



# 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**

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### AGENDA

**COMMISSION CHAIR** | Lou Hillenbrand  
**COMMISSION VICE-CHAIR** | Steven Wells  
**COMMISSIONER** | Allison Frey  
**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](mailto: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/83415774891?pwd=zH2TodjrxU9zgZpBXlTaoZluAqeHDa.1>

Meeting ID: 834 1577 4891

Passcode: 504789

One tap mobile

+12532158782,,83415774891#,,,,\*504789# US (Tacoma)

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

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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.

4. **NEW BUSINESS**

- [4.1](#) Approval of Civil Service Commission Annual Report for 2024  
**Recommendation:** Approve.  
**Staff Contact:** Dawn Nations, Civil Service Secretary

- [4.2](#) Civil Service Meeting Minutes of July 17, 2025  
**Recommendation:** Adopt minutes.  
**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**



# CITY OF MEDINA

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TELEPHONE 425-233-6400 | [www.medina-wa.gov](http://www.medina-wa.gov)

Date: October 3, 2025

To: Medina City Council

From: Civil Service Commission (CSC)

RE: Civil Service Commission Annual Report 2024

In 2024 the Civil Service Commission met one time on October 10, 2024.

The Commission certified the Police Officer Eligibility register and approved the annual report for 2023 on October 10, 2024.

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Lou Hillenbrand, Commission Chair



# MEDINA, WASHINGTON

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**Thursday, July 17, 2025 – 10:00 AM**

### MINUTES

#### CALL TO ORDER / ROLL CALL

The Medina Civil Service Commission was called to order by Chair Lou Hillenbrand at 10:00 am.

#### Present

COMMISSION CHAIR Lou Hillenbrand (in-person)  
COMMISSIONER Allison Frey (on-line)

#### Absent

COMMISSION VICE-CHAIR Steven Wells

#### Staff

Nations

#### 2. ANNOUNCEMENTS

None.

#### 3. PUBLIC COMMENT

None.

#### 4. NEW BUSINESS

##### 4.1 Civil Service Meeting Minutes of October 10, 2024

**Recommendation:** Adopt Minutes.

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

**ACTION:** Motion to adopt the minutes by Hillenbrand, Second Frey. Minutes carried by 2-0 vote.

- 4.2 Approval of Lateral 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 staffing and staff responded.

**ACTION:** Motion to approve the Police eligibility register by Hillenbrand, Second Frey. Vote carried by 2-0 vote.

5. **ADJOURNMENT**

Meeting adjourned at 10:06 am.

Meeting minutes taken by:

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Dawn Nations, Civil Service Secretary