



# MEDINA, WASHINGTON

## CIVIL SERVICE COMMISSION

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
Thursday, October 10, 2024 – 10:00 AM

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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:

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Dawn Nations, Civil Service Secretary