

**CITY OF SANTA BARBARA  
CIVIL SERVICE COMMISSION  
MINUTES  
REGULAR MEETING**

Monday, September 15, 2025

4:15 p.m.

I.T. Training Room, City Hall

735 Anacapa Street, Santa Barbara, California

**ORDER OF BUSINESS:**

1. *Call to order & roll call.* The meeting was called to order by Chair Alan Kasehagen. Present: Commissioners Hap Freund, Craig Smith, and Donna Lewis. Staff member Erik Uchida was present.
2. *Public comment.* Nobody wished to make a public comment.
3. *Approval of the minutes from the Civil Service Commission Meeting on July 14, 2025.* A motion to approve the minutes from the Civil Service Commission meeting on July 14, 2025 was made and seconded. The motion was approved by all Commissioners present.
4. *Appointment of a New Vice Chair for Fiscal Year 2026.* A motion was made and seconded for Craig Smith to serve as the Commission Vice Chair for Fiscal Year 2026. The motion was approved by all Commissioners.
5. *Status Update and Consideration for Approval of the Mediation Protocols Developed by Commissioner Lewis and Assistant City Attorney John Doimas.* Commissioner Lewis passed out a draft of the protocol updates that were provided to John Doimas for review. The following issues were raised for the Commission to consider: 1) whether Harbor Patrol Officers should be excluded from mediation; 2) whether a definition of “finished” is needed regarding when the mediation is finished; 3) whether a definition of “available” is needed regarding of when a mediator is available. The Commission agreed to define “available” as the availability within 30 calendar days; 4) the length of a mediation session. The Commission agreed to a 4-hour limit for a mediation session. The Commission agreed to resume conversation regarding any unsettled issues at the November meeting.
6. *Discussion About Recruitment for Vacant Civil Service Commission Position.* Mr. Uchida stated that the City has not received any applications.
7. *Discussion of Upcoming Hearings.* Mr. Uchida stated that there could be two possible hearings, but appeals to the discipline have not yet been filed.
8. *Topics for Next Meeting.* Status update and consideration for approval of the mediation protocols. Discussion on potential upcoming hearings. Discussion on recruitment for vacant Commission position.
9. *Adjournment of Meeting.* A motion to adjourn the meeting was made, seconded, and approved.