



NAPAVINE CIVIL SERVICE COMMISSION MINUTES

June 17, 2025, 6:00 PM

Napavine City Hall, 407 Birch Ave SW, Napavine, WA

CALL TO ORDER:

Chair James Pea called the regular Civil Service Commission meeting to order at 6:00 PM.

ROLL CALL:

Chairman James Pea, Commissioner Charles Rollo, and Secretary/Chief Examiner Kim Alexander were present. Commissioner Heidi Marshall was excused due to illness and was not present.

APPROVAL OF AGENDA:

Chairman Pea 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 April 15, 2025, seconded by Chair Pea, motion passed unanimously.

OLD BUSINESS:

Review and Adoption of the Rules and Regulations were addressed by Secretary/Chief Examiner Alexander who stated that the Manual has been completed and is ready for adoption and finalization as presented.

Copies were made and delivered to the City Police Department, Teamsters, Civil Service Commissioners, herself and the file cabinet.

Chairman Pea stated that he had reviewed the manual and confirmed that the manual reflects the changes that were addressed and voted on by the Commission and if any further changes or corrections were needed that they could be addressed in the future. Chairman Pea thanked Secretary/Chief Examiner Alexander for the work done to complete the Rules and Regulations manual for adoption and finalization.

Commissioner Rollo stated that the manual appears to have addressed the issues and had no changes, and stated job well done.

Chairman Pea stated that he had contact with Commissioner Marshall and stated that she had no concerns and wanted the Commission to proceed with the adoption and finalization of the Rules and Regulations Manual.

Commission Rollo motioned for approval and adoption of the Civil Service Commission's Rules and Regulations Manual as presented, seconded by Chairman Pea, motion passed unanimously.

Chairman Pea then thanked the Commission for their input and hard work that was put into moving forward to complete the Rules and Regulations Manual.

NEW BUSINESS:

None

CORRESPONDENCE:

None

MISCELLANEOUS:

None

ADJOURNMENT:

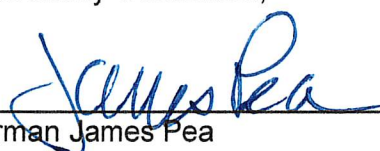
Chairman Pea motioned to adjourn the meeting, seconded by Commissioner Rollo, motion passed unanimously.

The meeting was adjourned at 6:05 PM.

NEXT MEETING:

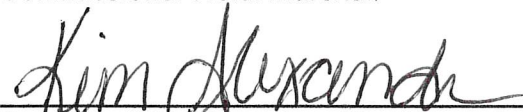
July 15, 2025, at 6:00 PM.

Respectfully Submitted,


Chairman James Pea


Commissioner Heidi Marshall


Commissioner Charles Rollo


Secretary/Chief Examiner Kim Alexander