

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

Tuesday  
October 8, 2024

Room 1E-110

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

**MEMBER ABSENT:** Anne Noris, Chair

**OTHERS PRESENT:** Chad Barnes, City Attorney's Office  
Doug Halbert, Fire Department  
Leo Ramos, Police Department  
Rebecca Su, Human Resources

**MINUTES TAKER:** Michelle Cash

**I. CALL TO ORDER:**

The meeting was called to order at 4:02 p.m. by Vice-Chair Crowner.

**II. ROLL CALL:**

A quorum was present.

**III. APPROVAL OF MEETING MINUTES:**

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

**Motion by Commissioner Jorgenson and second by Commissioner Parrish to amend the July 9, 2024 Civil Service Commission meeting minutes and remove Commissioner Jorgenson from the list of Members Present. At the question, motion carried unanimously (4-0).**

**At the question, motion carried unanimously (4-0) to approve the main motion as amended.**

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

##### **A. Police: Request to Conduct Sergeant Promotional Exam**

On behalf of the Police Department, Sergeant Ramos made an official request to conduct a promotional exam for the rank of Sergeant. The current Sergeant eligibility list has been exhausted and future vacancies are anticipated.

Sergeant Ramos responded to questions from Commissioners.

**Motion by Commissioner Parrish and second by Commissioner Jorgenson to approve the request to conduct a Police Sergeant Promotional Exam. Motion carried unanimously (4-0).**

##### **B. Police: Request to Conduct Corporal Promotional Exam**

On behalf of the Police Department, Sergeant Ramos made an official request to conduct a promotional exam for the rank of Corporal. The current Corporal eligibility list has been exhausted and future vacancies are anticipated.

Sergeant Ramos responded to questions from Commissioners.

**Motion by Commissioner Parrish and second by Commissioner Jorgenson to approve the request to conduct a Police Sergeant Promotional Exam. Motion carried unanimously (4-0).**

##### **C. Police: Acting Major Appointment – Captain Ellen Inman**

Sergeant Ramos informed Commissioners that Captain Ellen Inman has been appointed to Acting Major, effective September 16, 2024. This appointment is based on merit, efficiency, and fitness. Sergeant Ramos said that 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 Major. This temporary appointment is due to the current Major's absence on extended FMLA leave.

##### **D. Police: Modification to the Definition of Lateral Entry Level Applicants**

Sergeant Ramos discussed the modification necessary to the definition of Lateral Entry Level officers by extending the allowable break in service to twenty-four months as of the application date. This change will take effect on October 9, 2024.

Sergeant Ramos and Chad Barnes responded to questions from Commissioners.

E. Fire: Request to Change Probationary Period

On behalf of the Fire Department, Chief Halbert made an official request to extended the probationary period for an entry-level firefighter from 12 months to 14 months. This change has been agreed upon by the IAFF Local 1604.

Chief Halbert responded to questions from Commissioners.

**Motion by Commissioner Parrish and second by Commissioner Sheffels to approve the request to extend the probationary period for an entry-level firefighter from 12 months to 14 months. Motion carried unanimously (4-0).**

F. Fire: Request to Conduct Battalion Chief Promotional Exam

On behalf of the Fire Department, Chief Halbert made an official request to conduct a Battalion Chief Promotional Exam in 2025. The current list was exhausted October 1, 2024.

Chief Halbert responded to questions from Commissioners.

**Motion by Commissioner Sheffels and second by Commissioner Jorgenson to approve the request to conduct a Battalion Chief Promotional Exam in 2025. Motion carried unanimously (4-0).**

G. Fire: Request to Conduct Fire Captain Promotional Exam

On behalf of the Fire Department, Chief Halbert made 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.

Chief Halbert responded to questions from Commissioners.

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

V. **ANNOUNCEMENT OF NEXT MEETING:**

Chief Halbert discussed some of the support Bellevue's Fire Department is providing for hurricane relief efforts.

Vice-Chair Crowner announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, January 14, 2025 at 4:00 p.m. Additional 2025 meetings will be held on April 8, July 8, and October 14.

## **VI. INFORMATIONAL ITEMS:**

### **Police—Executive Orders**

- A. Resignation: Officer Jacob Black
- B. Retirement: Officer Brad Knudtsen
- C. Corporal Promotions: Officers James Vervaecke, Ashley Saunders, Officer David Swinney, Gregory Anthony II, Robert McClelland
- D. Resignation: Recruit Jeremiah Chan
- E. Resignation: Officer Christopher Greaves
- F. Annual Department Awards
- G. Resignation: Officer Matthew Redmond
- H. Employee Recognition Awards Q2: Officer Darin Karosich, Lead Police Specialists-Jamie Vassallo, Olivia Geeson, Marisa Hoogerhyde
- I. Resignation: Officer Ryan Lambert
- J. Retirement: Sergeant Dave Rivera
- K. Resignation: Corporal James Vervaecke
- L. Resignation: Officer Sarah Velling
- M. Thank you report
- N. Promotion: Officer Victor Pirak
- O. Reassignment: Sergeant Zachary Lyons
- P. FTO Assignments: Officers Oscar Rodriques-Melendrez, Andrew Smith, Brian Conner, Amanda Jackson-Berrios, Detective Kareem Khoury, Officer Drew Gillman

### **Fire—Status Change**

- A. Acting Lieutenant: Brett Krache
- B. Personnel Reassignments: Firefighters Charlie Cooper and David Svilar
- C. New Hire: Fire Plans Reviewer Michael Harris
- D. Probationary to Regular Status: Lieutenant Tim Yaw
- E. Personnel Reassignments: Fire Prevention Officers Dennis Warner and Patrick
- F. Aerial Operator Qualified: Firefighter Rich Smith
- G. New Hire: Fire Education Coordinator Alex Dryer
- H. Personnel Reassignments: Lieutenant Mike Mihata, Lieutenant Steve Seiwerath, Acting Captain John Rickerson, Acting Lieutenant Andrew Schneider
- I. New Lieutenant Eligibility List: Expires September 30, 2025
- J. Retirement: Deputy Chief Dave Beste

## **VII. ADJOURNMENT:**

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