



Civil Service Commission  
Regular Scheduled Meeting  
November 14, 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

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## AGENDA

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes – October 10, 2024 Meeting
- D. Communications
- E. General Business
- F. Old Business
- G. New Business
  - 1. Police Chief Dustin Soptich
    - a. Request to certify Sergeant list
- H. Board Member Reports
- I. Staff Reports
- J. Adjournment



**City of Selah Civil Service Commission**

Thursday, October 10, 2024

City Hall Council Chambers

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

B. ROLL CALL

Commissioners Present: Gary Hanna, Matthew Steadman, Bill Teaford

Staff Present: City Administrator Rich Huebner; Police Chief Dustin Soptich; Chief Examiner Michelle Damron; Fire Chief Jim Lange

C. APPROVAL OF MINUTES: July 30, 2024 Regular Scheduled Meeting

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

G. NEW BUSINESS

1. Request to remove name from certified eligibility list

Chief Soptich requested to remove a candidate's name from the eligibility list that was certified at the July 30, 2024 meeting. Chief Soptich stated the name of the candidate and explained that he had reason to believe the candidate had been dishonest during the interview process. Chief Soptich stated an external investigation had been conducted, and that the outcome confirmed the candidate's dishonesty.

Chief Soptich explained that the internal procedures have been addressed and improved to prevent any future complications during the testing process.

Chief Soptich explained that the candidate was notified of the intent to remove their name from the certified eligibility list and their right to appeal according to the Civil Services rules. Notification to the candidate was sent by certified mail.

Commissioner Hanna made a motion to remove the candidate's name from the certified eligibility list. Commissioner Steadman seconded. Motion carried unanimously.

\*The vote held at this meeting will be effective on October 12, 2024 as long as the candidate does not appeal the request to remove his name from the certified eligibility list.

2. Sergeant's exam

Chief Soptich stated that Sergeant Gause was promoted to Lieutenant. The vacant Sergeant position was posted for two weeks externally and four internal candidates applied. Public Safety Testing has been hired to conduct the Sergeant's exam on November 12, 2024. Chief Soptich explained the Sergeant's exam process. The list will be presented during the November 14, 2024 Commission meeting.

H. BOARD MEMBER REPORTS

Commissioner Hanna requested a revision date be added to the by-laws. City Administrator Huebner confirmed a revision date will be added to the by-laws.

Commissioner Hanna questioned the approval of the May 09, 2024 minutes at the July 30, 2024 meeting. Commissioner Hanna requested that it reflect he abstained from the motion to approve the May 09, 2024 minutes due to not being present during the May 09, 2024 meeting.

City Administrator Huebner requested approval to update the minutes to reflect Commissioner Hanna's abstention. Request approved.

J. ADJOURNMENT

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

The meeting was adjourned at 1:22 p.m.

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