

**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