

Chehalis Civil Service Commission

Minutes of April 27, 2022.

MEMBERS PRESENT: Joe Mano, Ed Stanton, Sheila Johnson-Teeter

OTHERS PRESENT: Chief Randy Kaut

Meeting was called to order by the Chair at 7 P.M. Minutes of 3/29/22 were approved as published.

Old Business:

The Secretary provided updated eligibility lists to the Commission. Lists are updated as needed for several reasons: timing out of candidates, removal of candidates, or new candidates added.

Chief Kaut addressed the Commission on the process of removing names from the list. When the Department asks for a name to be removed, the reasons are varied: the candidate has another job or is no longer interested, or the Department has identified concerns about a candidate that would discourage the process of hiring. Chief Kaut added that sometimes the background checks provide information about a candidate that is highly personal and perhaps should not be aired in a public meeting. He suggested two options: keep the information provided to the Commission as general enough to show that removal is justified, or have the Commission adjourn to Executive Session before the sensitive information is disclosed.

Mr. Mano stated that he thinks the Commission should be informed of the reasons for removing a name, but agrees that some information should be handled in a private manner. Mrs. Johnson-Teeter agreed executive session is a good format. Chief Kaut in the future he will identify the candidates to be removed as a procedural matter, like having another job, or removal For Cause, meaning there will possibly be sensitive matter presented. When the Commission receives notice from the Department of removal For Cause, an Executive Session will be announced on the agenda for the upcoming meeting.

Motion to follow this process as outlined above passed. Johnson-Teeter/Stanton

In other Old Business, Kevin Reynolds addressed the Commission. He continued his discussion about proposing a change from the use of a testing service to a locally produced and managed Firefighter test. There were several issues discussed like what a local test would look like, cost comparisons to the City and to the individual candidates,

quality of candidates attracted by a local test, possibility of encouraging diversity in the Department both in gender and ethnicity.

Mr. Reynolds added that a state testing process often delays the Department by several months as it works through contacting of candidates since Communication strands between the testing service, the candidates and the various departments is not consistent. He added that the local fire department is five months behind in hiring, one-half of the department is retiring in the near future and the current Chief is leaving in June of this year. The PST contract with the City will be up for renewal later this year, so any change could be made then.

Mr. Mano asked for PST or local discussion should be placed on the June agenda for future discussion.

New Business:

Chief Kaut asked that the scoring of NTN candidates be changed. Currently, only those candidates with a passing score of 70% on all areas will have their applications forwarded to the Secretary. Chief Kaut asked if the three scores could be averaged, with the stipulation that an average score be generated, and that a 70% average must be reached to be placed on the Eligibility List. Candidates with less than 70% on any scores would still have their applications forwarded to the Secretary, but the Secretary would only place candidates whose average score equals 70% on the Eligibility List.

Motion to average the three current scores of each candidate and place on the Eligibility List those candidates with an average score of 70% passed. Stanton/Johnson-Teeter

In other New Business, Chief Kaut shared with the Commission concerns about the working of the Secretary. The City has asked for some changes:

1. notice of the upcoming meeting should be posted a week before the meeting.

The City or the Secretary can post these dates on the Website

Meetings that are cancelled at the last minute must be addressed by the Commission and the Secretary but it was suggested that canceling does present a problem of notification.

2. The Secretary will use a city approved email for all communication. The Secretary was provided information about the new email.

3. The Secretary does not have a current contract with the City, so the city attorney and the departments are working on the wording of one.

4. Time sheets will be handled in a different manner than before with a time sheet turned in each month.

5. The Secretary needs to review the Open Public Meetings Act and comply with the regulations of the act. A video is available for review.

6. All records of the Commission are considered public records, so the Police Department has offered to store the records and dispose properly of out-of-date records.

Some of these processes are being addressed now; others will be addressed soon.

Since this meeting had extended longer than usual, Rules and Regulations were postponed until the next meeting. Mr. Mano asked if the other Commission members would agree to switching the meeting date to the last Wednesday of the next two months. It was agreed that the next two meetings would be May 25 and June 29. Additional changes would be discussed at the next meeting.

For the Good of the Order: Next meeting May 25, 2022 in City Hall.

Meeting was adjourned at 8:14 P.M.

Joe Mano
Chairman

Janelle Williams
Secretary