10. **Call to Order**: Meeting was called to order at 5:38pm on September 3, 2014 by Chair Kimura.

20. **Roll Call**:
   - Commissioner Chair Doug Kimura
   - Commissioner Vice Chair Gary Liming
   - Commissioner Ed dos Remedios
   - Acting Secretary/Examiner Greg Roberts
   - Staff Member Commander Chuck Steichen
   - Staff Member Acting Fire Chief Tod Gates
   - Staff Member Lori Charles

30. **Approval of Minutes**: Commissioner Liming moved to approve the meeting minutes of July 8, 2013. Commissioner Kimura seconded the motion. Motion passed.

40. **Public Comments**: No public comments. It was noted that the door to City Hall was locked and that in the future, arrangements needed to be made to have the door unlocked for this public meeting.

50. **Staff Update**:
   - 50.1 **Fire Chief Start Date Sept. 29**: Acting Secretary/Examiner Roberts advised the Commission that the new Fire Chief, Scott Cockrum, will be starting on September 29, 2014. Acting Fire Chief Gates advised that he will introduce Chief Cockrum at the next Civil Service Commission meeting. There was a discussion about Chief Cockrum’s background and experience with the Commission and the Commission was advised that they will be invited to the upcoming pinning ceremony for the new Fire Chief.

60. **New Business**:
   - 60.1 **Vice Chair Nomination and Election**: Commissioner Dos Remedios nominated Commissioner Liming for the position of Vice Chair of the Civil Service Commission. Commissioner Liming nominated Commissioner Dos Remedios for the position of Vice Chair. Commissioner Kimura seconded the nomination of Commissioner Liming and by majority vote Commissioner Dos Remedios was elected Vice Chair of the Civil Service Commission.

   - 60.2 **2014 Meeting schedules and agendas**: Acting Secretary/Examiner Roberts and the Commission discussed the upcoming meeting schedule including 2015 elections of Commission Chair and Vice Chair. Acting Secretary/Examiner Roberts stated that as we plan out the next year, we can look at agendas and give more advanced notice for cancelled meetings. The Commissioners agreed that the Commission will not skip meeting more than one month and agreed that they would continue to meet the first Wednesday of each month. Commissioner Liming acknowledged and the other Commissioners agreed that if the Police and/or Fire
departments needed to change the date, the Commission would keep that option open as long as it can fit in their schedules.

60.3 Entry Level Firefighter Oral Boards, Sept. 16 – 18: Acting Secretary/Examiner Greg Roberts advised the Commission that Entry Firefighter Oral Boards are scheduled in September. There was a discussion with Acting Fire Chief Tod Gates about the testing process for the Fire Department.

60.4 Briefing on Entry Police Eligibility List: Commander Steichen advised the Commission that the current Entry Police Eligibility List needs to be updated as there are no viable candidates remaining on the current list. Commander Steichen stated that the Police Department has several vacancies and will fill some but not all of them.

60.5 Budget Process: Acting Secretary/Examiner Greg Roberts discussed with the Commission the status of the City budget and the some of the challenges that the City Council will face. Acting Secretary/Examiner Greg Roberts advised that he does not anticipate the civil service budget being affected.

70. Old Business: None discussed.

80. Comments for the Good of the Order: Acting Fire Chief Tod Gates expressed his appreciation to the Commission for working with him and for the way the Commission approaches things. He also thanked them for taking care of the citizens of Lynnwood.

100. Adjournment: Meeting adjourned at 6:21 pm.

Approved:

[Signatures]

Commission Chair/Vice Chair

Commission Secretary/Examiner