



# MEDINA, WASHINGTON

## CIVIL SERVICE COMMISSION

Hybrid In-Person/On-line  
Thursday, July 20, 2023 – 10:30 AM

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### MINUTES

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

Meeting called to order by Commission Vice Chair Lou Hillenbrand and roll call was taken by Civil Service Secretary Dawn Nations

Commissioners Present: Lou Hillenbrand, Allison Frey, Steven Wells

Staff Present: Jeff Sass, Stephen R. Burns, Dawn Nations

#### **2. ANNOUNCEMENTS**

Police Chief Jeff Sass announced the department had a new officer start. Kelly Gregory is a lateral transfer, experienced officer. Chief Sass gave a brief update on the hiring process and background of the new officer. Commissioners asked questions and staff responded.

#### **3. PUBLIC COMMENT**

None.

#### **4. NEW BUSINESS**

- 4.1 Elections:  
a) Vice Chair moves to Chair position  
b) Election for Vice Chairperson

Civil Service Secretary Nations gave brief explanation on the elections process. Vice Chair Lou Hillenbrand moved into the Chair position with the departure of the previous Chair John Bell. Elections were held for Vice Chair position.

[Action: Steven Wells was appointed to the Vice Chair position.](#)

- 4.2 Approval of Civil Service Commission Annual Report for 2022  
**Recommendation:** Approve.  
**Staff Contact:** Dawn Nations, Civil Service Secretary

Civil Service Secretary Nations gave update on the annual report 2022.

[Action: Motion to approve by Hillenbrand, second Frey. Approved by 3-0 vote.](#)

4.3 Approval of Civil Service Commission Meeting Minutes of May 30, 2023

**Recommendation:** Adopt Minutes.

**Staff Contact:** Dawn Nations, Civil Service Secretary

Action: Motion to adopt the minutes by Hillenbrand, Second Wells. Minutes adopted by 3-0 vote.

4.4 Approval of 1 year Extension of Police Sergeant Eligibility Register from August 3, 2022

**Recommendation:** Approve Extension to August 3, 2024

**Staff Contact:** Jeffrey Sass, Police Chief

Chief Sass gave a brief update on the reason to extend the Police Sergeant Eligibility Register for an additional year to August 3, 2024. Commissioners asked questions and staff responded. City Manager, Steve Burns and Chief Sass thanked the commissioners for their service.

Action: Motion to approve by Hillenbrand, Second Frey. Police Sergeant Eligibility Register extension to August 3, 2024, was approved by 3-0 vote.

## **5. ADJOURNMENT**

Meeting adjourned at 10:28 AM.

Minutes taken by:

Dawn Nations, Civil Service Secretary