



# MEDINA, WASHINGTON

## CIVIL SERVICE COMMISSION

Hybrid- In-Person/Online  
501 Evergreen Point Road, Medina, WA  
Wednesday, December 06, 2023 – 10:00 AM

---

### MINUTES

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

Commission Chair Lou Hillenbrand called the Medina Civil Service meeting to order at 10:00 AM.

#### Present

COMMISSION CHAIR Lou Hillenbrand  
COMMISSION VICE-CHAIR Steven Wells (on-line)  
COMMISSIONER Allison Frey

#### Staff

Sass, Nations

#### 2. ANNOUNCEMENTS

None.

#### 3. PUBLIC COMMENT

None.

#### 4. NEW BUSINESS

4.1 Civil Service Meeting Minutes of July 20, 2023

**Recommendation:** Adopt Minutes.

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

**ACTION:** Motion to adopt the minutes by Hillenbrand, Second Frey. Minutes carried by 3-0 vote.

4.2 Approval of Entry Level Police Officer Eligibility Register

**Recommendation:** Approve Eligibility Register.

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

Civil Service Secretary Dawn Nations gave a brief overview of the recruitment process and timeline. Chief Sass gave a brief overview of how the applicants are recruited and how the department is going to expand the recruitment tools. Nations explained the

process of how applicants can apply for a position. She explained how the applications are reviewed and scored to move onto the Oral Boards. Chief Sass updated the Commissioners on why we have an open position in the department. The Commissioners asked questions and staff responded. The Commissioners reviewed the Eligibility Register and approved the register for the applicants to move onto the Chief's interviews.

**ACTION:** Motion to approve Hillenbrand Second Wells. By consensus, the eligibility register was certified.

**5. ADJOURNMENT**

Meeting Adjourned at 10:24 AM.

Meeting Minutes taken by Dawn Nations, Civil Service Secretary