

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

Monday, November 17, 2014

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

CALL TO ORDER: 5:59 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  
Police Chief, Dan Lorentzen

OTHERS: None

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**Approval of Civil Service Commission Meeting Minutes Dated August 6, 2014**

**MOTION** by Commissioner Palmer, seconded by Commissioner Pitocco to approve the Civil Service Commission meeting minutes dated August 6, 2014. **MOTION** passed unanimously.

**Approval of the Entry-level Police Officer Eligibility List Dated November 17, 2014**

Chief Examiner Edin reported that 17 candidates were invited to this round of Entry-level Police Officer oral boards. Of the 17 candidates, 7 attended with 1 no show. All 7 candidates passed the oral boards.

**MOTION** by Commissioner Pitocco, seconded by Commissioner Palmer to approve the Entry-level Police Officer Eligibility List dated November 17, 2014. **MOTION** passed unanimously.

**Approval of the Lateral (Experienced) Police Officer Eligibility List Dated November 17, 2014**

Chief Examiner Edin reported that 5 candidates were invited to this round of Lateral (Experienced) Police Officer oral boards. Of the 5 candidates, 3 attended. Two candidates were interviewed via Skype. All 3 candidates passed the oral boards.

**MOTION** by Commissioner Palmer, seconded by Commissioner Pitocco to approve the Lateral (Experienced) Police Officer Eligibility List dated November 17, 2014. **MOTION** passed unanimously.

**Amendment of Rule 8.02 Examination Announcement**

Chief Examiner Edin is recommending the following changes to this section:

1. Changing “shall” to “may” when referencing public notices of examinations in the first sentence.
2. Changing all references of “Commissioner’s office” to “Chief Examiner’s office” in the remainder of the Rule.

Chief Examiner Edin explained that advertising doesn’t necessarily take place in the official newspaper every time there is a testing. Advertising may be done in magazines such as Police One or other on-line media sources. Chief Examiner Edin also explained there is no Commissioner’s office. All Civil Service Commission business is conducted in the Chief Examiner’s office, which is also the Human Resources Department.

Commissioner Hupp suggested revising this section to include language addressing other advertising opportunities that may be utilized besides the official newspaper. Changing the word “shall” to “may” when referencing public notice media doesn’t necessarily address what advertising can be utilized, or what authority the Chief Examiner has when utilizing media sources.

**The changing of media sources when referencing public notices of examinations will be tabled.** Chief Examiner Edin will draft some language for advertising media for the Commissioner’s review and approval at a future meeting.

**MOTION** by Commissioner Pitocco, seconded by Commissioner Palmer to approve the amendment of Rule 8.02 Examination Announcement changing all references of “Commission’s Office to “Chief Examiner’s Office.” **MOTION** passed unanimously.

#### **Amendment of Rule 8.10.1 Sergeant Promotional Examination**

Chief Examiner Edin reported that there has been some confusion of when promotional examinations will be conducted. Past practice has been for the City to conduct promotional testing only when vacancies occurs. This has been due to the cost to conduct assessment centers. Chief Examiner Edin is recommending the following change to Rule 8.10.1:

1. Promotional examinations “may” be announced and applications accepted when vacancies occur, instead of promotional examinations “will” be announced.
2. Assessment exercises “may” be administered and scored in accordance with this chapter, instead of assessment exercises “will” be administered and scored in accordance with this chapter.

**MOTION** by Commissioner Pitocco, seconded by Commissioner Palmer to approve the amendment of Rule 8.10.1 Sergeant Promotional Examination changing “will” to “may” in the last two sentences. **MOTION** passed unanimously.

#### **Amendment of Rule 8.10.2 Lieutenant Promotional Examination**

Again, Chief Chief Examiner Edin reported that there has been some confusion of when promotional examinations will be conducted. Past practice has been for the City to conduct promotional testing only when vacancies occurs. This has been due to the cost to conduct assessment centers. Chief Examiner Edin is recommending the following change to Rule 8.10.2:

3. Promotional examinations “may” be announced and applications accepted when vacancies occur, instead of promotional examinations “will” be announced.
4. Assessment exercises “may” be administered and scored in accordance with this chapter, instead of assessment exercises “will” be administered and scored in accordance with this chapter.

**MOTION** by Commissioner Pitocco, seconded by Commissioner Palmer to approve the amendment of Rule 8.10.2 Lieutenant Promotional Examination changing “will” to “may” in the last two sentences. **MOTION** passed unanimously.

**Amendment of Rule 2.01 Commission – Meetings – Quorums**

Chief Examiner Edin requested direction from the Commission regarding meeting times and dates. Currently, the Commission is meeting, as needed, not the fourth Monday of every month. The Commission agreed that the Rule should reflect current practice.

Chief Examiner Edin was directed to draft some language for approval at the next meeting. Commissioner Hupp suggested including language that addresses proper notification of the meetings.

**Amendment of Rule 2.02 Chair – Vice Chair**

Chief Examiner Edin recommended amending this section to reflect current practice. The Commission typically elects its Chair and Vice Chair at the first meeting of the year.

**MOTION** by Commissioner Pitocco, seconded by Commissioner Palmer to approve the amendment of Rule 2.02 Chair – Vice Chair to reflect electing a Chair and Vice-Chair the first meeting of the year. **MOTION** passed unanimously.

**Future Civil Service Commission Meeting Dates**

Chief Examiner Edin reported that the City will be doing another Entry-level Police Officer oral board on January 9, 2015. Therefore, expect another Civil Service Commission meeting soon after.

**MOTION** by Commissioner Palmer, seconded by Commissioner Pitocco to adjourn the meeting. **MOTION** passed unanimously.

**MEETING ADJOURNED** at 6:19 p.m.

Respectfully Submitted:



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Steven R. Edin  
Civil Service Secretary/Chief Examiner

Approved By:



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Halley Hupp  
Chairperson