

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

Tuesday
January 9, 2024

Room 1E-110

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

OTHERS PRESENT: Ellen Inman, Police Department
Doug Halbert, Fire Department
Joy St. Germain, Human Resources
Rebecca Su, Human Resources

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

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

II. ROLL CALL:

A quorum was present.

III. APPROVAL OF MEETING MINUTES:

A. Special Meeting: August 15, 2023

Motion by Commissioner Sheffels and second by Commissioner Crowner to approve the August 15, 2023 Bellevue Civil Service Commission special meeting minutes as presented. Motion carried unanimously (5-0).

B. Regular Meeting: October 10, 2023

Motion by Commissioner Sheffels and second by Commissioner Crowner to approve the October 10, 2023 Bellevue Civil Service Commission meeting minutes as presented. Motion carried unanimously (5-0).

IV. NEW BUSINESS:

A. 2024 Police Support Officer Recruitment

On behalf of the Police Department, Captain Inman made an official request to conduct recruitment and hiring of Police Support Officers.

Captain Inman responded to questions from Commissioners.

Motion by Commissioner Sheffels and second by Commissioner Jorgensen to approve the request for recruitment and hiring of Police Support Officers. Motion carried unanimously (5-0).

B. 2024 Recruitment of Entry, Exceptional, & Lateral Officers

On behalf of the Police Department, Captain Inman made an official request for continuous testing for Entry Level, Exceptional Entry Level, and Lateral Level Officers in 2024.

Captain Inman responded to questions from Commissioners.

Motion by Commissioner Jorgensen and second by Commissioner Crowner to approve the request for continuous testing for Entry Level, Exceptional Entry Level, and Lateral Level Officers in 2024. Motion carried unanimously (5-0).

C. 2024 Admin Services Manager Recruitment

On behalf of the Police Department, Captain Inman made an official request to conduct a recruitment examination and hiring process for an Administrative Services Manager.

Captain Inman responded to questions from Commissioners.

Motion by Commissioner Jorgensen and second by Commissioner Sheffels to approve the request to conduct a recruitment examination and hiring process for an Administrative Services Manager. Motion carried unanimously (5-0).

D. Corporal Promotional Exam

On behalf of the Police Department, Captain Inman made an official request to conduct a promotional exam for the rank of Corporal. The current Corporal Eligibility list expires on May 19, 2024 and vacancies are anticipated.

Captain Inman responded to questions from Commissioners.

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

E. 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. The current Sergeant eligibility list has been exhausted.

Captain Inman responded to questions from Commissioners.

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

F. Court Liaison Administrator Recruitment

On behalf of the Police Department, Captain Inman made an official request to conduct recruitment and hire to fill any Court Liaison Administrator vacancies as they occur in 2024.

Captain Inman responded to questions from Commissioners.

Motion by Commissioner Jorgensen and second by Commissioner Sheffels to approve the official request to conduct recruitment and hire to fill any Court Liaison Administrator vacancies as they occur in 2024. Motion carried unanimously (5-0).

G. Police Support Specialist Recruitment

On behalf of the Police Department, Captain Inman made an official request to conduct recruitment and hire to fill any Police Support Specialist vacancies as they occur in 2024.

Captain Inman responded to questions from Commissioners.

Motion by Commissioner Jorgensen and second by Commissioner Sheffels to approve the official request to conduct recruitment and hire to fill any Police Support Specialist vacancies as they occur in 2024. Motion carried unanimously (5-0).

H. Police Records Disclosure Specialist Recruitment

On behalf of the Police Department, Captain Inman made an official request to conduct recruitment and hire to fill any Police Records Disclosure Specialist vacancies as they occur in 2024.

Captain Inman responded to questions from Commissioners.

Motion by Commissioner Jorgensen and second by Commissioner Sheffels to approve the official request to conduct recruitment and hire to fill any Police Records Disclosure Specialist vacancies as they occur in 2024. Motion carried unanimously (5-0).

I. 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 expires on February 1, 2024 and vacancies are anticipated.

Captain Inman responded to questions from Commissioners.

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

J. Forensic Evidence Tech Recruitment

On behalf of the Police Department, Captain Inman made an official request to conduct a recruitment and hiring process for a Forensic Evidence Technician. There is no current eligibility list.

Captain Inman responded to questions from Commissioners.

Motion by Commissioner Crowner and second by Commissioner Jorgensen to approve the official request to conduct a recruitment and hiring process for a Forensic Evidence Technician. Motion carried unanimously (5-0).

K. Property Evidence Tech Recruitment

On behalf of the Police Department, Captain Inman made an official request to conduct recruitment examination and hire to fill Police Property and Evidence Technician vacancies as they occur in 2024. There is currently one vacancy and no active eligibility list for this professional staff police position.

Captain Inman responded to questions from Commissioners.

Motion by Commissioner Jorgensen and second by Commissioner Sheffels to approve the official request to conduct recruitment examination and hire to fill Police Property and Evidence Technician vacancies as they occur in 2024. Motion carried unanimously (5-0).

L. Grant Administrator Position Extension

On behalf of the Police Department, Captain Inman made an official request for testing for a Police Grant Administrator position in 2024. Commissioners previously granted the ability to test for this position at the July 2023 Civil Service Commission meeting, but staff was unable to conduct recruitment and hiring during the year.

Captain Inman responded to questions from Commissioners.

Motion by Commissioner Jorgensen and second by Commissioner Crowner to approve the official request for testing for a Police Grant Administrator position in 2024. Motion carried unanimously (5-0).

M. Request to Extend Fire Provisional Engineers

On behalf of the Fire Department, Chief Halbert made an official request to extend the provisional Fire Engineer eligibility list. Fire does not have a current list and an assessment is planned, which will result in a new list certified by January 29, 2025.

Chief Halbert responded to questions from Commissioners.

Motion by Commissioner Jorgensen and second by Commissioner Crowner to approve the official request to extend the provisional Fire Engineer eligibility list. Motion carried unanimously (5-0).

N. Request for Fire Entry Level Hiring

On behalf of the Fire Department, Chief Halbert made an official request to conduct an entry-level firefighter hiring process in 2024.

Chief Halbert responded to questions from Commissioners.

Motion by Commissioner Jorgensen and second by Commissioner Crowner to approve the official request to conduct an entry-level firefighter hiring process in 2024. Motion carried unanimously (5-0).

O. Request to Conduct Deputy Chief Assessment

On behalf of the Fire Department, Chief Halbert made an official request to conduct a promotional exam for the rank of Deputy Chief in 2024 to establish an eligibility list.

Chief Halbert responded to questions from Commissioners.

Motion by Commissioner Sheffels and second by Commissioner Jorgensen to approve the official request to conduct a promotional exam for the rank of Deputy Chief in 2024 to establish an eligibility list. Motion carried unanimously (5-0).

P. Request to Extend Captain List

On behalf of the Fire Department, Chief Halbert made an official request to extend the current certified Fire Captain list one year, until January 27, 2025.

Chief Halbert responded to questions from Commissioners.

Motion by Commissioner Jorgensen and second by Commissioner Sheffels to approve the official request to extend the current certified Fire Captain list one year, until January 27, 2025. Motion carried unanimously (5-0).

V. ELECTION OF CHAIR AND VICE-CHAIR:

Chair Parrish opened nominations for the Commission's Chair position.

Motion by Chair Parrish to appoint Vice-Chair Noris for the Civil Service Commission Chair position.

Chair Parrish requested other nominations for the Civil Service Commission Chair position. There were none. Therefore nominations were closed.

At the question, motion carried unanimously (5-0) to approve Vice-Chair Noris' nomination for the Civil Service Commission Chair position.

Chair Parrish opened nominations for the Civil Service Commission Vice-Chair position.

Motion by Commissioner Jorgensen to appoint Commissioner Crowner for the Vice-Chair position.

Chair Parrish requested other nominations for the Civil Service Commission Vice-Chair position. There were none. Therefore nominations were closed.

At the question, motion carried unanimously (5-0) to approve Civil Service Commission Crowner's nomination for the Civil Service Commission Vice-Chair position.

VI. ANNOUNCEMENT OF NEXT MEETING:

Chair Parrish announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, April 9, 2024 at 4:00 p.m. The other 2024 meetings will be held on July 9, and October 8.

VII. INFORMATIONAL ITEMS:

Fire—Status Change

- A. Change of Civil Service Status: Troy Cunningham
- B. Recommendation Probationary Engineer: Josh Ferguson
- C. New On-Duty Fire Investigator: Justin Thornton
- D. October 1, 2023 Promotions
- E. Personnel Reassignment: Grant Haschak
- F. Personnel Reassignment: Mike Beard

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

- G. New On-Duty Fire Investigator: Maggie Whittemore
- H. New On-Duty Fire Investigator: Vince Stround
- I. Passing of Firefighter (Ret.): Ken Bailey

Police—Executive Orders

- A. Retirement: Eric Steppe
- B. Retirement: Jon Engman
- C. Trial Service Period Termination: Muneerah Budwani
- D. Employee Recognition Award: Officer of Quarter 2—Oscar Rodriguez-Melendrez; Civilian of the 1st Term: Sarah Kasperski; Nominations: Joshua Latimer, Nansong Liu, William Woo, Aaron Watanabe and Angel Francois
- E. Termination: Molly McCormack
- F. Resignation: Lin Lin
- G. Resignation: Tom Cangialosi
- H. Resignation: Jeffrey Adolfson
- I. Voluntary Change in Rack: Kevin Masseth
- J. Transfer: Kevin Masseth
- K. Resignation: Brian Benshoof
- L. Resignation: Nansong Liu
- M. Transfer: BJ Tuck
- N. Resignation: Philip Kong
- O. Transfer: Robin Peacey
- P. Promotion: Olivia Geeson
- Q. Promotion: Marisa Hoogerhyde
- R. Employee Recognition Award: Officer of Quarter 3—Rachel Neff; Nominations Jeffrey Sebers, Calvin Sun, and Alison Taylor
- S. Retirement: Mark Jordan
- T. Eligibility List PSS 11/09/23
- U. Thank You Report: August-September—Examples of Outstanding Service
- V. Thank You Report: October-November—Examples of Outstanding Service

VIII. ADJOURNMENT:

Chair Parrish adjourned the meeting at 4:56 p.m.