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## City of SeaTac Civil Service Commission Minutes of Meeting held on Monday, September 12, 2011

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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, September 12, 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 and Erin Sitterley

**STAFF PRESENT:** Assistant City Attorney Julia Yoon, Firefighter Keven Rojecki, Stephanie Johnson and Alyne Hansen

### 2. Public Comment

None.

### 3. Regular Business

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

**Motion:** Commissioner Sitterley made a motion to approve the Minutes of the Civil Service Commission's August 8, 2011 meeting. Commissioner Thomas seconded the motion. Motion passed.

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

- i. Ms. Johnson updated the Commission on the examination process and planning with Terry Kerwood and Ron Hiraki. Closing date for applications is Tuesday, September 13<sup>th</sup> at 4:00pm. She will be sending a reminder to eligible Captains.
- ii. Ms. Johnson gave a brief summary of the promotion process for members of the public in attendance, and how promotional examinations alternate each year between Battalion Chief and Captains exams.

#### c) **OTHER ITEMS FROM COMMISSION MEMBERS**

- i. Ms. Johnson reported the City Clerk's Office informed her the Commission needs to present their annual report to the City Council. It was decided to present the report at the December 13<sup>th</sup> council meeting, as we can report all of 2011's events including the completed Battalion Chief promotional examination. Commissioner Sitterley will give the update.

**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

- ii. Ms. Johnson asked if anyone wished to attend the Civil Service Conference on September 19<sup>th</sup> and 20<sup>th</sup> in Ellensburg, as the budget allows for 2 attendees. No one requested to attend.
- iii. Ms. Johnson submitted the Commission's 2012 annual draft budget to the Finance Department through the Human Resources budget.

**4. Next Meeting**

The next regularly scheduled meeting will be held on Monday, October 10, 2011 at 3:30 p.m. at SeaTac City Hall, Conference Room 128.

**5. Adjournment**

The Meeting adjourned at 3:48 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 October 10, 2011***