



**KALAMA CIVIL SERVICE**  
PO Box 1007  
Kalama, WA 98625  
Phone: (360) 673-2165



## **MEETING AGENDA**

**CALL TO ORDER:** March 2, 2022

**APPROVAL OF MINUTES:** January 27, 2022

**OLD BUSINESS:** Rules Revision working meeting

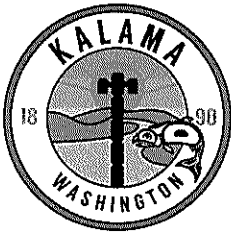
**NEW BUSINESS:** Entry Level List-Extend

**CORRESPONDENCE:**

**OTHER:**

**NEXT MEETING:** March 24, 2022

**ADJOURNMENT:**



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### **KALAMA CIVIL SERVICE COMMISSION REGULAR MEETING MARCH 2, 2022**

#### **CALL TO ORDER**

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

#### **APPROVAL OF MINUTES**

Chairman Corgan presented the minutes from the January 24, 2022 meeting. Commissioner Hughes made a motion to approve the minutes, Chairman Corgan second and the minutes were approved.

#### **NEW BUSINESS**

Secretary Marriott informed the Commission that the Entry Level List was due to expire March 25<sup>th</sup> of this month. Chief Herrera requested that the Commission extend the current list 6 months. Secretary Marriott emailed the applicants on the current list requesting contact be made if they were still interested in Kalama. She heard from 6 out of the 9 applicants, 4 have withdrawn and 2 are highly still interested, 3 were no responses. Clerk Marriott asked to remove the withdrawn/no responses and proceed to extend the list with the 2 applicants. Oral Boards will be held late this Summer before the list expires. Commissioner Hughes made a motion to extend the Entry Level List 6 months, Chairman Corgan 2<sup>nd</sup> and the list was extended to expire September 25, 2022.

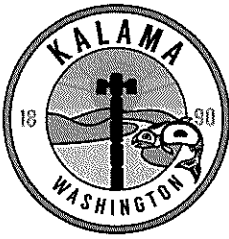
#### **OLD BUSINESS**

The workshop began from page 45 to the end of the proposed new Kalama Civil Service Rules. Commissioners used the Battle Ground Civil Service Rules as a model to continue the review.

Commissioner Hughes asked how long after the Commission accepts the new rules before they would go into effect. Discussion took place on the rest of the process and whom will be reviewing the rules before the final draft is brought to the Commission for final approval. The Guild, Clerk Treasurer, City Administrator would review, as well as the City Attorney would also be reviewing. It would go in affect as soon as it was signed by the Commission at a regular meeting.

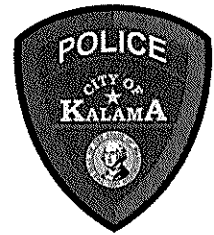
The following sections had additions or changes:

14.02 – Replace "Secretary" with "Commission"



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15.02- Clarification was made on who the Department Head was and if it was the same as the appointing authority. The Chief of Police is the Department Head and appointed authority. It was agreed to change appointed authority to be consistent and say Department Head or City Clerk throughout the document as necessary.

16.02 – Remove HR “Human Resources Dept” & replace with Department Head or City Clerk as necessary

16.03- Remove HR “Human Resources Dept” & replace with “Department Head”, last sentence remove “or the Human Resources Department”.

16.04 – Add “in good standing”.

17.01.02 – Replace Human Resources Dept with Department Head or City Clerk as necessary.

17.03.02 – Add/change working to “the Secretary shall bring to the Commission the ability”

17.05.02 – “Commission” should not be capitalized

Chapter 19 – Attorney to review – have him also review Chairman Corgan’s notes

19.04.04- “officers” should be “officer”

20.02.01 – Remove “to the extent employable” & replace with “in accordance with a medical certification from a qualified treating professional who has reviewed the position’s job description:.

20.02.02 – Should be “discharged from service for cause”

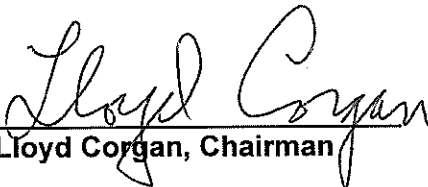
Secretary Marriott will bring a new clean copy of the draft Kalama Civil Service Rules showing the changes stricken and marked in red, with additions in red only. She will have the final draft brought to the Commission to review after it has been reviewed by the City Attorney.


### OTHER

Next regular meeting will be tentatively scheduled for March 24, 2022 at 5:30pm.

### ADJOURNMENT

Chairman Corgan adjourned the meeting at approximately 6:55 p.m. These minutes are not verbatim.

  
Lloyd Corgan, Chairman

  
5/4/22  
Krystall Marriott, Secretary