

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

Tuesday  
April 9, 2024

Room 1E-110

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

**MEMBER PRESENT:** Dan Crowner, Vice-Chair

**OTHERS PRESENT:** Mark Anderson, Fire Department  
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 4:02 p.m. by Chair Noris.

**II. ROLL CALL:**

A quorum was present.

**III. APPROVAL OF MEETING MINUTES:**

Approval of the January 9, 2024 Civil Service Commission meeting minutes was postponed until the next Committee meeting.

**IV. NEW BUSINESS:**

A. Modifying Selection Steps for Entry Level Police Officers

On behalf of the Police Department, Captain Inman made an official request to modify the selection steps used in the screening, ranking and selection of entry level police officers. This amendment involves restructuring the process to enhance efficiency by eliminating the intake

interview. This modification will not affect the selection process for lateral entry level police officers.

Captain Inman responded to questions from Commissioners. This change in the procedural steps will speed up the movement of applicants into the background investigation phase. As a result, Bellevue will improve its chances of recruiting new entry-level police officers by swiftly advancing candidates through the process, thus increasing our ability to hire viable candidates before they consider opportunities elsewhere. Additionally, eliminating the intake interview will reduce the workload on staff, as these interviews currently consume approximately 40 hours per week for scheduling and administration, along with requiring additional staff for panel participation.

**Motion by Commissioner Jorgensen and second by Commissioner Sheffels to approve the request to modify the selection steps used in the screening, ranking, and selection of entry level policy officers. Motion carried unanimously (4-0).**

B. Request to Conduct Fire Lieutenant Promotional Exam in 2024

On behalf of the Fire Department, Chief Anderson made an official request to conduct a promotional exam for the rank of Fire Lieutenant in 2024. The current eligibility list expires September 30, 2024, but will likely be exhausted before then.

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 Fire Lieutenant in 2024. Motion carried unanimously (4-0).**

C. Request to Extend the Certified Eligibility List for Battalion Chief

On behalf of the Fire Department, Chief Anderson made an official request to extend the current certified Fire Battalion Chief list one year, until May 11, 2025. The current certified eligibility list for Fire Battalion Chief expires May 11, 2024 and vacancies are anticipated.

**Motion by Commissioner Sheffels and second by Commissioner Jorgensen to approve the request to extend the certified eligibility list for Battalion Chief. Motion carried unanimously (4-0).**

D. Request for Fire Entry Level Hiring

On behalf of the Fire Department, Chief Anderson made an official request to conduct a promotional exam for the rank of entry level Firefighter. The current eligibility list expires September 30, 2024, but will be exhausted before then.

Chief Anderson responded to questions from Commissioners.

**Motion by Commissioner Sheffels and second by Commissioner Jorgensen to approve the official request to conduct an entry-level firefighter hiring process in 2024. 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, July 9, 2024 at 4:00 p.m.

**VI. INFORMATIONAL ITEMS:**

Fire—Status Change

- A. Resignation: Floyd Wade
- B. Promotion of Staff to Firefighter/Engineer: Andy Hovancsek, Emily Peterson, Eric Dobsa, Wesley Taylor
- C. Personnel Reassignment: Mark Anderson, Andy Oltman, Ryan Armstrong, Dan Sobole, Eric Shepler
- D. Commendation: Brandon Bothwell, Brian Fialdini, Will Dunne
- E. Trial Service Period Termination: Scott Lohndorf

Police—Executive Orders

- A. Resignation: Dereck Garza
- B. Resignation: Jaxen Barnes
- C. Resignation: Oyuki Ornelas
- D. Employee Recognition Awards: Kristina Galloway, Tony Romero, Craig Hanaumi, Ray Lofink, Shawna Gibson
- E. Resignation: Zhi Wu

**VII. ADJOURNMENT:**

Chair Noris adjourned the meeting at 4:34 p.m.