



MEDINA, WASHINGTON

CIVIL SERVICE COMMISSION

Hybrid - Virtual/In-Person
Medina City Hall - Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Thursday, August 20, 2026 – 1:00 PM

AGENDA

COMMISSION CHAIR | Lou Hillenbrand
COMMISSION VICE-CHAIR | Allison Frey
COMMISSIONER | Betsy Johnson
CIVIL SERVICE SECRETARY | Dawn Nations

Hybrid Meeting Participation

The Medina Civil Service Commission has moved to hybrid meetings, offering both in-person and online meeting participation. Medina Civil Service Commission welcomes and encourages in-person public comments. Individuals wishing to speak live during a Medina Civil Service Commission meeting will need to register their request at 425.233.6410 or email dnations@medina-wa.gov and leave a message before 2PM on the day of the Medina Civil Service Commission meeting. Please reference Public Comments for Medina 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.

Join Zoom Meeting

<https://medina-wa.zoom.us/j/82667913829?pwd=GA4R6jIKGFqlajX3xXrqTPgXn7r3Rm.1>

Meeting ID: 826 6791 3829

Passcode: 319844

One tap mobile

+12532158782,,82667913829#,,,,*319844# US (Tacoma)

1. **CALL TO ORDER / ROLL CALL**
2. **ANNOUNCEMENTS**
3. **PUBLIC COMMENT**

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 by 9:00 AM on Thursday, August 20, 2026 to be read aloud by the Civil Service Secretary and included in the record.

4. **NEW BUSINESS**

[4.1](#) Civil Service Meeting Minutes of October 3, 2025

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Civil Service Secretary

[4.2](#) Approval of Civil Service Commission Annual Report for 2025

Recommendation: Approve.

Staff Contact: Dawn Nations, Civil Service Secretary

4.3 Approval of Police Officer Eligibility Register

Recommendation: Approve Eligibility Register.

Staff Contact: Dawn Nations, Civil Service Secretary

5. **ADJOURNMENT**



MEDINA, WASHINGTON

CIVIL SERVICE COMMISSION

Hybrid - Virtual/In-Person
Medina City Hall - Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Friday, October 03, 2025 – 11:00 AM

MINUTES

1. CALL TO ORDER / ROLL CALL

The Medina Civil Service Commission was called to order by Chair Lou Hillenbrand at 11:00 am.

PRESENT

Commissioner Allison Frey
Commission Chair Lou Hillenbrand
Commission Vice Chair Steven Wells (on-line)

STAFF

Swanson, Sass, Nations

2. ANNOUNCEMENTS

None.

3. PUBLIC COMMENT

None.

4. NEW BUSINESS

4.1 Approval of Civil Service Commission Annual Report for 2024

Recommendation: Approve.

Staff Contact: Dawn Nations, Civil Service Secretary

Civil Service Secretary Dawn Nations gave a brief overview of the annual report for 2024 of the meetings held by the civil service commission and the commissioners approved the report.

ACTION: Motion to approve the 2024 annual report by Hillenbrand, Second Wells.
Vote carried by 3-0 vote

4.2 Civil Service Meeting Minutes of July 17, 2025

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Civil Service Secretary

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

4.3 Approval of 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 timeline, criteria, and scoring. Commissioners asked questions regarding the process and staff responded.

ACTION: Motion to approve the Police eligibility register by Hillenbrand, Second Frey.
Vote carried by 3-0 vote

5. ADJOURNMENT

Meeting adjourned at 11:08 am.

Meeting minutes taken by:

Dawn Nations, Civil Service Secretary



CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144
TELEPHONE 425-233-6400 | www.medina-wa.gov

Date: August 20, 2026

To: Medina City Council

From: Civil Service Commission (CSC)

RE: Civil Service Commission Annual Report 2025

In 2025 the Civil Service Commission met two times on July 17 and October 3, 2025.

The Commission certified the Lateral Police Eligibility register on July 17, 2025, approved the annual report for 2024 and certified the Entry Level Police Officer register on October 3, 2025.

Lou Hillenbrand, Commission Chair