



NAPAVINE CIVIL SERVICE COMMISSION MINUTES

January 22, 2025, 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:

Chairman Pea motioned for approval of the minutes from the regular meeting of November 19, 2024, seconded by Commissioner Rollo, motion passed unanimously.

OLD BUSINESS:

Secretary/Chief Examiner Alexander addressed the review of RCW's 41.04.005 and 41.04.007 pertaining to the veteran's percentage credit if used can be up to 10% extra but there are different categories depending on the veteran's service.

Chairman Pea stated he believed the credit would just be a one-time use.

Secretary/Chief Examiner Alexander concurred. Chairman Pea stated that the Commission would need to address if a candidate wants to use their credit before the testing process. The RCWs also stated there is a Promotion Credit of 5% that may be used once for the purpose of a promotional testing procedure. Chairman Pea stated that his understanding according to the RCW's is that they would be able to use their one (1) time credit at the initial hiring process and then if they were promoted that they could use a one (1) time 5% credit for the testing process.

Chairman Pea questioned the wording in the RCW's regarding the veteran not being qualified to use the one (1) time credit if they were receiving military retirement.

Commissioner Marshall stated that not everyone retires from the military, that they could have served two (2) or four (4) years etc. and that they would not be qualified for retirement benefits. Secretary/Chief Examiner Alexander concurred that was her understanding as well. The RCWs also stated that the service would have to be an honorable discharge. The wording also stated different percentages if the veteran did not serve during war time and addressed the different wars.

Secretary/Chief Examiner Alexander stated that the language in the Rules and Regulations under 9.11 Veterans Credit is basically the same as RCW's, just not as detailed. The wording in the Rules and Regulations already refers to the RCWs for reference.

Chairman Pea stated that the Commission would have to review the RCWs for the use of the credit on an individual basis.

Secretary/Chief Examiner Alexander will re-review the wording in the Rules and Regulations under 9.11 Veterans Credit and make any changes needed and present the changes to the Commission for review/approval.

The certification of the Eligibility List was presented to the Commission by Secretary/Chief Examiner Alexander for approval.

Commissioner Rollo motioned for approval of the certification of the Eligibility List as submitted, seconded by Commissioner Marshall, motion passed unanimously.

Secretary/Chief Examiner Alexander then signed the certification of the Eligibility List as approved and will submit the list to the city.

Chairman Pea stated that if there were more than the (1) one candidate that their scores shall also be listed on the Eligibility List. The Eligibility List shall consist of up to (3) three top candidates, in the event of a tie in scoring there would be more than (3) three candidates listed.

NEW BUSINESS:

Annual Election of Chairman/Vice Chairman was held.

Commissioner Rollo motioned that Chairman Pea be re-elected as Chairman, seconded by Commissioner Marshall, Chairman Pea chose to abstain from voting, motion passed. Commissioner Rollo motioned that Commissioner Marshall be re-elected as Vice Chairman, seconded by Chairman Pea, motion passed unanimously.

CORRESPONDENCE:

None

MISCELLANEOUS:

Chairman Pea stated that he would be unavailable for the February meeting. Discussion was held that there may not be any agenda items to address except for review of the Rules and Regulations, and that the February meeting may be cancelled if nothing is added to the agenda. Secretary/Chief Examiner Alexander will update the Commission of items added if any.

Secretary/Chief Examiner Alexander will review and prepare changes to the Rules and Regulations for review/approval of the Commission at the March meeting.

There was a conflict with the Civil Service Commissions regular meetings for January and February due to the Planning Commissions meetings scheduled for the same evening at the city hall. The Civil Service Commission changed their dates to the following evening for those (2) two meetings.

Secretary/Chief Examiner Alexander will send the Commission the 2025 calendar of all meetings scheduled for the year at the city hall. According to the calendar there should not be any further conflicts with the regular meetings for the rest of this year.

ADJOURNMENT:

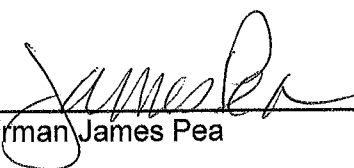
Commissioner Rollo motioned to adjourn the meeting, seconded by Commissioner Marshall, motion passed unanimously.

The meeting was adjourned at 6:21 PM.

NEXT MEETING:

Tentatively - February 19, 2025, at 6:00 PM.

Respectfully Submitted,


Chairman James Pea


Commissioner Heidi Marshall

Commissioner Charles Rollo


Secretary/Chief Examiner Kim Alexander