



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

Civil Service Commission

Regular Meeting Agenda

Date: April 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: January 13th, 2026
 - b. Special Meeting: February 3rd, 2026
 - c. Special Meeting: March 19th, 2026
- IV. Oral communication from the public, limited to three minutes per person on items on the Civil Service Commission meeting agenda.



V. New Business

A. Fire - New Business
Request to Conduct Battalion Chief Promotional Exam 2026
Request to Conduct Lieutenant Promotional Exam 2026
Request to Rehire Dmitry Kozachok

B. New Business - Civil Service
2026 Rule Update Adoption

VI. Announcement of Next Meeting

VII. Adjournment

Informational Items:

Fire:
FIREFIGHTER/PARAMEDIC CANDIDATE TESTING RESULTS/CLASS 55
SUCCESSFUL COMPLETION OF FIREFIGHTER PROBATION - Sorain Dy
TRAINING CAPTAIN RECRUITMENT - Accepting Applications

Police:
Resignation - Brooke Wilson
Resignation - Candie Lorenzo
Resignation - Isaac Garcia
Transfer - Kevin Masseth
Employee Recognition
Thank You Report - Jan and Feb

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

Tuesday
January 13, 2026

Hybrid

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

OTHERS PRESENT: Chad Barnes, City Attorney's Office
Bindi Lassige, Human Resources
Kathleen Kline, City Attorney's Office
Joseph Nault, Police Department
Rebecca Su, Human Resources
Dave Tait, Fire Department
Rita Tes, Human Resources

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

The meeting was called to order at 4:01 p.m. by Chair Crowner.

II. ROLL CALL:

A quorum was present.

Bindi Lassige, Director for Human Resources and Diversity, Equity and Inclusion, was introduced to the Committee.

III. APPROVAL OF MEETING MINUTES:

Motion by Commissioner Noris and second by Commissioner Sheffels to approve the October 14, 2025 Civil Service Commission meeting minutes as presented. Motion carried unanimously (5-0).

Motion by Commissioner Jorgenson and second by Commissioner Noris to approve the December 9, 2025 Civil Service Commission special meeting minutes as presented. Motion carried unanimously (4-0, with 1 abstention from Commissioner Sheffels).

IV. ORAL COMMUNICATIONS:

None.

V. REPORTS:

None.

VI. UNFINISHED BUSINESS:

None.

VII. NEW BUSINESS:

A. Fire

- Request to Extend Probation

Chief Tait requested approval to extend the probationary periods for three entry-level firefighters and one probationary lieutenant due to medical absences that exceeded the allowable probationary interruption period under Civil Service Rules. Chief Tait explained that the requested extensions would be equal in length to the time each employee was absent, allowing them to complete their full probationary requirements. Commissioners asked clarifying questions regarding the nature of the absences and confirmed that all four cases involved medical issues. Chair Tait stated that he does not anticipate performance concerns and emphasized that the request is intended to provide a fair opportunity for successful completion of probation.

Motion by Commissioner Jorgenson and second by Commissioner Parrish to extend the probationary periods for three entry-level firefighters and one probationary lieutenant equal in length to the time each employee was absent due to medical absences that exceeded the allowable probationary interruption period under Civil Service Rules. Motion carried unanimously (5-0).

- Request to Conduct Entry Level Hiring 2026

On behalf of the Fire Department, Chief Tait made an official request to conduct an entry-level firefighter hiring process in anticipation of upcoming retirements and projected vacancies, with hires expected to begin in early 2027. Chief Tait outlined the multi-step hiring process, including the National Testing Network written examination, video-based preliminary interviews, panel interviews, background investigations, and medical and psychological evaluations. While no minimum score was listed in the memorandum, Chief Tait clarified that

the department would not consider candidates scoring below 70-percent and noted that current candidate scores typically remain in the 90-percent range. Commissioners discussed applicant volume, attrition rates, educational expectations for advancement, and class size projections. The Fire Department also highlighted significant progress in recruiting women, noting that eight of the eighteen recruits in the current academy are women, attributing this success to targeted outreach efforts.

Motion by Commissioner Jorgenson and second by Commissioner Sheffels to approve the request to conduct an entry-level firefighter hiring process in 2026. Motion carried unanimously (5-0).

B. Police:

- Continuous Testing for Police Officer Positions

On behalf of the Police Department, Captain Nault presented several standard annual staffing and promotional requests. First, the department requested approval to conduct continuous testing throughout 2026 for entry-level, exceptional entry-level, and lateral police officer positions to address current staffing shortages. Captain Nault reported 31 existing vacancies and provided applicant statistics from the previous year, noting a high volume of applicants but challenges related to background investigations and meeting departmental standards.

Motion by Commissioner Jorgenson and second by Commissioner Sheffels to approve continuous testing throughout 2026 for entry-level, exceptional entry-level, and lateral police officer positions. Motion carried unanimously (5-0).

- Request to Conduct Captain Promotional Exam

On behalf of the Police Department, Captain Nault made an official request to conduct a Captain promotional examination in 2026, due to existing vacancies. Captain Nault described the captain role as a middle-management position requiring a four-year degree, supervisory experience, satisfactory performance evaluations, and no recent formal discipline. The promotional process would be administered by an external assessment center and include scenario-based exercises, interviews, and objective scoring by outside assessors, with final selection made by the Chief.

Motion by Commissioner Noris and second by Commissioner Jorgenson to approve the official request to conduct a Captain promotional examination in 2026. Motion carried unanimously (5-0).

- Request to Conduct Corporal Promotional Exam

On behalf of the Police Department, Captain Nault made an official request to conduct a Corporal promotional examination in 2026 in anticipation of cascading vacancies resulting from captain promotions. Captain Nault explained that corporals serve as quasi first-line supervisors and trainers. Captain Nault said that promotional exams are typically conducted annually and

are coordinated with an external vendor. There is currently not a corporal eligibility list in effect and future vacancies in this position are anticipated in 2026.

Motion by Commissioner Sheffels and second by Commissioner Jorgenson to approve the official request to conduct a promotional exam for the rank of Corporal in 2026. Motion carried unanimously (5-0).

- Request to Conduct Sergeant Promotional Exam

On behalf of the Police Department, Captain Nault made an official request to conduct a Sergeant promotional examination in 2026 due to the expiration of the current sergeant eligibility list. Captain Nault explained that sergeants hold formal supervisory roles. The promotional exams are typically conducted annually and are coordinated with an external vendor. There is currently not a sergeant eligibility list in effect and future vacancies in this position are anticipated in 2026.

Motion by Commissioner Norris and second by Commissioner Sheffels to approve the official request to conduct a promotional exam for the rank of Sergeant in 2026. Motion carried unanimously (5-0).

C. Election of New Secretary-Chief Examiner

Commissioners considered the appointment of the Secretary–Chief Examiner. Mr. Barnes explained that under Civil Service Rules, the Secretary–Chief Examiner is a City employee—traditionally the HR Director—responsible for administering civil service processes, and that the appointment requires Commission confirmation following recommendation by the City Manager’s Office. The City Manager’s Office recommends Bindi Lassige as the Secretary-Chief Examiner and Rebecca Su as the Assistant Secretary-Chief Examiner.

Motion by Commissioner Jorgenson and second by Commissioner Parish to appoint Bindi Lassige as the Secretary-Chief Examiner and Rebecca Su as the Assistant Secretary-Chief Examiner for the Bellevue Civil Service Commission. Motion carried unanimously (5-0).

D. Request for Commissioners to Review Draft Rules

Mr. Barnes introduced the draft 2026 Civil Service Rules, explaining that the document consolidates all rule amendments adopted since the 2019 rules into a single, current version for publication. The draft does not propose substantive changes but incorporates previously approved amendments and administrative updates. Commissioners were asked to review the document and provide feedback, with formal adoption planned for a future meeting. No vote was taken on this item.

VIII. ANNOUNCEMENT OF NEXT MEETING:

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

IX. INFORMATIONAL ITEMS:

None.

X. ADJOURNMENT:

Chair Crowner adjourned the meeting at 4:48 p.m.

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

Tuesday
February 17, 2026

Hybrid

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

MEMBERS ABSENT: Jeff Jorgenson

OTHERS PRESENT: Chad Barnes, City Attorney's Office
Candace Lorenzo, Police Department
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 Chair Crowner.

II. ROLL CALL:

A quorum was present.

III. ORAL COMMUNICATIONS:

Chad Barnes, City Attorney's Office, clarified that Oral Communications is not required during special meetings. He suggested removing Oral Communications from future special meeting agendas.

IV. NEW BUSINESS:

A. Police:

- Request to Establish List for Senior Administrative Assistant

On behalf of the Police Department, Candace Lorenzo explained that the Police Department previously conducted a recruitment process for a Senior Administrative Assistant position and received about 16 applicants who were placed on an eligibility list. Although several candidates advanced through the hiring process, the top candidate withdrew during the background check, and none of the remaining candidates successfully passed the background investigation. As a result, the department needed to restart the recruitment process and requested approval to establish a new eligibility list.

To enhance the recruitment process and attract a stronger pool of candidates, the department plans to expand its advertising efforts and introduce greater flexibility in working conditions. The selected candidate may have the option to work a 4/10 schedule (four 10-hour days), consistent with the schedule currently utilized by the employee in this position. Additionally, limited remote work may be an option. These adjustments are intended to address feedback from prospective applicants who previously indicated that the requirement for fully in-person work and a traditional five-day per week schedule was a deterrent to applying.

During the discussion, a Commissioner asked whether the recruitment was targeting women or if men had applied. Ms. Lorenzo clarified that both men and women had applied. Another Commissioner commented that it is increasingly difficult to find employees willing to work fully in person, to which Ms. Lorenzo agreed, explaining that while the role requires someone to be in the office most of the time, some limited flexibility may be possible. Ms. Lorenzo responded to other questions from Commissioners, including the salary range and timeline for hiring.

Motion by Ms. Parrish and second by Ms. Sheffels to approve the request to establish a new eligibility list for the Police Senior Administrative Assistant position. Motion carried unanimously (4-0).

V. ANNOUNCEMENT OF NEXT MEETING:

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

VI. ADJOURNMENT:

Chair Crouner adjourned the meeting at 4:09 p.m.

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

Thursday
March 19, 2026

Hybrid

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

MEMBER ABSENT: Jeff Jorgenson

OTHERS PRESENT: Chad Barnes, City Attorney’s Office
Kathleen Kline, City Attorney’s Office
Candace Lorenzo, Police Department
Rebecca Su, Human Resources
Rita Tes, Human Resources

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

The meeting was called to order at 4:04 p.m. by Chair Crowner.

II. ROLL CALL:

A quorum was present.

III. NEW BUSINESS:

A. Police:

- Request to Recruit – Police Support Specialist

On behalf of the Police Department, Candace Lorenzo made an official request to conduct recruitment and to hire to fill any Police Support Specialist vacancies as they occur in 2026.

Motion by Commissioner Parrish and second by Commissioner Sheffels to approve the request to recruit and hire to fill any Police Support Specialist vacancies as they occur in 2026. Motion carried unanimously (4-0).

These minutes are in DRAFT form until approved by the Civil Service Commission.

- Request to Test & Recruit – Administrative Services Manager

On behalf of the Police Department, Candace Lorenzo made an official request to conduct a recruitment examination and hiring process for an Administrative Services Manager. Ms. Lorenzo currently holds this position and has announced her resignation next week. The current eligibility list may be exhausted, therefore testing and recruiting is requested in 2026.

Ms. Lorenzo responded to questions from Commissioners.

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

IV. ANNOUNCEMENT OF NEXT MEETING:

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

V. ADJOURNMENT:

Chair Crouner adjourned the meeting at 4:17 p.m.



Fire Department

Interoffice Memorandum

March 26, 2026

TO: Bindi Lassige, Secretary-Chief Examiner
Civil Service Commission

FROM: Dave Tait, Fire Chief

SUBJ: REQUEST TO CONDUCT BATTALION CHIEF PROMOTIONAL EXAM IN 2026

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 in 2026. The current eligibility list is exhausted.

The department intends to prepare the Battalion Chief job announcement based on the following minimum qualifications and examination specifics.

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 date of the promotional orientation.

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

Holds the rank of Captain.

and

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

and

Has completed the Acting Battalion Chief training curriculum and has maintained all minimum standards to retain Acting Battalion Chief status as stated in Department Standard Operating Procedures.

EXAMINATION SPECIFICS

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, the Training Manual, among others. 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, the Training Manual, among others. 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. A score of less than 70% on any single section will result in not passing the promotional exam.

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

Respectfully,



Dave Tait - Fire Chief



Fire Department

Interoffice Memorandum

March 26, 2026

TO: Bindi Lassige, Secretary-Chief Examiner
Civil Service Commission

FROM: Dave Tait, Fire Chief

SUBJ: REQUEST TO CONDUCT FIRE LIEUTENANT PROMOTIONAL EXAM IN 2026

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 Fire Lieutenant in 2026. The current eligibility list expires September 30, 2026.

The department intends to prepare the Fire Lieutenant job announcement based on the following minimum qualifications and examination specifics.

MINIMUM QUALIFICATIONS

Three consecutive years' experience as a Bellevue Firefighter; a valid Emergency Medical Technician (EMT) or paramedic certification.

and

Completion of the Department's Acting Lieutenant Training Curriculum Handbook

and

The qualifications detailed in the "Lieutenant 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

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

Qualifications must be met by the date of the written examination.

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

Holds the rank of Firefighter.

and

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

and

Has completed the Acting Lieutenant training curriculum and has maintained all minimum standards to retain Acting Lieutenant status as stated in Department Standard Operating Procedures.

EXAMINATION SPECIFICS

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 30% of Total Score)

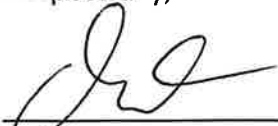
Tactical Assessment Lab (section 2): This component of the promotional process will consist of a variety of simulated (audio/visual) emergency incidents designed to evaluate a wide range of management skills and abilities at an emergency scene, based in part on the Bellevue Fire Department Standard Operating Procedures, Lesson Plans, Best Practices, Tactics & Incident Management SharePoint materials, the Training Manual, among others. Candidates must receive a score of 70% or greater on the Tactics Exam to advance to the Assessment Center. (Weight 35% 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, the Training Manual, among others. Candidates must receive a cumulative score of 70% or greater on the Assessment Center to be considered passing. (Weight 35% 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. A score of less than 70% on any single section will result in not passing the promotional exam.

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

Respectfully,



Dave Tait - Fire Chief



Fire Department

Interoffice Memorandum

April 09, 2026

TO: Bindi Lassige, Chief Examiner
Civil Service Commission

FROM: Dave Tait, Fire Chief

SUBJ: REQUEST TO REHIRE DMITRIY KOZACHOK

I am requesting permission to rehire Dmitriy Kozachok a previous employee of the department who left in good standing in July of 2022, which falls within the 5-year window. 2019 Civil Service Rules governing this situation are found under Section 4.03 Reemployment. For situations where the department desires to rehire;

*"At the request of the appointing authority **and upon approval by the Civil Service Commission**, any person who has resigned in good standing, and who has attained permanent status prior to separation may, within five years of the effective date of his/her separation, be reemployed in an entry level position provided that he/she can successfully pass the examination, and provided there are no employees of the same department who have been laid off and whose names appear on a reemployment list for the department. Persons reentering the classified service through reemployment must complete a one year probationary period in order to regain permanent status. Seniority and continuous service in the department will be counted only from the reemployment date. Previous service will not be restored to seniority."*

Mr. Kozachok did resign, and his re-hire will be subject to the successful completion of a background check, medical test and psychological exam, keeping with past rehires. He will be placed on probation for one year and will be offered unconditional employment based on the successful completion of the above. He will also be required to review King County EMS protocols and successfully complete firefighter skills training as part of the rehire process.

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

Respectfully,

A handwritten signature in black ink, appearing to be "DT", written over a horizontal line.

Dave Tait - Fire Chief