

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

Wednesday, November 20, 2013

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
Interim Police Chief, Dan Lorentzen

OTHERS: Council Member Neal Dooley

New Civil Service Commissioner

The City of Lake Stevens welcomes Mr. Danny Pitocco to the Civil Service Commission! Mr. Pitocco was appointed by Mayor Little on October 14, 2013.

Approval of Civil Service Commission Meeting Minutes Dated August 22, 2013

MOTION by Commissioner Palmer, seconded by Commissioner Hupp to approve the Civil Service Commission meeting minutes dated August 22, 2013. **MOTION** passed 2-1-0 with Commissioner Pitocco abstaining.

Approval of the Entry-level Police Officer's Eligibility List Dated November 20, 2013

Chief Examiner Edin reported that the City invited 20 candidates from the Public Safety Testing list to an Entry-level Police Officer Oral Board held on November 13, 2013. Of the 20 candidates, 9 participated in the process, with 1 candidate disqualified because of late arrival and 2 failing the Oral Board. Chief Examiner Edin noted that the six remaining candidates will be added to the previous list of candidates approved by the Commission back on August 22, 2013. Chief Examiner Edin also noted that per Section 8.08 of the Lake Stevens Civil Service Rules, the City should be recording scores on the eligibility lists using weight averages, not raw score. Mr. Edin went on to explain that this does not change the ranking of the candidates on the list. It just reflects a lower weight average score.

MOTION by Commissioner Pitocco, seconded by Commissioner Palmer to approve the Entry-level Police Officer Eligibility List dated November 20, 2013. **MOTION** passed unanimously.

Approval of the Lateral (Experienced) Police Officer's Eligibility List Dated November 20, 2013

Chief Examiner Edin reported that the City invited 4 applicants to the oral board conducted on November 20, 2013. All 4 candidates passed the oral board.

MOTION by Commissioner Palmer, seconded by Commissioner Pitocco to approve the Lateral (Experienced) Police Officer Eligibility List dated November 20, 2013. **MOTION** passed unanimously.

New Lieutenant Testing Process

Chief Examiner Edin reported that the City is looking to hire a new Police Lieutenant that will be in charge of professional standards, internal affairs investigations, updating Lexipol policies and assisting with department accreditation. The Lieutenant position will be a Civil Service position. Mr. Edin went on to report that he has been meeting with Chief Lorentzen and the Interim Commander to develop a testing process proposal for the position. It is more than likely going to be an assessment center. Mr. Edin stated that once a proposal is developed, another Civil Service Commission meeting will be convened for the Commissioner to approve the process. The meeting will more than likely be in January 2014 with recruiting beginning sometime in December.

Future Civil Service Commission Meeting Dates

No future meetings are planned at this time.

MEETING ADJOURNED by Commissioner Hupp at 6:09 p.m.

Respectfully Submitted:



Steven R. Edin
Civil Service Secretary/Chief Examiner

Approved By:



Halley Hupp
Chairperson