



MEDINA, WASHINGTON

CIVIL SERVICE COMMISSION

Hybrid In-Person/On-line

Thursday, July 20, 2023 – 10:30 AM

AGENDA

COMMISSION CHAIR |

COMMISSION VICE-CHAIR | Lou Hillenbrand

COMMISSIONERS | Alison Frey, Steven Wells

Hybrid/Virtual Meeting Participation

The Medina Civil Service Commission has moved to hybrid meetings, offering both in-person and online meeting participation. In accordance with the direction from Governor Inslee, masking and social distancing will be optional for those participating in person. Individuals wishing to speak live during the Virtual Civil Service Commission meeting will need to register their request with the Civil Service Secretary at 425.233.6410 or email dnations@medina-wa.gov and leave a message before 8AM on the day of the July 20th Civil Service meeting. Please reference Public Comments for July 20th Civil Service 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://us06web.zoom.us/j/85313881758?pwd=TEExUElZY1dxUWJjYW00eGNjM08rQT09>

Meeting ID: 853 1388 1758

Passcode: 199893

Dial by your location

• +1 253 215 8782 US (Tacoma)

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

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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 8:00 AM on July 20, 2023 to be read aloud by the Civil Service Secretary and included in the record.

4. **NEW BUSINESS**

4.1 Elections:

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

4.2 Approval of Civil Service Commission Annual Report for 2022

Recommendation: Approve.

Staff Contact: Dawn Nations, Civil Service Secretary

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

Recommendation: Adopt Minutes.

Staff Contact: Dawn Nations, Civil Service Secretary

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

5. **ADJOURNMENT**



CITY OF MEDINA

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

To: Medina City Council
From: Medina Civil Service Commission (CSC)
Date: July 20, 2023
Re: 2022 Annual Report

In 2022 the Civil Service Commission met three times on February 10, 2022, June 29, 2022, and August 3, 2022.

The Commission approved the Annual report for 2021, approved the 1-year extension of the Lateral Police Captain Eligibility register, and certified the Police Officer Eligibility Register on February 10, 2022. On June 29, 2022, the commissioners approved the hiring process for the Police Sergeant Testing Process. On August 3, 2022, the commissioners certified the Police Sergeant Eligibility Register.

Lou Hillenbrand – Vice Chair



MEDINA, WASHINGTON

CIVIL SERVICE COMMISSION

Virtual/Online

Tuesday, May 30, 2023 – 10:00 AM

MINUTES

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

Chair John Bell called the meeting to order of the Medina Civil Service Commission on May 30, 2023, at 10 AM.

COMMISSIONERS PRESENT

Chair John Bell
Vice Chair Lou Hillenbrand
Commissioner Dan Becker

STAFF PRESENT

Steve Burns, Dawn Nations

2. **ANNOUNCEMENTS**

Commissioner John Bell announced he will be leaving the Civil Service Commission. He gave a brief statement that he enjoyed his time on the commission and wanted to let other residents to have an opportunity to serve.

Civil Service Secretary Dawn Nations gave an brief overview of the new meeting format. City Council, the Boards and Commissions have moved to the Hybrid meeting format. The new format will be in-person meetings in the council chambers and if someone cannot attend in person they have the option to be on-line via Zoom meeting.

3. **PUBLIC COMMENT**

No public comments.

4. **NEW BUSINESS**

4.1 Approval of Civil Service Meeting Minutes of August 22, 2022

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Civil Service Secretary

Action: Motion Becker, Second Hillenbrand, by consensus the meeting minutes were approved.

4.2 Approval of Lateral Officer Eligibility Register

Recommendation: Approve.

Staff Contact: Dawn Nations, Civil Service Secretary

City Manager Steve Burns gave a brief overview of the hiring process. He announced we have an officer leaving creating an open position. He explained why the Lateral Officer hiring process was chosen. 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 Becker. By consensus, the eligibility register was certified.

City Manager Steve Burns also thanked John Bell for his service on the Commission. He also explained the importance of have the Commission and thanked all the commissioners for their service.

5. **ADJOURNMENT**

By consensus the meeting was adjourned at 10:09 AM.

Meeting Minutes taken by:

Dawn Nations, Civil Service Secretary



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To: Medina Civil Service Commission (CSC)
From: Jeffrey R. Sass, Police Chief
Date: July 20, 2023
Re: Extension of Police Sergeant Eligibility Register

We are requesting to extend the Approved Police Sergeant Eligibility Register dated August 3, 2022 - August 3, 2023. Extension date – August 3, 2023 - August 3, 2024.

Per City of Medina Civil Service Rule 9.09 located on page 30 of Civil Service Rules.

9.09 DURATION OF ELIGIBLE REGISTERS.

a. If an applicant is permitted a delayed administration of an examination, and is successful in such examination, that applicant’s eligibility shall expire with that of other eligibles from the same examination.

b. In no event shall a register remain in force for longer than 12 months, unless specifically retired or extended by the Commission, but in any event no longer than 24 months.