

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

Permit Center Conference Room  
1820 Main Street, Lake Stevens  
Thursday, February 4, 2016

CALL TO ORDER: 6:00 P.M.

**ACTION ITEMS:**

- A. Approve minutes of August 31, 2015 meeting
- B. Election of Civil Service Commission Chairperson per Rule 2.02
- C. Election of Civil Service Commission Vice-Chairperson per Rule 2.02
- D. Approve Entry-level Police Officer Eligibility List Dated February 4, 2016

**DISCUSSION ITEMS:**

None.

**INFORMATION ITEMS:**

- A. Special meeting notice

**ADJOURNMENT:**

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

Monday, August 31, 2015

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

CALL TO ORDER: 5:56 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  
Lieutenant Jeff Lambier

OTHERS: None

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**Approval of Civil Service Commission Meeting Minutes Dated June 15, 2015**

**MOTION** by Commissioner Palmer, seconded by Commissioner Pitocco to approve the Civil Service Commission meeting minutes dated June 15, 2015. **MOTION** passed unanimously.

**Approval of the Lateral (Experienced) Police Officer Eligibility List Dated August 31, 2015**

Chief Examiner Edin reported that 5 Lateral Police Officer candidates applied. One candidate was from King County Sheriff's Office, one from Snohomish County Sheriff's Office, one from Craig, Alaska Police Department and one from the Olympia Police Department. Of the 5 candidates, 4 attended the oral boards with 4 passing the oral boards.

**MOTION** by Commissioner Pitocco, seconded by Commissioner Palmer to approve the Lateral (Experienced) Police Officer Eligibility List dated August 31, 2015. **MOTION** passed unanimously.

**Revision of Rule 4.04 Appointing Authority of the City of Lake Stevens Civil Service Rules**

Chief Examiner Edin recommended clarifying the definition of Appointing Authority to be more in line with Lake Stevens Municipal Code and past practice of the City. Mr. Edin explained that the Mayor is considered the Appointing Authority per Lake Stevens Municipal Code 2.32.030. Mr. Edin recommended the following language, "The Mayor of the City of Lake Stevens per RCW 35a.12.100 and Lake Stevens Municipal Code 2.32.030." The Commission felt that this language may be too narrow in the even a future Mayor wants to appoint someone like the Chief of Police to be the appointing authority. The Commission recommended the following language, "The person or persons authorized to hire, promote or discharge employees pursuant to the Lake Stevens Municipal Code."

**MOTION** by Commissioner Palmer, seconded by Commissioner Pitocco to approve the revision of Rule 4.04 Appointing Authority of the City of Lake Stevens Civil Service Rules to read, “The person or persons authorized to hire, promote or discharge employees pursuant to the Lake Stevens Municipal Code.” **MOTION** passed unanimously.

**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 6:06 p.m.

Respectfully Submitted:

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Steven R. Edin  
Civil Service Secretary/Chief Examiner

Approved By:

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Halley Hupp  
Chairperson