

Longview Civil Service Commission
Regular Meeting Agenda
October 11, 2022– 4:00 p.m.
Longview City Hall

CALL TO ORDER & ROLL CALL – Commission Chair Hal Mahnke
Commissioner Steve Morrill
Commissioner Matt Schlecht
Secretary/Examiner Marjorie Pedersen

APPROVAL OF MINUTES –
Regular Meeting Minutes: September 6, 2022

AUDIENCE COMMENTS*

POLICE BUSINESS
None

FIRE BUSINESS
Request for Civil Service Rule Change: 1.14
Request for Civil Service Rule Change: 3.1
Request for Civil Service Rule Change: 6.5.3
Request for Civil Service Rule Change: 6.5.4
Request for Civil Service Rule Change: 6.5.6
Request for Civil Service Rule Change: 6.5.7

OTHER
None

NEXT MEETING
Next Regular Meeting: November 1, 2022, 4:00pm – Small Conference Room, Longview City Hall

ADJOURNMENT

***AUDIENCE PARTICIPATION:**

At the time that the commission chair announces the agenda item entitled “Audience Comments” members of the audience may comment on any matter not listed on the meeting agenda. Comments are limited to three (3) minutes per person. Audience members addressing the commission who are not specifically scheduled on the agenda should sign in on the sheet provided by the Secretary and are requested to give their name and address for the record, and limit their remarks to three (3) minutes; unless that individual is representing a group in which case the speaker will limit remarks to five (5) minutes.

The Commission Chair may permit audience members to comment on individual meeting agenda items at the appropriate times during the regular Commission meeting as a part of the Commission’s discussion or consideration of such item. Audience members are not permitted to make comments on any agenda item until the Commission Chair recognizes the audience member seeking to make comment, and all comments should be limited to three (3) minutes unless the speaker is representing a group in which case the speaker will limit comments to five (5) minutes.

**CITY OF LONGVIEW
CIVIL SERVICE COMMISSION
Minutes of the Regular Meeting September 6, 2022
Meeting was held in person at Longview City Hall**

PRESENT: Commissioners: Commission Chair Hal Mahnke
Commissioner Steve Morrill
Secretary/Examiner Marjorie Pedersen

City Staff: Robert Huhta, Police Chief
Jim Kambeitz, Fire Chief

Audience Members: None

CALL TO ORDER & ROLL CALL

The meeting was called to order by Commission Chair Mahnke at 4:06pm

APPROVAL OF MINUTES:

A motion was made by Commissioner Morrill and seconded by Commission Chair Mahnke to approve the regular meeting minutes of August 2, 2022. **Motion passed 2-0.**

AUDIENCE COMMENTS:

None.

POLICE BUSINESS:

Marjorie Pedersen presented the Entry-Level Police Officer eligibility list to the Commissioners. Commissioner Morrill made a motion to approve the eligibility list and seconded by Commission Chair Mahnke. **Motion passed 2-0.**

Marjorie Pedersen presented the Civilian Investigator eligibility list to the Commissioners. Commissioner Morrill made a motion to approve the eligibility list and seconded by Commission Chair Mahnke. **Motion passed 2-0.**

Chief Huhta provided a staffing levels update.

FIRE BUSINESS:

Chief Kambeitz provided a staffing update.

A brief discussion was held regarding potentially changing the Lateral candidate recruiting process. More information to come at later meetings.

APPEALS/WAIVERS:

None

OTHER:

Marjorie Pedersen asked the Commissioners if we could move the October 4th meeting to October 11th to accommodate being at a training conference. The Commissioners agreed to move the meeting.

ADJOURNMENT:

With no further business before the Commission, Commissioner Morrill made a motion to adjourn seconded by Commission Chair Mahnke. **The motion passed 2-0** and the meeting adjourned at 4:20pm.

NEXT MEETING:

The next regularly scheduled meeting will be held on **October 11, 2022, at 4:00** pm at City Hall.

Approved:

Attest:

Hal Mahnke, Commission Chair Date

Marjorie Pedersen, Date
Civil Service Secretary/Examiner



Civil Service Rule

Proposed Change Form

Section 1: Requestor Information

Group or Individual Submitting:	Fire Department Jim Kambeitz	Date Submitted:	09/30/22
Address:	740 Commerce Ave.	Phone Number:	360-442-5088
City:	Longview WA	Cell Number:	
State/Zip:	98632	E-mail Address:	Jim.kambeitz@ci.longview.wa.us

Section 2: Current Civil Service Rule:

Rule Number: 1.14

Current Rule Text:

Section 1.14 Lateral Entry:

Fire- An applicant who has served as a full-time professional firefighter or firefighter/paramedic for at least 36 months with no breaks in continuous employment in the fire service, within the last 12 months prior to appointment.

Section 3: Proposed Change

Proposed Change to the Rule:

Section 1.14 Lateral Entry:

Fire- An applicant who has served as a full-time professional firefighter or firefighter/paramedic for at least 24 months with no breaks in continuous employment in the fire service within the last 12 months prior to appointment.

Section 4: Reason for Rule Change (may attach additional pages in needed or backup documents)

1. Describe for the commission the purpose for changing the rule?

The change from 36 months to 24 months allows for a larger pool of experienced applicants for Longview Fire to recruit from.

2. Are you referencing other civil service commission's that use a similar or same rule? If so, please provide the name of the agency, copy of the rule, and contact information for the individual (s) who provided information about this rule.

Section 1.14 Lateral Entry for Longview Police requires one year of experience.

3. Are there any other factors you want the commission to consider when evaluating this rule change proposal?



Civil Service Rule

Proposed Change Form

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State/Zip:	98632	E-mail Address:	Jim.kambeitz@ci.longview.wa.us

Section 2: Current Civil Service Rule:

Rule Number: 3.1

Current Rule Text:

Section 3.1 FIRE DEPARTMENT

In making examinations, certifying for appointments and promotions, making suspensions and removals, and otherwise carrying out said laws, the work of the Fire Department shall be classified in accordance with the character of the various services to be performed. Classified job positions shall be all full-time, fully paid employees of the city's fire department to include but not limited to:

Deputy Chief	Battalion Chief
Captain	Lieutenant
Fire Marshal	Fire Inspector
Administrative Assistant (<i>Civilian</i>)	Firefighter (All Classes)
Paramedic/Firefighter	

Section 3: Proposed Change

Proposed Change to the Rule:

Section 3.1 FIRE DEPARTMENT

In making examinations, certifying for appointments and promotions, making suspensions and removals, and otherwise carrying out said laws, the work of the Fire Department shall be classified in accordance with the character of the various services to be performed. Classified job positions shall be all full-time, fully paid employees of the city's fire department to include but not limited to:

Deputy Chief	Battalion Chief
Captain	Lieutenant
Fire Marshal	Fire Inspector
Administrative Assistant (<i>Civilian</i>)	Firefighter (All Classes)
Firefighter/Paramedic	

Section 4: Reason for Rule Change (may attach additional pages in needed or backup documents)

1. Describe for the commission the purpose for changing the rule?

The change is language clarification to be consistent that the position is referred to as Firefighter/Paramedic.

- 2.** Are you referencing other civil service commission's that use a similar or same rule? If so, please provide the name of the agency, copy of the rule, and contact information for the individual (s) who provided information about this rule.

- 3.** Are there any other factors you want the commission to consider when evaluating this rule change proposal?



Civil Service Rule

Proposed Change Form

Section 1: Requestor Information

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Section 2: Current Civil Service Rule:

Rule Number: 6.5.3

Section 6.5.3 Captain.

An examination for Captain shall be open to any employee who has qualified for the position of Master Firefighter with the department, has completed seven or more year's consecutive service with the department, and two years continuous service as a Lieutenant or Fire Inspector. Should an adequate pool of internal candidates not be available, such examination shall be open to qualified external candidates in applicable grades and subject to the approval of the Human Resources Director, Fire Chief and Civil Service Commission. All applicants must possess, at a minimum an AA/S Degree from a regionally accredited college or university per Civil Service Rules Definitions Section 1.6.

Section 3: Proposed Change

Proposed Change to the Rule:

Section 6.5.3 Captain.

An examination for Captain shall be open to any employee who has two years continuous service as a Lieutenant or Fire Inspector with the department. Should an adequate pool of internal candidates not be available, such examination shall be open to qualified external candidates in applicable grades and subject to the approval of the Human Resources Director, Fire Chief and Civil Service Commission. All applicants must possess, at a minimum an AA/S Degree from a regionally accredited college or university per Civil Service Rules Definitions Section 1.6.

Section 4: Reason for Rule Change (may attach additional pages in needed or backup documents)

1. Describe for the commission the purpose for changing the rule?

The change removes the mandatory 7 year's consecutive service to align with a change in the Local 828 Labor Agreement to be eligible to become a Master Firefighter after achieving Firefighter 1st Class and as a Lieutenant or Fire Inspector after two years of service.

2. Are you referencing other civil service commission's that use a similar or same rule? If so, please provide the name of the agency, copy of the rule, and contact information for the individual (s) who provided information about this rule.

3. Are there any other factors you want the commission to consider when evaluating this rule change proposal?



Civil Service Rule

Proposed Change Form

Section 1: Requestor Information

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Section 2: Current Civil Service Rule:

Rule Number: 6.5.4

Section 6.5.4 Lieutenant.

An examination for Lieutenant shall be open to any employee who has qualified for the position of Master Firefighter with the department, has completed five or more year's consecutive service with the department. Should an adequate pool of internal candidates not be available, such examination shall be open to qualified external candidates in applicable grades and subject to the approval of the Human Resources Director, Fire Chief and Civil Service Commission. All applicants must possess, at a minimum an AA/S Degree from a regionally accredited college or university per Civil Service Rules Definitions Section 1.6.

Section 3: Proposed Change

Proposed Change to the Rule:

Section 6.5.4 Lieutenant.

An examination for Lieutenant shall be open to any employee who has one year consecutive service as a Master Firefighter with the department. Should an adequate pool of internal candidates not be available, such examination shall be open to qualified external candidates in applicable grades and subject to the approval of the Human Resources Director, Fire Chief and Civil Service Commission. All applicants must possess, at a minimum an AA/S Degree from a regionally accredited college or university per Civil Service Rules Definitions Section 1.6

Section 4: Reason for Rule Change (may attach additional pages in needed or backup documents)

1. Describe for the commission the purpose for changing the rule?

The change removes the mandatory 5 year's consecutive service to align with a change in the Local 828 Labor Agreement to eligible to become a Master Firefighter after achieving Firefighter 1st Class and adds one year service as Master Firefighter prior to being eligible to test for Lieutenant.

2. Are you referencing other civil service commission's that use a similar or same rule? If so, please provide the name of the agency, copy of the rule, and contact information for the individual (s) who provided information about this rule.

3. Are there any other factors you want the commission to consider when evaluating this rule change proposal?



Civil Service Rule

Proposed Change Form

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Section 2: Current Civil Service Rule:

Rule Number: 6.5.6

Current Rule Text:

Section 6.5.6 Firefighter.

Entry –Level and Lateral level applicants shall be in possession of a Washington State or National registry EMT-B certification. Lateral entry Firefighter applicants will additionally possess IFSAC Firefighter I certification, or equivalent, and a minimum of three years of experience as a Firefighter. Entry-Level and Lateral applicants that do not possess an acceptable Associates Degree at the time of appointment shall achieve this degree within five (5) years of appointment (hire date).

Section 3: Proposed Change

Proposed Change to the Rule:

Section 6.5.6 Firefighter.

Entry–Level and Lateral level applicants shall be in possession of a Washington State or National registry EMT-B certification. Lateral entry Firefighter applicants will additionally possess IFSAC Firefighter I certification, or equivalent, and a minimum of two (2) years of experience as a Firefighter. Entry-Level and Lateral applicants that do not possess an acceptable Associates Degree at the time of appointment shall achieve this degree within five (5) years of appointment (hire date).

Section 4: Reason for Rule Change (may attach additional pages in needed or backup documents)

1. Describe for the commission the purpose for changing the rule?

The change from 3 years to 2 years allows for a larger pool of experienced applicants for Longview Fire to recruit from.

2. Are you referencing other civil service commission's that use a similar or same rule? If so, please provide the name of the agency, copy of the rule, and contact information for the individual (s) who provided information about this rule.

3. Are there any other factors you want the commission to consider when evaluating this rule change proposal?



Civil Service Rule

Proposed Change Form

Section 1: Requestor Information

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Section 2: Current Civil Service Rule:

Rule Number: 6.5.7

Current Rule Text:

Section 6.5.7 Paramedic/Firefighter.
Entry and lateral level applicants shall be in possession of Washington State or National Registry Paramedic certification, along with Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), and Prehospital Trauma Life Support (PHTLS) or equivalent certifications. Lateral entry Paramedic/Firefighter applicants will additionally possess IFSAC Firefighter I certification, or equivalent, and a minimum of three years of experience as a Paramedic Firefighter. Entry and lateral applicants that do not possess an acceptable Associates Degree at the time of appointment shall achieve this degree within five (5) years of appointment (hire date).

Section 3: Proposed Change

Proposed Change to the Rule:

Section 6.5.7 Firefighter/Paramedic.
Entry and lateral level applicants shall be in possession of Washington State or National Registry Paramedic certification, along with Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), and Prehospital Trauma Life Support (PHTLS) or equivalent certifications. Lateral entry Firefighter/Paramedic applicants will additionally possess IFSAC Firefighter I certification, or equivalent, and a minimum of two (2) years of experience as a Firefighter/Paramedic. Entry and lateral applicants that do not possess an acceptable Associates Degree at the time of appointment shall achieve this degree within five (5) years of appointment (hire date).

Section 4: Reason for Rule Change (may attach additional pages in needed or backup documents)

1. Describe for the commission the purpose for changing the rule?

The change is language clarification to be consistent that the position is referred to as Firefighter/Paramedic and for lateral hire experience to change from three (3) years to two (2) years to allow for a larger pool of experienced applicants for Longview Fire to recruit from.

2. Are you referencing other civil service commission's that use a similar or same rule? If so, please provide the name of the agency, copy of the rule, and contact information for the individual (s) who provided information about this rule.

3. Are there any other factors you want the commission to consider when evaluating this rule change proposal?