



NAPAVINE CIVIL SERVICE COMMISSION MINUTES

March 18, 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:

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

APPROVAL OF AGENDA:

Commissioner Marshall motioned for approval of the agenda, seconded by Chair Pea, motion passed unanimously.

APPROVAL OF MINUTES:

Commissioner Marshall motioned for approval of the minutes from the regular meeting of January 22, 2025, seconded by Chair Pea, motion passed unanimously.

OLD BUSINESS:

Review of the Rules and Regulations were addressed as to changes/amendments to the following Rules:

Page 10 - 4.4 Duties – Removed at the eighth (8th) dash, first (1st) sentence after examinations, until the word examinations in the fourth (4th) sentence, at the ninth (9th) dash after Submit removed the wording “testing material and” Then at the sixteenth (16th) dash, first (1st) sentence changed “Appointing Authority” to City Clerk, Police Department”, and changed the word “Labor” to “Union”, and removed on the second (2nd) line at the end from the word “as” to the fourth (4th) line “held” at the end of the sentence.

Page 14 – 8.1 Announcement of Vacancy – Changed the wording in the first (1st) sentence from the word “need” to “a vacancy” and changed “Secretary/Chief Examiner” to “City”, and the second (2nd) to the last sentence changed the word “Secretary/Chief Examiner” to “City” and removed the rest of the paragraph.

Page 15 – 8.2.1.4 Removed (1st) first sentence.

8.4 Application Forms - The first (1st) sentence after City changed the wording from, “from a Commission approved Independent Testing Company” to “and approved by the Commission.”

8.7 Rejection of Application – Changed beginning of the first (1st) sentence from “Secretary/Chief Examiner” to “Commission” and added “at the recommendation of the Appointing Authority” and removed the wording “after acceptance”.

Page 16 – 8.8 Notification to Applicants – Removed the wording in the second (2nd) sentence “by the Secretary/Chief Examiner”.

9.1 Conduct May be Delegated – Changed in the first (1st) sentence from “Secretary/Chief Examiner” to “City” and second (2nd) sentence from “designee” to “approve of”.

9.2 – Ordering Examinations – Changed “Ordering in heading to “Scheduled,” first (1st) sentence changed “ordered” to “scheduled” and after “whenever” added “necessary” removed rest of the sentence. Next sentence changed the word “administer” to “oversee.”

9.3 Examination Announcement- The first (1st) sentence removed the wording “given by the Secretary/Chief Examiner” to “by the city” and after the word “other” removed all wording and added the wording “outlet that the city generally uses to advertise” after other.

Page 17 – 9.4 Amendments to Announcements – Changed the wording “Secretary/Chief Examiner” to “City.”

9.6 Exams – No changes made.

9.8 Qualifying Grade – The first (1st) sentence after “shall be” added the wording “identified by the Commission prior to the examination.”

9.9 Identity of Examinees – No changes made.

Page 19 – 9.18 Oral Board – Removed the last sentence.

Page 20 – 10.4 Removal of Names from Lists – No changes made.

Page 23 – 11.6 Provisional Appointment – The second (2nd) sentence changed the wording “(4) months” to “(6) months”, changed the wording in the ninth (9th) sentence “Secretary/Chief Examiner” to “Commission; the tenth (10th) sentence changed the wording “Secretary/Chief Examiner” to “Commission” after the word “shall” in the same line removed the sentence “interview or may use any other method to”, and the

thirteenth (13th) sentence changed the wording "Secretary/Chief Examiner" changed wording to "City".

11.7 Temporary Appointment – Changed the wording "Secretary/Chief Examiner" to "Commission."

Page 24 – 11.9 Certification – No changes made.

NEW BUSINESS:

Chair Pea requested that Secretary/Chief Examiner Alexander check with City Clerk Denham to update all the information on the Civil Service's website. Secretary/Chief Examiner Alexander stated that she had checked with City Clerk Denham who confirmed that the website was up to date and had the information except for the link to join in meetings, City Clerk Denham stated that she would also add that information. Secretary/Chief Examiner Alexander stated that City Clerk Denham had added the information requested.

Secretary/Chief Examiner Alexander stated that the Police Department had no other issues with the Rules and Regulations but had requested notification of any changes made.

CORRESPONDENCE:

None

MISCELLANEOUS:

None

ADJOURNMENT:

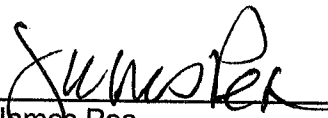
Commissioner Marshall motioned to adjourn the meeting, seconded by Chair Pea, motion passed unanimously.

The meeting was adjourned at 7:22 PM.

NEXT MEETING:

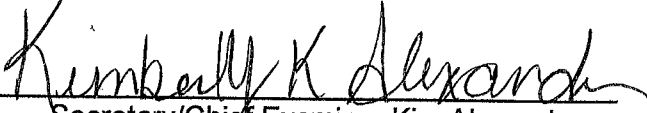
April 15, 2025, at 6:00 PM.

Respectfully Submitted,


Chair James Pea


Commissioner Heidi Marshall


Commissioner Charles Rollo


Secretary/Chief Examiner Kim Alexander