

**CITY OF LAKE STEVENS**  
**CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES**  
February 2, 2023  
Hybrid meeting via Zoom and in-person at City Hall

CALL TO ORDER: 4:00 p.m. by Commissioner Brian McManus

COMMISSION MEMBERS PRESENT: Joshua Wilson and Brian McManus

COMMISSION MEMBERS ABSENT: Ray Mitchell

STAFF PRESENT: Deputy Police Chief Jeff Young, Chief Examiner/Secretary Julie Good

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**Action Items:**

**MOTION** by Brian McManus to add Item C to the Agenda: Motion to certify the Lateral Police Officer Continuous Testing Eligibility List. Motion seconded by Joshua Wilson. Motion passed unanimously by Brian and Joshua.

**MOTION** by Brian McManus to approve Minutes of the January 26, 2023 Civil Service Commission Special Meeting. Motion seconded by Joshua Wilson. Motion passed unanimously by Brian and Joshua.

**MOTION** by Joshua Wilson to certify the Entry Level Police Officer Continuous Testing Eligibility List. Motion seconded by Brian McManus. Motion passed unanimously by Joshua and Brian.

**MOTION** by Joshua Wilson to certify the Lateral Police Officer Continuous Testing Eligibility List. Motion seconded by Brian McManus. Motion passed unanimously by Joshua and Brian.

**Staffing and Recruiting Update:**

DC Young advised one Lateral candidate is pending a psychological exam and is expected to start work on March 1<sup>st</sup>. A second Lateral candidate is in the background process, which is expected to finish quickly. A third Lateral has been added to the Eligibility List today. A fourth Lateral is submitting their paperwork to start the background process. There are several Entry Level candidates also in the background process. There are still numerous vacancies.

There aren't any updates on the regional academy at this time; next update expected in a few months.

Brief discussion regarding overtime availability in the budget.

Julie advised a Police Records Specialist vacancy was advertised; oral boards will be conducted next week. A Civil Service Commission Special Meeting will be needed next week to approve the Eligibility List.

**New Business:**

None.

**Adjourn:**

**MOTION** by Joshua Wilson to adjourn the meeting. Motion seconded by Brian McManus. Motion passed unanimously by Joshua and Brian. The meeting was adjourned at 4:08 p.m.

Respectfully Submitted:

A handwritten signature in blue ink, appearing to read "Julie Good", written over a horizontal line.

Julie Good, Chief Examiner/Secretary  
Civil Service Commission

Approved By:

A handwritten signature in blue ink, appearing to read "Brian McManus", written over a horizontal line.

Brian McManus, Chairperson  
Civil Service Commission