

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

Thursday, December 14, 2017

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

CALL TO ORDER: 4:32 p.m. by Ray Mitchell, Vice-Chair

COMMISSIONERS PRESENT: Ray Mitchell
James Duffy

COMMISSIONERS ABSENT: Amanda Adamik

STAFF MEMBERS PRESENT: Chief Examiner, Teri Smith

OTHERS: None

Welcome New Commissioners James Duffy and Amanda Adamik

The Lake Stevens Civil Service Commission welcomed Mr. James Duffy and Ms. Amanda Adamik as new commissioners.

Election of Civil Service Commission Chairperson for 2018 per Rule 2.02

MOTION by Commissioner Duffy, seconded by Commissioner Mitchell to approve Commissioner Mitchell as the Commission Chairperson for 2018. **MOTION** passed unanimously.

Approval of Civil Service Commission Meeting Minutes Dated August 8, 2017

The minutes for the August 8, 2017 meeting were not available. Commissioner Mitchell will review, as he is the active commissioner who attended that meeting, and approve at the next meeting.

Approval of the Entry Level Police Officer Eligibility List Dated December 14, 2017

Chief Examiner Smith reported that the City conducted another Entry-level Police Officer Oral Board on November 14, 2016 and December 7, 2017. Twenty (20) candidates were invited, one (1) did not show, nineteen (19) passed. As the previous Entry Level Police Officer List, dated November 16, 2016 had expired due to expiration date(s) or candidates no longer available, a new list was created. The nineteen (19) passing candidates are on the new eligibility list.

MOTION by Commissioner Mitchell, seconded by Commissioner Duffy to approve the Entry Level Police Officer List dated December 14, 2017. **MOTION** passed unanimously.

Approval of Civil Service Rules Dated 2015

As previously discussed at the March 1, 2017 meeting, the current commissioners reviewed the changes to the 2015 City of Lake Stevens Civil Service Rules, specifically Rule 8.07, Rule 8.10.01 and Rule 8.10.02. The commissioners re-affirmed the changes.

MOTION by Commissioner Mitchell, seconded by Commissioner Duffy to approve the revisions to Rule 8.07 Competitive Examinations, Rule 8.10.1 Sergeant Promotional Examinations and Rule 8.10.2 Lieutenant Promotional Process as presented by Chief Examiner Smith. **MOTION** passed.

Discussion Items:

- Chief Examiner Smith asked the commission if they would be interested in having a standing Civil Service Commission meeting on a quarterly basis. The purpose would be to assist with planning purposes for the Police Department, specifically for eligibility lists. The commissioners were in agreement and decided to meet the first Tuesday of each March, June, September and December.

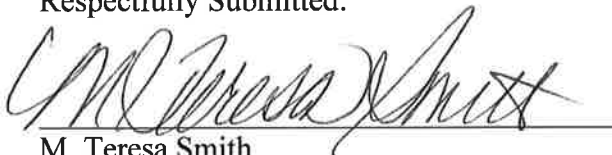
Future Civil Service Commission Meeting Dates

Tuesday, March 6, 2018.

MOTION by Commissioner Mitchell, seconded by Commissioner Duffy to adjourn the meeting. **MOTION** passed unanimously.

MEETING ADJOURNED at 4:50 p.m.

Respectfully Submitted:



M. Teresa Smith
Civil Service Secretary/Chief Examiner

Approved By:



Ray Mitchell
Chairperson