



**CITY OF LAKE STEVENS
CIVIL SERVICE SPECIAL MEETING AGENDA**

100% Virtual via Zoom:

<https://zoom.us/j/97410421686?pwd=VitelZZZ0E4by9jaDNJdVY1MGRkQT09>

Or call in at (253) 215-8782

Meeting ID: 974 1042 1686

Passcode: Dgq9Qr

Thursday, April 22, 2021 at 5:00 p.m.

CALL TO ORDER: 5:00 p.m.

ROLL CALL:

ACTION ITEMS:

- A. Approve Minutes of December 3, 2019 Special Meeting
- B. Approve Minutes of March 9, 2020 Special Meeting
- C. Approve Minutes of April 7, 2021 Special Meeting
- D. Election of Civil Service Commission Vice-Chair
- E. Certify Lateral Police Officer Eligibility List

DISCUSSION ITEMS:

INFORMATION ITEMS:

ADJOURN

The Public is Invited to Attend

Special Needs

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities.

Please contact the Human Resources Director, City of Lake Stevens ADA Coordinator, (425) 622-9400, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.

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

Tuesday, December 3, 2019
City Hall Conference Room A
1812 Main Street, Lake Stevens, WA

CALL TO ORDER: 4:30 p.m.

COMMISSIONERS PRESENT: Ray Mitchell, Amanda Adamik, Jim Duffy

STAFF MEMBERS PRESENT: Chief Examiner Julie Good

OTHERS PRESENT: None

Call to Order: The meeting was called to order at 4:30 p.m.

Roll Call: Ray Mitchell, Amanda Adamik and Jim Duffy; Chief Examiner Julie Good and Police Commander Ron Brooks

Action Items:

Election of 2019 Chairperson: **MOTION** by Amanda Adamik that Ray Mitchell be the Chairperson for 2019. Motion seconded by Jim Duffy. Motion passed unanimously.

MOTION by Jim Duffy to approve the minutes of June 4, 2019. Motion seconded by Amanda Adamik. Motion passed unanimously.

MOTION by Jim Duffy to approve the minutes of July 1, 2019. Motion seconded by Amanda Adamik. Motion passed unanimously.

MOTION by Jim Duffy to approve the minutes of August 20, 2019. Motion seconded by Amanda Adamik. Motion passed unanimously.

MOTION by Jim Duffy to approve the minutes of September 12, 2019. Motion seconded by Amanda Adamik. Motion passed unanimously.

Discussion Items:

Commander Brooks provided a police department update including the status of the K9 and the new Administrative Sergeant position (assignment) in the 2020 budget.

Adjourn: **MOTION** by Jim Duffy to adjourn the meeting. Motion seconded by Amanda Adamik. Motion passed unanimously. The meeting was adjourned at 4:55 p.m.

Respectfully Submitted:

Julie Good
Civil Service Secretary/Chief Examiner

Approved By:

Ray Mitchell
Chairperson

DRAFT

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

Monday, March 9, 2020
City Hall Conference Room A
1812 Main Street, Lake Stevens, WA

CALL TO ORDER: 4:00 p.m.

COMMISSIONERS PRESENT: Ray Mitchell and Amanda Adamik

STAFF MEMBERS PRESENT: Chief Examiner Julie Good

OTHERS PRESENT: None

Call to Order: The meeting was called to order at 4:00 p.m.

Roll Call: Ray Mitchell and Amanda Adamik; Chief Examiner Julie Good

Action Items:

Certify Police Sergeant Eligibility List: **MOTION** by Amanda Adamik to certify the Police Sergeant Eligibility List. Motion seconded by Ray Mitchell. Motion passed unanimously.

Certify Lateral Police Officer Eligibility List: **MOTION** by Amanda Adamik the Lateral Police Officer Eligibility List. Motion seconded by Ray Mitchell. Motion passed unanimously.

Adjourn: **MOTION** by Amanda Adamik to adjourn the meeting. Motion seconded by Ray Mitchell. Motion passed unanimously. The meeting was adjourned at 4:19 p.m.

Respectfully Submitted:

Julie Good
Civil Service Secretary/Chief Examiner

Approved By:

Ray Mitchell
Chairperson

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

Wednesday, April 7, 2021

via Zoom

CALL TO ORDER: 3:00 p.m.

COMMISSIONERS PRESENT: Ray Mitchell and Amanda Adamik

STAFF MEMBERS PRESENT: Police Chief John Dyer, Chief Examiner/Secretary Julie Good

OTHERS PRESENT: None

Call to Order: The meeting was called to order at 3:00 p.m.

Roll Call: Ray Mitchell, Amanda Adamik, Police Chief John Dyer, Chief Examiner Julie Good

Action Items:

Election of Civil Service Commission Chair: **MOTION** by Amanda Adamik that Ray Mitchell remain the Chair of the Civil Service Commission. Motion seconded by Ray Mitchell. Motion passed unanimously.

Proposed Change to Civil Service Rules and Regulations 8.07.1: Chief Dyer briefly explained the reason for his request to change the rule which would make the written test for lateral applicants optional rather than required.

MOTION by Amanda Adamik to approve the written test of lateral applicants to be at the discretion of the department to use the test or not. (The change to the Rule sentence is: “Qualifying applicants **will may** be sent a written examination that assesses their experience, writing skills and ability to apply current professional concepts”)(emphasis added). Motion seconded by Ray Mitchell. Motion passed unanimously.

Discussion Items:

Meeting frequency: Ray Mitchell proposed the Commission meet every other month, whether there is business to conduct or not. Brief discussion, followed by agreement by Amanda. Julie will schedule meetings accordingly.

Information Items:

Chief Dyer discussed the 2021 budget included funding for two additional full-time patrol officers, for a total of 35. In Washington state, the average number of officers at an agency is 1.4 officers per 1000 people. With 35 officers, Lake Stevens will still be at less than 1.0 per 1000 people. After the annexation later this year, which is expected to bring in approximately 5000 residents, the city will

look at whether more officers are needed. Brief discussion of placement of officers on shifts where they're most needed and status of new police department buildings.

Adjourn: MOTION by Amanda Adamik to adjourn the meeting. Motion seconded by Ray Mitchell. Motion passed unanimously. The meeting was adjourned at 3:14 p.m.

Respectfully Submitted:

Julie Good
Chief Examiner/Secretary

Approved By:

Ray Mitchell
Chairperson

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