



NAPAVINE CIVIL SERVICE COMMISSION MINUTES

September 17, 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 June 18, seconded by Commissioner Marshall, motion passed unanimously.

OLD BUSINESS:

None

NEW BUSINESS:

Chief John Brockmueller and Executive Assistant Judy Godbey were in attendance for the meeting to discuss the hiring process within the Police Department, and questions that she and City Clerk Denham discussed about the Rules and Regulations.

Executive Assistant Godbey addressed the questions about the Police Department testing, advertising and the Provisional appointment of a new officer. Consensus was that the Police Department would be responsible for the advertising, testing and setting up of the oral boards, process to be set up with a required scoring system and submitted to Secretary/Chief Examiner Alexander for the Commission's final approval.

Executive Assistant Godbey addressed the Eligibility List with only (1) person applying and how that would affect the testing process, she stated that the applications have always been available on the Police Department website. The hiring process shall also include background, psychological and polygraph testing along with physical requirements.

Chairman Pea addressed that the advertisement should also include the wording of non-lateral along with lateral.

Chairman Pea stated that because of time restraints and the fact that the Rules and Regulations are still in process of being finished and not yet adopted that Chief Brockmueller should hire an officer on a provisional appointment status, that can be up to (4) months. The formal hiring would then be held next month, allowing time for the testing and oral board process to be reviewed and set in place. Executive Assistant Godbey stated that the Police Department had given the (1) applicant a conditional offer, contingent to the Civil Service Commission requirements.

Executive Assistant Godbey had concerns about the medical portion of the Rules and Regulations under 19.1, 19.2 and 19.3 that the City Attorney had added RCWs to the language and that they only address the Department of Retirement Systems and that there should be further review by the Commission of the wording and the RCW's. Secretary/Chief Examiner Alexander to review the RCW's and wording and submit the findings to the Commission for their review.

Executive Assistant Godbey addressed the Reserve Officer wording in the Rules and Regulations, Chairman Pea stated that the Commission has no control over Reserve Officers and that is why the wording is limited in that section.

Under Rule 4 the fee for the application process was changed to \$50.00 by the Commission, Chief Brockmueller and Executive Assistant Godbey had concerns about the effects the fee would have on the applicants. Chairman Pea asked if the city had application fees and Executive Assistant Godbey stated that she didn't think so but did not know for sure and would check with City Clerk Denham.

Chief Brockmueller stated that he thought that the fee should be eliminated. Chairman Pea stated that the fee can always be readdressed at the next hiring, if there was to be more than (1) one applicant.

Chief Brockmueller stated that they would be hiring an Officer on October 1, 2024 due to an officer resignation of the position. Personnel file of new hire to be provided to the Civil Service Commission after the hire.

Chairman Pea stated that the Commission would need the Eligibility List and a letter of the provisional hire from the Police Department. Executive Assistant Godbey stated that she would forward them to Secretary/Chief Examiner Alexander.

Secretary/Chief Examiner Alexander stated that she had a meeting with Chief Brockmueller and Executive Assistant Godbey on the 2025 Civil Service Commission Budget. Executive Assistant Godbey concurred that the budget was submitted to the City Council and that the budgeted amount would be set at \$2,300.00 for the 2025 year.

Commissioner Rollo made a motion for approval of the budget for 2025, seconded by Commissioner Marshall, motion passed unanimously.

CORRESPONDENCE:

MISCELLANEOUS:

ADJOURNMENT:

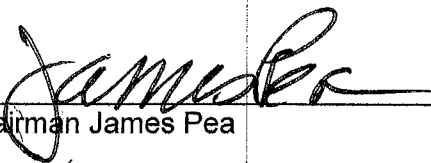
Commissioner Rollo motioned to adjourn the meeting, seconded by Commissioner Marshall, motion passed unanimously.

The meeting was adjourned at 6:39 PM.

NEXT MEETING:

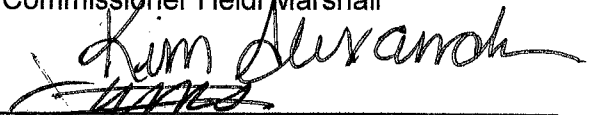
October 15, 2024 at 6:00 PM.

Respectfully Submitted,


Chairman James Pea


Commissioner Heidi Marshall


Commissioner Charles Rollo


Secretary/Chief Examiner Kim Alexander