



**CONTACT:** Joy St. Germain, HR Director  
425-452-4581

Rebecca Su, HR Manager  
425-452-6817

## Civil Service Commission

### Regular Meeting

### Agenda

**Date:** October 8, 2024 (Tuesday)

**Time:** 4:00 p.m.

**Location:** Bellevue City Hall  
Conf. Room **1E-110**

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

**Meeting ID:** 286 805 504 523, **Passcode:** QL78M3

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes
  - a. Regular Meeting: July 9, 2024
- IV. New Business

<b>Police - New Business</b>
Request to Conduct Sergeant Promotional Exam
Request to Conduct Corporal Promotional Exam
Acting Major Appointment - Captain Ellen Inman
Modification to the Definition of Lateral Entry Level Applicants

<b>Fire - New Business</b>
Request to Change Probationary Period



Request to Conduct Battalion Chief Promotional Exam
Request to Conduct Fire Captain Promotional Exam

V. Announcement of Next Meetings for 2025

VI. Adjournment

Informational Items:

<b>Police:</b>	
Resignation	Ofc. Jacob Black
Retirement	Ofc. Brad Knudtsen
Corporal Promotions	Ofc. James Vervaecke, Ofc. Ashley Saunders, Ofc. David Swinney, Ofc. Gregory Anthony II, Ofc. Robert McClelland
Resignation	Recruit Jeremiah Chan
Resignation	Ofc. Christopher Greaves
Annual Department Awards	
Resignation	Ofc. Matthew Redmond
Employee Recognition Awards Q2	Ofc. Darin Karosich, Lead Police Specialists: Jaime Vassallo, Olivia Geeson, Marisa Hoogerhyde
Resignation	Ofc. Ryan Lambert
Retirement	Sgt. Dave Rivera
Resignation	Cpl. James Vervaecke
Resignation	Ofc. Sarah Velling
Thank you Report	
Promotion	Ofc. Victor Pirak
Reassignment	Sgt. Zachary Lyons
FTO Assignments	Ofc. Oscar Rodriques-Melendrez, Ofc. Andrew Smith, Ofc. Brian Connor, Ofc. Amanda Jackson-Berrios, Det. Kareem Khoury, Ofc. Drew Gillman

<b>Fire:</b>	
Acting Lieutenant	Brett Krache
Personnel Reassignments	FF Charlie Cooper and FF David Svilar
New Hire	Fire Plans Reviewer Michael Harris



Probationary to Regular Status	Lt. Tim Yaw
Personnel Reassignments	Fire Prevention Officers Dennis Warner and Patrick
Probationary to Regular Status	Capt. Nate Cogdill
Aerial Operator Qualified	FF Rich Smith
New Hire	Fire Education Coordinator Alex Dryer
Personnel Reassignments	Lt. Mike Mihata, Lt. Steve Seiwerath, Acting Capt. John Rickerson, Acting Lt. Andrew Schneider
New Lieutenant Eligibility List	Expires Sept. 30, 2025
Retirement	Deputy Chief Dave Beste

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

Tuesday  
July 9, 2024

Room 1E-110

**MEMBERS PRESENT:** Anne Noris, Chair  
Dan Crowner, Vice-Chair  
Linda Parrish  
Patricia Sheffels

**MEMBER PRESENT:** Jeff Jorgenson

**OTHERS PRESENT:** Chad Barnes, City Attorney's Office  
Ellen Inman, Police Department  
Joy St. Germain, Human Resources

**MINUTES TAKER:** Michelle Cash

**I. CALL TO ORDER:**

The meeting was called to order at 4:00 p.m. by Chair Noris.

**II. ROLL CALL:**

A quorum was present.

**III. APPROVAL OF MEETING MINUTES:**

**Motion by Commissioner Sheffels and second by Commissioner Crowner to approve the January 9, 2024 Civil Service Commission meeting minutes as presented. Motion carried unanimously (4-0).**

**Motion by Commissioner Sheffels and second by Commissioner Parrish to approve the April 9, 2024 Civil Service Commission meeting minutes as presented.**

Commissioner Crowner corrected the meeting minutes noting that he was not in attendance at the meeting.

**At the question, motion carried unanimously (4-0) to approve the meeting minutes as corrected.**

#### **IV. NEW BUSINESS:**

##### **A. Modification to the Selection Criteria for Police Civil Service Positions**

Captain Inman requested approval for a modification to the selection criteria for all police civil service ranks. The Police Department previously submitted requests that several police civil service positions be modified to allow for deferred action for childhood arrivals (DACA) recipients with employment authorization from USCIS to apply for police civil service positions. No other modifications to the selection criteria, steps, or devices are requested at this time.

Mr. Barnes explained how this change will impact existing recruitments.

**Motion by Commissioner Parrish and second by Commissioner Sheffels to approve the official request to modify the selection criteria for Police Civil Service positions. Motion carried unanimously (4-0).**

##### **B. Police Administrative Service Manager Recruitment**

On behalf of the Police Department, Captain Inman made an official request to conduct a recruitment examine and hiring process for an Administrative Services Manager. The current eligibility list may be exhausted. Therefore, there is a request to test in 2024. Captain Inman said that this will be an internal and external job posting open to both Bellevue Civil Service and non-Bellevue Civil Service employees.

Captain Inman responded to questions from Commissioners, including questions about the person currently in the position.

**Motion by Commissioner Parrish and second by Commissioner Sheffels to approve the official request to conduct a recruitment examination and hiring process for an Administrative Services Manager. Motion carried unanimously (4-0).**

##### **C. Police Captain Promotional Exam**

On behalf of the Police Department, Captain Inman made an official request to conduct a promotional exam for the rank of Captain. The current Captain eligibility list expired on February 1, 2024 and vacancies are anticipated.

**Motion by Commissioner Crowner and second by Commissioner Sheffels to approve the request to conduct a Police Captain promotional exam in 2024. Motion carried unanimously (4-0).**

##### **D. Police Sergeant Promotional Exam**

On behalf of the Police Department, Captain Inman made an official request to conduct a promotional exam for the rank of Sergeant. Vacancies in this position are anticipated in 2024.

Captain Inman responded to questions from Commissioners.

**Motion by Commissioner Sheffels and second by Commissioner Parrish to approve the request to conduct a promotional exam for the rank of Sergeant. Motion carried unanimously (4-0).**

**V. ANNOUNCEMENT OF NEXT MEETING:**

Chair Noris announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, October 8, 2024 at 4:00 p.m.

**VI. INFORMATIONAL ITEMS:**

Fire—Status Change

- A. Firefighter Engineer Promotion: Andy Hovancsek, Emily Peterson, Eric Dobsa, Welsey Taylor
- B. Retirement: John Harn
- C. Resignation: John Tetzlaff
- D. Retirement: Laurie Lamp
- E. Retirement: Doug Borst
- F. Promotions: Kris Johnson, Michael Beard, Eric Shepler, Nathan Schaefer
- G. Retirement: Jeff Grive
- H. Retirement: Todd McLean
- I. Retirement: Zan Teague
- J. Captain Promotion: Dan Sobole

Police—Executive Orders

- A. Sergeant Promotions: Off. Aaron Watanabe, Off. Christopher Wyche, Corp. Jonathan Hurley
- B. Retirement: Sgt. Shovlin
- C. Retirement: Det. Brennan
- D. Retirement: Det. Nygren
- E. ERP Award: Off. Park, Off. Perreira

**VII. ADJOURNMENT:**

Chair Noris adjourned the meeting at 4:45 p.m.



# Bellevue Police Department

## MEMORANDUM

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**Date:** September 10th, 2024

**From:** Wendell Shirley, Chief of Police

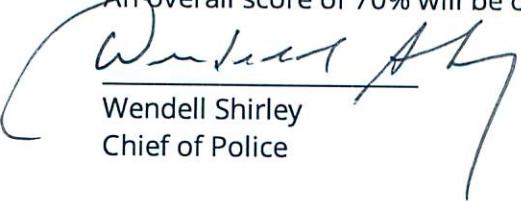
**To:** Joy St. Germain, Civil Service Commission

**Subject:** Sergeant Promotional Exam

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 promotional exam for the rank of Sergeant. The current Sergeant Eligibility List has been exhausted. We anticipate future vacancies in this position in 2024-2025 and this list would be used to fill such vacancies. We intend to prepare the Police Sergeant announcement based on the following minimum qualifications:

- The candidate must have no evaluations showing a "Below Standards" rating during the previous 12 months.
- The candidate must have no sustained findings in Formal Standards investigations in the previous 12 months.
- The candidate must have either:
  - (a) completed one (1) year of continuous service as a Bellevue Police Corporal and be off supervisor probation by the application date, **OR**
  - (b) completed 45 hours of college credit or course work, and completed three (3) years of continuous service as a commissioned police officer, and be off officer probation by the application date, **OR**
  - (c) completed four (4) years active-duty military service and honorably discharged and completed three (3) years of continuous service as a commissioned police officer and be off officer probation by the application date.

The exam will consist of an Assessment Center which is a variety of simulated written, oral, and training exercises to evaluate a wide range of supervisory and training skills and abilities, including knowledge of the Bellevue Police Department's policies and procedures. An overall score of 70% will be considered passing.

  
Wendell Shirley  
Chief of Police



# Bellevue Police Department MEMORANDUM

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**Date:** September 10, 2024  
**From:** Wendell Shirley, Chief of Police  
**To:** Joy St. Germain, Civil Service Commission  
**Subject:** Corporal Promotional Exam

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 promotional exam for the rank of Corporal. The current Corporal Eligibility List has been exhausted. We anticipate future vacancies in this position in 2024-2025 and this list would be used to fill such vacancies. We intend to prepare the Corporal announcement based on the following minimum qualifications:

- The candidate must have no evaluations showing a "Below Standards" rating during the previous 12 months.
- The candidate must have no sustained findings in Formal Standards investigations in the previous 12 months.
- Must have completed two (2) years of continuous service as a Bellevue Police Officer, or have two (2) years as a commissioned police officer with another agency, and be off probation.

The exam will consist of an Assessment Center which is a variety of simulated written, oral, and training exercises to evaluate a wide range of supervisory and training skills and abilities, including knowledge of the Bellevue Police Department's policies and procedures. An overall score of 70% will be considered passing.

  
Wendell Shirley  
Chief of Police



# Bellevue Police Department

## MEMORANDUM

Date: 09/10/2024

FROM: Chief Wendell Shirley  
TO: Civil Service Commission

### Acting Major Appointment

Pursuant to Civil Service Commission Rule 7.02, I am notifying you of one Acting Major Appointment, effective September 16, 2024, which will exceed twenty (20) consecutive calendar days. I appointed one Captain to Acting Major based on merit, efficiency, and fitness:

(1) Captain Ellen Inman to Acting Major in Investigations

This Appointment is due to the temporary absence of one regular Major in Investigations and the need to ensure the units are adequately staffed with a Major. This temporary absence is due to the current Major's absence on extended FMLA leave.

  
Chief Wendell Shirley

CC: Assistant Chief Popochock  
PSU Captain Nault



# Bellevue Police Department

# MEMORANDUM

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Date: September 30<sup>th</sup>, 2024

From: Wendell Shirley, Chief of Police

To: Joy St. Germain, Civil Service Commission

Subject: [Civil Service Commission Meeting October 8<sup>th</sup>, 2024 - Memo Related to Modifying the definition of Lateral Entry Level Applicants](#)

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## NOTIFICATION

Please accept this correspondence as a request for approval to modify the definition of Lateral Entry Level officer by extending the allowable break in service to twenty-four months as of the application date.

## AGENDA MEMO

### **Agenda Memo Subject:**

The Bellevue Police Department is seeking approval from the Bellevue Civil Service Commission, in accordance with Bellevue Civil Service Rule 6.05.01, to amend the definition of Lateral Entry Level officer by extending the allowable break in service to twenty-four months as of the application date.

### **Fiscal or Other Impacts:**

This change supports the department's recruitment goals by expanding the candidate pool for lateral police officers, allowing us to attract a more diverse and experienced group who may be ineligible under current standards. While extending the allowable break, we maintain the requirement of two consecutive years of experience, ensuring candidates retain essential law enforcement skills. This adjustment broadens access to seasoned professionals and enhances the diversity of our force to better reflect our community. There will be no fiscal impact due to this modification.

### **Background:**

Civil Service Rule 6.05.01 grants the Commission the authority to establish different types of police eligibility lists. This proposed modification supports the police department's recruitment

objectives by focusing on filling vacancies and enhancing the diversity of our commissioned personnel to more accurately reflect the demographics of our community.

**Current Requirement:**

The Bellevue Civil Service Rules & Regulations define the "Lateral Entry Level" eligibility list as a roster of individuals who are currently sworn police officers in other jurisdictions and have passed the examination for transfer to an entry-level position within Bellevue Civil Service. Lateral applicants must have at least two consecutive years of police experience, with no more than a six-month break in service from their last police position at the time of applying to the Bellevue Police Department.

**Recommended Change in Requirement:**

Lateral applicants must have at least two consecutive years of police experience, with no break in service exceeding twenty-four months by the application date.

**Rationale for Modification:**

The laws governing Peace Officer Certification (Chapter 43.101 RCW) allow WA police officers to maintain their WA peace officer certification so long as they are in compliance with their mandated training and have not had a break-in-service more than 24 months. There are exceptions for military and FMLA leave in calculating the break-in-service. If there is a break-in-service of a WA officer between 24-60 months (2-5 years), the lapsed officer would be required to attend the WA CJTC equivalency academy.

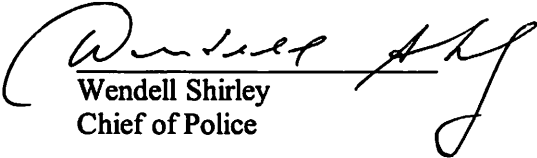
Modifying this requirement will greatly enhance our ability to attract highly qualified lateral candidates and remain competitive with neighboring agencies. This change ensures that lateral candidates meet the necessary experience requirements while positioning the Bellevue Police Department to successfully recruit top talent.

**Effective Date:**

The modification will take effect on October 9<sup>th</sup>, 2024.

**Motion:**

Effective October 9<sup>th</sup>, 2024, Lateral applicants must have at least two consecutive years of police experience, with no break in service exceeding twenty-four months by the application date.

  
Wendell Shirley  
Chief of Police

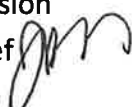


## Fire Department

### Interoffice Memorandum

September 27, 2024

**TO:** Joy St. Germain, Chief Examiner  
Civil Service Commission

**FROM:** Jay Hagen, Fire Chief 

**SUBJ:** REQUEST TO CHANGE PROBATIONARY PERIOD

In recent years, we have expanded the training provided to our entry-level firefighters, leading to improved instruction and comprehension. However, the additional academy training reduces the time each probationary firefighter has to complete their probation while demonstrating knowledge and skill retention on the line.

After talks with IAFF local 1604 we have come to the agreement that the probationary period be extended from 12 months to 14 months. This will give us the opportunity to evaluate probationary firefighters at three (3) different assignments for three (3) months each assignment.

This proposition will assist with a longer timeframe to coach and develop our newest employees. We have found that fewer members are hired with fire service backgrounds than in previous generations, which has led to an increased need for coaching/development time.

We now bring this before this commission to request your approval of this new probationary period timeline.

If you have any questions, please contact me at 452-6895.

Sincerely,

  
\_\_\_\_\_  
Jay Hagen  
Fire Chief




# Fire Department

## Interoffice Memorandum

September 30, 2024

TO: Joy St. Germain, Chief Examiner  
Civil Service Commission

FROM: Jay Hagen, Fire Chief 

SUBJ: REQUEST TO CONDUCT BATTALION CHIEF PROMOTIONAL EXAM IN 2025

In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct a promotional exam for the rank of Battalion Chief, with the process beginning in the 1<sup>st</sup> or 2<sup>nd</sup> quarter of 2025. The current list will be exhausted effective October 1, 2024.

The department intends to prepare the Fire Battalion Chief job announcement based on the following minimum qualifications:

Two consecutive years' experience as a Bellevue Fire Captain; a valid Emergency Medical Technician (EMT) or paramedic certification.

and

The qualifications detailed in the "Battalion Chief Qualifications" matrix to be published and/or distributed with the job announcement at least 30 days in advance of the application deadline. Final determination will be made by an appointing authority.

or

Fire Captains who have previously qualified to take the Battalion Chief's exam are eligible. "Previously qualified" is defined as being listed on the most current Battalion Chief eligibility list.

All applicants must meet the above qualifications on or before the application deadline.

In the event 3 applications are not submitted with the above qualifications, we would request the application process be re-opened with the following qualifications:

A valid Emergency Medical Technician (EMT) or Paramedic certification.

and

Holds the rank of Captain.

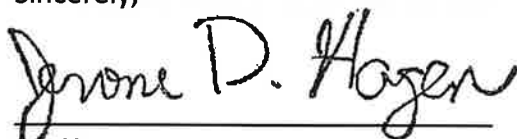
The details of the promotional exam process and scoring are as follows:

- **Tactics Exam (section 1):** This component of the promotional process will consist of a variety of simulated (audio/visual) emergency incidents designed to evaluate a wide range of management skills and abilities at an emergency scene, based in part on the Bellevue Fire Department Standard Operating Procedures, Lesson Plans, Best Practices, Tactics & Incident Management Sharepoint materials, and the Training Manual. Candidates must receive a score of 70% or greater on the Tactics Exam to advance to the Assessment Center. (Weight 40% of Total Score)
- **Assessment Center (section 2):** This component of the promotional process will consist of a variety of simulated written and oral exercises designed to evaluate a wide range of personnel management and leadership skills and abilities, based in part on the Bellevue Fire Department Standard Operating Procedures, City of Bellevue and Fire Department documents, Washington Administrative Code, Lesson Plans, Best Practices, and Training Manual. Candidates must receive a cumulative score of 70% or greater on the Assessment Center to be considered passing. (Weight 60% of Total Score)

A total cumulative score averaging 70% or above, which includes a combination of the tactical exercise and assessment center, will be considered passing.

If you have any questions, please contact me at (425) 452-6895.

Sincerely,



Jay Hagen  
Fire Chief



# Fire Department

## Interoffice Memorandum

September 30, 2024

TO: Joy St. Germaine, Chief Examiner  
Civil Service Commission

FROM: Jay Hagen, Fire Chief

A handwritten signature in blue ink, appearing to be "JH", written over the name "Jay Hagen".

SUBJ: REQUEST TO CONDUCT FIRE CAPTAIN PROMOTIONAL EXAM IN 2025

In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct a promotional exam for the rank of Captain, with the process beginning in the first quarter of 2025. The current list expires on January 27, 2025, and has already been extended by one additional year.

The department intends to prepare the Fire Captain job announcement based on the following minimum qualifications:

Two consecutive years' experience as a Bellevue Fire Lieutenant or Lieutenant MSO; a valid Emergency Medical Technician (EMT) or paramedic certification.

and

The qualifications detailed in the "Captain Qualifications" matrix to be published and/or distributed with the job announcement at least 30 days in advance of the application deadline. Final determination will be made by an appointing authority.

or

Fire Lieutenants who have previously qualified to take the Captain's exam are eligible. "Previously qualified" is defined as being listed on the most current Captain's eligibility list.

All applicants must meet the above qualifications on or before the application deadline.

In the event 3 applications are not submitted with the above qualifications, we would request the application process be re-opened with the following qualifications:

A valid Emergency Medical Technician (EMT) or Paramedic certification.

and

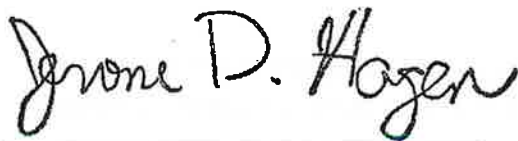
Holds the rank of Lieutenant.

In addition, the details of the promotional exam process and scoring are as follows:

- Written Examination (section 1): As a component of the promotional process, a written examination will be administered. Candidates must receive a score of 70% or greater on the written exam to advance to the Tactics Exam. (Weight 20% of Total Score).
- Tactics Exam (section 2): This component of the promotional process will consist of a variety of simulated (audio/visual) emergency incidents designed to evaluate a wide range of management skills and abilities at an emergency scene, based in part on the Bellevue Fire Department Standard Operating Procedures, Lesson Plans, Best Practices, Tactics & Incident Management Sharepoint materials, and the Training Manual. Candidates must receive a score of 70% or greater on the Tactics Exam to advance to the Assessment Center. (Weight 40% of Total Score)
- Assessment Center (section 3): This component of the promotional process will consist of a variety of simulated written and oral exercises designed to evaluate a wide range of personnel management and leadership skills and abilities, based in part on the Bellevue Fire Department Standard Operating Procedures, City of Bellevue and Fire Department documents, Washington Administrative Code, Lesson Plans, Best Practices, and Training Manual. Candidates must receive a cumulative score of 70% or greater on the Assessment Center to be considered passing. (Weight 40% of Total Score)

A total cumulative score averaging 70% or above, which includes a combination of the written exam, tactical exam, and assessment center, will be considered passing.

If you have any questions, please contact me at (425) 452-6895.



Jay Hagen  
Fire Chief