



NAPAVINE CIVIL SERVICE COMMISSION MINUTES

November 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:

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 City Clerk Rachelle Denham.

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 June 17, 2025, seconded by Commissioner Marshall, motion passed unanimously.

OLD BUSINESS:

None

NEW BUSINESS:

Chairman Pea inquired about the Employee/Officer applications received. Executive Assistant Godbey first addressed the application for the clerical position in the Police Department.

Chairman Pea asked for background information regarding the employee and the existing position.

Executive Assistant Godbey replied that the clerical position started out being a volunteer position, then changed to a paid temporary part-time position and now the position would be classified as Administrative Assistant, permanent part-time and that the application, job title, and description were available to the Commission.

Clerk Denham stated that pre-dating the Civil Service Commission's finalization of the Rules and Regulation's Manual the volunteer position was approved by the City about a year ago and then changed to a temporary part-time position, and now there is a need

for this position to up-grade to permanent part-time and that hiring at this time would fall under the Civil Service guidelines.

Clerk Denham stated that the Civil Service Rules and Regulations Manual job titles and descriptions do not match the City's Procedure Manual or the CBA. Executive Assistant Godbey stated that she has copies of the City Policy and Procedure and the CBA Manuals to provide to the Commission.

Chairman Pea inquired of Secretary/Chief Examiner Alexander if she had any copies of these manuals, and her answer was no.

Executive Assistant Godbey then gave copies of both manuals to Secretary/Chief Examiner Alexander, along with a copy of the application and job titles and descriptions.

Chairman Pea reiterated that the position for permanent part-time is now at this time a temporary part-time position. Executive Assistant Godbey concurred.

Under Rule 20 - POLICE DEPARTMENT POSITIONS of the Commission's Rules and Regulations Manual that the positions that are listed correctly are Chief, Sergeant, and Police Officer, positions to be added are Executive Assistant and Administrative Assistant, all other positions listed no longer exist and should be removed.

Commissioner Marshall moved to amend the positions listed in Rule 20 - POLICE DEPARTMENT POSITIONS, in the Civil Service Rules and Regulations Manual, seconded by Commissioner Rollo, motion passed unanimously.

Secretary/Chief Examiner Alexander will amend Rule 20 as directed by the Commission and verify amendment with Executive Assistant Godbey.

Chairman Pea re-directed the discussion back to the permanent part-time position. Response by Executive Assistant Godbey.

Clerk Denham stated the application process under the City Policy and Procedure Manual is different than the Civil Service Commission's Rules and Regulations Manual. Executive Assistant Godbey provided copies of all the open position applications received by the department to Secretary/Chief Examiner Alexander.

Questions by Clerk Denham of Executive Assistant Godbey as to length of the advertising of positions or if they were to be kept open until the position is filled. Executive Assistant Godbey responded that she follows the directive of the Chief and or the Sergeant.

Chairman Pea redirected the discussion back to the clerical position.

Secretary/Chief Examiner Alexander inquired if the position described is addressed in Rule 13 – TRANSFERS, REDUCTIONS AND LAY-OFFS in the Civil Service Rules and Regulations Manual.

Discussion by Clerk Denham. Executive Assistant Godbey stated that she does not think that the rule would apply.

Chairman Pea stated that it might apply, that initially he thought the applicant would have to go through the testing process but after re-reading Rule 13, the position pre-

dated the Civil Service Commission and that the position budgeted for is pre-existing with the same employee and duties. Therefore, testing would not be needed.

Clerk Denham concurred with Chairman Pea.

Questions by Commissioner Marshall as to the position. Response by Executive Assistant Godbey.

Clerk Denham stated that if the position title is listed in the amendment to the Rules and Regulations under Rule 20, it would only be needed for a future hire under the circumstances discussed.

Chairman Pea, Commissioner Marshall, and Commissioner Rollo all concurred that no action is required of the Commission for the clerical position change.

Clerk Denham recommended that considering the Commission's decision, the Commission write a memo to the City stating that due to the position being a volunteer position then temporary part-time while the Commission was still working on finalizing the Rules and Regulations Manual that the Commission accepts the transfer of this position from temporary part-time to permanent part-time due to the employee already being employed in the position and the position to be titled Administrative Assistant with the start date of January 2026.

Clerk Denham asked if there was anything in the Rules and Regulations Manual addressing administrative positions. Executive Assistant Godbey stated that there is a section as to any police department employee that would cover her position and any other office position in the department.

Chairman Pea inquired about the open Police Officer position and applications. Executive Assistant Godbey stated a letter of resignation was received from the Officer leaving the position, the position was then advertised in the newspaper and that the department has received five (5) applications.

Executive Assistant Godbey stated that the Chief of Police and Officers would like to hold a meet and greet with the candidates before interviewing, just to meet the candidates.

Chairman Pea stated that the meet and greet should take place after the testing and the top three (3) candidates are placed on an Eligibility List created by the Secretary/Chief Examiner.

Questions by Executive Assistant Godbey.

Chairman Pea stated that only the top three (3) candidates should be considered for a meet and greet, that there would be too many candidates if you were to meet with all the applicants it would be a waste of time because only the top three (3) candidates would be placed on the Eligibility List for hiring purposes.

Clerk Denham concurred that there might be five (5) candidates this time, but may be ten (10), may be fifteen (15) or more the next time.

Chairman Pea discussed concerns about any perception of bias, and the possibility of appeal issues being brought to the Commission.

The consensus was that the meet and greet take place after the interviewing and after the eligibility list is certified.

Clerk Denham suggested that for future clarification to add to the Rules and Regulations as a guideline, that a meet and greet may take place after the Eligibility List is certified.

Discussion on the Interview Board to consist of two (2) law enforcement officers and one (1) citizen Secretary/Chief Examiner required to be present.

Clerk Denham and Executive Assistant Godbey discussed interview procedures.

Secretary/Chief Examiner Alexander read Rule 9 - ORAL BOARD – 9.18 from the Rules and Regulations as to the procedures. Continued discussion on procedures.

Chairman Pea explained the process was to take place in the order listed in the Rules and Regulations Manual with applications, interviewing, polygraph and psychological.

Clerk Denham asked about the written test as to the scoring process.

Commissioner Marshall discussed the interview and the scoring for clarification.

Consensus was that the Interview scores would be the scores used for the candidate's rating.

Break – off record - recording at 57.27

Back on record

Chairman Pea stated that any or all the procedures as listed in the Rules and Regulations Rule 9 EXAMS - 9.6 could be used for the process and then there was discussion on what procedures the department was asking the Commission to approve.

Chairman Pea stated that if the department is advertising for both an Entry and Lateral Level Police Officer, there would have to be two (2) different processes for testing and two (2) Eligibility Lists created. Questions by Executive Assistant Godbey. Response by Chairman Pea as to the approval needed by the Commission for the process the Police Department was requesting to use.

Clerk Denham read Rule 10 –ENTRY LEVEL ELIGIBILITY LIST - 10.7 and 10.8 LATERAL LEVEL ELIGIBILITY LIST. Discussion on Lateral and Entry Level lists.

Executive Assistant Godbey requested clarification of the order of procedure for oral interviews for both levels and then after the top three (3) are compiled on the Eligibility List then they would do backgrounds checks.

Executive Assistant Godbey will let Secretary/Chief Examiner Alexander know the process to be used and Chairman Pea stated that under the Commission's Guidelines that was discussed the process would be approved.

Executive Assistant Godbey will deliver to the Secretary/Chief Examiner the Entry/Lateral Level exams and the names of the candidates after the interviewing process is finished.

Discussion on disqualification factors, and notification of the applicants after the interview process is completed.

Chairman Pea questioned who makes the determination if a Lateral candidate qualifies for the position. Executive Assistant Godbey confirmed she would be reviewing the applications and would be making the decision.

CORRESPONDENCE:

Covered under New Business

MISCELLANEOUS:

None

ADJOURNMENT:

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

The meeting was adjourned at 7:20 PM.

NEXT MEETING:

December 16, 2025, at 6:00 PM.

Respectfully Submitted,



Chairman James Pea



Commissioner Heidi Marshall



Commissioner Charles Rollo



Secretary/Chief Examiner Kim Alexander