

**CITY OF LAKE STEVENS SPECIAL CIVIL SERVICE MEETING AGENDA**  
City Hall Annex  
1812 Main Street, Lake Stevens  
Wednesday, March 24, 2010

CALL TO ORDER: 6:00 P.M.

**ACTION ITEMS:**

- A. Approve minutes of January 6, 2010 meeting.
- B. Approve minutes of February 3, 2010 meeting.
- C. Approval of Lateral (Experienced) Police Officer Eligibility List Dated March 24, 2010.

**DISCUSSION ITEMS:**

**INFORMATION ITEMS:**

- A. Special meeting notice

**ADJOURNMENT:**

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

Wednesday, January 6, 2010

City Hall Annex Conference Room, 1812 Main Street, Lake Stevens, WA

CALL TO ORDER: 6:04 p.m. by Tom Adams, Chairman

COMMISSIONERS PRESENT: Tom Adams  
Hal Hupp  
Cheryl Plumb

COMMISSIONERS ABSENT: None

STAFF MEMBERS PRESENT: Chief Examiner, Steven Edin  
Police Chief, Randy Celori

OTHERS: Council Member Neal Dooley

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**Approval of Civil Service Commission Meeting Minutes dated October 21, 2009**

**MOTION** by Commissioner Hupp, seconded by Commissioner Plumb to approve the Civil Service Commission meeting minutes dated October 21, 2009. **MOTION** passed unanimously.

**Election of Civil Service Chairperson for 2010**

Commissioner Hupp nominated Commissioner Plumb to serve as Lake Stevens Civil Service Commission Chairperson. Commissioner Plumb declined the nomination. Commissioner Hupp nominated Tom Adams to serve another year as Lake Stevens Civil Service Commission Chairperson.

**MOTION** by Commissioner Hupp, seconded by Commissioner Plumb to appoint Commissioner Adams as the 2010 Chair of the Lake Stevens Civil Service Commission. **MOTION** passed unanimously.

Chairman Adams continued the meeting.

**Election of Civil Service Vice-Chairperson for 2010**

Commissioner Plumb nominated Commissioner Hupp to serve another as Lake Stevens Civil Service Commission Vice-Chairperson.

**MOTION** by Commissioner Plumb, seconded by Chairman Adams to appoint Commissioner Hupp as the 2010 Vice-Chair of the Lake Stevens Civil Service Commission. **MOTION** passed unanimously.

### **Approval of Lateral (Experienced) Police Officer Eligibility List Dated January 6, 2010**

Chief Examiner Edin reported that the Police Department conducted another Lateral (Experienced) Police Officer Oral Board on December 16, 2010. Eight candidates were invited to attend with seven showing up. Six of the seven candidates passing with a minimum score of 70%.

**MOTION** by Commissioner Plumb, seconded by Commissioner Hupp to approve the Lateral (Experienced) Police Officer's Eligibility List dated January 6, 2010. **MOTION** passed unanimously.

### **Approval of Police Support Eligibility List Dated January 6, 2010**

Approval of the Police Support Officer Eligibility List dated January 6, 2010 was dropped from the agenda. Oral boards for this position have been rescheduled for January 29, 2010.

### **Future Civil Service Commission Meeting Dates**

Chief Examiner Edin requested that we conduct another Civil Service Commission meeting on Wednesday, February 3, 2010 to approve a new Police Support Officer Eligibility list, and a new Entry-level Police Officer Eligibility list. Chief Celori requested an additional Civil Service Commission meeting on Wednesday, March 17, 2010 to approve a new Lateral (Experienced) Police Officer Eligibility list.

### **Review of Rule-19 "Hearings" of the Rules and Regulations of the Lake Stevens Civil Service Commission**

Chief Examiner Edin reported that per the request of the Commissioners, a copy of Rule-19, "Hearings" has been sent to the City Attorney's office for review. Mr. Edin went on to report that the City Attorney reviewed RCW 41.12.090, regarding civil service appeals, and materials on the MRSC website, including civil service rules from numerous other cities and made the following comments and recommendations:

- "Rule-19 is well written and contains all of the necessary provisions for the proper conduct of civil service appeals." Rule-19 is very similar to all other cities' rules regarding civil service appeals that were reviewed and is nearly identical to several of the other cities' rules.
- Section 19.07 heading should be changed to "Appeals-Withdrawal, Modification, or Compromise" instead of "Appeals-Authority of Department."
- Under Section 19.13, the word "closed" should be inserted between the words "during" and "deliberation" in the fourth line of that section.

**MOTION** by Commissioner Hupp, seconded by Commissioner Plumb to approve the amendments to Rule-19 "Hearings" of the Rules and Regulations of the Lake Stevens Civil Service Commission per the City Attorney's recommendations. **MOTION** passed unanimously.

**Update on Police Department Hiring Process**

Chief Celori and Chief Examiner Edin gave the Commission a brief update on the Police Department's hiring process. There are ten Police Officer positions left to fill.

**MOTION** by Commissioner Hupp, seconded by Commissioner Plumb to adjourn the January 6, 2010 Lake Stevens Civil Service Commission meeting at 6:24 P.M. **MOTION** passed unanimously.

Respectfully Submitted:

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Steven R. Edin  
Civil Service Secretary/Chief Examiner

Approved By:

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Thomas D. Adams  
Chairperson

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

Wednesday, February 3, 2010

City Hall Annex Conference Room, 1812 Main Street, Lake Stevens, WA

CALL TO ORDER: 6:11 p.m. by Hal Hupp, Vice-Chairman

COMMISSIONERS PRESENT: Hal Hupp  
Cheryl Plumb

COMMISSIONERS ABSENT: Tom Adams

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

OTHERS: Council Member Neal Dooley

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**Approval of Civil Service Commission Meeting Minutes dated January 6, 2010**

Approval of the Civil Service Commission Meeting minutes dated January 6, 2010 was **TABLED**. It was decided by the Commission that Chairman Adams should be present to approve the minutes.

**Approval of Entry Level Police Officer Eligibility List Dated February 3, 2010**

Chief Examiner Edin reported that the Police Department conducted a pre-oral board for Entry-level Police Officer on January 21, 2010. Sixty candidates attended this event. From the pre-oral board screening, eleven candidates were invited to attend the regular oral board conducted on January 27, 2010. All eleven candidates attended. Ten passed with a minimum score of 70%.

**MOTION** by Commissioner Plumb, seconded by Commissioner Hupp to approve the Entry-level Police Officer's Eligibility List dated February 3, 2010. **MOTION** passed unanimously.

**Approval of Police Support Officer Eligibility List Dated February 3, 2010**

Chief Examiner Edin reported that the Police Department conducted an oral board for their new Police Support Officer position. Twenty-two candidates were invited to attend with twenty showing up. Seven of the twenty candidates passed with a minimum score of 70%.

**MOTION** by Commissioner Plumb, seconded by Commissioner Hupp to approve the Police Support Officer's Eligibility List dated February 3, 2010. **MOTION** passed unanimously.

**Future Civil Service Commission Meeting Dates**

Chief Examiner Edin requested that the Commission conduct another Civil Service Commission meeting on Wednesday, March 17, 2010 to approve a new Lateral Police Officer Eligibility list, and another new Entry-level Police Officer Eligibility list. Chief Examiner Edin reported that the still has 9 more Police Officer positions to fill.

**MOTION** by Commissioner Plumb, seconded by Commissioner Hupp to adjourn the February 3, 2010 Lake Stevens Civil Service Commission meeting at 6:16 p.m. **MOTION** passed unanimously.

Respectfully Submitted:

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Steven R. Edin  
Civil Service Secretary/Chief Examiner

Approved By:

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Halley Hupp  
Vice-Chairperson