

Longview Civil Service Commission
Regular Meeting Agenda
May 7, 2024– 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: April 9, 2024

AUDIENCE COMMENTS*

POLICE BUSINESS
Entry-Level Police Officer eligibility list

Request for Civil Service Rule Change: 7.6.16
Request for Civil Service Rule Change: 3.2

FIRE BUSINESS
None

OTHER
None

NEXT MEETING
Next Regular Meeting: June 4, 2024, 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 April 9, 2024
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, Interim Fire Chief
Sabrina Fraidenburg, HR Director

Audience Members: None

CALL TO ORDER & ROLL CALL

The meeting was called to order by Commission Chair Mahnke at 4:01pm

APPROVAL OF MINUTES:

A motion was made by Commissioner Morrill and seconded by Commissioner Burns to approve the regular meeting minutes of March 5, 2024. **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 Commissioner Burns. **Motion passed 2-0.**

Marjorie Pedersen presented the Lateral 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 provided a staffing levels and recruitment update.

FIRE BUSINESS:

Interim Chief Dunaway provided a staffing levels and recruitment update.

HR Director Fraidenburg provided a Fire Chief recruitment update.

APPEALS/WAIVERS:

None

OTHER:

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 4:13pm.

NEXT MEETING:

The next regularly scheduled meeting will be held on **May 7, 2024, at 4:00** pm at City Hall.

Approved:

Attest:

Hal Mahnke, Commission Chair Date

Marjorie Pedersen,
Civil Service Secretary/Examiner



Civil Service Rule

Proposed Change Form

Section 1: Requestor Information

Group or Individual Submitting:	Police Chief Robert Huhta	Date Submitted:	5/2/24
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: 22

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, Crisis Response Specialist I, Crisis Response Specialist II

Section 3: Proposed Change

Proposed Change to the Rule:

3.2 Add Community Outreach Coordinator 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?

The Community Outreach Coordinator position was created in the Community Development Department in 2022. In January 2024, the Community Outreach Coordinator position was transferred from the Community Development Department to the Police Department. We are requesting to add this position 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

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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: 7616

Current Rule Text:

7 Qualifications of Applicants

Section 3: Proposed Change

Proposed Change to the Rule:

7.6.16 ADD Community Outreach Coordinator - No person shall be admitted to an examination for the position of Community Outreach Coordinator who has not completed a bachelor's degree in social work or a similar field and two (2) years experience working in the field of community outreach in particular with the population experiencing homelessness, or a combination of education, training and experience which would provide the necessary skills and abilities to perform the job.

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 Community Outreach Coordinator is a new position that is being added to the police department (formerly part of the Community Development 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?