

CITY OF LAKE STEVENS SPECIAL CIVIL SERVICE MEETING AGENDA

City Hall Annex
1812 Main Street, Lake Stevens
Wednesday, September 5, 2012

CALL TO ORDER: 6:00 P.M.

ACTION ITEMS:

- A. Election of Civil Service Commission Chairperson for 2012.
- B. Election of Civil Service Commission Vice-Chairperson for 2012.
- C. Approve minutes of September 29, 2010 meeting.
- D. Approve Police Officer Reinstatement Register Dated August 1, 2012.

DISCUSSION ITEMS:

- A. RCW 41.08.030 Civil Service Commission Created – Appointment – Terms – Removal – Quorum.

INFORMATION ITEMS:

- A. Special meeting notice

ADJOURNMENT:

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

Wednesday, September 29, 2010

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

CALL TO ORDER: 6:00 p.m. by Tom Adams, Chairperson

COMMISSIONERS PRESENT: Tom Adams, Chairperson
Hal Hupp
Cheryl Plumb

COMMISSIONERS ABSENT: None

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

OTHERS: Council Member Neal Dooley

Approval of Civil Service Commission Meeting Minutes Dated March 24, 2010

MOTION by Commissioner Hupp, seconded by Commissioner Plumb to approve the Civil Service Commission meeting minutes dated March 24, 2010. **MOTION** passed unanimously.

Approval of Civil Service Commission Meeting Minutes Dated August 18, 2010

MOTION by Commissioner Plumb, seconded by Commissioner Adams to approve the Civil Service Commission meeting minutes dated August 18, 2010. **MOTION** passed unanimously.

Approval of Police Records Clerk Eligibility List Dated September 29, 2010

Chief Examiner Edin reported that the City began recruiting for the position of Police Records Clerk back in July 2010. Mr. Edin went on to report that the City received over 200 applicants. All applications were reviewed by the Police Department using a rating system developed by the Police Department and Human Resources. The Police Department was able to narrow the applicant list down to the top 30 candidates. The top 30 candidates were invited to participate in a computer test, which was held on August 27, 2010. The test consisted of a basic Microsoft Word and Excel exam. The City rented a computer lab at the Lake Stevens Cavelero Middle School. Of the 30 candidates, 13 passed and were invited to attend an oral board interview, which was held on September 13, 2010. 10 applicants attended the oral board, of which 6 passed.

Before the Commission voted on the eligibility list, Chief Examiner Edin pointed out that per the Rules and Regulations of the Lake Stevens Civil Service Commission (Section 9.05 (b)); the Commission could approve a list to be active up to 24 months. According to Mr. Edin, for some reason, the Commission has been approving lists to be active only 12 months. Mr. Edin reported that he read past meeting minutes to try and determine why this was happening, but his research turned up nothing. Mr. Edin pointed out that our Civil Services Rules also stipulate that if

another testing occurs within the next 24 months, that list would supersede the current active list (Section 9.05 (c)).

MOTION by Commissioner Hupp, seconded by Commissioner Adams to approve the Police Records Clerk Eligibility List dated September 29, 2010 for a period of 24 months. **MOTION** passed unanimously.

Update on City Hiring Plan for 2010

Chief Examiner Edin briefly updated the Commissioners that the City has started the 2011 budget process. Mr. Edin went on to report that during this process, the City will be determining if there will be any new positions and whether current vacant positions will be funded.

Chief Examiner Edin also reminded the Commission that the City will be conducting a Sergeant's assessment center on October 29, 2010. Mr. Edin went on to report that Mike Feldhausen of JMF & Associates has been hired to assist the City with this assessment center. The assessment center will be held at Calvary Church in Lake Stevens. Mr. Edin reported that the assessment center process will be very similar to past processes. It will more than likely include a critical incident exercise, in-box exercise and an employee counseling exercise.

Statutory Cap on the Number of Civil Service Commissioners

Commissioner Adams requested that Chief Examiner Edin research whether there is a statutory cap on the number of Civil Services Commissioners a City may have on their Civil Service Commission. Commissioner Adams stated that it might be something to consider with the City growing larger. Mr. Edin responded that he will research the question and have an answer by the next meeting.

Future Civil Service Commission Meeting Dates

Chief Examiner Edin mentioned that our next Civil Service Commission meeting will more than likely be in November 2010 to approve a new Sergeant's Eligibility list.

MOTION by Commissioner Hupp, seconded by Commissioner Plumb to adjourn the September 29, 2010 Lake Stevens Civil Service Commission meeting at 6:10 p.m. **MOTION** passed unanimously.

Respectfully Submitted:

Steven R. Edin
Civil Service Secretary/Chief Examiner

Approved By:

Thomas Adams
Chairperson



Police Officer Reinstatement Register

Date Certified: September 5, 2012

Register Expiration Date: September 1, 2013¹

The following name was certified by the Lake Stevens Civil Service Commission on September 5, 2012:

Signed by: _____
Steven R. Edin, Secretary/Chief Examiner

Eligibility No.	Candidate Name
1	Matthew McCourt

Approved by: _____
Civil Service Chairperson

¹ Effective date of layoff for Officer McCourt was September 1, 2012.

RCW 41.08.030**Civil service commission created -- Appointment -- Terms -- Removal -- Quorum.**

There is hereby created in every city, town or municipality except those referred to in RCW 41.08.010, having a full paid fire department a civil service commission which shall be composed of three persons.

The members of such commission shall be appointed by the person or group of persons who, acting singly or in conjunction, as a mayor, city manager, council, common council, commission, or otherwise, is or are vested by law with power and authority to select, appoint, or employ the chief of a fire department in any such city, prior to the enactment of this chapter. The members of such commission shall serve without compensation. No person shall be appointed a member of such commission who is not a citizen of the United States, a resident of such city for at least three years immediately preceding such appointment, and an elector of the county wherein he or she resides. The term of office of such commissioners shall be for six years, except that the first three members of such commission shall be appointed for different terms, as follows: One to serve for a period of two years, one to serve for a period of four years, and one to serve for a period of six years. Any member of such commission may be removed from office for incompetency, incompatibility or dereliction of duty, or malfeasance in office, or other good cause: PROVIDED, HOWEVER, That no member of the commission shall be removed until charges have been preferred, in writing, due notice and a full hearing had. The members of such commission shall devote due time and attention to the performance of the duties hereinafter specified and imposed upon them by this chapter. Two members of such commission shall constitute a quorum and the votes of any two members of such commission concurring shall be sufficient for the decision of all matters and the transaction of all business to be decided or transacted by the commission under or by virtue of the provisions of this chapter. Confirmation of said appointment or appointments of commissioners by any legislative body shall not be required. At the time of any appointment not more than two commissioners shall be adherents of the same political party.

[2007 c 218 § 3; 1935 c 31 § 3; RRS § 9558-3.]

NOTES:

Intent -- Finding -- 2007 c 218: See note following RCW 1.08.130.