



NAPAVINE CIVIL SERVICE COMMISSION MINUTES

October 15, 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 Marshall motioned for approval of the minutes from the regular meeting of September 17, 2024, seconded by Commissioner Rollo, motion passed unanimously.

OLD BUSINESS:

Executive Assistant Judy Godbey and Clerk Rachelle Denham were in attendance to address the hiring process updates.

Secretary/Chief Examiner Alexander addressed the Rules and Regulations as to Medical Requirements, Section 19.1, 19.2 and 19.3 that do not match with the RCW's also listed in the same section and suggested removal of the RCW's.

Executive Assistant Godbey concurred and stated she could check with the city attorney for their input.

Commissioner Marshall suggested either taking out RCW's or adding the proper RCW's.

Clerk Denham suggested either removing RCW's or adding a subsection.

Executive Assistant Godbey stated that the use of RCW's is not mandated by the state. Chairman Pea stated that there is an agreement that there are (2) two issues, that the RCW's do not apply, and the wording needs to be changed.

Chairman Pea stated for clarification the medical requirements need to meet the academy requirements for entry level as set forth and lateral level requirements need to be set.

Questions by Commissioner Marshall as to the candidate being physically able to perform duties.

Response by Executive Assistant Godbey suggested that the Rules and Regulations state that the candidate receives a medical clearance by a physician, and that they could get a medical clearance from their current physician and not require a new examination.

Chairman Pea stated that the candidate hired should have physical approval pre-academy before any road duty and stated the possible liability to the city.

Executive Assistant Godbey suggested allowing (3) three months for the physical examination. Clerk Denham stated that in the conditional hire letter that it should state that the candidate gets physical clearance by a physician before working, by getting either a physical evaluation or examination.

Chairman Pea suggested using the academy requirements.

Clerk Denham stated that the city requirements include physical fit for duty clearance.

Executive Assistant Godbey suggested a medical physical for entry level and a physical clearance for lateral level.

Clerk Denham stated medical clearance from a physician.

Chairman Pea stated fit for duty provided by any physician.

Commissioner Rollo stated concerns as to any new medical conditions that a lateral level may have acquired since their last examination.

Clerk Denham stated that the candidate must pass the academy physical requirements.

Chairman Pea stated agreement to use the academy requirements for conditional officer entry level and fitness for duty evaluation requirements for lateral level.

Chairman Pea suggested that the RCW's be removed from Medical Requirements, Section 19.1, 19.2, and 19.3.

Chairman Pea asked Secretary/Chief Examiner Alexander to review and re-write the section for approval by the Commission.

NEW BUSINESS:

Secretary/Chief Examiner Alexander stated that the workshop matters were added under this section because the workshop meeting was held in between regular monthly meetings.

Chairman Pea stated that the proposed testing questions for the hiring process looked good except that there was still not a rating system in place for the personal traits at the end of the test.

Discussion on the importance of the order on which the candidate rates the personal traits, what the interview panel's importance of the order for scoring purposes should be and that they should discuss the order of importance with each other for a consensus.

Chairman Pea stated that the interview panel should at least agree on what the top (3) three traits should be.

Executive Assistant Godbey and Clerk Denham will work on the proposed test and add the rating criteria on the bottom of the traits.

Chairman Pea inquired if there was a separate test between entry level and lateral level. Executive Assistant Godbey stated that there is just one set of questions for both levels.

Chairman Pea stated that work was needed on the wording and the rating system. Clerk Denham asked for clarification on the rating system. Discussion was held. Chairman Pea suggested that they have the candidates explain their order of ratings to the interview board.

Commissioner Rollo moved to approve the testing process with amendments on the questionnaire as agreed, seconded by Commissioner Marshall, motion passed unanimously.

CORRESPONDENCE:

MISCELLANEOUS:

Executive Assistant Godbey asked for clarification on the medical requirements as to the present new hire.

Chairman Pea suggested using the options suggested as to medical clearance pending the adoption of the Rules and Regulations.

Commissioner Marshall suggested that they may be able to check with prior employment.

Clerk Denham stated they could get documentation of medical clearance for the last (2) two years.

Executive Assistant Godbey stated that (2) two years may be too far to go back to for clearance.

Executive Assistant Godbey asked about the testing as to when and who, for choosing an interview panel referring to the Rules and Regulations under Oral Board section 9.18 stating the opposite of who the panel should be and suggested that they use (1) one citizen and (2) two law enforcement officers instead.

Chairman Pea asked about the wording of Section 9.18 of the Rules and Regulations and stated that the wording doesn't make sense and needs to be rewritten.

Clerk Denham stated that on page 19 it reads (2) two citizens and (1) law enforcement officer not employed by the city and that the department would not be (1) one of the law enforcement officers.

Chairman Pea stated that it should be (1) one citizen and (2) law enforcement officers and that the police department should be involved in the process.

Clerk Denham stated that maybe there should be more than (3) three on the interview panel and if the interview panel narrowed the candidates down to the top (3) three choices, the Chief of Police would then interview the top (3) three and then choose the best candidate.

Executive Assistant Godbey and Secretary/Chief Examiner Alexander to work on the wording changes of the Rules and Regulations as to the Oral Board, page 19, Section 9.18.

Chairman Pea inquired when the interview process would take place.

Executive Assistant Godbey stated as soon as possible and that she was going to follow the current Rules and Regulation requirements.

Chairman Pea stated that the current Rules and Regulations are not finalized, that the process needs to proceed, and that the city should propose the oral board to the Secretary/Chief Examiner Alexander for the final approval.

Commissioner Rollo motioned to give Secretary/Chief Examiner Alexander the authority for the final approval to either accept or reject the proposed interview panel for the current interviewing, seconded by Commissioner Marshall, motion passed unanimously.

Secretary/Chief Examiner Alexander inquired about clarification as to what is considered extra work referring to the workshop minutes.

Chairman Pea stated that the workshop minutes would be considered extra work.

Questions by Executive Assistant Godbey about minutes, reply by Chairman Pea that the reference was to the workshop minutes and not the regular meeting minutes.

Clerk Denham and Executive Assistant Godbey agreed that would be considered extra work.

ADJOURNMENT:

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

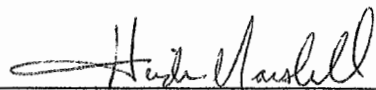
The meeting was adjourned at 7:14 PM.

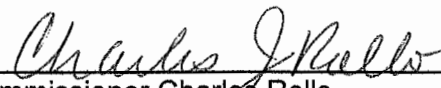
NEXT MEETING:

November 19, 2024, at 6:00 PM.

Respectfully Submitted,


Chairman James Pea


Commissioner Heidi Marshall


Commissioner Charles Rollo


Secretary/Chief Examiner Kim Alexander