



## City of SeaTac Civil Service Commission Minutes of Meeting held on Monday, August 8, 2011

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4800 South 188<sup>th</sup> Street  
SeaTac, WA 98188-8605

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### 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, August 8, 2011. The meeting was held at SeaTac City Hall in Room 128, located at 4800 South 188th Street, SeaTac, WA 98188.

**COMMISSIONERS PRESENT:** Commissioners Donna Thomas, Erin Sitterley and Richard Jordan

**STAFF PRESENT:** Assistant Chief Brian Wiwel, Assistant City Attorney Julia Yoon, Stephanie Johnson, Alyne Hansen and HR Intern Barb Gustafson

### 2. Public Comment

None.

### 3. Regular Business

#### a) **APPROVAL OF MINUTES**

**Motion:** Commissioner Jordan made a motion to approve the Minutes of the Civil Service Commission's July 11, 2011 meeting. Commissioner Sitterley seconded the motion. Motion passed.

#### b) **2012 BUDGET**

Ms. Johnson presented a draft 2012 Civil Service Commission budget for the commission to review. Due to increased promotional examination test consultant fees and purchase of a new text, a decision card will have to be submitted to the City Council for approval of \$9,525 additional dollars in 2012.

**Motion:** Commissioner Sitterley made a motion to accept the draft budget of \$20,800. Commissioner Jordan seconded the motion. Motion passed.

#### c) **BATTALION CHIEF PROMOTIONAL EXAMINATION UPDATE**

Assistant Chief Wiwel updated the Commission on the test development with Terry Kerwood, Ron Hiraki, and Kent Fire Department. He reported the process is going well and there is plenty of time between the application closing date and the testing dates for planning and completing the test elements.

**Mayor**  
Terry Anderson

**Deputy Mayor**  
Gene Fisher

**Councilmembers**  
Rick Forschler  
Tony Anderson  
Ralph Shape  
Pam Fernald  
Mia Gregerson

**City Manager**  
Todd Cutts

**City Attorney**  
Mary Mirante Bartolo

**City Clerk**  
Kristina Gregg

**d) OTHER ITEMS FROM COMMISSION MEMBERS**

None.

**4. Next Meeting**

The next regularly scheduled meeting will be held on Monday, September 12, 2011 at 3:30 p.m. at SeaTac City Hall, Conference Room 128.

**5. Adjournment**

The Meeting adjourned at 3:49 p.m. These minutes are excerpts of the Civil Service Commission Meeting. No audio recording of the meeting was made.

Prepared by:

Alyne R. Hansen

Assistant Chief Examiner for the Civil Service Commission

***APPROVED on September 12, 2011***