

CITY OF LAKE STEVENS SPECIAL CIVIL SERVICE MEETING AGENDA

City Hall Annex
1812 Main Street, Lake Stevens
Thursday, October 25, 2012

CALL TO ORDER: 6:00 P.M.

ACTION ITEMS:

- A. Approve minutes of September 5, 2012 meeting.
- B. Approve Entry Level Police Officer Eligibility List Dated October 25, 2012.
- C. Approve Lateral (Experienced) Police Officer Eligibility List Dated October 25, 2012.

DISCUSSION ITEMS:

- A. RCW 41.12.030 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 5, 2012

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

CALL TO ORDER: 6:03 p.m. by Tom Adams, Chairperson

COMMISSIONERS PRESENT: Tom Adams, Chairperson
Hal Hupp
Jim Palmer

COMMISSIONERS ABSENT: None

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

OTHERS: Council Member Neal Dooley

Election of Civil Service Commission Chairperson for 2012

Commissioner Adams opened the floor for nominations for Civil Service Commission Chairperson for 2012. Commissioner Palmer recommended that the Commission continue with the same Chairperson as before. All Commissioners assented to that recommendation. Commissioner Adams will remain the Chairperson for 2012.

Election of Civil Service Commission Vice-Chairperson for 2012

Chairman Adams opened the floor for nominations for Civil Service Commission Vice-Chairperson for 2012. Chairman Adams nominated Commissioner Hupp to continue as the Vice-Chairperson. All commissioners assented to that nomination. Commissioner Hupp will remain the Vice-Chairperson for 2012.

Approval of Civil Service Commission Meeting Minutes Dated September 29, 2010

MOTION by Commissioner Hupp, seconded by Commissioner Palmer to approve the Civil Service Commission meeting minutes dated September 29, 2010. **MOTION** passed unanimously.

Approval of Police Officer Reinstatement Register Dated September 1, 2012

Commander Dan Lorentzen reported that because of budget constraints for 2012 the City had to lay off one Police Officer. Per Section 9.04 of the City of Lake Stevens Civil Service Rules, employees who have been laid off, shall be placed upon a reinstatement register for the same class and for the department from which laid off, for a period of one year from the date of layoff.

MOTION by Commissioner Palmer, seconded by Commissioner Hupp to approve the Police Officer Reinstatement Register dated September 1, 2012 for a period of 12 months. **MOTION** passed unanimously.

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. Chief Examiner Edin found information regarding a cap for Firefighter Civil Service Commissions. Mr. Edin will continue to research Police Civil Service Commissions.

Update on City Hiring Plan for 2012

Chief Examiner Edin briefly updated the Commissioners that the City has started testing for a new Entry Level Police Officer Eligibility List and a new Lateral (Experienced) Police Officer Eligibility List. The new lists should be ready for the Commission to approve by the end of October 2012.

Future Civil Service Commission Meeting Dates

Chief Examiner Edin hoped to have another Civil Service Commission meeting in late October to approve a new Entry Level and Lateral Police Officer Eligibility list.

MOTION by Chairman Adams, seconded by Commissioner Hupp to adjourn the September 5, 2012 Lake Stevens Civil Service Commission meeting at 6:14 p.m. **MOTION** passed unanimously.

Respectfully Submitted:

Steven R. Edin
Civil Service Secretary/Chief Examiner

Approved By:

Thomas Adams
Chairperson

RCW 41.12.030

Civil service commission — Appointment — Terms — Removal — Quorum.

There is hereby created in every city, town or municipality except those referred to in RCW 41.12.010, having fully paid police officers 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 the power and authority to select, appoint, or employ the chief of a police 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 § 11; 1937 c 13 § 3; RRS § 9558a-3.]

Notes:

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