



## CIVIL SERVICE COMMISSION MEETING MINUTES

WEDNESDAY, JULY 17, 2013

The City of Centralia Civil Service Meeting was called to order at 5:16 pm by Chairman Willey.

PRESENT: Chairman Willey, Commissioner Welsh, Chief Berg and Secretary/Examiner Stritmatter. Commissioner Hays was absent.

AGENDA: Approval of the agenda as presented by the following:

Chairman – Bob Willey: Motion

Commissioner – Cliff Welsh: 2<sup>nd</sup>

Chairman – Bob Willey: Approve

Commissioner – Cliff Welsh: Approve

MINTUES: Approval of the June 19, 2013 minutes as written by the following:

Chairman – Bob Willey: Motion

Commissioner – Cliff Welsh: 2<sup>nd</sup>

Chairman – Bob Willey: Approve

Commissioner – Cliff Welsh: Approve

UPDATE ON POLICE RECORDS TECHNICIAN RECRUITMENT:

Secretary/Examiner Stritmatter announced that the Police Records Technician testing will take place at 8:30 am on Saturday, July 20, 2013 at Centralia College. Chairman Willey indicated that he would be available to assist with the testing. 41 candidates have been invited to test.

POLICE DEPARTMENT – PROBATIONARY REPORT, OFFICERS MERCER AND

WEISMILLER: Chief Berg filed a letter with the Civil Service indicating that effective July 16, 2013 Officer Fredrick J. Mercer was appointed to the position of Police Officer.

Chief Berg reported that Officer Phil Weismiller in the opinion of the appointing authority did not merit a regular appointment at this time. He also noted that after careful consideration with the Command staff, Sergeants, Human Resource

Director and City Attorney an agreement was carefully crafted to extend his probationary period for another six months to January 15, 2014 to give him an opportunity to address and remedy the deficiencies of concern. Chief Berg indicated that the negotiating contract supersedes the Civil Service rules, therefore, this extension would be allowed.

Chief Berg noted that when meeting with Officer Weismiller he informed him that any appeals could go through Civil Service or the Union and Officer Weismiller agreed that any and all appeals will be held through the grievance process.

No other business.

Commissioner Welsh moved to adjourn the meeting at 5:28 p.m. Chairman Willey seconded. Approved by a vote of 2 to 0.

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Bob Willey, Chairman

Angie Stritmatter, Secretary/Examiner

CITY OF CENTRALIA CIVIL SERVICE POLICE RECORDS TECHNICIAN SCORING

2013

Vet	Part	Applicant	Rank Control #	Applicant lastname firstname	Pref	1 & Reviewers PART	2 Scores Part 3	3	SUPPLEMENTAL SCORING			WRITTEN SCORING			INTERVIEW SCORING																		
									Supp	Supp	Supp Score	Weighted	Supp Score	Written	Written	Written	Average	Total	Interview	Points	POSS												
No	77	201313 House	Natasha	Teri	No	77	17	18	16	17.00	94.00	71.21%	21.36%	88.44	88.44	26.53%	Yes	90	89	86	88.33	88.33	76.67	76.67	80.33	80.33	80.33	80.33	32.13%	70.95%	70.96%	35.33%	83.22%
No	66	201345 Simpson	Teri	Teri	No	66	18	20	16	18.00	84.00	63.64%	19.09%	70.67	70.67	21.20%	Yes	96	74	60	76.67	76.67	76.67	76.67	80.33	80.33	80.33	32.13%	70.95%	70.96%	30.67%	70.96%	
No	39	201335 Steele	Stefanie	Stefanie	No	39	14	15	11	13.33	52.33	39.65%	11.89%	89.78	89.78	26.93%	No	84	80	77	80.33	80.33	80.33	80.33	80.33	80.33	80.33	32.13%	70.95%	70.96%	30.67%	70.96%	
No	34	201319 Rawlings	Dione	Dione	No	34	15	18	13	15.33	49.33	37.37%	11.21%	89.44	89.44	26.83%	Yes	69	75	56	66.67	66.67	66.67	66.67	80.33	80.33	80.33	32.13%	70.95%	70.96%	30.67%	70.96%	
no	59	201373 Gunn	Teresa	Teresa	no	59	16	18	11	15.00	74.00	56.06%	16.82%	84.33	84.33	25.30%	No	53	66	50	56.33	56.33	56.33	56.33	80.33	80.33	80.33	32.13%	70.95%	70.96%	30.67%	70.96%	
No	45	201315 Hamilton	Grace	Grace	No	45	18	20	17	18.33	63.33	47.98%	14.39%	76.45	76.45	22.93%	Yes	77	69	52	66.00	66.00	66.00	66.00	80.33	80.33	80.33	32.13%	70.95%	70.96%	30.67%	70.96%	
No	32	201316 Leo	Teri	Teri	No	32	16	20	12	16.00	48.00	36.36%	10.91%	82.78	82.78	24.83%	No	79	69	59	69.00	69.00	69.00	69.00	80.33	80.33	80.33	32.13%	70.95%	70.96%	30.67%	70.96%	
No	24	201332 Toups	Melody	Melody	No	24	15	20	14	16.33	40.33	30.56%	9.17%	93.78	93.78	28.13%	No	46	73	47	55.33	55.33	55.33	55.33	80.33	80.33	80.33	32.13%	70.95%	70.96%	30.67%	70.96%	
No	32	201361 Farmer	Ann	Ann	No	32	12	20	17	16.33	48.33	36.62%	10.98%	84.00	84.00	25.20%	Yes	44	62	65	57.00	57.00	57.00	57.00	80.33	80.33	80.33	32.13%	70.95%	70.96%	30.67%	70.96%	
No	41	201341 Muller	Debra	Debra	No	41	12	16	4	10.67	51.67	39.14%	11.74%	90.22	90.22	27.07%	Yes	18	31	31	26.67	26.67	26.67	26.67	80.33	80.33	80.33	32.13%	70.95%	70.96%	30.67%	70.96%	

CERTIFIED BY:

DATE CERTIFIED:

LIST EXPIRATION DATE:

TOTAL	Weighted	Interview	Score	40%
83.22%	35.33%	30.67%	70.96%	70.95%
64.71%	26.67%	64.71%	70.96%	70.95%
63.72%	26.40%	63.72%	70.96%	70.95%
63.34%	27.60%	63.34%	70.96%	70.95%
59.43%	22.13%	59.43%	70.96%	70.95%
58.98%	22.80%	58.98%	70.96%	70.95%
49.48%	10.67%	49.48%	70.96%	70.95%



August 13, 2013

Centralia Civil Service Commission  
PO Box 609  
Centralia, WA, 98531

**Subject: Request for Rule Amendment**

To the Civil Service Commission:

I write to request that Rule X Section 1, Length of Probationary Period, be amended. The rule currently provides that unless the employee is a lateral entry employee, the probationary period is eighteen (18) months. This rule was designed to extend the probationary period for a police officer who spends six months of the probationary period at the basic law enforcement academy. Because of the wording, this longer probationary period also applies to non-law enforcement positions in the agency. Such was never the intent when the rule was adopted.

An easy fix exists to this problem. The language could be changed as follows:

**RULE X. - PROBATIONARY PERIOD**

Section 1 - Length of Period

No person shall receive regular status in a position until he/she has satisfactorily served a probationary period of one (1) year; provided that for non-lateral entry level police officer positions, the probationary period shall be for eighteen (18) months. Persons re-employed who had formerly achieved regular status in a particular class shall be subject to a probationary period of three (3) months. (Resolution 1745; April 13, 1982)

We will have a representative at your August meeting to answer any questions you might have relative to this rule amendment request. Thank you.

Sincerely,

Robert Berg  
Chief of Police

cc: Candice Rydalch, Personnel Director  
118 W. Maple • P.O. Box 609  
Centralia, Washington 98531-0609  
Phone (360) 330-7680 • Fax (360) 807-6210

*Our Mission*

*Work in partnership with our community to protect life and property, reduce crime, and enhance the security and quality of life in our city.*



August 15, 2013

Centralia Police Civil Service Commission  
PO Box 609  
Centralia, WA 98531

**SUBJECT: Probationary Police Records Technician Appointment  
Natasha Ann House**

To the Centralia Civil Service Commission:

Effective September 3, 2013 Ms. Natasha Ann House is appointed to the position of Probationary Police Records Technician in accordance with your rules. She will serve a probationary period of 12 months. If you have any questions, please feel free to contact me. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Berg", is written over a circular stamp. The signature is fluid and cursive.

Robert Berg  
Chief of Police

cc: PRT Natasha A. House  
Personnel File (House)  
Candice Rydaltch, Personnel Director  
Rob Hill, City Manager

118 W. Maple • P.O. Box 609  
Centralia, Washington 98531-0609  
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[www.cityofcentralia.com](http://www.cityofcentralia.com)

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