

Longview Civil Service Commission
Regular Meeting Agenda
June 6, 2023– 4:00 p.m.
Longview City Hall

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

APPROVAL OF MINUTES –
Regular Meeting Minutes: May 11, 2023

AUDIENCE COMMENTS*

POLICE BUSINESS
Civil Service Rule Change Proposal: Rule 3.2

Civil Service Rule Change Proposal: Rule 7.6.14

Civil Service Rule Change Proposal: Rule 7.6.15

FIRE BUSINESS
None

OTHER
Austin Wyman request for a waiver to test for the Lateral Firefighter position.

Request to move the July meeting date because it falls on July 4th.

NEXT MEETING
Next Regular Meeting: July 4, 2023, 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 May 11, 2023
Meeting was held in person at Longview City Hall**

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

City Staff: Robert Huhta, Police Chief
Jon Dunaway, Fire Marshall
Sabrina Fraidenburg, HR Director

Audience Members: Alyssa Britt

CALL TO ORDER & ROLL CALL

The meeting was called to order by Commission Chair Mahnke at 4:00pm

APPROVAL OF MINUTES:

A motion was made by Commissioner Morrill and seconded by Commissioner Burns to approve the regular meeting minutes of April 11, 2023. **Motion passed 2-0.**

AUDIENCE COMMENTS:

None

POLICE BUSINESS:

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

Chief Huhta presented a request for a rule change to rule 11.2.1. This changes the probationary period of entry-level police officers from 18 months after hire to 12 months after completion of the Basic Law Enforcement Academy. Commissioner Morrill made a motion to approve the rule change and seconded by Commissioner Burns. **Motion passed 2-0.**

Chief Huhta provided a staffing levels and recruitment update.

Chief Huhta gave an update on the upcoming need to hire Crisis Response Specialists due to the end of the contract with Columbia Wellness. He will bringing a rule change proposals to add these new positions to the next meeting.

FIRE BUSINESS:

Fire Marshall Dunaway provided a staffing and recruitment update.

APPEALS/WAIVERS:

None

OTHER:

None

ADJOURNMENT:

With no further business before the Commission, Commissioner Morrill made a motion to adjourn seconded by Commissioner Burns. **The motion passed 2-0** and the meeting adjourned at 4:31pm.

NEXT MEETING:

The next regularly scheduled meeting will be held on **June 6, 2023, 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:	Police Chief Robert Huhta	Date Submitted:	6/1/23
Address:	1351 Hudson Street	Phone Number:	(360) 442-5800
City:	Longview	Cell Number:	(360) 353-6908
State/Zip:	WA 98632	E-mail Address:	robert.huhta@ci.longview.wa.us

Section 2: Current Civil Service Rule:

Rule Number: 32

Current Rule Text:

3.2 In making examinations, certifying for appointments and promotions, making suspensions and removals, and otherwise carrying out said laws, the work of the Police 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 police department to include but not limited to: Captain Sergeant, Corporal, Police Officer
Civilian Employees:
Civilian Investigator Police Services Technician, Information Technology Specialist Administrative Manager, Administrative Assistant Fiscal Analyst, Police Services Assistant, Office Assistant, Police Records Supervisor, Police Records Specialist (entry level) and (lateral), Public Disclosure Analyst

Section 3: Proposed Change

Proposed Change to the Rule:

3.2 Add Crisis Response Specialist I and Crisis Response Specialist II under Civilian Employees

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?

Longview Police Department started a Behavioral Health Unit in 2021 and contracted with Columbia Wellness to provide Mental Health Professionals (MHPs) to work as co-responders with law enforcement officers. The city is now transitioning to hiring these positions as city employees rather than contracted positions. The Crisis Response Specialists will work out of the police department. We are requesting to add this to the Police Civil Service rules.

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

Group or Individual Submitting:	Police Chief Robert Huhta	Date Submitted:	6/1/23
Address:	1351 Hudson Street	Phone Number:	(360) 442-5800
City:	Longview	Cell Number:	(360) 353-6908
State/Zip:	WA 98632	E-mail Address:	robert.huhta@ci.longview.wa.us

Section 2: Current Civil Service Rule:

Rule Number: 7614

Current Rule Text:

7 Qualifications of Applicants

Section 3: Proposed Change

Proposed Change to the Rule:

7.6.14 ADD Crisis Response Specialist I - No person shall be admitted to an examination for the position of Crisis Response Specialist I who has not completed a Master's Degree in social welfare, psychology, social work or a related field and four years of experience performing mental health outreach or as a substance abuse specialist and/or working with individuals with acute or severe mental health concerns, or any equivalent combination of education, training and/or experience that provides the required knowledge and abilities. This position is also required to hold a Mental Health Professional license in the state of Washington.

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 Crisis Response Specialist I position is a new position that is being added to the police department and therefore needs to be added to the civil service rules.

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?

The Crisis Response Specialist I requires a higher level of education than the Crisis Response Specialist II. This position is also required to have an MHP license through the Washington State Department of Health.



Civil Service Rule

Proposed Change Form

Section 1: Requestor Information

Group or Individual Submitting:	Police Chief Robert Huhta	Date Submitted:	6/1/23
Address:	1351 Hudson Street	Phone Number:	(360) 442-5800
City:	Longview	Cell Number:	(360) 353-6908
State/Zip:	WA 98632	E-mail Address:	robert.huhta@ci.longview.wa.us

Section 2: Current Civil Service Rule:

Rule Number: 7615

Current Rule Text:

7 Qualifications of Applicants

Section 3: Proposed Change

Proposed Change to the Rule:

7.6.15 ADD Crisis Response Specialist II - No person shall be admitted to an examination for the position of Crisis Response Specialist II who has not completed a Bachelor's Degree in social welfare, psychology, social work or a related field and four years of experience performing mental health outreach or as a substance abuse specialist and/or working with individuals with acute or severe mental health concerns, or any equivalent combination of education, training and/or experience that provides the required knowledge and abilities.

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 Crisis Response Specialist I position is a new position that is being added to the police department and therefore needs to be added to the civil service rules.

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?