

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

Tuesday
October 11, 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
Jay Hagen, Fire Department
Diane Kendall, Human Resources
Darryl McKinney, Police Department
Rob Spingler, Police Department

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

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

II. ROLL CALL:

A quorum was present.

III. APPROVAL OF MEETING MINUTES:

Motion by Commissioner Jorgenson and second by Commissioner Noris to approve the July 12, 2022 Bellevue Civil Service Commission meeting minutes as presented. Motion carried unanimously (5-0).

IV. NEW BUSINESS:

A. Request to Conduct Battalion Chief Promotional Exam

On behalf of the Fire Department, Chief Hagen made an official request to conduct a promotional exam for the rank of Battalion Chief with the process beginning in the first or second quarter of 2023 based on scheduling of the proctor. Chief Hagen said that the current list

expires on May 12, 2023, and has already been extended one year. Chief Hagen reviewed the minimum qualifications for the exam and responded to various questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Parrish to approve the request to conduct a Battalion Chief promotional exam in 2023. Motion carried unanimously (5-0).

B. Request to Conduct Fire Captain Promotional Exam

On behalf of the Fire Department, Chief Hagen made an official request to conduct a Fire Captain promotional exam in January, 2023. Chief Hagen said that the current list expires on January 27, 2023 and has already been extended by one additional year. 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 Captain in 2023. Motion carried unanimously (5-0).

C. Request to Conduct a Police Captain Promotional Exam

On behalf of the Police Department, Captain McKinney made an official request to conduct a promotional exam for the rank of Police Captain in 2023. Captain McKinney said that the current eligibility list is exhausted and there are vacancies in this position that will carry into 2023. Captain McKinney discussed the minimum qualifications and responded to various questions from Commissioners.

Motion by Commissioner Noris and second by Commissioner Jorgenson to approve the request to conduct a promotional exam for the rank of Police Captain in 2023. Motion carried unanimously (5-0).

D. Request to Conduct a Police Sergeant Promotional Exam

On behalf of the Police Department, Captain McKinney made an official request to conduct a promotional exam for the rank of Police Sergeant in 2023. Captain McKinney said that the current eligibility list will expire on September 12, 2023 and vacancies are anticipated after this expiration date. Captain McKinney discussed the minimum qualifications and responded to various questions from Commissioners.

Motion by Commissioner Parrish and second by Commissioner Jorgenson to approve the request to conduct a promotional exam for the rank of Police Sergeant in 2023. Motion carried unanimously (5-0).

E. Request to Conduct a Police Corporal Promotional Exam

On behalf of the Police Department, Captain McKinney made an official request to conduct a promotional exam for the rank of Corporal in 2023. Captain McKinney said that the current eligibility list has expired, and vacancies are anticipated in 2023. Captain McKinney discussed the minimum qualifications and responded to various questions from Commissioners.

Motion by Commissioner Parrish and second by Commissioner Jorgenson to approve the official request to conduct a promotional exam for the rank of Police Corporal in 2023. Motion carried unanimously (5-0).

F. Continuous Recruitment for Lateral Police Officer

On behalf of the Police Department, Captain McKinney made an official request for continuous recruitment for Lateral Police Officers in 2023. Vacancies are anticipated and there are no changes in the recruitment or testing process. Captain McKinney and Ms. Kendall responded to various questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Crowner to approve the official request for continuous recruitment for Lateral Police Officers in 2023. Motion carried unanimously (5-0).

G. Continuous Recruitment for Exceptional Entry Police Officers

On behalf of the Police Department, Captain McKinney made an official request for continuous testing for Exceptional Entry Police Officers in 2023. Vacancies are anticipated and there are no changes in the process. Captain McKinney responded to various questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Crowner to approve the official request for continuous recruitment for Exceptional Entry Police Officers in 2023. Motion carried unanimously (5-0).

H. Continuous Recruitment for Entry Police Officers with Modifications to Selection

On behalf of the Police Department, Captain McKinney made an official request for continuous recruitment for Entry Police Officers in 2023; and to modify the selection and timing of Civil Service certification used in the screening, ranking, and selection of entry level Police Officers. Captain McKinney discussed the modifications to the process and responded to various questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Parrish to approve the official request for continuous recruitment for Entry Level Police Officers in 2023. Motion carried unanimously (5-0).

Motion by Commissioner Jorgenson and second by Commissioner Parrish to approve the official request to modify the selection and timing of Civil Service certification used in the screening, ranking, and selection of entry level Police Officers. Motion carried unanimously (5-0).

I. Modify Court Liaison Administrator Recruitment Process

On behalf of the Police Department, Captain Springler made an official request to approve modifications to the steps and devices used in the screening of Court Liaison Administrator candidates. Captain Springler discussed the process for recruitment and responded to questions from Commissioners.

Motion by Commissioner Jorgenson and second by commissioner Parrish to approve the official request to modify the Court Liaison Administrator recruitment process. Motion carried unanimously (5-0).

J. Resolution 2022-2 Amend Section 1.04B Regarding Remote Attendance

Mr. Barnes explained Resolution 2022-2, which amends Section 1.04B regarding Remote Attendance.

Motion by Commissioner Jorgenson and second by Commissioner Crowner to approve Resolution 2022-2, which amends the Civil Service Rules and Regulations, Section 1.04B, regarding Remote Attendance.

K. Resolution 2022-3 Add New Section to Remove Civil Service Commissioners from the Commission

Mr. Barnes explained Resolution 2022-3 which adds a new section to allow removal of Civil Service Commissioners from the Commission.

Motion by Commissioner Parrish and second by Commissioner Noris to approve Resolution 2022-3 which adds a new section to the Civil Service Rules and Regulations related to removal of a Civil Service Commissioner from the Civil Service Commission. Motion carried unanimously (5-0).

L. Resolution 2022-4 Amending Section 1.04A Order of Business

Due to changes in the Open Public Meetings Act, Mr. Barnes explained the changes necessary to the order of business during Civil Service meetings; specifically, public participation be offered at public meetings.

Motion by Commissioner Jorgenson and second by Commissioner Noris to approve Resolution 2022-4 amending Civil Service Rules and Regulations, Section 1.04A Order of Business. Motion carried unanimously (5-0).

Mr. Barnes will send a link to Commissioners so that they can complete Open Public Meetings Act training. Commissioners also requested the PowerPoint slides from previous Commissioner training, as a review.

V. ANNOUNCEMENT OF NEXT MEETING:

Chair Sheffels announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, January 10, 2023 at 4:00 p.m.

VI. INFORMATIONAL ITEMS:

Fire—Status Change

1. Separations—Firefighter/Engineer Justin Jobes, Firefighter Charles Tarrell
2. Retirement—Firefighter/Engineer, Gary Haight
3. Retirement—Lieutenant, Tony Dodson
4. Retirement—Clay Brown
5. Retirement—Firefighter/Engineer, Tom Dixon
6. Promotions—Rob Dykstra, Matt Burrow, Brian Gomez, Anthony Dounis
7. Retirement—Battalion Chief Derik Pope
8. Reassignment—Firefighter Andrew Dragovich to Fire Prevention Officer
9. Personnel Reassignment—Chris Archer to Provisional Lieutenant
10. Personnel Reassignment—Rob Dykstra, Tim Yaw, Andrew Morford, Emily Peterson, Joel Green
11. Resignation—Taylor Konkright
12. Reassignment—Mike Phillips
13. Personnel Reassignment—Luke Steere, Rob Dykstra
14. 2022 2nd Quarter Performance Summary
15. Status Change—Luke Steere
16. Status Change—Macaleb Fitzgeralds
17. Status Change—Charlie Kimball
18. Resignation—Dmytro Kozachok
19. Retirement—Gary Haight
20. Lieutenant Eligibility List

Police—Executive Orders

1. Resignation—Detective Ashley Pack
2. Promotions—Alycia McKinney, Kathleen Carley
3. Retirement—Patrick Arpin
4. Office of Accountability Report
5. Retirement—Debbie Christopherson
6. Resignation—Samuel Menchaca
7. Resignation—Justin Cooper
8. Employee Recognition—Kealii Akahane, Aleah Moe
9. Transfer—Ryan Parrott

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

10. Transfers—Rob Spingler, Darryl McKinney
11. Resignation—Ryan Foster
12. Retirement—Matthew McDade
13. Temporary Assignment—Alycia McKinney
14. Resignation—Dino Gregory
15. Assignment—James Brack
16. Promotion—Ellen Inman
17. Resignation—Gabrielle Roloff
18. Resignation—Caleb Worthington
19. Thank You
20. Eligibility Lists—10/4/2022, 9/12/2022, 9/7/2022, 8/23/2022, 8/27/2022

VII. ADJOURNMENT:

Chair Sheffels adjourned the meeting at 4:55 p.m.