

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

Thursday, January 29, 2015

Permit Center Conference Room, 1820 Main Street, Lake Stevens, WA

CALL TO ORDER: 6:02 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
Police Commander, Dennis Taylor

OTHERS: None

Approval of Civil Service Commission Meeting Minutes Dated November 17, 2014

MOTION by Commissioner Palmer, seconded by Commissioner Pitocco to approve the Civil Service Commission meeting minutes dated November 17, 2014. **MOTION** passed unanimously.

Election of Civil Service Commission Chairperson and Vice-Chairperson for 2015

MOTION by Commissioner Palmer, seconded by Commissioner Hupp to approve Commissioner Hupp as the Commission Chairperson and Commissioner Palmer as the Vice-Chair for 2015. **MOTION** passed unanimously.

Approval of the Entry-level Police Officer Eligibility List Dated January 29, 2015

Chief Examiner Edin reported that 14 candidates were invited to the January 9, 2015 Entry-level Police Officer oral boards. Of the 14 candidates, 9 attended. All 9 candidates passed the oral boards. The City now has 17 candidates on the Entry-level list.

MOTION by Commissioner Pitocco, seconded by Commissioner Palmer to approve the Entry-level Police Officer Eligibility List dated January 29, 2015. **MOTION** passed unanimously.

Approval of the Lateral (Experienced) Police Officer Eligibility List Dated January 29, 2015

Chief Examiner Edin reported that 3 candidates were invited to the January 9, 2015 Lateral (Experienced) Police Officer oral boards. Of the 3 candidates, 2 attended. One candidate passed, the other failed. The City now has 6 candidates on the Lateral (Experienced) list.

MOTION by Commissioner Palmer, seconded by Commissioner Pitocco to approve the Lateral (Experienced) Police Officer Eligibility List dated January 29, 2015. **MOTION** passed unanimously.

Amendment of Rule 2.01 Commission – Meetings – Quorums

Chief Examiner Edin was directed to draft some language for approval at this meeting. Chief Examiner Edin recommended amending Rule 2.01 to the following language:

In the necessary conduct of its work, regular meetings of the Commission shall be held as needed in the Lake Stevens Permit Center Conference Room (unless otherwise posted). Notice of a regular meeting shall be given to each Commissioner and to the local new media at least 48 hours before the time of the meeting. The Commission may adjourn any regular meeting for the purpose of continuing it at another specifically designated time or place. Notice of special meetings shall be provided as required by the Open Public Meetings Act (Chapter 42.30 RCW, as amended). Special meetings of the Commission may be held at such times and places as may be determined from time to time by the Chief Examiner; provided that notice of a special meeting and the subject matter to be considered at that same meeting shall be given to each Commissioner and to the local news media at least 24 hours before the time of the meeting. The Commission shall conduct hearings as required. Notice of hearings shall be provided as required by these rules. Two members of the commission shall constitute a quorum. No action of the Commission shall be effective unless two members concur therein. All Commission meetings or hearings, regular or as required, shall be open and public. Provided, however, that the Commission may meet in executive session as authorized by the Open Public Meetings Act (Chapter 42.30 RCW, as amended).

MOTION by Commissioner Pitocco, seconded by Commissioner Palmer to approve the amendment of Rule 2.01, “Commission – Meetings – Quorums” as recommended by Chief Examiner Edin. **MOTION** passed unanimously.

Amendment of Rule 8.02 Examination Announcement

Chief Examiner Edin recommended amending Rule 8.02 to the following language:

Public notice of examinations may be placed by the Chief Examiner in the official newspaper and in any other publications at least fifteen (15) days preceding such examination. The Subscription Testing Service as part of their agreement with the City may also post notices. The official bulletin shall be posted in the Chief Examiner’s office and distributed to appropriate departments for posting at all employment centers. Promotional examination notices are not required to be advertised but shall be posted in the Chief Examiner’s office and in department offices not less than fifteen (15) days preceding the examination.

MOTION by Commissioner Pitocco, seconded by Commissioner Palmer to approve the amendment of Rule 8.02, “Examination Announcement” as recommended by Chief Examiner Edin. **MOTION** passed unanimously.

Discussion Items

Chief Examiner Edin reported that Lateral Police Officer candidate, Kary Rosenow, has been removed from the Lateral Police Officer Eligibility list dated November 17, 2014. Mr. Rosenow was the subject of a Court Martial and discharged from the military for Bad Conduct. Per Lake

Stevens Civil Service Rule 7.05 (i), candidates discharged from the Armed Forces under dishonorable conditions may be removed from a register by order of the Civil Service Secretary.

Future Civil Service Commission Meeting Dates

None.

MOTION by Commissioner Pitocco, seconded by Commissioner Palmer to adjourn the meeting. **MOTION** passed unanimously.

MEETING ADJOURNED at 6:10 p.m.

Respectfully Submitted:



Steven R. Edin
Civil Service Secretary/Chief Examiner

Approved By:



Halley Hupp
Chairperson