



Civil Service Commission  
Special Meeting  
July 30, 2024 / 1:00 pm  
City Council Chambers

Chairman: Vacant  
Commissioners: Matt Steadman  
William Teaford

CITY OF SELAH  
115 West Naches Avenue  
Selah, Washington 98942

Fire Chief: James Lange  
Interim Police Chief: Dustin Soptich  
Chief Examiner: Vacant

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## AGENDA

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes – May 9, 2024 Meeting
- D. Communications
- E. General Business
  - 1. Rich Huebner
    - a. Election of Chair
- F. Old Business
- G. New Business
  - 1. Rich Huebner
    - a. Confirm Chief Examiner
  - 2. Dustin Soptich
    - a. Certify 2024 Entry Level Police Officer List
- H. Board Member Reports
- I. Staff Reports
- J. Adjournment



**City of Selah Civil Service Commission**

Thursday, May 9, 2024  
City Hall Council Chambers

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A. CALL TO ORDER – Chair Tierney called the meeting to order at 1:00 p.m.

B. ROLL CALL

Commissioners Present: Chair John Tierney, Bill Teaford, Matthew Steadman  
Staff Present: City Administrator Rich Huebner; Police Chief Daniel Christman;  
Mayor Roger Bell

C. APPROVAL OF MINUTES: January 11, 2024 Regular Scheduled Meeting  
Commissioner Steadman moved to approve the minutes as presented. Commissioner Teaford seconded. Motion carried unanimously.

G. NEW BUSINESS

1. Certify 2024 Police Lieutenant List

Chief Christman presented the list for the position of Police Lieutenant. Chief Christman explained that the Police Lieutenant position was frozen through the end of 2023, and that in 2024, Mayor Bell authorized the filling of the position. The position was advertised both internally and externally; three applications were received, including two outside candidates and one internal candidate. All three applications scored similarly on the written essay portion, and were invited to an oral board. The oral board consisted of the Union Gap Police Chief, a Sunnyside Police Commander, and Yakima County Sheriff's Office Lieutenant. Chief Christman identified the three candidates, and provided a brief background on each.

Chair Tierney asked if the candidates would need to undergo a background check and polygraph test. Chief Christman explained the external candidates would, the internal candidate would not. Chair Tierney asked how many years of service the top-ranked candidate had. Chief Christman explained he had approximately 10 years in law enforcement, and was a former dispatcher as well.

Commissioner Steadman moved to approve the list as presented. Commissioner Teaford seconded. Motion carried unanimously.

2. Excluding Leadership Positions from Civil Service System

Rich Huebner presented a proposed written statement for the Commission to consider. The statement included background information on the Revised Code of Washington (RCW) chapter that enables local municipalities to exempt the position of Police Chief from the Civic Services system, and the Deputy Police Chief position when the Police Chief position has been so exempted. The statement detailed that the City has previously exempted both positions, but that the record of the exemption of the Deputy Chief position is not available. The draft written statement is

requested to be issued by the Commission, reaffirming the past practice that the Deputy Chief position is exempted.

General discussion ensued regarding the appointment process, and at whose pleasure appointed positions serve at.

Commissioner Steadman moved to approve the Written Statement as presented. Commissioner Teaford seconded. Motion carried unanimously.

I. STAFF REPORTS

City Administrator Huebner reported that Treesa Morales has accepted an advancement opportunity with another municipality, and that her last day with the City was March 29. With her departure, the position of Civic Service Chief Examiner is vacant. The City is currently recruiting for a Human Resources Specialist, and the selected candidate is expected to be the new Chief Examiner. Mr. Huebner expects to introduce this person at the next Civil Service meeting.

H. ADJOURNMENT

Commissioner Steadman moved to adjourn the meeting, and Chair Tierney seconded. Motion carried unanimously.

The meeting was adjourned at 1:21 p.m.

Approved: \_\_\_\_\_  
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