City of Lake Forest Park
CIVIL SERVICE COMMISSION
September 21, 2026
MINUTES

Commission Members Present: Chair John Olson, Vice Chair Kim Anderson, Cmr. Silje Sodal

Absent Commission Members: N/A

Staff Present: Secretary/Chief Examiner Shannon Moore, Chief Diego Zanella

Chair Olson called the meeting to order at approximately 8:30am.

Approve Minutes

A. **June 25, 2026 Civil Service Commission Minutes:** Chair Olson made a motion to approve the June 25 2026, meeting minutes. Cmr. Sodal seconded the motion. Meeting minutes were unanimously approved.

Reports and Communications

N/A

Old Business

A. **Entry-Level Police Officer and Support Services Civil Service Lists—Removal of Names:** Vice Chair Anderson moved to remove the presented names from the Entry-Level Police Officer and Support Services Officer eligibility lists. Cmr. Sodal seconded the motion, which carried unanimously.
B. **Chief of Police Hiring Update:** Secretary Moore announced the official appointment of Police Chief Zanella to his new role.

New Business

A. **Certify Entry Level and Lateral Police Officer Civil Service Eligibility Lists:** A motion was made and seconded to approve the Entry Level and Lateral Police Officer Eligibility Lists as presented. The Motion carried unanimously.
B. **Civil Service Secretary Appointment:** Secretary Moore updated the Commission on the transition of Civil Service Secretary duties to HR Specialist Bray and requested approval of Bray's appointment to the role. Vice Chair Anderson moved to ratify the appointment, and Chair Olson seconded the motion. The motion carried unanimously.
C. **Support Services Officer:** Secretary Moore reported that Command Staff and Human Resources are discussing with the Police Guild a proposal to divide the vacant 1.0 FTE Support Services Officer position into two part-time roles: a Transport Officer (0.4 FTE, commissioned) and a Property and Evidence Technician (0.6 FTE, civilian).

Announcements/Schedule of Events

A. Secretary Moore provided an update on recruitment for the vacant Police Commander position. The Commission nominated Vice Chair Anderson to participate in panel interviews, if needed, and he agreed.

Adjournment

Vice Chair Anderson made motion to adjourn the meeting. Chair Olson seconded, Motion carried unanimously and the meeting adjourned at 8:57am.

SUBMITTED:

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Civil Service Secretary

APPROVED:

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Chair John Olson