

**Lynnwood Civil Service Commission
Meeting Minutes
July 3, 2013**

Attending: Gary Liming
Doug Kimura
Steven Jensen

Tod Gates
Paula Itaoka
Lori Charles

Commissioner Kimura called meeting to order at 5:31 p.m.

There were no corrections to the minutes of May 2, 2013 so Commissioner Liming moved to approve them as written, Commissioner Kimura seconded the motion and the motion carried.

A Sergeant promotional list was brought before the Commission for certification. Chief Jensen commented that a written exam and assessment center were used with good result and he expects to promote someone to the current Sergeant opening. There being no further discussion, Commissioner Kimura moved to certify the promotional list as presented, Commissioner Liming seconded the motion and the motion carried.

The Commission was asked to certify an entry Police Officer list. Commissioner Kimura moved to certify the list as presented, Commissioner Liming seconded the motion and the motion carried.

The Commission was asked to order an entry Fire Fighter examination. Commissioner Kimura moved to order an examination as requested, Commissioner Liming seconded the motion and the motion carried.

Secretary Itaoka provided the Commission with a briefing on the upcoming process to hire a Fire Chief on a regular basis. Secretary Itaoka explained that the Fire Chief was a civil service position and therefore both civil service and executive selection processes needed to be observed.

The Commission was asked to extend the provisional appointment of Tod Gates to Interim Fire Chief up until the time the position is filled on a regular basis. Commissioner Kimura so moved, Commissioner Liming seconded the motion and the motion carried.

Interim Fire Chief Gates provided a briefing on the testing process for a Captain promotional list and reported that more information will be provided after strategic planning efforts are completed.

Commissioner Liming moved to adjourn the meeting; Commissioner Kimura seconded the motion and the motion carried.

The meeting was adjourned at 6:04 p.m.

Approved:



Bill Wallace
Commission Chairperson



Paula Itaoka
Commission Secretary/Examiner