



MEDINA, WASHINGTON

CIVIL SERVICE COMMISSION

Hybrid - Virtual/In-Person
Medina City Hall - Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Thursday, July 17, 2025 – 10:00 AM

AGENDA

COMMISSION CHAIR | Lou Hillenbrand
COMMISSION VICE-CHAIR | Steven Wells
COMMISSIONER | Allison Frey
CIVIL SERVICE SECRETARY | Dawn Nations

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 17, 2025 Civil Service meeting. Please reference Public Comments for July 17, 2025 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://medina-wa.zoom.us/j/88631861666?pwd=IqzvMxQqhUbaW1hDYna4vkUEwmA9Sk.1>

Meeting ID: 886 3186 1666

Passcode: 762547

Dial by your location

• +1 253 205 0468 US

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 8:00 AM on July 17, 2025 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 10, 2024

Recommendation: Adopt Minutes.

Staff Contact: Dawn Nations, Civil Service Secretary

4.2 Approval of Lateral Police Officer Eligibility Register

Recommendation: Approve Eligibility Register.

Staff Contact: Dawn Nations, Civil Service Secretary

5. ADJOURNMENT



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MINUTES

1. CALL TO ORDER / ROLL CALL

The Medina Civil Service Commission was called to order at 10:00 am.

Present

COMMISSION CHAIR Lou Hillenbrand
COMMISSION VICE-CHAIR Steven Wells
COMMISSIONER Allison Frey

Staff

Sass, Nations

2. ANNOUNCEMENTS

None.

3. PUBLIC COMMENT

None.

4. NEW BUSINESS

4.1 Approval of Civil Service Commission Annual Report for 2023

Recommendation: Approve.

Staff Contact: Dawn Nations, Civil Service Secretary

Civil Service Secretary Dawn Nations gave a brief overview of the annual report for 2023 of the meetings held by the civil service commission and the commissioners approved the report.

4.2 Civil Service Meeting Minutes of December 6, 2023

Recommendation: Adopt Minutes.

Staff Contact: Dawn Nations, Civil Service Secretary

ACTION: Motion to adopt the minutes by Frey, Second Wells. Minutes carried by 3-0 vote. Minutes adopted with name correction.

- 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 and staff responded.

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

Commissioner Frey asked for clarification regarding a public records request and was informed to fill out a form stating no records exist for the request.

Chief Sass addressed the commissioners regarding the open position. The police department reorganized the positions and added a sergeant position with council approval. This created an open officer position. Chief Sass discussed the recruitment process. Commissioners asked questions and staff responded.

5. ADJOURNMENT

Meeting adjourned at 10:35 am.

Meeting minutes taken by:

Dawn Nations, Civil Service Secretary