

**CITY OF LYNNWOOD  
CIVIL SERVICE COMMISSION  
MEETING MINUTES • CITY HALL, CONFERENCE ROOM 4**

1 **10. Call to Order:** Meeting was called to order at 5:31pm on November 5, 2014 by  
2 Chair Kimura.

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4 **20. Roll Call:**

5 Commissioner Chair Doug Kimura  
6 Commissioner Vice Chair Ed Dos Remedios  
7 Commissioner Gary Liming  
8 Secretary/Chief Examiner Greg Roberts  
9 Staff Member Fire Chief Scott Cockrum  
10 Staff Member Commander Chuck Steichen  
11 Staff Member Lori Charles  
12 Staff Member Tracy Sloan

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14 **30. Approval of Minutes:** Commissioner Liming moved to approve the meeting  
15 minutes of October 8, 2014. Commissioner Kimura seconded the motion. Motion  
16 passed.

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18 **40. Public Comments:** No public comments.

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20 **50. Staff Update:**

21 **50.1 Civil Service Conference Update:** Secretary/Chief Examiner Roberts gave a  
22 brief update of the 33<sup>rd</sup> Annual Civil Service Conference in Yakima presented by  
23 Foster Pepper PLLC. The conference covered basic training for new  
24 commissioners, EEOC guidelines, and a number of other topics. The commission  
25 discussed some of the challenges facing cities in recruiting candidates of diversity.  
26 Commission members were encouraged to consider attending a future conference.

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28 **60. New Business:**

29 **60.1 Certify Entry Level Police Officer Eligibility List:** Staff brought before the  
30 Commission an eligibility list resulting from a recent Entry Level Police testing  
31 process. Commander Steichen indicated the department was anxious to get the  
32 list and that there are currently two positions. He would be able to go to number 11  
33 on the list. The Commission had a general discussion about process. Lori Charles  
34 presented the list. Commissioner Dos Remedios moved to certify the Entry Level  
35 Police eligibility list, Commissioner Liming seconded the motion and the motion  
36 carried.

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38 **60.2 Extend Fire Lieutenant Eligibility List:** Chief Scott Cockrum asked the  
39 commission to extend the current list which expired the next day for six months.  
40 There are no current openings. The Commission discussed with the Chief the  
41 state of the Fire Department and the 2015-16 budget. Currently the department will  
42 be reduced one Assistant Fire Chief and the Training Captain. Commissioner Dos  
43 Remedios moved to extend the Fire Lieutenant Eligibility List for six months to May  
44 5, 2015. Commissioner Liming seconded the motion and the motion carried.

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46 **70. Old Business:** None discussed.

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**80. Comments for the Good of the Order:** Secretary/Chief Examiner Roberts brought up required training on Open Public Meetings Act – RCW 42.56. Certain commissions are required to have training on open meetings. There are a number of ways to accomplish the requirement. Options that were presented were: Joint training meeting with the Planning Commission or schedule training as part of the December Civil Service Commission meeting. Commission had a discussion and asked that the presentation be sent to the commissioners prior to the meeting for review. Secretary/Chief Examiner Roberts agreed to send out the presentation prior to the meeting and will add the training to the December 3, 2014 agenda.

**100. Adjournment:** Meeting adjourned at 6:00 pm.

Approved:



Commission Chair/Vice Chair



ACTING  
Commission Secretary/Examiner