



NAPAVINE CIVIL SERVICE COMMISSION MINUTES

December 16, 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 were present. Also present were Executive Assistant to the Chief of Police, Judy Godbey and Mayor Pro-Tem Duane Crouse.

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 November 18, 2025, seconded by Commissioner Marshall, motion passed unanimously.

OLD BUSINESS:

Secretary/Chief Examiner Alexander presented the memo that was prepared for the city regarding the Police Department Administrative Assistant position, the Commission waving testing procedures for reasons as discussed at the December meeting. Chairman Pea stated that it was approved at the last meeting and no action is necessary.

NEW BUSINESS:

Secretary/Chief Examiner Alexander read the prepared amendment to Rule 20 - POLICE DEPARTMENT POSITIONS to the Commission. Chairman Pea stated that it was approved at the last meeting and no action is necessary.

Secretary/Chief Examiner Alexander addressed the Certification of the Eligible List. Commissioner Marshall had questions regarding the scoring process and the apparent low scores of the applicants.

Response by Executive Assistant Godbey, that will be covered under the next agenda item.

Chairman Pea inquired what section the rule on testing was located.

Secretary/Chief Examiner Alexander referenced Page 17 of the Rules and Regulations Manual under Rule 9 - EXAMINATIONS.

Chairman Pea read Rule 9 – 9.8 QUALIFYING GRADE and addressed the wording stated as: “the minimum passing score shall be identified by the Commission prior to examination.”

Commissioner Marshall stated that the Commission discussed the issue at one (1) time. Chairman Pea stated that it was discussed, and that he thought that a specified percentage was added.

Commissioner Marshall had questions about the scoring process.

Response by Executive Assistant Godbey as to the scoring percentages and referred to the next agenda item to be addressed.

Chairman Pea redirected the meeting back to the Certification of the Eligible List.

Chairman Pea stated the Commission needs to Certify the Eligible List and then will follow up in discussion as to the Qualifying Grade wording.

Commissioner Rollo motioned to approve the Eligible List.

Commissioner Marshall had questions about the test scores.

Response by Secretary/Chief Examiner Alexander stated that there may be a difference in what testing procedures are used and read the procedures that are listed under 9.6 - EXAMS. Executive Assistant Godbey stated that the scoring wouldn't have made a difference and that it wouldn't have changed the outcome of the top three (3) candidates.

Chairman Pea stated it could change the scoring.

Commissioner Marshall concurred.

Executive Assistant Godbey stated that the Secretary/Chief Examiner and her had gone through the candidates and figured in the different factors and that it wouldn't have changed the outcome.

Secretary/Chief Examiner Alexander stated that under 9.11 - VETERANS CREDIT and 9.12 - RESERVE OFFICER CREDIT should have been addressed before testing and that it was inadvertently missed, but that the credit wouldn't change the outcome.

Secretary/Chief Examiner Alexander stated that she would be working on preparing a reference guideline that could be referred to before any future hiring process.

Response by Commissioner Marshall and Executive Assistant Godbey both concluded that it would be very helpful.

Chairman Pea stated that the process needs to proceed in correct order and that for right now the Commission still must Certify the Eligible List.

The motion was then seconded by Commissioner Marshall, motion passed unanimously.

Chairman Pea redirected the meeting back to the Qualifying Grade and asked for discussion on the matter, either setting a qualifying score or the Commission address what it before any testing is done, per testing basis.

Commissioner Marshall stated that the scores seemed low.

Executive Assistant Godbey stated there were issues that presented themselves during the testing procedure.

Secretary/Chief Examiner Alexander explained the issues that had occurred and that could have been a factor in the low scores.

Chairman Pea redirected the conversation back to the Qualifying Grade issue.

Executive Assistant Godbey addressed future testing for qualifying grades and the issues that had occurred in the process.

Chairman Pea inquired if that should be addressed before the decision on the Qualifying Grade was made.

Secretary/Chief Examiner Alexander addressed the issue in the testing process that occurred and stated that instead of the interview panel scoring the applicants individually, that after the interview of each applicant that the interview panel discussed each question and then agreed on a specific score between themselves, stating that there wasn't any time to change how they were scoring the individuals and that the following applicants were also scored in the same way to be fair.

Secretary/Chief Examiner Alexander stated that during a break in interviews she had gone to Executive Assistant Godbey's office and discussed the scoring process issues.

Executive Assistant Godbey stated that it hadn't been an issue in the past and she didn't address it before the testing with the interview panel, stating two (2) of the interviewers had previously been interviewers prior to these interviews and there had never been an issue as to the scoring procedures.

Executive Assistant Godbey stated that the way the final scoring process was done, she multiplied the scores by three (3) for each question to get the final scores.

Commissioner Marshall stated that the scores may have been a little different if they had their individual scores instead of agreeing on one (1) score.

Response by Executive Assistant Godbey.

Response by Secretary/Chief Examiner Alexander that at the end of the interview of the first applicant the interviewers discussed the answers for scoring and believed at that point in time it would have been impossible for them to go back and score that applicant individually.

Commissioner Marshall concurred that next time there needs to be a more specific talk to the interviewers as to scoring individually.

Executive Assistant Godbey stated that the Secretary/Chief Examiner had scored all the applicants individually just to see a comparison in the scoring, (this was not used for the final process results) and stated that the Secretary/Chief Examiner's scores were a little different but were in the same range except for the exception of one (1) applicant.

Secretary/Chief Examiner Alexander concurred and explained her scoring comparisons.

Chairman Pea reiterated that the Secretary/Chief Examiner's scoring didn't reflect in the scoring of the applicants.

Executive Assistant Godbey stated "no", that her scoring was not used in the process.

Chairman Pea stated that the testing process was sufficient and that in the future the interviewers need directions for scoring clarified before any testing.

Executive Assistant Godbey stated that an addendum to the Rules and Regulations would be helpful for future use in case there may be a different Secretary/Chief Examiner and or Executive Assistant.

Chairman Pea stated that he didn't think it needs to be in the Rules and Regulations, but an addendum would be helpful and that in the future the procedures should be discussed before testing.

Commissioner Marshall concurred.

Chairman Pea stated that the process wasn't far from the normal process.

Executive Assistant Godbey stated that in the future for law enforcement on the interview panel that she would seek City Police Officers rather than Lewis County Deputies because of the different in the size of the departments.

Chairman Pea stated that would be her decision.

Commission Marshall inquired as to further process with the top three (3) candidates. Questions by Executive Assistant Godbey as if the next phase of hiring should be the physical fitness testing.

Chairman Pea stated that makes sense.

Commission Marshall stated that you wouldn't want to send them to the academy if they can't pass the physical requirements.

Executive Assistant Godbey stated that after the fitness that the candidates would interview with the Chief and Sergeant, background check, psychological examination and the polygraph testing.

Chairman Pea inquired if they intended on hiring the first (1st) of the year.

Executive Assistant Godbey stated "yes", if they get a viable candidate or if they don't that they would have to readvertise and start over.

Executive Assistant Godbey stated that she has letters to provide to the two (2) candidates that didn't qualify in the top three (3), listing their scores and where they placed in testing dated with tomorrow's date.

Chairman Pea stated that by rule if any of the top three (3) candidates are disqualified that the Commission would be notified and that the Commission would give them the next name to be added to the list of top three (3) candidates, removing the disqualified candidate.

Executive Assistant Godbey stated she didn't realize how that worked and stated that she would revise the letters to the other two (2) candidates that didn't qualify in the top

three (3) and state that if any candidates are disqualified they would be notified about the change in circumstances.

Commissioner Marshall asked for clarification that then the fourth (4th) candidate on the list would move up.

Chairman Pea stated that even the fifth (5th) candidate could if there were enough disqualifications.

Mayor Pro-Tem Duane Crouse introduced himself to the Commission.

Chairman Pea tabled the decision on the amendment of the Qualifying Grade until the next meeting in January.

Commissioner Rollo stated that it seems a sliding scale may have to be used.

Discussion on the Qualifying Grade and that 70% would be a typical rating on the qualifying grade.

CORRESPONDENCE:

None

MISCELLANEOUS:

Secretary/Chief Examiner Alexander referred to Rule 15 – LEAVES AND RESIGNATIONS of the Rules and Regulations Manual and stated that the Commission should have been notified in writing of the resignation of the former officer.

Chairman Pea concurred that the Commission should have been notified.

Executive Assistant Godbey stated that she has that letter and will provide it to the Secretary/Chief Examiner.

Secretary/Chief Examiner Alexander addressed the clerical errors in the Rules and Regulations Manual, stating that when references to rules in the manual are addressed instead of the rule number it states Rule 0.

Secretary/Chief Alexander will amend pages needed and submit copies to all the entities that have received the manuals.

Secretary/Chief Examiner Alexander addressed the budgeted amount for the Civil Service's yearly expenditures and that it was submitted in September for the year 2026 to Executive Assistant Godbey, who then stated that the budget amount was approved. Chairman Pea inquired if the Commission stayed within the budget for 2025.

Executive Assistant Godbey stated "no".

Chairman Pea inquired where the Commission was over budget.

Secretary/Chief Examiner Alexander stated the reason would be for her work on the Rules and Regulations Manual.

Chairman Pea inquired if supplies were over budget.

Secretary/Chief Examiner Alexander stated that the Police Department has been supplying any supplies that are needed for the Commission.

Mayor Pro-Tem Crouse concurred that the budget was approved and that the city always budgets conservatively on revenues to cover extra costs.

Secretary/Chief Examiner Alexander regarding the last meeting inquired about the discussion on putting the meet and greet wording in the Rules and Regulations Manual and what would be the proper rule to insert the language.

Executive Assistant Godbey stated that it would not be an issue now that she knows that a meet and greet can't be held before the interviewing process and is now a moot point.

Chairman Pea concurred.

Executive Assistant Godbey inquired if there were any disqualifications from the Eligible List, and what procedure she would follow.

Chairman Pea stated just notify the Secretary/Chief Examiner and that she would submit the next name on a new Eligible List. The Commission wouldn't have to have a meeting unless it was under different more complicated circumstances, making it an appeal issue, then the Commission would have a meeting to discuss the issue and decide what course of action to take.

ADJOURNMENT:

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

The meeting was adjourned at 7:02 PM.

NEXT MEETING:

Wednesday January 21, 2026, at 6:00 PM instead of Tuesday, January 21, 2026, due to a calendar conflict with the city's scheduled meetings.

Respectfully Submitted,


Chairman James Pea


Commissioner Heidi Marshall


Commissioner Charles Rollo


Secretary/Chief Examiner Kim Alexander