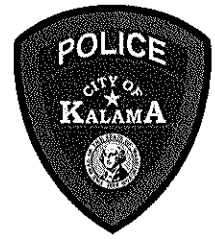




**KALAMA CIVIL SERVICE**  
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## **MEETING AGENDA**

**CALL TO ORDER:** November 23, 2021

**CHANGES TO AGENDA:** Minor changes to the 10/28/21 Minutes  
New Business Added

**APPROVAL OF MINUTES:** October 28, 2021

**OLD BUSINESS:** Update/Organize Rules-Start Planning

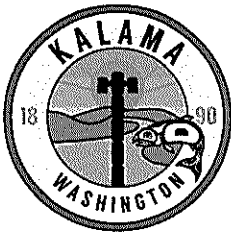
**NEW BUSINESS:** Proposed updated Rule IV. Section 11-  
External Applicants

**CORRESPONDENCE:**

**OTHER:**

**NEXT MEETING:** December 23<sup>rd</sup>- Christmas??

**ADJOURNMENT:**



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**KALAMA CIVIL SERVICE COMMISSION  
REGULAR MEETING  
November 23, 2021**

**CALL TO ORDER**

The meeting was called to order at 5:30 p.m. In attendance were Chairman Lloyd Corgan, Commissioner Dan O'hall, Commissioner Lynn Hughes, Secretary Krystall Marriott, Chief Ralph Herrera and guest Mayor Mike Reuter.

**APPROVAL OF MINUTES**

Chairman Lloyd Corgan presented the minutes from the October 28, 2021 meeting. Commission member Hughes made a motion to approve the minutes with minor changes, Commissioner O'hall second and the minutes were approved.

**OLD BUSINESS**

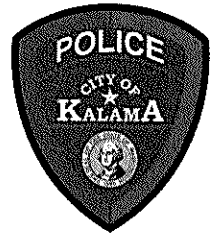
Currently all members have paper copies of the current Kalama Civil Service rules, as well as Battle Ground's Civil Service Rules. An electronic copy of Battle Ground's rules had been emailed to each member. Secretary Krystall Marriott provided a proposed timeline to each commissioner to see how the commission would like to proceed with the rule's revision. Chairman Corgan found a model code by Steve DiJulio, the attorney that ran the Civil Service Conference, which appears to be the same model that Battle Ground used. He noticed that Battle Ground had added paragraphs that were not in the model. O'hall also agreed noticing that as well. Chief Herrera said after our process is complete, we will also have added our own wording that will be the best practice for Kalama. Chairman Corgan was impressed with the amount of litigation that has happened within Civil Service and would be reluctant to stray to far away from the model code. When comparing the codes, all agreed that Kalama rules have more delineation and Battle Ground may be lacking in definition and vice versa in some areas. Commissioner O'hall liked how Battle Ground's rules were to the point and much better written.

Commissioner O'hall asked if the Commission could meet collectively and go through all of their notes together. Commissioner Hughes said that would create an open meeting and would have to be public, however they could do workshops. Chief Herrera noted that by using the proposed timeline it would give members the opportunity to break up the revision in 20 page sections to be reviewed during meetings. Commissioners could write notes and questions in the margins to be discussed and reviewed at the following Civil Service Meeting. Commissioner O'hall ask if after the first 20 pages were reviewed if they would go to City Attorney to be reviewed. It was suggested that rather than sending to the attorney section by section it go after the final draft is complete. Discussion took place that if the review stops in the middle of a section to finish to the nearest whole section. All agreed on proposed schedule and the goal was to finish by April 2022.



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### NEW BUSINESS

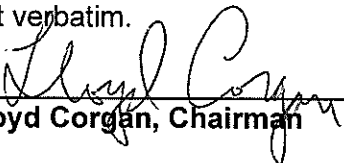
Chief Herrera mentioned briefly last meeting that he was hopeful to be hiring a second Sergeant position in late Spring 2022. With this in mind, the current rules allow for an internal and external promotional hiring process. The rules state in order for a patrolman to be eligible to apply for a promotion, they must have served a minimum of 5 years of satisfactory service at an accredited police department. A lateral must have served 5 continuous years and be actively employed. The request is to expand the wording so that the rules would give more grace to someone who may have worked more service years but has recently separated for whatever reason from their department and not be currently employed, but still have an active certification. Most certifications expire within 2 years of separation from their department. There is value in considering an outside applicant that could have separated law enforcement with 15 years of service vs a patrolman who has moved around from agency to agency for 5 years. This change would cast a much wider hiring net and would give the guild much more opportunity to be involve in the hiring process, assuming more applicants would apply. The addition would be to take out "must be actively employed" and add in that if not actively employed, must still have an active certification. This change would be added to the existing code and added to the future revision. All commission members agreed, staff will bring language to the next meeting.

### OTHER

Next regular meeting will be scheduled on December 21, 2021 at 5:30pm due to the Christmas holiday.

### ADJOURNMENT

Chairman Corgan adjourned the meeting at approximately 6:05 p.m. These minutes are not verbatim.

  
\_\_\_\_\_  
Lloyd Corgan, Chairman

  
\_\_\_\_\_  
Krystall Marriott, Secretary