



City of SeaTac Civil Service Commission Minutes of Meeting held on Monday, February 11, 2013

4800 South 188th Street
SeaTac, WA 98188-8605

City Hall: 206.973.4800
Fax: 206.973.4809
TDD: 206.973.4808

Mayor
Tony Anderson

Deputy Mayor
Mia Gregerson

Councilmembers
Barry Ladenburg
Rick Forschler
Terry Anderson
Dave Bush
Pam Fernald

City Manager
Todd Cutts

City Attorney
Mary Mirante Bartolo

City Clerk
Kristina Gregg

1. Call to Order

The regularly scheduled meeting of the SeaTac Civil Service Commission for Fire Department Employees was called to order at 3:35 p.m. on Monday, February 11, 2013. 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, Sue Drebert

COMMISSIONERS ABSENT: Erin Sitterley

STAFF PRESENT: Assistant Chief Brian Wiwel, Mary Ann Cromwell, Stephanie Johnson

2. Public Comment

None.

3. Regular Business

a) **Approval of Minutes**

Motion: Commissioner Thomas made a motion to approve the Minutes of the Civil Service Commission's January 14, 2013 meeting. Commissioner Drebert seconded the motion. Motion passed.

b) **2013 Battalion Chief Examination**

Assistant Chief Wiwel and Ms. Johnson stated that preparation is under way for designing the Battalion Chief promotional examination. Assistant Chief Wiwel has solicited the help of Battalion Chief Jeff Richardson and Fire Fighter and IAFF Union representative Dave Little to assist in the process. He hopes to also involve a Captain, but since it is at the testing level for the promotion list, someone may need to join the planning committee after the application window is closed unless they know beforehand they wish not to participate.

c) **Other items from the Commission members**

Civil Service Files and Books

Ms. Johnson put together a surplus list for promotional text books. There were 13 unopened books with a fair market value that equates to roughly over \$400. Before adding the items to the surplus list, she is exploring avenues for a possible credit or return with the company the texts were purchased from in 2010.

4. Next Meeting

The next regularly scheduled meeting will be held on Monday, March 11, 2013 at 3:30pm at SeaTac City Hall, Conference Room 128.

5. Adjournment

The Meeting adjourned at 3:57pm. These minutes were 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 March 11, 2013