



MEDINA, WASHINGTON

CIVIL SERVICE COMMISSION MEETING

Virtual/Online

Thursday, February 10, 2022 – 3:00 PM

AGENDA

COMMISSION CHAIR |
COMMISSION VICE-CHAIR |

COMMISSIONERS | John Bell, Dan Becker, Lou Hillenbrand

Virtual Meeting Participation

With the passing of the City's Proclamation of Local Emergency and the Governor's Stay-at Home Proclamation, City Hall is closed to the public. Civil Service Commission participation in the special meeting will be by teleconference/online only. Members of the public may also participate by phone/online but please note that no contemporaneous public comment will be accepted.

Join Zoom Meeting

<https://us06web.zoom.us/j/83400309412?pwd=d24wcTNpNkIPMERXOXYzN3UrbVFrZz09>

Meeting ID: 834 0030 9412

Passcode: 491905

Dial by your location

+1 253 215 8782 US (Tacoma)

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

2. **ANNOUNCEMENTS**

3. **PUBLIC COMMENT**

Due to remote conferencing there will be no contemporaneous public comments at the Civil Service Commission meeting.

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 10:00 AM on Thursday, February 10, 2022 to be read aloud by the Civil Service Secretary and included in the record.

4. **NEW BUSINESS**

4.1 Election of Chair and Vice Chair

- a) Chair
- b) Vice Chair

[4.2](#) Approval of Civil Service Commission Meeting Minutes of February 10, 2021

Recommendation: Adopt Minutes.

Staff Contact: Dawn Nations, Civil Service Secretary

[4.3](#) Civil Service Commission Annual Report for 2021

Recommendation: Approve.

Staff Contact: Dawn Nations, Civil Service Secretary

[4.4](#) Approval of Police Officer Eligibility Register

Recommendation: Approve.

Staff Contact: Dawn Nations, Civil Service Secretary

[4.5](#) Approval of 1 year Extension of Police Captain Eligibility Register from February 10, 2021

Recommendation: Approve Extension to February 10, 2023.

Staff Contact: Stephen R. Burns, Police Chief

5. **ADJOURNMENT**

6. **CERTIFICATION OF POSTING AGENDA**

The agenda for the Thursday, February 10, 2022 Civil Service Commission Meeting was posted and available for review on Tuesday, February 8, 2022 at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at www.medina-wa.gov.



MEDINA, WASHINGTON
www.medina-wa.gov
CIVIL SERVICE COMMISSION MINUTES
 Virtual/Online
 Wednesday, February 10, 2021
 11:30 AM

MINUTES

1. CALL TO ORDER / ROLL CALL

Meeting was called to order by Chair John Bell at 11:30 AM and roll call was taken by Civil Service Secretary, Dawn Nations.

Commissioners Present: Dan Becker, John Bell, and Lou Hillenbrand

Staff Present: Steve Burns, Police Chief and Dawn Nations, Civil Service Secretary

2. ANNOUNCEMENTS

Lou Hillenbrand gave brief update on former commissioner Bill Kinsel. He is doing well and has moved out of rehabilitation floor back to his apartment.

3. PUBLIC COMMENT

None.

4. NEW BUSINESS

1. Approval of Civil Service Commission Meeting Minutes of January 7, 2021
[Motion to approve by Becker, Second Bell. Minutes approved by 3-0 vote.](#)
2. Approval of Lateral Police Captain Eligibility Register
 Commissioners Becker, Bell and Hillenbrand reviewed the Eligibility Roster and discussed with the Chief and Civil Service Secretary. Chief Burns gave a brief overview of the process. After the hiring process was approved the Civil Service Secretary conducts the scoring based on the rating standards. Dawn Nations gave brief overview of the application process and scoring criteria of how the list is compiled. Chief Burns discussed the interview process and who would be on the interview panel.
[Motion made by Becker, Second Hillenbrand. Eligibility Register approved by 3-0 vote.](#)

5. ADJOURNMENT

Meeting adjourned at 11:49 AM.



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: February 10, 2022
Re: 2021 Annual Report

In 2021 the Civil Service Commission met twice on January 7, 2021 and February 10, 2021.

The Commission approved the hiring process for the Police Captain anticipated open position on January 7, 2021 and certified the Lateral Police Captain Eligibility register on February 10, 2021.

John Bell - Chair

Lou Hillenbrand – Vice Chair



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To: Medina Civil Service Commission (CSC)
From: Dawn Nations, Civil Service Secretary
Date: February 10, 2022
Re: Police Officer Eligibility Register

We are requesting the commissioners review and approve the Police Officer Eligibility Register dated February 10, 2022 - February 10, 2023. The list will be presented during the Civil Service Commission meeting.



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To: Medina Civil Service Commission (CSC)
From: Stephen R. Burns, Police Chief
Date: February 10, 2022
Re: Extension of Lateral Police Captain Eligibility Register

We are requesting to extend the Approved Lateral Police Captain Eligibility Register dated February 10, 2021 - February 10, 2022. Extension date – February 10, 2022 - February 10, 2023.

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.