



# MEDINA, WASHINGTON

## CIVIL SERVICE COMMISSION

Hybrid In-Person/On-line

Thursday, July 20, 2023 – 10:30 AM

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### MINUTES

Meeting called to order by Commission Vice Chair Lou Hillenbrand and roll call was taken by Civil Service Secretary Dawn Nations

Commissioners Present: Lou Hillenbrand, Allison Frey, Steven Wells

Staff Present: Jeff Sass, Stephen R. Burns, Dawn Nations

#### **1. CALL TO ORDER / ROLL CALL**

#### **2. ANNOUNCEMENTS**

Police Chief Jeff Sass announced the department had a new officer start. Kelly Gregory is a lateral transfer, experienced officer. Chief Sass gave a brief update on the hiring process and background on the new officer. Commissioners asked questions and staff responded.

#### **3. PUBLIC COMMENT**

Individuals wishing to speak live during the Hybrid Civil Service Commission meeting may register their request with the Civil Service Secretary at 425.233.6410 or email [dnations@medina-wa.gov](mailto:dnations@medina-wa.gov) and leave a message before 8 AM on the day of the July 20th Civil Service Commission meeting. Please reference Public Comments for July 20th Civil Service Commission meeting on your correspondence. The Civil Service Secretary will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3 minute limit.

If residents or the public have questions, concerns or comments of Civil Service Commission business or issues, or the following Civil Service Commission agenda, kindly submit comments via email to [dnations@medina-wa.gov](mailto:dnations@medina-wa.gov) by 8:00 AM on July 20, 2023 to be read aloud by the Civil Service Secretary and included in the record.

None.

#### **4. NEW BUSINESS**

- 4.1 Elections:  
a) Vice Chair moves to Chair position  
b) Election for Vice Chairperson

Civil Service Secretary Nations gave brief explanation on the elections process. Vice Chair Lou Hillenbrand moved into the Chair position with the department of the previous Chair John Bell. Elections were held for Vice Chair position. Steven Wells was appointed to the Vice Chair position.

- 4.2 Approval of Civil Service Commission Annual Report for 2022

**Recommendation:** Approve.

**Staff Contact:** Dawn Nations, Civil Service Secretary

Civil Service Secretary Nations gave update on the annual report 2022.

Action: Motion to approve by Hillenbrand, second Frey Approved by 3-0 vote.

- 4.3 Approval of Civil Service Commission Meeting Minutes of May 30, 2023

**Recommendation:** Adopt Minutes.

**Staff Contact:** Dawn Nations, Civil Service Secretary

Action: Motion to approve by Hillenbrand, Second Wells. Minutes adopted by 3-0 vote.

- 4.4 Approval of 1 year Extension of Police Sergeant Eligibility Register from August 3, 2022

**Recommendation:** Approve Extension to August 3, 2024

**Staff Contact:** Jeffrey Sass, Police Chief

Chief Sass gave brief update on the reason to extend the Police Sergeant Eligibility Register for an additional year to August 3, 2024. Commissioners asked questions and staff responded. City Manager, Steve Burns and Chief Sass thanked the commissioners for their service.

Action: Motion to approve by Hillenbrand, Second Frey Police Sergeant Eligibility Register extension approve by 3-0 vote.

## **5. ADJOURNMENT**

Meeting adjourned at 10:28 AM.

Minutes taken by:

Dawn Nations, Civil Service Secretary