



NAPAVINE CIVIL SERVICE COMMISSION MINUTES

November 19, 2024, 6:00 PM
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

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, 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 October 15, 2024, seconded by Commissioner Marshall, motion passed unanimously.

OLD BUSINESS:

Chief John Brockmuller was present at the meeting and stated that the hiring process went well and the interview board consisted of a Sergeant from the county, the Chief of Police from Winlock and a prominent local citizen.

Question by Commissioner Marshall regarding the questioning process.

Chief Brockmueller stated that the questions went well and that he was not present in the room, not knowing if he could be present or not and not wanting to violate any of the Commission's Rules and Regulations.

Results of the testing were provided by Executive Assistant Judy Godbey to the Commission prior to the meeting.

Chairman Pea stated that all seemed to have gone well but, for the next hiring process the interviewing board members need to have the name of the scorer on their score sheets for reference as to who was on the interview panel.

Chairman Pea stated that the Secretary/Chief Examiner and or their designee shall in the future be present for overseeing of the interview/testing process.

Chief Brockmueller inquired as to being present at the oral interview process. Chairman Pea referred to the rules and regulations that a city employee may observe and that the Chief should want to be present and should be. A city employee would cover any person employed by the city. Chief Brockmueller stated that he would have liked to have observed and taken written notes for himself. Chairman Pea suggested that the Chief of Police may want to meet with the interview panel prior to any testing just to make them aware of what the department is looking for in an officer.

Commissioner Rollo stated that the scores of the interview panel were very consistent with each other.

Chairman Pea suggested the wording in the Rules and Regulations under **9.18 Oral Board** as to the seventy percent (70%) for the oral examination maybe change to one hundred percent (100%) total of the oral examination for the purposes of the last hire with only one (1) applicant.

Chief Brockmueller stated that the percentages need to address the other thirty percent (30%) for the written testing.

Chairman Pea stated he's not sure how to reach the one hundred percent (100%) and what credits are to be applied for Veterans and or Reserves.

Secretary/Chief Examiner Alexander to check on the RCW's pertaining to the credits.

Chairman Pea stated that if the applicants were both a reserve and a veteran that they would only be able to use one (1) of their statuses not both.

The Veterans' preference would need to be added to the application.

9.18 Oral Board would need to include wording for the thirty percent (30%) for the written test. Chief Brockmueller stated maybe change to one hundred percent (100%) for now, and not sure about the additional ten percent (10%) for veteran or reserve status, which could put the percentage to one hundred and ten percent (110%). Percentages could be changed to one hundred percent (100%) or be left at seventy/thirty percent (70%/30%).

Commissioner Marshall suggested that it be left at seventy/thirty percent (70%/30%). Chief Brockmueller suggested getting a copy of another city's tests for review and possible changes could be made if needed.

Chief Brockmueller stated that the new hire is a veteran and was a reserve for the city. Chairman Pea stated that the new hire would have to choose one (1) preference but would not have to use any preference at this time if he was the only applicant.

Chairman Pea inquired of Chief Brockmueller as to the hiring materials the commission has not received.

Chief Brockmueller stated he would make sure the Commission receives all materials.

Chairman Pea referred to the wording in the Rules and Regulations regarding the written test to be administered by the Secretary/Chief Examiner and suggested that the wording should be that the Secretary/Chief Examiner shall oversee the testing process.

Secretary/Chief Examiner Alexander to certify scoring and provide a certified eligibility list and send it to the city.

Police Department to send letter of new hire to the Commission.

Chairman Pea stated that when the applications are received by the city, they should check for the veteran's credit which can only be used one (1) time or reserve credit as per the State Civil Service RCW's. Reserve credits would only be used if they were a reserve with the city. Chairman Pea stated that there would need to be some kind of tracking in place as to any credits used by applicants.

Chief Brockmueller concurred.

Secretary/Chief Examiner Alexander addressed the changes made under **19.1 Meeting Physical Requirements** and possible changes - All medical standards for employment should follow the rules of the State of Washington.

Chairman Pea stated that instead of the State of Washington it should say the Washington State Criminal Justice Training Commission.

Secretary/Chief Examiner Alexander addressed **9.18 Oral Board** - The first paragraph was changed from one (1) law enforcement officer and two (2) city residents consisting of the oral board to two (2) law enforcement officers and one (1) city resident. The second paragraph was changed to a city employee may observe but will not participate in the scoring of the applicants. The oral examinations shall be a total of one hundred percent (100%) of the applicant's score.

NEW BUSINESS:

CORRESPONDENCE:

MISCELLANEOUS:

Chairman Pea stated due to medical reasons he may not be available for the December meeting.

Discussion was held about the December agenda items and at this time the Commission had only one (1) item to address, being the review of certification of the eligibility list.

Discussion was that the December meeting could be held over to the January meeting if nothing more than the certification review is added to the agenda.

ADJOURNMENT:

Commissioner Marshall motioned to adjourn the meeting, seconded by Commissioner Rollo, motion passed unanimously.

The meeting was adjourned at 6:36 PM.

NEXT MEETING:

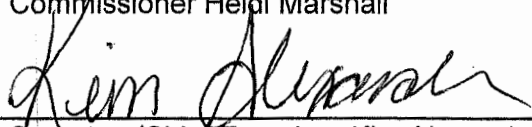
Tentatively - December 17, 2024, at 6:00 PM.

Respectfully Submitted,


Chairman James Pea


Commissioner Heidi Marshall


Commissioner Charles Rollo


Secretary/Chief Examiner Kim Alexander