

Chehalis Civil Service Commission

Minutes of February 28, 2023

MEMBERS PRESENT: Joe Mano, Sheila Johnson-Teeter, Dennis Dawes

Meeting was called to order by Chair at 6:01 PM.

Minutes of January 31, 2023 were approved as published.

Old Business:

The eligibility lists were discussed. A current POEL had recently been distributed to the Commission members. There is no current Fire Department list. The Police Lateral list is in flux due to a removal procedure of a candidate.

In other Old Business, at the last meeting the Commission had approved an Assessment Center for the promotional test for Fire Department Captain. Chief Hendershot, who was unable to be at tonight's meeting, had discussed the use of a written test prepared by PST. He asked for the Commission to allow the use of the test early in March as a part of the scoring processes of a later Assessment Center.

Captain Gebhart added some thoughts to the conversation. He said that the use of the test had been discussed, and his(Gebhart) recommendation would be to use it closer to the actual Assessment Center date, perhaps the Friday evening before if the AC is completed on a Saturday. Commissioner Mano asked how many stations might be used in the AC. Captain Gebhart said the number has not been decided but could be five or six. Commissioner Dawes added that a written test is often one of the elements of an AC, but it is usually in closer proximity to the rest of the processes. Captain Gebhart added that the candidates do have reference/study material for the written test. A general discussion of the types of stations that might be involved in the AC included oral presentation, and other written activities. Commissioner Dawes suggested that all the stations be scored equally on the AC. Motion to allow use of PST written test in conjunction with the AC but closer to the actual AC itself passed. Johnson-Teeter/Dawes

A review of the rules concerning qualifications to take the AC for Fire Department Captain was discussed. Two of the current employees of the department need to know if they need a waiver. The rule was interpreted to mean that a candidate must have completed one year of probation with Chehalis Fire Department, and at least three years of active firefighter experience either with the local department or with another department. The two candidates who were in doubt were found to meet the rules eligibility, so no action was needed.

Since the last meeting, city personnel have taken the CSC Rules and Regulations and placed them into a format similar to other city documents. The Commission members and anyone else was instructed to review the new format, carefully review the R&R and bring any suggestions, corrections, changes to the next meeting. Several items that were specifically mentioned were to add a signature sheet, if necessary, label adoption date, and change the meeting time from 7:00 to 6:00 P.M.

Chairman Mano asked if there were any other public comments. There were none.

Meeting was adjourned at 6:20 P. M.

Joe Mano
Chairman

Janelle Williams
Secretary