



NAPAVINE CIVIL SERVICE COMMISSION MINUTES

January 21, 2026, 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.

INTRODUCTION OF GUESTS: 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 Marshall motioned for approval of the minutes from the regular meeting of December 16, 2025, seconded by Commissioner Rollo, motion passed unanimously.

OLD BUSINESS:

Chairman Pea addressed Rules and Regulations - Page 16 - Rule 9 - 9.8 QUALIFYING GRADE, tabled from the November meeting for review and discussion.

Chairman Pea recommended for discussion that the accumulative score of 70% of the testing be added to the language in manual with the score of 70% being prior to any Veteran or Reserve credits being used.

Commissioner Marshall asked if 70% is enough for a standard.

Chairman Pea stated that 70% is a standard percentage used in other Departments.

Executive Assistant Godbey concurred with the recommendation of 70%.

Chairman Pea asked if Executive Assistant Godbey agreed with scoring before the Veteran or Reserve preference if used.

Executive Assistant Godbey concurred that she agreed.

Commissioner Marshall concurred.

Commissioner Marshall motioned for approval of the accumulative score being placed at 70% for a minimum scoring range prior to any Veterans or Reserve credits, seconded by Commissioner Rollo, motion passed unanimously.

Secretary/Chief Examiner Alexander read a follow-up e-mail from Executive Assistant Godbey to the Commission, reference the change in the Eligible List due to one (1) of the candidates withdrawing and two (2) candidates failing the physical fitness testing. Secretary/Chief Examiner Alexander explained and presented the status of the new Eligible List.

Chairman Pea requested an update from Executive Assistant Godbey on the status of the new hire.

Executive Assistant Godbey followed up with the status of the hiring process, stating that the candidates have been interviewed by the Chief/Department and the process is continuing with the background checks.

Commissioner Rollo motioned for the approval of the updated Eligible List as presented, seconded by Commissioner Marshall, motion passed unanimously.

Commissioner Marshall had a question about the next steps to be taken and if the top two (2) candidates both passed the background check and what procedure would follow.

Response by Executive Assistant Godbey that the Chief of Police would choose between the candidates.

Chairman Pea concurred.

Secretary/Chief Examiner Alexander stated for the record that the Eligible List was signed by her for Certification.

NEW BUSINESS:

Annual Election for Chairman and Vice-Chairman as follows:

Discussion by the Commission.

Commissioner Rollo motioned for re-election of Chairman Pea, seconded by Commissioner Marshall, motion passed unanimously with Chairman Pea abstaining from voting.

Commissioner Rollo motioned for re-election of Commissioner Marshall as Vice-Chair, seconded by Chairman Pea, motion passed unanimously.

Secretary/Chief Examiner Alexander presented the Addendum to the Rules and Regulations as addressed in the November meeting for a reference guideline of procedures to be followed between the Secretary/Chief Examiner and the Executive Assistant for the Police Department.

Secretary/Chief Examiner Alexander stated that she presented a preliminary copy of the Addendum to Executive Assistant Godbey for feedback on corrections or additions. Executive Assistant Godbey concurred with the Addendum as presented, stated she agreed with the Addendum as presented and appreciated having the Addendum for a reference guideline.

Chairman Pea suggested that as to number seven (7) - Veteran or Reserve credits listed on the Addendum that wording of the option to use the credit should be added on the application along with the wording that an applicant cannot use both Veteran and Reserve credits and that the credit if used could not ever be used again, the credit is a one (1) time use.

Executive Assistant Godbey inquired and concurred.

Chairman Pea requested that Secretary/Chief Examiner Alexander review wording in the Rules and Regulations Manual.

CORRESPONDENCE:

None

MISCELLANEOUS:

Secretary/Chief Examiner Alexander addressed Page 21 - Rule 10 – 10.4 REMOVAL OF NAMES FROM THE LIST for clarification or amendment to the wording involving the Secretary/Chief Examiner notifying the candidates if they fail to pass the background check.

Executive Assistant Godbey stated that usually letters come from either her department or HR (the Clerk of the City).

Chairman Pea stated that it would be the Commissions responsibility to intervene in such a circumstance. Wording is appropriate and shall remain as stated.

Commissioner Marshall questioned the procedure.

Chairman Pea stated in the circumstance of a candidate being removed for failure of the background check that the process reverts to the Commission and that the Commission would send a letter to candidate advising them of the process and their rights.

Secretary/Chief Examiner Alexander informed the Commission that when all the corrections are made to the Rules and Regulations, appropriate copies for all the manuals dispersed would be delivered for replacement.

Executive Assistant Godbey stated that she had asked the City Clerk to add the Rules and Regulations to the Civil Service Website and to make sure that the Clerk is informed of the changes so that the website is updated.

Secretary/Chief Examiner Alexander concurred that it would be procedure and that the City is one (1) of the entities that would receive the updates.

ADJOURNMENT:

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

The meeting was adjourned at 6:25 PM.

NEXT MEETING:

Wednesday February 18, 2026, at 6:00 PM instead of Tuesday, January 17, 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