

**CITY OF LAKE STEVENS
CIVIL SERVICE MEETING MINUTES**

Wednesday, March 12, 2014

Permit Center Conference Room, 1820 Main Street, Lake Stevens, WA

CALL TO ORDER: 6:03 p.m. by Hal Hupp, Chairperson

COMMISSIONERS PRESENT: Hal Hupp, Chairperson
Jim Palmer
Danny Pitocco

COMMISSIONERS ABSENT: None

STAFF MEMBERS PRESENT: Chief Examiner, Steven Edin
Interim Police Chief, Dan Lorentzen
Interim Police Commander Dennis Taylor

OTHERS: None

Removal of Action Item C from the Agenda

Chief Examiner Edin requested to remove Action Item C from the agenda. The Commission approved.

Approval of Civil Service Commission Meeting Minutes Dated November 20, 2013

MOTION by Commissioner Palmer, seconded by Commissioner Pitocco to approve the Civil Service Commission meeting minutes dated November 20, 2013. **MOTION** passed unanimously.

Approval of the Police Lieutenant Eligibility List Dated March 12, 2014

As Subject Matter Expert, Interim Commander Taylor gave a brief presentation to the Commission of the City's Lieutenant Assessment Center process held on March 4, 2014. The Assessment Center was facilitated by Jon Walters and Robbie Berg of Public Safety Testing. Chief Examiner Edin was present to observe the process. Candidates at the Assessment Center participated in four exercises. The four exercises included: 1. A Structured Interview with Oral Summation; 2. A Citizen Employee Couplet and Writing Summation; 3. An In-Basket with Oral Presentation; and 4. A Lieutenant's Unit Meeting. Chief Examiner Edin reported that six candidate originally applied to attend the Assessment Center. One candidate dropped out at the last minute due to family issues. Of the five candidates who participated, three passed the assessment center.

MOTION by Commissioner Pitocco, seconded by Commissioner Palmer to approve the Police Lieutenant Eligibility List dated March 12, 2014. **MOTION** passed unanimously.

Future Civil Service Commission Meeting Dates

No future meetings are planned at this time.

MEETING ADJOURNED by Commissioner Hupp at 6:18 p.m.

Respectfully Submitted:



Steven R. Edin
Civil Service Secretary/Chief Examiner

Approved By:



Halley Hupp
Chairperson