



MEDINA, WASHINGTON

CIVIL SERVICE COMMISSION

Virtual/Online

Wednesday, June 29, 2022 – 10:00 AM

MINUTES

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

Meeting called to order by Commission Chair John Bell and roll call was taken by Civil Service Secretary Dawn Nations.

Commissioners Present: John Bell, Dan Becker, Lou Hillenbrand

Staff Present: Jeff Sass, Dawn Nations

2. **ANNOUNCEMENTS**

Interim Chief Jeff Sass gave brief update regarding Chief Burns being officially appointed to the City Manager position effective July 1, 2022. City Manager Steve Burns appointed Captain Sass to the position of Police Chief effective July 1, 2022. Commissioners congratulated Jeff Sass on his new position. Interim Chief Sass thanked the Commissioners for volunteering to be on the Civil Service Commission to allow the police department to be transparent with the processes. Interim Chief Sass announced the new officers will graduate from the academy on September 9, 2022.

3. **PUBLIC COMMENT**

None.

4. **NEW BUSINESS**

4.1 Approval of Civil Service Commission Meeting Minutes of February 10, 2022

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Civil Service Secretary

Action: Motion to approve by Hillenbrand, Second Becker. Approved. 3-0.

4.2 Approval of Recruitment Process for Police Sergeant Open Position

Recommendation: Approve.

Staff Contact: Dawn Nations, Civil Service Secretary

Interim Chief Sass gave an update regarding the open Captain position and the Captain eligibility list was extended on February 10, 2022. Sergeant Gidlof was the next candidate on the list. Sergeant Gidlof was offered the Police Captain position and will be sworn in on July 1, 2022. This creates an open Sergeant position. Interim Chief Sass

discussed the recruitment process. The written examination was created by Public Safety Testing using Washington State law, the Medina Police policy manual, 2021 Law Enforcement Digest publications and a leadership book. The test consists of 100 questions and the testing date is July 27, 2022. Public Safety Testing will score the exams. Civil Service Secretary Nations explained the Civil Service Rule 8.15b Passing grade – regarding the commissioners to set the minimum score. The scoring criteria was outlined. The commissioners discussed and decided on a minimum score of 75% to pass the exam and set the next meeting date for August 3rd at 8am.

Action: Motion to approve by Hillenbrand, Second Becker. Approved. 3-0

5. ADJOURNMENT

Meeting adjourned at 10:31 AM.

Minutes taken by:

A handwritten signature in black ink that reads "Dawn Nations". The signature is written in a cursive style with a vertical line at the end.

Dawn Nations, Civil Service Secretary