



CONTACT: Rebecca Su, HR Manager
425-452-6817

Civil Service Commission

Regular Meeting Agenda

Date: July 14, 2026 (Tuesday)

Time: 4:00 p.m.

Location: Bellevue City Hall
Conf. Room **1E-112**

Join on your computer or mobile app: [Click here to join the meeting](#)

Meeting ID: 277 483 705 549 18, **Passcode:** o4je7oK3

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes
 - a. Regular Meeting: April 14th, 2026
 - b. Special Meeting: June 15th, 2026
- IV. Oral communication from the public, limited to three minutes per person on items on the Civil Service Commission meeting agenda.



V. Unfinished Business

A. Unfinished Business – Civil Service

Continue 2026 Rule Update Adoption Discussion

VI. New Business

A. New Business – Civil Service
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Revision Request to Civil Service Rules – Section 1.04B Remote Attendance

B. New Business – Police

Police Recruitment – PSU Support Administrative Assistant

VII. Announcement of Next Meeting

VIII. Adjournment

Informational Items:

Fire:
New Hire – OEM – Tesslyn Matthes
Personnel Reassignments – Sam Cregger and Jesse Cartwright
Personnel Reassignments – Lee Goff
Personnel Reassignments – Station 10
Retirement Notification – Randy Hart
PROMOTION - Zavaglia
PERSONNEL REASSIGNMENTS – ACADEMY INSTRUCTORS
Alex Dryer – Fire Education Coordinator moving to OEM
PERSONNEL REASSIGNMENTS – Recruits to Probationary Firefighters
PERSONNEL REASSIGNMENTS – TRAINING CAPTAIN
Personnel Reassignment – FPO Maggie Whittemore to Acting Assistant Fire Marshal
LIEUTENANT JOB ANNOUNCEMENT and BIBLIOGRAPHY
PERSONNEL REASSIGNMENTS – Jon Penner and Johann Sehmsdorf
RETIREMENT NOTIFICATION – ERIC RICKERT



PERSONNEL REASSIGNMENTS - Nathan Bliss-Miller and Kyle Dua
SUCCESSFUL COMPLETION OF FIREFIGHTER PROBATION - Justin Jobes
PROMOTION - Cody Collins
PERSONNEL REASSIGNMENTS - Aaron Keller, Andrew Schneider, Bruno Heller, Conner Varnell

Police:
Thank You Report - May and June
Transfer - Badreddine Mala
Promotion - Kristina Galloway
Resignation - Justin Redmond
Department Awards
Transfer - Jarod Jones

**CITY OF BELLEVUE
CIVIL SERVICE COMMISSION
Meeting Minutes**

Thursday
April 14, 2026

Hybrid

MEMBERS PRESENT: Patricia Sheffels, Vice-Chair
Jeff Jorgenson
Anne Noris
Linda Parrish

MEMBER ABSENT: Dan Crowner, Chair

OTHERS PRESENT: Brandon Kim, Police Department
Charlie Kimball, Fire Department
Kathleen Kline, City Attorney's Office
Rebecca Su, Human Resources
Rita Tes, Human Resources

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

The meeting was called to order at 4:00 p.m. by Vice-Chair Sheffels.

II. ROLL CALL:

A quorum was present.

III. APPROVAL OF MEETING MINUTES:

A. Regular Meeting: January 13, 2026

Motion by Commissioner Noris and second by Commissioner Parrish to approve the January 13, 2026 Civil Service Commission regular meeting minutes as presented. Motion carried unanimously (4-0).

B. Special Meeting: February 3, 2026

Motion by Commissioner Noris and second by Commissioner Parrish to approve the February 3, 2026 Civil Service Commission special meeting minutes as presented. Motion carried unanimously (4-0).

C. Special Meeting: March 19, 2026

Motion by Commissioner Noris and second by Commissioner Parrish to approve the March 19, 2026 Civil Service Commission special meeting minutes as presented. Motion carried unanimously (4-0).

IV. ORAL COMMUNICATIONS:

None.

V. NEW BUSINESS:

A. Fire:

- Request to Conduct Battalion Chief Promotional Exam 2026

On behalf of the Fire Department, Lieutenant Kimball made an official request to conduct a Battalion Chief promotional exam in 2026. The request was driven by the fact that the current eligibility list has been fully exhausted, with all previously listed candidates already promoted. Lieutenant Kimball emphasized the need to establish a new list to ensure a ready pool of qualified candidates for future vacancies, even though no immediate openings are anticipated. He also noted that while the department hopes to attract at least three candidates, current interest may be limited due to the experience levels and career stages of existing captains.

Motion by Commissioner Jorgenson and second by Commissioner Noris to approve the request to conduct a Battalion Chief Promotional Exam in 2026. Motion carried unanimously (4-0).

- Request to Conduct Lieutenant Promotional Exam 2026

On behalf of the Fire Department, Lieutenant Kimball made an official request to conduct a Lieutenant promotional exam in 2026, noting that the current eligibility list is set to expire in September. While there are still candidates on the existing list, a new process is required to maintain continuity in staffing. The department anticipates a larger candidate pool for this position. The process will include additional steps compared to the Battalion Chief exam, such as a written test.

Motion by Commissioner Jorgenson and second by Commissioner Noris to approve the request to conduct a Lieutenant Promotional Exam in 2026. Motion carried unanimously (4-0).

- Request to Rehire Dmitriy Kozachok

On behalf of the Fire Department, Lieutenant Kimball made an official request to rehire Dmitriy Kozachok, a former firefighter who previously resigned in good standing due to family relocation. Since his circumstances have changed, he has expressed interest in returning to Bellevue Fire, particularly for its medic program opportunities. The rehire is contingent upon successfully completing a background check, medical evaluation, and psychological exam. During the discussion, a minor revision was noted in the language of the request, removing the term “unconditional employment” to avoid potential legal complications. If rehired, he will return as a new employee and be subject to a one-year probationary period.

Motion by Commissioner Jorgenson and second by Commissioner Noris to approve the request to rehire Dmitriy Kozachok, with the change noted above. Motion carried unanimously (4-0).

B. Police:

- 2026 Rule Update Adoption

The Commission began reviewing proposed updates to the 2026 Civil Service Rules but chose not to adopt them at this meeting, opting instead to continue discussion and defer final approval. Commissioners raised a number of concerns and suggested revisions, including the following:

- Remote attendance limits: Reconsider the restriction of two remote meetings per year and allow greater flexibility.
- Removal of Commissioners: Clarify how misconduct is identified and ensure the City can bring forward relevant information for Commission action.
- Gender-neutral language: Update references such as “he/she” to inclusive terms like “they/them” throughout the document.
- Public hearing requirements: Review inconsistencies and determine when hearings must be public versus when confidentiality is appropriate.
- Revocation of eligibility lists: Provide clearer language explaining when and why a list may be revoked (e.g., flawed testing process).
- Probationary period rules: Consider broadening criteria beyond medical absences to include other circumstances (e.g., military leave, emergencies) that prevent proper evaluation.
- Disciplinary standards (“for cause”): Evaluate differences between Fire and Police sections and clarify or align definitions where appropriate.

Staff were asked to incorporate feedback and provide a revised draft for further review at the next meeting.

VI. ANNOUNCEMENT OF NEXT MEETING:

Vice-Chair Sheffels announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, July 14, 2026 at 4:00 p.m.

VII. INFORMATIONAL ITEMS:

Fire—Status Change

- A. Firefighter/Paramedic Candidate Testing Results/Class 55
- B. Successful Completion of Firefighter Probation – Sorain Dy
- C. Training Captain Recruitment – Accepting Applications

Police—Executive Orders

- A. Resignation – Brooke Wilson
- B. Resignation – Candi Lorenzo
- C. Resignation – Isaac Garcia
- D. Transfer – Kevin Masseth
- E. Employee Recognition
- F. Thank You Report – Jan and Feb

VIII. ADJOURNMENT:

Vice-Chair Sheffels adjourned the meeting at 4:46 p.m.

**CITY OF BELLEVUE
CIVIL SERVICE COMMISSION
Special Meeting Minutes**

Thursday
June 15, 2026

Hybrid

MEMBERS PRESENT: Dan Crowner, Chair
Jeff Jorgenson
Anne Noris
Linda Parrish

MEMBER ABSENT: Patricia Sheffels, Vice-Chair

OTHERS PRESENT: Chad Barnes, City Attorney's Office
Beverly Ni, Police Department
Rita Tes, Human Resources

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

Chair Crowner appointed Commissioner Noris temporary Chair, since he was attending the meeting remotely, and she was present in the meeting room.

The meeting was called to order at 4:02 p.m. by Commissioner Noris.

II. ROLL CALL:

A quorum was present.

III. NEW BUSINESS:

A. Police:

- 2026 Request to Recruit Police Budget Analyst

On behalf of the Police Department, Ms. Ni made an official request to conduct recruitment, testing, and hiring for an expected Police Budget Analyst vacancy in 2026. This is an existing non-represented position in the Police Department and there is no current eligibility list.

Motion by Chair Crowner and second by Commissioner Jorgenson to approve the official request to conduct recruitment, testing, and hiring for the Police Budget Analyst position. Motion carried unanimously (4-0).

IV. ANNOUNCEMENT OF NEXT MEETING:

Commissioner Noris announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, July 14, 2026 at 4:00 p.m.

V. ADJOURNMENT:

Commissioner Noris adjourned the meeting at 4:07 p.m.

1.04 B Remote Attendance

- A. Commission members are encouraged to attend all meetings in-person and are required to attend at least two regular meetings in person each calendar year. This requirement shall not apply when a Commission member is excused for medical reasons or during a declared emergency. Commission members may otherwise join any meeting virtually using the link provided in the meeting email invitation.
- B. If circumstances do not allow for a Commission member to attend either in person or virtually, the Secretary-Chief Examiner may arrange for that member to join the meeting by telephone. A request for this accommodation must be made to the Secretary-Chief Examiner at least twenty-four hours before the scheduled start time for the meeting. At any meeting where a member is attending by telephone, a device that allows the voice of the member to be heard by everyone present in the meeting room and that allows the member to identify himself or herself before speaking, shall be present in the meeting room. Prior to leaving the meeting, the member shall notify the others that he/she is about to disconnect from the call.
- C. The Secretary-Chief Examiner or designee shall advise the presiding officer of the members participating by telephone at the start of the meeting. A Commission member who is connected virtually or by telephone shall be considered to be actually present at that meeting for the period of time he/she is so connected, and that presence shall count toward a quorum for the Commission or committee for all purposes.



Bellevue Police Department

MEMORANDUM

Date: July 14, 2026

From: Wendell Shirley, Chief of Police

To: Rita Tes, Civil Service Commission

Subject: Police Personnel Services Unit Administrative Assistant Recruitment

In accordance with Civil Service Rules and Regulations 6.05.01 *Request to Establish Eligibility List*, please accept this correspondence as an official request to conduct a recruitment to fill a vacancy in the position of Administrative Assistant assigned to the Police Department's Personnel Services Unit. This will be an external job posting, and the position will be available to all current City of Bellevue employees and the public.

This new position will be primarily responsible for providing administrative and clerical support to the Personnel Services Unit of the Police Department. The primary focus of this role will be managing and maintaining scheduling functions for the Personnel Services Unit, as well as assisting with data entry, tracking, and documentation associated with the pre-hire process, including background investigations, onboarding preparation, and processing pre-employment information.

The incumbent will be trained to serve as backup to existing administrative staff within the Personnel Services Unit to ensure continuity of operations during periods of leave, high workload, or operational demand. Secondary functions include additional clerical duties necessary to support personnel processes, meeting coordination, record maintenance, customer service tasks, and other administrative responsibilities that ensure efficient unit operations.

The list will remain in effect in accordance with applicable Civil Service Rules governing the duration of eligibility lists and may be used to fill current and future vacancies for the classification during that period.

STEPS AND DEVICES FOR SELECTION

In accordance with Civil Service Rule and Regulation 6.02.03, the Commission shall approve, prior to posting a job announcement, the steps and/or kinds of devices to be used to proceed to the next step. The Personnel Services Unit Administrative Assistant announcement has been prepared and is based on the following minimum education and experience qualifications:

- High school diploma or equivalent combination of education and experience.
- Four years of progressively responsible-related office support or clerical work experience is preferred.

Applicants must also meet the following requirements:

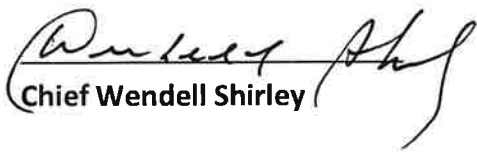
- Proficiency in the Microsoft Office Suite: Word, Excel, PowerPoint, Access.
- Proficiency in the use of: WebMSS, DAPS, DISCIS/SCOMIS, LINX, Entersect, RAIN, Selective Service, VisiNet, CommandPoint, New World (upon implementation), LEA (uniform, equipment, and training databases), and various internet sites.
- Ability to exercise good judgment and decision-making ability.
- Ability to interact effectively with all divisions, sections, units, and ranks within the Police Department and other City of Bellevue departments in a collaborative manner.
- Ability to interact with vendors and suppliers in a collaborative manner.
- Must obtain ACCESS Certification Level II certification; NIMS IS-100.LEA and IS-700.A certification within six months of hire and maintain certification throughout the course of this assignment with the department.
- Must be a citizen of the United States of America, lawful permanent resident, or a Deferred Action for Childhood Arrivals (DACA) recipient who can speak, read, and write the English language.

Selection Steps & Devices:

- The applications will be reviewed to ensure that the candidate meets the posted minimum requirements. The applications will include several screening questions that will be weighted equally to each other, then scored using a matrix. An overall score of 70% will be considered passing.
- Civil Service will rank the applicants on the recruitment eligibility list based on a combined score of the oral panel interview and in accordance with the City of Bellevue Civil Service Rules, veteran's preference points will be added to the total cumulative passing score, if applicable.
- The top three applicants receiving a passing score of 70% on the screening questions and who meet the minimum qualifications for the position will advance to the next testing step. The top qualified candidates who meet the minimum requirements and have received a 70% or above on the application screening will proceed to the oral panel interview. Candidates will be graded using a scoring matrix with each question weighted

equally and a minimum passing score of 70% to remain on the eligibility list. The oral panel interview will include a minimum of three members from the Police Department's Personnel Services Unit, including the Commander of that unit, the Sergeant, who would supervise this position.

- Top scoring candidate(s) from the oral panel interview will be selected from the eligibility list to continue to the background check process to determine suitability pursuant to RCW 41.12.070, to include a criminal background check and fingerprints checked in NCIC/WACIC. A background investigator will be assigned to conduct the background investigation pursuant to the personnel service's unit workflow for noncommissioned personnel, which will be pass/fail. If at any point during the background investigation it is discovered the candidate does not meet the minimum qualifications for the position, the candidate will be disqualified from the process.
- If a conditional job offer is provided, the candidate will be scheduled for a polygraph and a drug test. The polygraph will be scored on a pass/fail basis with a fail being disqualified from the process. If the applicant passes the polygraph and drug test, the candidate continues to the final step.
- The final step will be an interview with the Chief of Police, or his designee, and a review of the background investigation. This final step will be scored on a pass/fail basis. The Chief will assess the candidate's interest in the position, his or her strengths and weaknesses, and their willingness to adapt to the expected date of hire. If the candidate passes the Chief's interview and does not possess any disqualifiers in their background check, they may be offered a final job offer.
- If the candidate fails in the background investigation stage or polygraph, an alternate candidate from the eligibility list may be chosen to proceed in the process.
- If the final candidate is an internal police department candidate that has previously completed a background investigation, polygraph, criminal background check, fingerprints checked in NCIC/WACIC and a drug test, the Chief of Police can authorize a waiver for this portion of the testing.


Chief Wendell Shirley