission on upcoming appeal hearings and to discuss quorums for the hearings.
  - a. Paul Kemnitz (termination appeal) – January 26 – 28, 2026
    - i. Per Ms. Stash, it's still scheduled for the following week and will be held at City Hall. It will likely take two days; a third day is scheduled just in case it runs long.
    - ii. Commission members, Ms. Aversa, Ms. Stash and Mr. Stevenson commented on who is scheduled for the hearing; Chaman Fimbres, Commissioner Montaña, Commissioner Wilk.



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- iii. Commissioner Rios said he would check his calendar to see if he's available due to Commissioner Montaña's attendance being in question.
  - iv. Chairman Fimbres asked what happens if there is no quorum for the hearing. Ms. Stash and Ms. Aversa spoke about the possibility of a single-member panel. Mr. Fimbres expressed that's not ideal. Ms. Stash recommended not continuing the hearing a second time.
  - v. Commissioner Mathieu expressed concern about being available to serve on the panel due to a medical condition.
  - vi. Chairman Fimbres asked if it's at all possible Commissioner Montaña would be available. Mr. Fimbres asked Dr. Traaen to reach out to Commissioner Montaña. Dr. Traaen said she would contact the Commissioner after the meeting.
- b. Matthew Dietzman (demotion appeal) – February 24-25 and March 3, 2026
- i. Per Ms. Stash, it is scheduled to take at least two days; a third day is scheduled just in case it runs long. This hearing involves a Tucson Police Department employee.
  - ii. Chairman Fimbres asked who is scheduled to serve. Mr. Stevenson said he would update the Commission on panel members after the meeting.
- c. Michael Brown (termination appeal) – March 9 – 13, 2026
- i. Per Ms. Stash, Mr. Brown is a former Public Safety Communications Department employee. She believes he will be represented by a member of CWA union and not an attorney. Ms. Stash earlier confirmed with Ms. Aversa the week of March 9 through March 13 will work for the parties involved. Ms. Stash believed this would be a two-day hearing with a third day scheduled if it runs long. Any three days during the week of March 9 should work.
  - ii. Chairman Fimbres and Commissioner Rios said they will be available for this panel. Commissioner Wilk indicated she should also be available.
  - iii. Commissioners Fimbres, Rios and Wilk, and Ms. Stash determined the hearing should move forward on March 9, 10 and 11, 2026.
- d. Shelly Urias (termination appeal) – March 23 – 27, 2026
- i. Per Ms. Stash, Ms. Urias is a former Human Resources Department employee. Ms. Stash confirmed with all witnesses that the week of March 23-27 would work. Ms. Urias will be represented by attorney Michael Storie. Ms. Stash believed this will be a two-day hearing with a third day scheduled if it runs long.
  - ii. Chairman Fimbres stated Commissioner Montaña was tentatively scheduled to chair this appeal hearing due to his being unavailable.
  - iii. Mr. Stevenson reported no other Commissioners are currently scheduled to sit on the panel. He will send an update to all Commissioners with a listing of all pending hearing and the needs for a quorum.



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- iv. Commissioners Rios and Wilk stated they would check their availabilities for this hearing. Ms. Wilk stated she could possibly cover the first part of the week.
  - v. Commissioner Matthieu stated his upcoming surgery is scheduled for March 25 and has many appointments ahead of it which greatly impact his availability. He expressed his regret for being unavailable and appreciated everyone's cooperation, help, and support.
  - vi. Chairman Fimbres asked to consider alternative dates. In response, Ms. Stash discussed the process regarding how an appeal is usually scheduled. Once the City Attorney's Office receives the request, Ms. Stash will request Ms. Aversa's schedule then compares to her availability. Then the availability, for a blocked-out week, is compared to potential witnesses. Ms. Stash explained that if proposed dates won't work, then that's when the work to find alternative dates happens. Ms. Stash also explained that her office is understaffed and she is currently handling all employment matters and all Civil Service Commission matters. Sticking to proposed dates for hearings is important because of tight availability.
- e. Jerrad McMurrich (termination appeal) – April 6 – 10, 2026
- i. Ms. Stash stated this is a hearing for a former Tucson Fire Department employee and they will also be represented by attorney Michael Storie. She estimated this hearing will last two to two and a half days and that the Commission should schedule three full days. Ms. Stash confirmed availability for the week of April 6 through 10, 2026, with her witnesses, including the Fire Chief, and Ms. Aversa.
  - ii. Chairman Fimbres said he is available. Commissioner Wilk asked if she could confirm after the meeting. Commissioner Rios will need to confirm his availability before committing.
- f. Chairman Fimbres asked members present to go over the schedule for upcoming appeal hearings one more time.
- g. At the end of the discussion, Chairman Fimbres directed Mr. Stevenson to email commissioners to confirm availability for the above listed hearings. Director Traaen will reach also reach out directly to Commissioner Montaña.
6. SkillBridge Intern Employment Options
- a. Continued discussion of the SkillBridge presentation made at the October 22, 2025, quarterly meeting. Chairman Fimbres called upon Dr. Traaen, to update the Commission on her findings on how to develop a method to identify and remove barriers within the Civil Service System to the permanent employment of SkillBridge military veterans. Dr. Traaen explained research into the Civil Service Rules and how no action needs to be taken by the Civil Service Commission or the



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Mayor and Council to develop an eligibility list of SkillBridge veterans. This presentation was a follow-up to a request the Commission made to Dr. Traaen during the October 22, 2025, [quarterly meeting](#). See attachment A at the end of these minutes for Dr. Traaen's presentation.

- b. After the presentation, Chairman Fimbres opened discussion on the process to investigate possibly changing Civil Service Rules when it comes to adding a list for SkillBridge military veteran interns. Ms. Stash said it's something the Commission could explore, if they think it's warranted.
- c. Commissioner Mathieu raised concerns about conflicts between hiring a SkillBridge intern versus a non-veteran person. Dr. Traaen explained that there are timelines the Department of Defense holds for SkillBridge interns which the City could not adjust. For instance, there are currently about a dozen SkillBridge interns working for the City. Once they complete their military service as part of SkillBridge, then they are eligible to be considered for employment with the City. The difference in the possible SkillBridge eligibility list is that those on it are not competing with people without military background or they have not done an internship with us through SkillBridge. It would only be those who completed a SkillBridge internship with the City. Ms. Stash mentioned the SkillBridge intern, if hired, would still need to complete one year's probation with the City as a new employee.
- d. Dr. Traaen went on to explain that for example, a SkillBridge intern who has a specialized knowledge in IT and has particular qualifications, and the IT Director has an opening which the SkillBridge member qualifies for, then the IT director could potentially hire off the SkillBridge eligibility list. The SkillBridge member would still need to qualify and go through the interview process. The SkillBridge list could be an internal hiring list.
- e. Commissioner Mathieu, while very appreciative of these service members' service to our country, raised concerns about preferential treatment. Chairman Fimbres concurred with those potential concerns.
- f. Ms. Aversa recapped the big issue which spurred this topic, that currently veterans go through the Department of Defense program, then they have to get on a City of Tucson eligibility list, and then potential candidates are lost due to the timing of trying to get on the hiring list as their military service ends.
- g. Dr. Traaen supported that by reiterating there is timing the City and applicants need to go through and that the military hopes there's no gap between the end of military service and a new veteran starting seamlessly with the City.
- h. Ms. Aversa, asked if it is the proposal of Human Resources and the City Attorney's Office that this list could be done using existing rules. Dr. Traaen confirmed that is what the research on this topic found.
- i. Commissioner Wilk wanted to clarify this issue, referring to the earlier example, for how it may impact a current or potential civilian employee if they're on another list or in line for a possible promotion. Will that person be secondary to the SkillBridge list?
- j. Commission Rios feels all of these concerns are answered by Civil Service Commission Rule V, Section 1., C, "Human Resources may make a specialized



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eligibility list based on needs unique to the specific position being filled when the selective requirements and the selective eligibility list are included in the notice of recruitment.”

- k. Commissioner Matheiu voiced similar sentiment after hearing Mr. Rios's interpretation and reading that passage from Dr. Traaen's presentation.
- l. Dr. Traaen is scheduled to present an update on this topic, and the work requested by the Civil Service Commission, to the Mayor and Council at the February 3 study session.
- m. Ms. Stash said there doesn't need to be a specific action taken at this time by the Commission as its members are interpreting the Civil Service rules. If the Commission thinks the analysis presented by Dr. Traaen is good, it can just have the HR Director communicate to the Mayor and Council it's comfortable with this process moving forward under current CSC Rules.
- n. Chairman Fimbres noted the Commission does not need anything more on this item.

7. Other Business - There was discussion among Commissioners, and other members present, that Commissioners can request items be added to quarterly meeting agendas at any time. They should just communicate them with the Human Resources Department.

Having no further items to discuss, the quarterly meeting adjourned at 10:10 A.M. The next quarterly meeting is scheduled for April 15, 2026.

  
Paul Fimbres, Chairperson  
Civil Service Commission

APRIL 15, 2026  
Date

## City of Tucson – Civil Service Commission Quarterly Meeting

### Agenda Item #6 – Skill Bridge Intern Employment Options

Council Member Lee, during the October 2025 quarterly Civil Service Commission Meeting, asked that the City Manager and the Human Resources Director research and develop a method to identify and remove all barriers within the Civil Service System to the permanent employment of Skill Bridge military veterans who successfully complete a Skill Bridge Internship/Fellowship with the City of Tucson. This project includes a review of the current Civil Service Rules for the City in relationship to the merit and eligibility listing process for the filling of all citywide permanent vacancies. In so doing, the following areas of the Civil Service Rules are relevant to this project review and discussion by the Commission members:

#### Rule V – Certification of Applicants

##### Section 1. Request To hire

*B. Unless otherwise provided in the Civil Service Rules, all appointments to the Civil Service must be made from an eligibility list prepared in accordance with the Civil Service Rules and Human Resources Department procedure.*

*C. Human Resources may make a specialized eligibility list based on needs unique to the specific position being filled when the selective requirements and the selective eligibility list are included in the notice of recruitment.*

##### Section 2. Method of Certification

*D. Special program(s) involving funding or other legitimate requirements allowing only candidates meeting specific stated qualifications such as residing in a specific geographic area, being unemployed, being disadvantaged, or other reasonable conditions, may be made by selective consideration of only those candidates on the eligibility list meeting the stated criteria. Any request for selective consideration must be made in advance, in writing, by the appointing officer and specifically approved by the Director.*

*E. When the hiring department determines none of the candidates on the initial certification list is suitable for the position, the department may request additional candidates from those successfully completing the merit process or request a new recruitment if necessary. These requests require written justification to the Director as to why all candidates are not suitable for appointment. Upon Director approval, this process may continue until the eligibility list is exhausted or the recruitment is reopened.*

*G. The department final selection shall include an interview and may include additional assessments for selection. The departmental final selection shall either offer all candidates on the certified list the opportunity for interview, or interview candidates in the order in which they appear on the certified list the opportunity for interview, or interview candidates in the*

*order in which they appear on the certified list until a suitable candidate is identified through the final evaluation process. The Director designee must review and authorize interview questions and any additional assessments based on job relatedness and scoring validity. An interview is not required if the department selects candidates based on the ranked order his/her/their name appears on the list, beginning with the candidate receiving the highest score.*

**Discussion Considerations for the Civil Service Commission**

- 1. Does the Commission wish to proceed with the establishment of a method for individualized lists/selection of Skill Bridge Interns? If yes, will this process also include U.S. Army PaYS veterans and MSEP (Military Spouse Employment Program participants)?**
- 2. If yes, how will these standards be incorporated into the current Civil Service Rules and Regulations? Will the current language already allow for this action?**
- 3. Are there other specific changes to the current Civil Service Rules that must be incorporated into newly edited language?**
- 4. Other questions from Civil Service Commission Members.**

