



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

MINUTES

1. CALL TO ORDER / ROLL CALL

The Medina Civil Service Commission was called to order by Chair Lou Hillenbrand at 11:00 am.

PRESENT

Commissioner Allison Frey
Commission Chair Lou Hillenbrand
Commission Vice Chair Steven Wells (on-line)

STAFF

Swanson, Sass, Nations

2. ANNOUNCEMENTS

None.

3. PUBLIC COMMENT

None.

4. NEW BUSINESS

4.1 Approval of Civil Service Commission Annual Report for 2024

Recommendation: Approve.

Staff Contact: Dawn Nations, Civil Service Secretary

Civil Service Secretary Dawn Nations gave a brief overview of the annual report for 2024 of the meetings held by the civil service commission and the commissioners approved the report.

ACTION: Motion to approve the 2024 annual report by Hillenbrand, Second Wells.
Vote carried by 3-0 vote

4.2 Civil Service Meeting Minutes of July 17, 2025

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Civil Service Secretary

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

- 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 regarding the process and staff responded.

ACTION: Motion to approve the Police eligibility register by Hillenbrand, Second Frey.
Vote carried by 3-0 vote

5. ADJOURNMENT

Meeting adjourned at 11:08 am.

Meeting minutes taken by:

Dawn Nations, Civil Service Secretary