



City of SeaTac Civil Service Commission Minutes of Meeting held on Monday, May 10, 2010

4800 South 188th Street
SeaTac, WA 98188-8605

City Hall: 206.973.4800
Fax: 206.973.4809
TDD: 206.973.4808

1. Call to Order

The regularly scheduled meeting of the SeaTac Civil Service Commission for Fire Department Employees was called to order at 3:30 p.m on Monday, May 10, 2010. The meeting was held at SeaTac City Hall in conference room 128, located at 4800 South 188th Street, SeaTac, WA 98188.

COMMISSIONERS PRESENT: Chairperson Richard Jordan;
Commissioners Donna Thomas and Erin Sitterley

STAFF PRESENT: Brian Wiwel, John Gallup, Stephanie Johnson, Anh Hoang,
MaryAnn Cromwell

PUBLIC PRESENT: Earl Gibson

2. Public Comment

None.

3. Regular Business

a) APPROVAL OF MINUTES

Motion: Commissioner Thomas made a motion to approve the Minutes of the March 8, 2010 meeting. Commissioner Sitterley seconded the motion. Motion passed. Minutes were approved as presented.

b) CERTIFICATION OF FIRE CAPTAIN PROMOTIONAL LIST

Ms. Johnson gave the Commission an overview of the Fire Captain promotional process, including the written examination, assessment center and protest committee review.

Motion: Commissioner Thomas made a motion to accept the recommendation of the protest committee. Commissioner Sitterley seconded the motion. Motion passed.

Motion: Commissioner Thomas made a motion to accept the eligibility register for Fire Captain for a period of two years. Commissioner Sitterley seconded the motion. Motion passed.

c) UPDATE ON BATTALION CHIEF PROMOTIONAL EXAMINATION

Ms. Johnson informed the Commission that the planning process for the Battalion Chief promotional examination is going smoothly and approval of the Battalion Chief Promotional Examination will be an item on the June agenda.

Mayor
Terry Anderson

Deputy Mayor
Gene Fisher

Councilmembers
Rick Forschler
Tony Anderson
Ralph Shape
Pam Fernald
Mia Gregerson

Interim City Manager
Todd Cutts

City Attorney
Mary Mirante Bartolo

City Clerk
Kristina Gregg

d) CHIEF EXAMINER VACANCY

Ms. Johnson informed the Commission there is still only one application received for the vacant Assistant Chief Examiner vacancy.

Motion: Commissioner Thomas made a motion for the commission to review the application received. Commissioner Sitterley seconded the motion. Motion passed.

Ms. Johnson will send the application to Commissioners for review and if the commission wishes to interview the individual, Ms. Johnson will work with Ms. Yoon to set up an Executive session to conduct such interview.

e) CHIEF EXAMINER/ASSISTANT CHIEF EXAMINER PAID/VOLUNTEER POSITION

HR Director Ms. Hoang was in attendance at the regularly scheduled meeting to speak with the commission about their ability to request budget in the annual budget planning process to pay the Chief Examiner and/or Assistant Chief Examiner a salary. As the Civil Service budget is under her oversight in HR, she wanted to inform the commission that she spoke with Interim City Manager Todd Cutts about allowing City employee's to conduct Civil Service work on City time. She afforded that there might be additional recruitment interest if the position is paid in the future and/or departments are paid back for the time and salary dollars their employee is using contributing to Civil Service work.

f) CIVIL SERVICE BUDGET/HUMAN RESOURCES

Ms. Johnson shared with the commission current expenditures for promotional examinations year to date and informed the commission the budget planning process will begin in June/July 2010 for the 2011 budget year. Ms. Hoang informed the commission she requested a \$5,000 budget amendment to cover 2010 expenses along with a carryover of 2009 unused funds. Ms. Hoang requested that the commission appropriately budget their work plan for 2011 in the next month or two so she can take their request to Council.

g) OTHER ITEMS FROM COMMISSION MEMBERS

None.

4. Next Meeting

The next regularly scheduled meeting will be held on Monday, June 14, 2010 at 3:30 p.m. at SeaTac City Hall, Conference Room 128.

5. Adjournment

The Meeting adjourned at 4:28 p.m. These minutes are excerpts of the Civil Service Commission Meeting. No audio recording of the meeting was made.

Prepared by:

Stephanie Johnson
Chief Examiner for the Civil Service Commission

APPROVED on _____, 2010