

**Longview Civil Service Commission**  
**Regular Meeting Agenda**  
**December 2, 2025– 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: November 4, 2025

**AUDIENCE COMMENTS\***

**POLICE BUSINESS**

Entry-Level Police Officer eligibility list  
Civil Service rule change proposal 7.1.1  
Civil Service rule change proposal 7.4

**FIRE BUSINESS**

None

**OTHER**

None

**NEXT MEETING**

*Next Regular Meeting: December 2, 2025, 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 November 4, 2025  
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  
Brad Hannig, Fire Chief

Audience Members: None

**CALL TO ORDER & ROLL CALL**

The meeting was called to order by Commission Chair Mahnke at 4:02pm

**APPROVAL OF MINUTES:**

A motion was made by Commissioner Morrill and seconded by Commission Chair Mahnke to approve the regular meeting minutes of October 7, 2025. **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.**

Chief Huhta provided a staffing level and general department update.

**FIRE BUSINESS:**

Chief Hannig provided a staffing level and general department update.

**APPEALS/WAIVERS:**

None

**OTHER:**

None

**ADJOURNMENT:**

With no further business before the Commission, Commissioner Morrill made a motion to adjourn, seconded by Commission Chair Mahnke and the meeting adjourned at 4:25pm.

**NEXT MEETING:**

The next regularly scheduled meeting will be held on **December 2, 2025, at 4:00** pm at City Hall.

Approved:

Attest:





# Civil Service Rule

## Proposed Change Form

### Section 1: Requestor Information

Group or Individual Submitting:	Police Chief Robert Huhta	Date Submitted:	9/30/2025
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: 711

#### Current Rule Text:

7 Qualifications of Applicants

### Section 3: Proposed Change

#### Proposed Change to the Rule:

7.1.1 REMOVE existing language and REPLACE it with - Lateral entry applicants for Police Officer are subject to the same minimum qualification requirements as entry level applicants. Lateral applicants must have successfully completed the Washington State Basic Law Enforcement Academy or equivalent, as accepted by the Washington State Criminal Justice Training Commission, have 12 months or more active law enforcement experiences (which is calculated from the date of the BLEA graduation) and not have been separated from law enforcement for more than 24 months. These applicants are allowed to apply directly to Human Resources.

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

- Describe for the commission the purpose for changing the rule?  
The police department is requesting to remove the AA requirement from entry level and lateral police officer requirements.
- 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.  
Auburn, Bremerton, Puyallup, Edmonds, Everett, Lynnwood, Walla Walla, Des Moines, Bothell, Issaquah, Clark County Sheriff's Office, Lake Stevens, Wenatchee, Olympia, Tacoma do not require an AA degree. Nearby cities of Vancouver, Kelso, Cowlitz County Sheriff's Office, Battle Ground & Woodland do not require an AA degree.
- Are there any other factors you want the commission to consider when evaluating this rule change proposal?  
Some agencies (Auburn, Des Moines) give preference points to candidates with college degrees.



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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: 7.4

#### Current Rule Text:

7. Qualifications of Applicants

### Section 3: Proposed Change

#### Proposed Change to the Rule:

7.4 Remove SECTION 7.4 entirely. Section 7.1 include the requirement of a high school or equivalent education requirement.

### 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 police department would like to remove the college education requirement for entry level police officer candidates.

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.  
Auburn, Bremerton, Puyallup, Edmonds, Everett, Lynnwood, Walla Walla, Des Moines, Bothell, Issaquah, Clark County Sheriff's Office, Lake Stevens, Wenatchee, Olympia, Tacoma do not require an AA degree. Nearby cities of Vancouver, Kelso, Cowlitz County Sheriff's Office, Battle Ground & Woodland do not require an AA degree.

3. Are there any other factors you want the commission to consider when evaluating this rule change proposal?  
Some agencies (Auburn, Des Moines) give preference points to candidates with college degrees.