

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

Tuesday  
October 14, 2025

*Hybrid*

**MEMBERS PRESENT:** Dan Crowner, Chair  
Patricia Sheffels, Vice-Chair  
Jeff Jorgenson  
Anne Noris  
Linda Parrish<sup>1</sup>

**OTHERS PRESENT:** Chad Barnes, City Attorney's Office  
Matt Burrows, Fire Department  
Doug Halbert, Fire Department  
Kathleen Kline, City Attorney's Office  
Joseph Nault, Police Department  
Steve Seiwerath, Fire Department  
Joy St. Germain, Human Resources  
Rebecca Su, Human Resources  
Rita Tes, Human Resources  
Alex Tsimmerman, Public Comment

**MINUTES TAKER:** Michelle Cash

**I. CALL TO ORDER:**

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

**II. ROLL CALL:**

A quorum was present.

**III. APPROVAL OF MEETING MINUTES:**

**Motion by Commissioner Sheffels and second by Commissioner Noris to approve the July 8, 2025 Civil Service Commission meeting minutes as presented. Motion carried unanimously (4-0).**

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<sup>1</sup> Joined the meeting at 4:08 p.m.

**Motion by Commissioner Noris and second by Commissioner Sheffels to approve the September 16, 2025 Civil Service Commission special meeting minutes as presented. Motion carried unanimously (5-0).**

**IV. ORAL COMMUNICATIONS:**

Chair Crowner reviewed the guidelines for Oral Communications (Ordinance 6752).

Alex Tsimmerman criticized police conduct and the accessibility of public police meetings. Tsimmerman cited personal experiences, including having faced five prosecutions and winning all five, receiving a total of seventy-five tickets—twenty of which occurred within the last two years—and incurring hearing costs amounting to \$3,000. He also alleged that there were barriers preventing the public from attending police meetings and expressed broader political views.

**V. REPORTS:**

None.

**VI. UNFINISHED BUSINESS:**

None.

**VII. NEW BUSINESS:**

A. Fire

- Request to Extend Captain Eligibility List

On behalf of the Fire Department, Deputy Chief Halbert made an official request to extend the current certified Captain list one year, until January 28, 2027. Vacancies are anticipated within the next 1.5 years.

**Motion by Commissioner Sheffels and second by Commissioner Noris to approve the request to extend the current certified Captain list one year, until January 28, 2027. Motion carried unanimously (5-0).**

- Request to Conduct Firefighter/Engineer Promotional Exam in 2026

On behalf of the Fire Department, Deputy Chief Halbert made an official request to conduct a promotional exam for the rank of Firefighter/Engineer in the first quarter of 2026. The current

eligibility list for Firefighter/Engineer will expire January 30, 2026, and vacancies are anticipated.

**Motion by Commissioner Sheffels and second by Commissioner Noris to approve the request to conduct a promotional exam for the rank of Firefighter/Engineer in the first quarter of 2026. Motion carried unanimously (5-0).**

- Request to Conduct Battalion Chief Promotional Exam in 2026

On behalf of the Fire Department, Deputy Chief Halbert made an official request to conduct a promotional exam for the rank of Battalion Chief in 2026. The current eligibility list doesn't expire until May 2026, however, the list is likely to be exhausted before the end of this year.

**Motion by Commissioner Noris and second by Commissioner Sheffels to approve the request to conduct a promotional exam for the rank of Battalion Chief in 2026. Motion carried unanimously (5-0).**

B. Police:

- Acting Captain Appointment

On behalf of the Police Department, Captain Nault notified the Commission of one Acting Captain Appointment, effective September 16, 2025, which will exceed twenty (20) consecutive calendar days. Captain Nault said that this appointment is due to the temporary leave absence of one regular Patrol Captain and the need to ensure the quads are adequately staffed with a Captain.

- Request to Modify Selection Steps for Entry Level Police Officers

On behalf of the Police Department, Captain Nault made an official request to approve the modification for the selection parameters used in the screening, ranking, and selection of entry level Police Officers. Captain Nault said that some applicants deny automatic disqualifiers (e.g., heroin use, significant crimes), but disqualifying factors are later found during background investigations. This modification would allow a review of the Personal History Questionnaire during initial screening and immediate disqualification upon detecting automatic disqualifiers, to avoid expending public resources on backgrounds.

**Motion by Commissioner Noris and second by Commissioner Parrish to approve the modification for the selection parameters used in the screening, ranking, and selection of entry level Police Officers. Motion carried unanimously (5-0).**

- Request to Modify Selection Steps for Lateral Level Police Officers

On behalf of the Police Department, Captain Nault made an official request to approve the modification to the selection steps used in the screening, ranking, and selection of lateral level police officers. Currently, lateral applicants submit paperwork and a written essay instead of an

oral interview (e.g., significant professional experience or overcoming a challenge). The proposed change would make the lateral process identical to entry-level, including a 10-question oral interview with an in-room 10-minute writing exercise.

**Motion by Commissioner Noris and second by Commissioner Sheffels to approve the modification to the selection steps used in the screening, ranking, and selection of lateral level police officers. Motion carried unanimously (5-0).**

- Request to Conduct Recruitment – Police Senior Administrative Assistant

On behalf of the Police Department, Captain Nault made an official request to conduct a recruiting and hiring process for a Police Senior Administrative Assistant position in 2025. The Police Department anticipates a vacancy in early 2026 in the role due to retirement and there is no current eligibility list for the position.

**Motion by Commissioner Noris and second by Commissioner Jorgenson to approve the official request to conduct a recruiting and hiring process for a Police Senior Administrative Assistant position. Motion carried unanimously (5-0).**

C. 2026 Rule Update Adoption Plan

Mr. Barnes discussed the updated 2026 rules, noting that the last revision occurred in 2019. The proposed updates will be reviewed during the January 2026 meeting, with anticipated adoption scheduled for the April 2026 meeting.

**VIII. ANNOUNCEMENT OF NEXT MEETING:**

Chair Crowner announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, January 13, 2026 at 4:00 p.m.

**IX. INFORMATIONAL ITEMS:**

Fire—Status Change

- Promotions – Dave Tait, John Lapsansky, Macaleb Fitzgerald, Clark Richards
- Personnel Reassignments – Burns Persons
- Resignation – Kyle Nelson
- Resignation Notification – Lt. Kevin Guitron
- Personnel Reassignment – R. Rood, R. Cogdill
- Personnel Reassignment – M. Pan
- Personnel Reassignment – S. Cregger
- Personnel Reassignments – Mohamed Diawara, Nicholas Conlan, Shirlann Harmon, Eli Gordley, Sorain Dy, Nolan Hoover, Carter Bennett, Lucas Kimberly, Alexandra Gowdy, Emilio Sanchez, Mason Kyles, John Slagle, Aaron Kim, Garrett McNeill, Sullivan Smith, Eleanor Joselyn

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

- I. Promotion – Lieutenant Svilar
- J. Acting Assistant Fire Marshall – Ross Fryberg
- K. Retirement Notification – William Santangelo
- L. Resignation Notification – Spencer Bourque
- M. Personnel Reassignment – Pan and C.Johnson
- N. Personnel Reassignment – Bridenbaugh
- O. Personnel Reassignment – J. Jobs
- P. Retirement Notification – Rich Smith
- Q. PFF Smith Personnel Reassignment

Police—Executive Orders

- A. Transfer – Clavin Sun
- B. Recruit P. Kaur – Resignation
- C. Recruit Montes-Valdivia – Resignation
- D. Ofc Ayala – Transfer to Traffic
- E. Ofc Pinti – Resignation
- F. Ofc Megill – Resignation
- G. Ofc Johnson – C. Flay – Officer – Civilian of Half Term
- H. Ofc Turaga – Resignation
- I. Recruit Forsythe – Resignation
- J. Kelley, Serna, J. Jones, Gillman – Transfer to SET
- K. PSS Escobar – Resignation
- L. Thank You Report – July 2025

**X. ADJOURNMENT:**

Ms. St. Germain announced her intention to retire at the end of November 2025. The Commissioners requested that a special commendation be prepared in recognition of Ms. St. Germain’s dedicated service.

Chair Crowner adjourned the meeting at 4:40 p.m.