



MEDINA, WASHINGTON

CIVIL SERVICE COMMISSION

Virtual/Online

Wednesday, August 03, 2022 – 8:00 AM

AGENDA

COMMISSION CHAIR | John Bell

COMMISSION VICE-CHAIR | Lou Hillenbrand

COMMISSIONER | Dan Becker

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/81453813140?pwd=TDIxNGJ2Z2hNRDhxSDVHMFZEOGFxUT09>

Meeting ID: 814 5381 3140

Passcode: 285856

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 3:30 PM on Tuesday, August 2, 2022 to be read aloud by the Civil Service Secretary and included in the record.

4. **NEW BUSINESS**

4.1 Approval of Civil Service Commission Meeting Minutes of June 29, 2022

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Civil Service Secretary

- 4.2 Approval of Police Sergeant Eligibility Register
Recommendation: Approve.
Staff Contact: Dawn Nations, Civil Service Secretary

5. **ADJOURNMENT**



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CIVIL SERVICE COMMISSION

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Wednesday, June 29, 2022 – 10:00 AM

MINUTES

1. CALL TO ORDER / ROLL CALL

Meeting called to order by Commission Chair John Bell and roll call was taken by Civil Service Secretary Dawn Nations.

Commissioners Present: John Bell, Dan Becker, Lou Hillenbrand

Staff Present: Jeff Sass, Dawn Nations

2. ANNOUNCEMENTS

Interim Chief Jeff Sass gave brief update regarding Chief Burns being officially appointed to the City Manager position effective July 1, 2022. City Manager Steve Burns appointed Captain Sass to the position of Police Chief effective July 1, 2022. Commissioners congratulated Jeff Sass on his new position. Interim Chief Sass thanked the Commissioners for volunteering to be on the Civil Service Commission to allow the police department to be transparent with the processes. Interim Chief Sass announced the new officers will graduate from the academy on September 9, 2022.

3. PUBLIC COMMENT

None.

4. NEW BUSINESS

4.1 Approval of Civil Service Commission Meeting Minutes of February 10, 2022

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Civil Service Secretary

Action: Motion to approve by Hillenbrand, Second Becker. Approved. 3-0.

4.2 Approval of Recruitment Process for Police Sergeant Open Position

Recommendation: Approve.

Staff Contact: Dawn Nations, Civil Service Secretary

Interim Chief Sass gave an update regarding the open Captain position and the Captain eligibility list was extended on February 10, 2022. Sergeant Gidlof was the next candidate on the list. Sergeant Gidlof was offered the Police Captain position and will be sworn in on July 1, 2022. This creates an open Sergeant position. Interim Chief Sass

discussed the recruitment process. The written examination was created by Public Safety Testing using Washington State law, the Medina Police policy manual, 2021 Law Enforcement Digest publications and a leadership book. The test consists of 100 questions and the testing date is July 27, 2022. Public Safety Testing will score the exams. Civil Service Secretary Nations explained the Civil Service Rule 8.15b Passing grade – regarding the commissioners to set the minimum score. The scoring criteria was outlined. The commissioners discussed and decided on a minimum score of 75% to pass the exam and set the next meeting date for August 3rd at 8am.

Action: Motion to approve by Hillenbrand, Second Becker. Approved. 3-0

5. **ADJOURNMENT**

Meeting adjourned at 10:31 AM.

Minutes taken by:

Dawn Nations, Civil Service Secretary