



NAPAVINE CIVIL SERVICE COMMISSION MINUTES

April 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, and Secretary/Chief Examiner Kim Alexander were present. Commissioner Heidi Marshall was excused from the meeting.

INTRODUCTION OF GUESTS: Police Department Executive Assistant Judy Godbey.

APPROVAL OF AGENDA:

Commissioner Rollo motioned for approval of the agenda, seconded by Chairman Pea, motion passed unanimously.

APPROVAL OF MINUTES:

Commissioner Rollo motioned for approval of the minutes from the regular meeting of April 21, 2026, seconded by Chairman Pea, motion passed unanimously.

OLD BUSINESS:

Secretary/Chief Examiner Alexander addressed updating the Rules and Regulations Manual with all the necessary, approved by the Commission changes. Copies of the New Rules and Regulation Manuals with changes were made and then delivered to the appropriate entities.

Chairman Pea stated that it was understood that there were no longer any active candidates for the Police Department position at this time.

Secretary/Chief Examiner Alexander stated that she had received copies of the letters that were sent out to the candidates from Executive Assistant Godbey.

Executive Godbey updated the Commission on the status of the hiring process for the Police Department stating that the (2) two candidates were disqualified and that the other (1) one candidate had failed to meet the physical requirements. The results of the physical were reviewed by the Commission.

Commissioner Rollo acknowledged that scores on some items were below the accepted standards.

Chairman Pea requested clarification on the other candidates being disqualified on the background checks.

Executive Assistant Godbey stated that (2) two candidates were disqualified on the background checks and that (1) one of the previous candidates had pulled their application prior to the physical testing and the background checks.

Executive Assistant Godbey stated that originally there were (5) five candidates and then (2) two of those candidates were disqualified or withdrew their application and then a new Eligibility List had been created and certified.

Secretary/Chief Examiner Alexander will check on the paperwork received from the Police Department.

Chairman Pea requested a motion to formally recognize the (2nd) second Eligibility List as expired and the accept a new hiring process to start.

Motion by Commissioner Rollo to expire the last Eligibility List and accept the starting of a new process for hiring. Seconded by Chairman Pea, motion passed unanimously.

Secretary/Chief Examiner Alexander stated that she and Executive Assistant Godbey had researched the Military/Veteran's and Reserve Officers Preference for points or percentages if the candidates chose to use the preference for additional scoring.

Secretary/Chief Examiner Alexander had found an application for Veteran's with a point system used instead of a percentage.

The form was then reviewed by the Commission.

Secretary/Chief Examiner Alexander asked Executive Assistant Godbey to point out to the Commission the additional information that the Department had put in their revised applications.

Executive Assistant Godbey stated that they had met with the Union on the Veteran/Reserve Preference and with the Reserves should not have a cap on how many times they may use the credit, but the Military/Veteran's can only be used (1) one time.

Secretary/Chief Alexander directed the Commission to Page (6) six of the application where Executive Assistant Godbey addressed the added information.

The application was then reviewed by the Commission.

Chairman Pea requested clarification, stating that as to the Military/Veteran's Preference being used that it would not be clear if they had used it before without adding that question to the application.

Executive Assistant Godbey stated that the information could be added and requested clarification.

Chairman Pea suggested maybe stating on the application, "by marking this box I signify that I have not used a Veteran's Preference prior in any application process." Executive Assistant Godbey asked the Secretary/Chief Examiner about the form she found as stated earlier in the meeting.

Secretary/Chief Examiner Alexander stated that she was questioning the application form that referred to the Veteran's Preference and wondered if that should also be submitted with the Police Department's application.

Colloquy on using points instead of percentages as now stated in the Rules and Regulations.

Chairman Pea stated that the Rules and Regulations would have to be modified to coincide with the form if used and that the Reserve's Preference would also be modified to reflect points instead of percentages.

Chairman Pea moved to change the Rules and Regulations percentage listed to points on both Military/Veteran's and Reserves as to the statutory requirement.

Commissioner Rollo made a motion to change percentage to points, seconded by Chairman Pea, motion passed unanimously.

Secretary/Chief Examiner reviewed the form again and stated that the Rules and Regulations are by RCW and that the form appears to be a State Form.

Colloquy on the difference between RCW versus State.

Chairman Pea moved to strike the action in the previous motion to change the percentage to points and leave the Rules and Regulations as they are, seconded by Commissioner Rollo, motion passed unanimously.

The Commission re-reviewed page (6) six of the Police Department application.

NEW BUSINESS:

Executive Assistant Godbey addressed the new hiring process and presented the process the Police Department would be using.

Motion by Commissioner Rollo to approve the new hiring process as presented, seconded by Chairman Pea, motion passed unanimously.

Executive Assistant Godbey to advise the Secretary/Chief Examiner Alexander with the date for the Oral Board testing.

CORRESPONDENCE:

None

MISCELLANEOUS:

None

ADJOURNMENT:

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

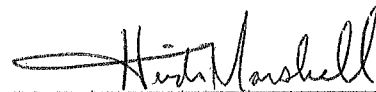
The meeting was adjourned at 6:27 PM.

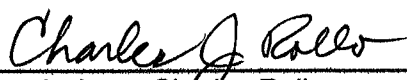
NEXT MEETING:

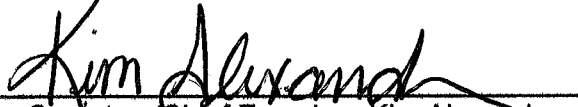
Tuesday June 16, 2026, at 6:00 PM.

Respectfully Submitted,

Chairman James Pea


Commissioner Heidi Marshall


Commissioner Charles Rollo


Secretary/Chief Examiner Kim Alexander