



NAPAVINE CIVIL SERVICE COMMISSION MINUTES

January 16, 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 and Commissioner Heidi Marshall was present at 6:27 via Teleconference and present was Secretary/Examiner Kim Alexander.

APPROVAL OF AGENDA:

Chairman Pea stated clarification to the agenda that under new business Rule 3, nominations for new Chairman and Vice Chairman should be held the first meeting of each calendar year. Commissioner Rollo motioned for approval of the agenda, seconded by Commissioner Marshall, motion passed unanimously.

APPROVAL OF MINUTES:

Commissioner Marshall motioned to approve minutes from the last Civil Service Commission meeting on December 19, 2023, seconded by Commissioner Rollo, and motion passed unanimously.

OLD BUSINESS:

The Commission went over the rewriting of the Rules and Regulations which included 1.42-Permanent Employee, added new section 3.2-Annual Budget Process, 3.3-Commission Meeting-Quorum, added new section 3.7-Independent Legal Counsel, 6.1-Hearing, 10.2-Order of Names on List, 8.2.1.4-Lateral Transfer Qualifications, 11.2-Request for Certification, 11.3-Failure to Respond, and 14.1-Suspensions with all adopted by the Commission. 14.2 was addressed to be rewritten by Ms. Alexander to present to the Commission at the next meeting for review. With the addition of two new rules the numbering order of the rules was changed. Ms. Alexander to change the wording in the Rules and Regulations to reflect change of he/she, him/her, his/her to them/they, their etc.

Ms. Alexander to inquire of Ms. Denham on the process for the final Rules and Regulations to be presented to the City and the City's Attorney for their review.

Chairman Pea stated that the Commission may want to meet with the city attorney to point out changes made to the Rules and Regulations.

Ms. Alexander to inquire for clarification about the laptop and the supplies needed for the Commission.

Chairman Pea addressed writing a letter to Chief Brockmueller about the basic Police Department personnel files being provided to the Commission so that the Commission can be prepared to address future issues that may arise.

NEW BUSINESS:

Nominations for the new year of Chairman and Vice Chairman were as follows:

Motion by Commissioner Rollo to nominate Chairman Pea to continue as Chair, seconded by Commissioner Marshall, motion passed 2-0 with Chairman Pea abstaining from voting.

Motion by Commissioner Rollo to nominate Commissioner Marshall to continue as Vice Chair, seconded by Commissioner Marshall, motion passed unanimously. Leaving positions unchanged for the current year.

ADJOURNMENT:

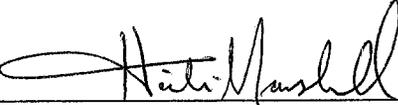
Commissioner Rollo made a motion to adjourn the meeting, seconded by Commissioner Marshall, motion passed unanimously. The meeting was adjourned at 7:09 pm.

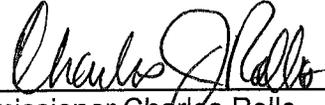
NEXT MEETING:

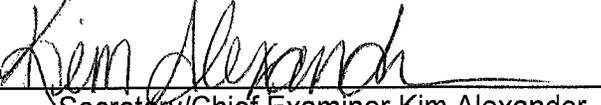
February 20, 2024 at 6:00 pm.

Respectfully Submitted,


Chairman James Pea


Commissioner Heidi Marshall


Commissioner Charles Rollo


Secretary/Chief Examiner Kim Alexander