

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

Permit Center Conference Room  
1820 Main Street, Lake Stevens  
Wednesday, March 12, 2014

CALL TO ORDER: 6:00 P.M.

ACTION ITEMS:

- A. Approve minutes of November 20, 2013 meeting.
- B. Approve Police Lieutenant Eligibility List Dated March 12, 2014.
- C. Approve Police Support Officer Reinstatement Register Dated March 12, 2014.

DISCUSSION ITEMS:

INFORMATION ITEMS:

- A. Special meeting notice

ADJOURNMENT:

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

Wednesday, November 20, 2013

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

CALL TO ORDER: 5:59 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  
Interim Police Chief, Dan Lorentzen

OTHERS: Council Member Neal Dooley

---

**New Civil Service Commissioner**

The City of Lake Stevens welcomes Mr. Danny Pitocco to the Civil Service Commission! Mr. Pitocco was appointed by Mayor Little on October 14, 2013.

**Approval of Civil Service Commission Meeting Minutes Dated August 22, 2013**

**MOTION** by Commissioner Palmer, seconded by Commissioner Hupp to approve the Civil Service Commission meeting minutes dated August 22, 2013. **MOTION** passed 2-1-0 with Commissioner Pitocco abstaining.

**Approval of the Entry-level Police Officer's Eligibility List Dated November 20, 2013**

Chief Examiner Edin reported that the City invited 20 candidates from the Public Safety Testing list to an Entry-level Police Officer Oral Board held on November 13, 2013. Of the 20 candidates, 9 participated in the process, with 1 candidate disqualified because of late arrival and 2 failing the Oral Board. Chief Examiner Edin noted that the six remaining candidates will be added to the previous list of candidates approved by the Commission back on August 22, 2013. Chief Examiner Edin also noted that per Section 8.08 of the Lake Stevens Civil Service Rules, the City should be recording scores on the eligibility lists using weight averages, not raw score. Mr. Edin went on to explain that this does not change the ranking of the candidates on the list. It just reflects a lower weight average score.

**MOTION** by Commissioner Pitocco, seconded by Commissioner Palmer to approve the Entry-level Police Officer Eligibility List dated November 20, 2013. **MOTION** passed unanimously.

**Approval of the Lateral (Experienced) Police Officer's Eligibility List Dated November 20, 2013**

Chief Examiner Edin reported that the City invited 4 applicants to the oral board conducted on November 20, 2013. All 4 candidates passed the oral board.

**MOTION** by Commissioner Palmer, seconded by Commissioner Pitocco to approve the Lateral (Experienced) Police Officer Eligibility List dated November 20, 2013. **MOTION** passed unanimously.

**New Lieutenant Testing Process**

Chief Examiner Edin reported that the City is looking to hire a new Police Lieutenant that will be in charge of professional standards, internal affairs investigations, updating Lexipol policies and assisting with department accreditation. The Lieutenant position will be a Civil Service position. Mr. Edin went on to report that he has been meeting with Chief Lorentzen and the Interim Commander to develop a testing process proposal for the position. It is more than likely going to be an assessment center. Mr. Edin stated that once a proposal is developed, another Civil Service Commission meeting will be convened for the Commissioner to approve the process. The meeting will more than likely be in January 2014 with recruiting beginning sometime in December.

**Future Civil Service Commission Meeting Dates**

No future meetings are planned at this time.

**MEETING ADJOURNED** by Commissioner Hupp at 6:09 p.m.

Respectfully Submitted:

---

Steven R. Edin  
Civil Service Secretary/Chief Examiner

Approved By:

---

Halley Hupp  
Chairperson