



## NAPAVINE CIVIL SERVICE COMMISSION MINUTES

February 20, 2024 6:00 PM  
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

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### CALL TO ORDER:

Chairman James Pea called the regular Civil Service Commission meeting to order at 6:00 pm.

### ROLL CALL:

Chairman James Pea, Commissioner Charles Rollo and Commissioner Heidi Marshall and Secretary/Chief Examiner Kim Alexander.

### APPROVAL OF AGENDA:

Commissioner Rollo motioned for approval of the agenda, seconded by Commissioner Marshall, motion passed unanimously.

### APPROVAL OF MINUTES:

Commissioner Rollo motioned for approval of the minutes from the regular meeting of January 16, 2024, seconded by Commissioner Marshall, motion passed unanimously.

### OLD BUSINESS:

The Commission went over the rewriting of the Rules and Regulation changes addressed were as follows: 8.2.1.4 - Lateral Transfer Qualifications, 11.2 – Request for Certification, 11.3 – Failure to Respond, 14.1 - Suspensions, and 14.2 – Demotion and Discharge.

The Rules and Regulations updated draft with the Commission's highlighted changes to be prepared by the Secretary/Chief Examiner and submitted to the City for the approval of the City Attorney.

Chairman Pea addressed the response of Chief Brockmueller to the request for the basic Police Department's current employee personnel files, excluding psychological and polygraph testing, to be provided to the Commission so that the Commission can be prepared to address future issues that may arise. The files are now being produced and will be provided to the Commission.

NEW BUSINESS:

None

CORRESPONDENCE:

Letter to Chief Brockmueller as addressed in old business.

MISCELLANEOUS:

Business License charge of \$40.00 for Secretary/Chief Examiners Notary License was approved and will be submitted to the City for payment.

ADJOURNMENT:

Commissioner Rollo made a motion to adjourn the meeting, seconded by Commissioner Marshall, motion passed unanimously. The meeting was adjourned at 7:09 pm.

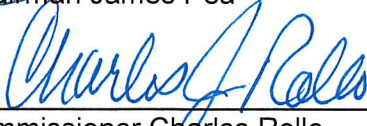
NEXT MEETING:

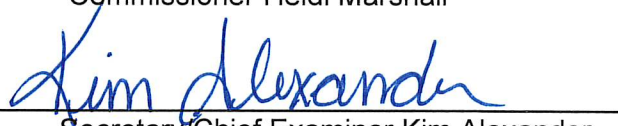
March 19, 2024 at 6:00 pm.

Respectfully Submitted,

  
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Chairman James Pea

  
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Commissioner Heidi Marshall

  
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Commissioner Charles Rollo

  
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Secretary/Chief Examiner Kim Alexander