

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

Tuesday  
July 12, 2022

*Via Hybrid*

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

**OTHERS PRESENT:** Chad Barnes, City Attorney's Office  
Autumn Fowler, Police Department  
Jay Hagen, Fire Department  
Diane Kendall, Human Resources  
Andrew Oltman, Fire Department  
Matthew Smith, Human Resources  
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 Sheffels.

**II. ROLL CALL:**

A quorum was present.

**III. APPROVAL OF MEETING MINUTES:**

Chair Sheffels noted that "Members Present" was indicated twice on the April 12, 2022 meeting minutes. Commissioner Crowner should have been reflected as "Member Absent."

**Motion by Commissioner Jorgenson and second by Commissioner Noris to approve the April 12, 2022 Bellevue Civil Service Commission meeting minutes with the correction noted above. Motion carried unanimously (5-0).**

**IV. NEW BUSINESS:**

A. Request to Hold a Firefighter/Engineer Promotional Exam

On behalf of the Fire Department, Chief Hagen made an official request to conduct a promotional exam for the rank of Firefighter/Engineer in 2022. Chief Hagen said that the current eligibility list for Firefighter/Engineer expires October 5, 2022 and has been exhausted. There are currently vacancies and additional vacancies in this position are anticipated over the next two years.

Chief Hagen responded to various questions from Commissioners.

**Motion by Commissioner Jorgenson and second by Commissioner Parrish to approve the request to conduct a promotional exam for the rank of Firefighter/Engineer in 2022. Motion carried unanimously (5-0).**

B. Request to Hold a Fire Lieutenant Promotional Exam

On behalf of the Fire Department, Chief Hagen made an official request to conduct a promotional exam for the rank of Fire Lieutenant in 2022. Chief Hagen said that the current eligibility list expires October 12, 2022 and vacancies are anticipated.

Chief Hagen responded to various questions from Commissioners.

**Motion by Commissioner Jorgenson and second by Commissioner Noris to approve the request to conduct a promotional exam for the rank of Fire Lieutenant in 2022. Motion carried unanimously (5-0).**

C. Request to Modify the Promotional Process for Police Corporal, Sergeant and Captain

On behalf of the Police Department, Ms. Fowler made an official request to approve modification to the current promotional exam process for the ranks of Corporal, Sergeant, and Captain. The proposed modification removes the Professional History Portfolio portion of the assessment center. Ms. Fowler said that this modification would result in a savings of approximately \$350 per assessment, which is the fee associated with scoring the portfolio.

Ms. Fowler responded to various questions from Commissioners.

**Motion by Commissioner Parrish and second by Commissioner Jorgenson to approve the request to modify the promotional process for Police Corporal, Sergeant and Captain by removing the Professional History Portfolio. Motion carried unanimously (5-0).**

D. Request to Hold a Police Sergeant Promotional Exam

On behalf of the Police Department, Ms. Fowler made an official request to conduct a promotional exam for the rank of Police Sergeant in 2022. Ms. Fowler said that vacancies for this position are anticipated and there is no current list.

Ms. Fowler responded to various questions from Commissioners.

**Motion by Commissioner Jorgenson and second by Commissioner Crowner to approve the request to conduct a promotional exam for the rank of Police Sergeant in 2022. Motion carried unanimously (5-0).**

E. Request to Change Civil Service Rules 3.05.02 and 4.03

Ms. St. Germain summarized the proposed changes to Civil Service Rules 3.05.02 and 4.03. These changes apply to the Civil Service Rules 3.05.02 (Eligibility Lists) and 4.03 (Types of Appointments).

Mr. Barnes, Mr. Oltman and Ms. St. Germain responded to various questions from Commissioners.

**Motion by Commissioner Noris and second by Commissioner Jorgenson to approve the proposed changes to the Civil Service Rules 3.05.02 and 4.03 substantially in the form presented. Motion carried unanimously (5-0).**

F. Discuss Possible Update for Rule 1.04B comparing to Ordinance 6662

Mr. Barnes provided an overview of Resolution No. 2022-1, which explained that the current ordinance limits Commissioner telephonic/remote attendance in Rule 1.04B. The Resolution would allow for more flexibility with telephonic/remote attendance.

Mr. Barnes responded to various questions from Commissioners. A resolution will be presented for approval at the next meeting.

**V. ANNOUNCEMENT OF NEXT MEETING:**

Chair Sheffels announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, October 11, 2022 at 4:00 p.m.

**VI. INFORMATIONAL ITEMS:**

Fire—Status Change

1. Personnel Reassignment, Steve Anderson, Emily Peterson
2. Educational Incentives, Reilly

3. Educational Incentives, Guitron
4. Probationary Completion, Derik Pope
5. Probationary Completion, Dave Tait
6. Retirement, Clay Brown
7. Personnel Reassignment, Ryan Armstrong, John Lapsansky, Anthony Dounis
8. 2022 Recruit Academy
9. Retirement, Todd Dickerboom
10. American Heart Association—The Mission: Lifeline EMS Award-Gold Plus
11. Probationary Firefighter Assignments
12. Personnel Reassignments
13. Retirement Notification, Camari Olson
14. Personnel Reassignments
15. Promotion, Dave Beste
16. Promotions, Dave Beste, Doug Halbert, Andrew Oltman, Marcus Howle, Kris Kanzler, Chad Halterman, James Bailey
17. Retirement, Bill Evans
18. Retirement, Bob Crueger
19. Change Status, Ryan Armstrong, Aaron Keller, Charles Tarrell, Justin Jobes, Eric Keenan, Andres Dragovich
20. Eligibility List, Entry Firefighter
21. Eligibility List, Deputy Fire Chief
22. Eligibility List, Lateral Entry

Police—Executive Orders

1. Acting Corporal, Taylor Moreland
2. Acting Corporal, Molly McCormick
3. Retirement, Dave Deffenbaugh
4. Assignments, Taylor Moreland, Kyle Kunce
5. Resignation, Alex Lyles
6. Assignment, Amir Mousavi
7. Temporary Assignment, Taylor Moreland
8. Assignment, Brian Benshoof, Adam Berns, David Swinney
9. Office of Accountability, 3<sup>rd</sup> and 4<sup>th</sup> Quarter 2021
10. Peer Support Team, Joseph Tellier, Kara Odges, Jaimi Vassallo, Melissa King
11. Resignation, Eduardo Dominguez-Silva
12. Resignation, Nicolas Roche
13. Assignment, Tyler Cornmesser
14. Temporary Assignment, Molly McCormack
15. Resignation, Spencer Meade
16. Retirement, Tim Stoutt
17. Transfer, Dave Sanabria, Mark Tarantino, Debbie Christopherson
18. Resignation, Christopher Ford
19. Employee Recognition Award, Darin Karasich
20. Resignation, Ange Amichia
21. Eligibility List, Entry Police Officer
22. Eligibility List, Exceptional Entry Police Officer

23. Eligibility List, Experienced Police Officer
24. Eligibility List, Police Support Officer
25. Eligibility List, Police Experienced Police Officer
26. Eligibility List, Exceptional Entry Police Officer
27. Eligibility List, Police Experienced Police Officer
28. Thank You, February/March
29. Thank You, April/May

**VII. ADJOURNMENT:**

Chair Sheffels adjourned the meeting at 5:14 p.m.