



City of SeaTac Civil Service Commission Minutes of Meeting held on Monday, April 30, 2012

4800 South 188th Street
SeaTac, WA 98188-8605

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1. Call to Order

The special meeting of the SeaTac Civil Service Commission for Fire Department Employees was called to order at 3:30 p.m. on Monday, April 30, 2012. 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 Sue Drebert

STAFF PRESENT: Assistant Chief Brian Wiwel, Assistant City Attorney Julia Yoon, Stephanie Johnson and Alyne Hansen

2. Public Comment

None.

3. Special Business

a) **FIRE CAPTAIN PROMOTIONAL EXAMINATION**

- i. A/C Wiwel requested to move the behavioral exam to Kent station 78 due to the number of candidates that have applied. Without adding a location, we would run the risk of candidates crossing paths and there could be an unfair advantage/disadvantage if a candidate has knowledge of an exam component over another.
- ii. Ms. Johnson reported all exam location addresses were reviewed with the candidates during the required orientation, including Kent station 78 – it was also on a handout the candidates took with them. She reported 16 candidates applied, and 13 attended the required orientation.
- iii. Ms. Yoon reported exam announcement changes need to be authorized by the commission. She stated there was no time frame for announcement changes. She recommended sending each candidate a written notification of the location change.
- iv. Ms. Johnson proposed sending an email to each candidate of the location change. The commission approved this notification, asking each candidate send a read receipt to Ms. Johnson to confirm receipt of the notice.

Motion: Commissioner Sitterley made a motion to approve the location change to Kent Station 78. Commissioner Drebert seconded the motion. Motion passed.

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

4. **Next Meeting**

The next regularly scheduled meeting will be held on Monday, June 11, 2012 at 3:30 p.m. at SeaTac City Hall, Conference Room 128.

5. **Adjournment**

The Meeting adjourned at 4:02p.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 June 11, 2012, 2012