

**CITY OF LAKE STEVENS**  
**CIVIL SERVICE MEETING MINUTES**  
Tuesday, August 8, 2017  
City Hall Annex, 1812 Main Street, Lake Stevens, WA

CALL TO ORDER: 11:52 a.m. by Jim Palmer, Commissioner

COMMISSIONERS PRESENT: Ray Mitchell  
Jim Palmer

COMMISSIONERS ABSENT: None

STAFF MEMBERS PRESENT: Human Resources Director, Teri Smith  
Police Chief, John Dyer

OTHERS: None

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**Welcome New HR Director Teri Smith**

The Lake Stevens Civil Service Commission welcomed Ms. Teri Smith to replace Chief Examiner Steve Edin

**Approval of Appointment of Ms. Teri Smith as Chief Examiner per Rule 3.01**

**MOTION** by Commissioner Mitchell, seconded by Commissioner Palmer to appoint HR Director Teri Smith as Chief Examiner for the Civil Service Commission. **MOTION** passed unanimously.

**Approval of Civil Service Commission Meeting Minutes Dated June 7, 2017**

**MOTION** by Commissioner Palmer, seconded by Commissioner Mitchell to approve the Civil Service Commission meeting minutes dated June 7, 2017. **MOTION** passed unanimously.

**Approval of the Lateral (Experienced) Police Officer Eligibility List Dated August 8, 2017**

Chief Examiner Smith reported that an Oral Board was conducted on August 3, 2017. All four (4) candidates were invited to the oral board, four (4) responded. All four (4) passed. As the previous Lateral (Experienced) Police Officer List, dated March 1, 2017 had expired due to expiration date(s) or candidates no longer available, a new list was created.

**MOTION** by Commissioner Palmer, seconded by Commissioner Mitchell to approve the Lateral (Experienced) Police Officer List dated August 8, 2017. **MOTION** passed unanimously.

**Discussion Items:**

- Postpone election of new Commission Chairperson until vacancy of Commissioner Hupp is filled.
- With the recruitment for the vacancy of Commissioner Huff including a fourth commissioner as an alternate was discussed.

- Regarding the written exam component for the Experienced Police Officer, Chief Dyer commented that he did not feel that part of the exam to be relevant to the process. Chief Examiner Smith noted that the written exam per Rule 8.07.1 is permissive and not required, as the lateral officer is qualified based on review of the employment history and training. Chief Examiner Smith suggested the scoring of the written exam may be too subjective to be effective. Chief Dyer and Chief Examiner Smith will suspend the written exam for the foreseeable future and evaluate this decision in the future.

**Information Items:**

- Chief Examiner Smith informed the Commissioners of a new specialty assignment of Corporal effective July 16, 2017. The specifics are noted in a recent MOU with the Lake Stevens Police Guild with the city setting the criteria. The new assignment will provide a senior level officer for every squad and the assignment pays an additional four percent (4%). The structure will now be: Chief, Commander, Sergeant, Corporal and Officer.
- Chief Dyer noted that the employee assigned to Animal Control will now report to Commander Beazizo.

**Future Civil Service Commission Meeting Dates**

None scheduled now.

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

**MEETING ADJOURNED** at 12:11 p.m.

Respectfully Submitted:



M. Teresa Smith  
Civil Service Secretary/Chief Examiner

Approved By:



Ray Mitchell  
Vice-Chairperson