



Civil Service Commission
Regular Scheduled Meeting
October 10, 2024 / 1:00 pm
City Council Chambers

Chairman: William Teaford
Commissioners: Gary Hanna
Matt Steadman

CITY OF SELAH
115 West Naches Avenue
Selah, Washington 98942

Fire Chief: James Lange
Police Chief: Dustin Soptich
Chief Examiner: Michelle Damron

AGENDA

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes – July 30, 2024 Meeting
- D. Communications
- E. General Business
- F. Old Business
- G. New Business
 - 1. Dustin Soptich
 - a. Request to remove name from certified eligibility list
 - b. Sergeant's exam
- H. Board Member Reports
- I. Staff Reports
- J. Adjournment



City of Selah Civil Service Commission

Tuesday, July 30, 2024
City Hall Council Chambers

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

B. ROLL CALL

Commissioners Present: Gary Hanna, Bill Teaford, Matthew Steadman
Staff Present: City Administrator Rich Huebner; Interim Police Chief Dustin Soptich; Fire Chief Jim Lange; City Clerk Courtney McGarity; Human Resources Michelle Damron; Mayor Roger Bell;

C. APPROVAL OF MINUTES: May 09, 2024 Regular Scheduled Meeting
Commissioner Steadman moved to approve the minutes as presented. Commissioner Teaford seconded. Motion carried unanimously.

E. GENERAL BUSINESS

1. Election of the Chair

City Administrator Huebner reported that Chair Tierney submitted his resignation to the Mayor due to relocating. Mr. Hanna has been appointed by the Mayor as the new member of the Civil Service Commission. Mr. Huebner informed the members that a Chair needs to be elected. Commissioner Steadman nominated Commissioner Teaford and Commissioner Hanna seconded. Motion carried unanimously. Commissioner Teaford elected as Chair of Civil Service Commission. Mr. Huebner “turned over” the meeting to Chair Teaford.

G. NEW BUSINESS

1. Confirm Chief Examiner

City Administrator Rich Huebner reported that the City recently hired Michelle Damron as the new Human Resources and Community Outreach Specialist. Mr. Huebner requested for a motion to confirm Michelle Damron as the Chief Examiner. Motion to confirm by Chair Teaford and Commissioner Steadman seconded. Motion carried unanimously.

2. Certify 2024 Entry Level Police Officer List

City Administrator Huebner thanked everyone for their availability to attend a special meeting to be able to begin the background process with the hope to enroll the selected candidate into the next round of the police academy. Mr. Huebner introduced Interim Police Chief Dustin Soptich.

Interim Chief Soptich began by explaining the testing process. Interim Chief Soptich stated that on Monday, July 22 the test was conducted and there was a total of 23 candidates who showed up out of 29 applicants. A written exam with two essay questions was conducted as the first initial part of the test. The candidates had 30 minutes to complete the written. All of the candidates who

participated in the written then moved on to participate in the physical agility test. All but one person passed the physical agility test. 11 candidates passed the written. The group who scored the written test consisted of a Selah Police Sergeant, a Major Crimes Detective from Yakima Police Department, and two community members. The top ten candidates moved on to the oral board, four of which passed. The oral board consisted of a Sergeant from Selah Police Department, a Police Officer from Selah Police Department, the Selah Police Department Community Services Specialist, and a community member from Selah who has public safety experience.

A list of the four candidates who passed with an overall score of at least 70 was provided to the Commissioners. The candidate who was ranked fourth chose to use their Veteran's preference points, which moved them up to third in the rankings. Interim Chief Soptich stated that present during the process was Michelle Damron, Human Resources and newly appointed Chief Examiner, to verify that the test was conducted fair and consistent with the City of Selah hiring rules. Chair Teaford asked if all the finalists will be Entry Level Officers; Interim Chief Soptich confirmed they were all Entry Level Officers and explained that none of the four Lateral's that applied passed the testing process. Chair Teaford asked how many candidates will be hired at this time; Interim Chief Soptich explained there is currently one open position, and that he anticipates a second opening in the month of August or early September, with a potential for a third position depending on the way things may move around in the department.

City Administrator Huebner explained that certifying the list as early as possible enables the Police Department to complete the process in time for the academy. Commissioner Steadman made a motion to certify the list. Chair Teaford seconded. Motion carried unanimously

H. BOARD MEMBER REPORTS

Commissioner Hanna requested a copy of the bylaws. City Administrator Huebner confirmed a copy of the bylaws will be given to Commissioner Hanna.

Commissioner Hanna requested for the agenda and minutes to be sent to members prior to meeting. City Administrator Huebner confirmed that this will be added to the process.

I. STAFF REPORTS

Interim Chief Soptich requested to conduct a Chief's Interview as part of the process. Motion to confirm by Chair Teaford and Commissioner Steadman seconded. Motion carried unanimously.

Fire Chief Jim Lange explained to Interim Chief Soptich that there are proposed edits to the bylaws that they have been previously working on.

J. ADJOURNMENT

Commissioner Hanna moved to adjourn the meeting, and Chair Teaford seconded. Motion carried unanimously.

The meeting was adjourned at 1:19 p.m.

Approved: _____

