



## NAPAVINE CIVIL SERVICE COMMISSION MINUTES

March 19, 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 Marshall motioned for approval of the agenda, seconded by Commissioner Rollo, motion passed unanimously.

### APPROVAL OF MINUTES:

Commissioner Rollo motioned for approval of the minutes from the regular meeting of February 20, 2024, seconded by Commissioner Marshall, motion passed unanimously.

### OLD BUSINESS:

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

Commissioner Rollo stated that he spoke with Ms. Godbey about the Police Department's current employee personnel files and stated that Ms. Godbey said that she could possibly have them to the commission by our next meeting.

Commissioner Rollo handed out Police Department Ride Along forms to the Commission in case anyone in the commission was interested.

### NEW BUSINESS:

None

CORRESPONDENCE:

E-mail from Ms. Denham to the Commission about the City loaned computer offered for use by the Secretary/Chief Examiner would have a cost involved for IT Services to add a program and security to the computer.

Colloquy by the Commission on the benefits of using the city owned computer instead of a personal computer. Chairman Pea stated that he is still in favor of having this computer supplied for the Commission's use.

Chairman Pea stated that Ms. Denham also sent an e-mail for the procedures and timelines on posting of the agenda and making sure the front door to City Hall is unlocked for anyone from the public to attend the meetings if they wish.

MISCELLANEOUS:

Ms. Alexander noted for the record that the city has reimbursed her for the costs of the Notary Business License.

Ms. Alexander addressed the Commission about a possible change of date for the July meeting due to prior engagement.

Commissioner Marshall motioned for approval on changing the July meeting date of the 16<sup>th</sup> to a week later to be held on the 23<sup>rd</sup>, seconded by Commissioner Rollo, motion passed unanimously.

There were no other issues as to the future regular scheduled meeting at this time.

ADJOURNMENT:

Commissioner Rollo made a motion to adjourn the meeting, seconded by Commissioner Marshall, motion passed unanimously. The meeting was adjourned at 6:13 pm.

NEXT MEETING:

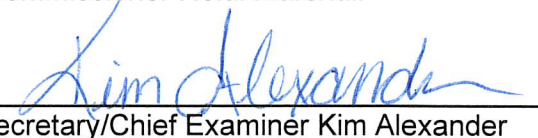
April 16, 2024 at 6:00 pm.

Respectfully Submitted,

  
Chairman James Pea

  
Commissioner Heidi Marshall

  
Commissioner Charles Rollo

  
Secretary/Chief Examiner Kim Alexander