



CONTACT: Nikita Huson-Thompson, Sr. HR Consultant
425-452-4066

Rebecca Su, HR Manager
425-452-6817

Civil Service Commission

Regular Meeting

Agenda

Date: July 11, 2023 (Tuesday)

Time: 4:00 p.m.

Location: Bellevue City Hall
Conf. Room **1E-110**

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes Special Meeting 3/28/2023, 4/11/2023, and Special Meeting 6/7/2023
- IV. New Business
 - a. Request to Extend Lieutenant List
 - b. Request to Conduct Firefighter Engineer Promotional
 - c. Request to Conduct Police Data Quality Control Specialist Recruitment
 - d. Request to Conduct Police Property & Evidence Technician Recruitment
 - e. Request to Conduct Lead Police Support Specialist Promotional
 - f. Request to Conduct Police Grant Administrator Recruitment



g. Request to Conduct Administrative Services Manager Recruitment

V. Announcement of Next Meeting: October 10, 2023

VI. Adjournment

Informational Items:

| Fire – Status Changes: | | |
|------------------------|--------------------------------|---|
| 1. | 2023 Recruit Academy Bios | Graduate Bios |
| 2. | Paramedic Class 49 Graduation | Graduation announcement and personnel reassignment effective 7/16/2023 |
| 3. | Awards | 2022 Employee Awards |
| 4. | Personnel Assignment | Effective 5/18/2023 and 5/16/2023 |
| 5. | Personnel Assignments | Reassignment Effective 5/1/2023 |
| 6. | Personnel Assignments | Reassignments Effective 4/16/2023, 4/20/2023, and 5/8/2023 |
| 7. | Personnel Assignment | Effective 5/18/2023, 5/14/2023, and 5/16/2023 |
| 8. | Personnel Assignment | Effective 5/15/2023, 5/16/2023, and 5/18/2023 |
| 9. | Personnel Assignment | Effective 6/1/2023 |
| 10. | Transfer | Captain Lapsansky to Training Division effective 6/1/2023 |
| 11. | Promotions | Captain Charlie Kimball and Luke Steere to Battalion Chief effective 6/1/2023 |
| 12. | Promotions | Firefighter Engineer Luke Gilbertson effective 7/1/2023 |
| 13. | Reclassification | Health and Safety Officer: Mark Anderson |
| 14. | 2023 First Quarter Performance | Summary Report |
| 15. | Reassignment | Joel Willis, ALS to BLS |
| 16. | Retirement | John Sobieski |
| 17. | Retirement | Mike Cruz |
| 18. | Retirement | Dave Gibson |
| 19. | Retirement | Barry Herman |
| 20. | Eligibility Lists | Fire Captain, Battalion Chief, Entry Level Firefighter |

| Police – Executive Orders | | |
|---------------------------|--------|----------------------|
| 1. | Awards | 2022 Employee Awards |



| | | |
|-----|-------------------------|---|
| 2. | Employee Recognition | Officer of The Quarter Award: 1 st Quarter, Officer Kendrick Turner |
| 3. | Public Thank You | Feb/March |
| 4. | Public Thank You | April/May |
| 5. | Promotion | Acting Lead Police Support Specialist Amanda Jackson-Barrios to Police Officer effective 7/1/2023 |
| 6. | Promotion | Property and Evidence Technician Kara Hodges to Property and Evidence Supervisor effective 5/1/2023 |
| 7. | Promotions | Officers George Graham, Jonathan Hurley, Kendrick Turner, and Detective Denzel Kankam to Corporal effective 6/16/2023 |
| 8. | Acting Status | Lead Police Support Specialist Jaime Vassallo to Police Records Supervisor effective 5/16/2023 |
| 9. | Acting Status | Police Records Supervisor Kristina Galloway to Administrative Services Manager effective 5/16/2023 |
| 10. | Provisional Appointment | Acting Police Records Supervisor Kristina Galloway to Provisional Administrative Services Manager |
| 11. | Transfer | Sergeant Brenda Johnson to Investigations effective 5/1/2023 |
| 12. | Temporary Assignment | Officer Daniel Perrine to PSU effective 4/25/2023 |
| 13. | Personnel Assignment | Effective 7/1/2023 |
| 14. | Personnel Assignment | Effective 6/21/2023 |
| 15. | Retirement | Autumn Fowler |
| 16. | Resignation | Ian Sauve |
| 17. | Resignation | Melissa King |
| 18. | Resignation | Thomas Ahrnsbrak |
| 19. | Resignation | Adam Hale |
| 20. | Resignation | Olivia Mancuso |
| 21. | Eligibility List | Court Liaison Administrator |
| 22. | Eligibility List | Police Corporal |
| 23. | Eligibility Lists | Entry Level Police Officer, Exceptional Officer |

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

Tuesday
March 28, 2023

Via Hybrid

MEMBERS PRESENT: Anne Noris, Vice-Chair
Patricia Sheffels
Dan Crowner

MEMBERS ABSENT: Linda Parrish, Chair
Jeff Jorgenson

OTHERS PRESENT: Chad Barnes, City Attorney's Office
Diane Kendall, Human Resources
Doug Halbert, Fire Department
Nikita Huson-Thompson, Human Resources

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

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

II. ROLL CALL:

A quorum was present.

III. APPROVAL OF MEETING MINUTES:

Approval of the meeting minutes was postponed until the April 11, 2023 regular Civil Service Commission meeting.

IV. NEW BUSINESS:

A. Request to Reinstate David Svilar

On behalf of the Fire Department, Chief Hagen made an official request to rehire David Svilar, a previous employee of the department, who left in good standing on May 15, 2021, which falls within the 5-year window in the 2019 Civil Service Rules Section 4.03, "Reemployment." For situations where the department desires to rehire the rule states:

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

"At the request of the appointing authority and upon approval by the Civil Service Commission, any person who has resigned in good standing, and who has attained permanent status prior to separation may, within five years of the effective date of his/her separation, be reemployed in an entry level position provided that he/she can successfully pass the examination, and provided there are no employees of the same department who have been laid off and whose names appear on a reemployment list for the department. Persons reentering the classified service through reemployment must complete a one-year probationary period in order to regain permanent status. Seniority and continuous service in the department will be counted only from the reemployment date. Previous service will not be restored to seniority."

Chief Hagen responded to various questions from Committee Members.

Motion by Commissioner Crowner and second by Commissioner Sheffels to approve the request to rehire David Svilar. Motion carried unanimously (3-0).

B. Request to Conduct Battalion Chief Recruitment with Amended Qualifications

On behalf of the Fire Department, Battalion Chief Halbert made an official request to conduct a promotional exam for the rank of Battalion Chief with amended qualifications. The process will begin in April 2023 and conclude in May 2023. The current list is exhausted. Battalion Chief said that these qualifications have been discussed and agreed upon by Bellevue Fire Administration, Local 1604, and City of Bellevue Human Resources.

Battalion Chief Halbert responded to questions from Commissioners.

Motion by Commissioner Crowner and second by Commissioner Sheffels to approve the request to conduct a promotional exam for the rank of Battalion Chief with amended qualifications. Motion carried unanimously (3-0).

V. ANNOUNCEMENT OF NEXT MEETING:

Vice Chair Noris announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, April 11, 2023 at 4:00 p.m.

VI. ADJOURNMENT:

Vice-Chair Noris adjourned the meeting at 4:22 p.m.

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

Tuesday
April 11, 2023

Via Hybrid

MEMBERS PRESENT: Linda Parrish, Chair
Anne Noris, Vice-Chair
Patricia Sheffels

MEMBERS ABSENT: Dan Crowner
Jeff Jorgenson

OTHERS PRESENT: Jessica Abbott, Police Department
John Burgos, Police Department
Ellen Inman, Police Department
Diane Kendall, Human Resources
Melissa King, Police Department
Nikita Huson-Thompson, Human Resources

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

The meeting was called to order at 4:05 p.m. by Chair Parrish.

II. ROLL CALL:

A quorum was present.

III. APPROVAL OF MEETING MINUTES:

Motion by Vice-Chair Noris and second by Commissioner Sheffels to approve the October 11, 2022 Bellevue Civil Service Commission meeting minutes as presented. Motion carried unanimously (3-0).

Motion by Commissioner Sheffels and second by Vice-Chair Noris to approve the January 10, 2023 Bellevue Civil Service Commission meeting minutes as presented. Motion carried unanimously (3-0).

IV. NEW BUSINESS:

A. Request to Conduct a Police Quartermaster Recruitment

On behalf of the Police Department, Captain Inman made an official request to conduct an entry-level recruitment exam and hiring of a Quartermaster/Police Support Specialist. Captain Inman said that there became a vacancy in February 2023 and the Police Department requests to conduct a recruitment process to fill this position before the end of 2023, as there is no current eligibility list. This will be an internal and external job posting open to both Bellevue Civil Service and non-Bellevue Civil Service employees.

The duties of the Quartermaster/Police Support Specialist were discussed, and Captain Inman responded to various questions from Commissioners.

Motion by Vice-Chair Noris and second by Commissioner Sheffels to approve the request to conduct an entry-level recruitment exam and hiring of a Quartermaster/Police Support Specialist. Motion carried unanimously (3-0).

B. Request to Modify Police Support Steps

On behalf of the Police Department, Sergeant Burgos made an official request for approval to modify the selection and timing of Civil Service certification used in the screening, ranking, and selection of Police Support Officers. Sergeant Burgos responded to various questions from Commissioners.

Motion by Commissioner Sheffels and second by Vice-Chair Noris to approve the request to modify the selection and timing of Civil Service certification used in the screening, ranking, and selection of Police Support Officers. Motion carried unanimously (3-0).

C. Request to Conduct 2023 Police Records Disclosure Specialist Recruitment-Modification from 1/10/2023

On behalf of the Police Department, Ms. King made an official request to conduct recruitment, and to hire to fill any Police Records Disclosure Specialist vacancies as they occur in 2023. Ms. King said that the Records Unit currently has one Police Records Disclosure Specialist vacancy. This will be an external job posting, and the position will be available to all current City of Bellevue employees and the public.

Ms. King responded to various questions from Commissioners.

Motion by Commissioner Sheffels and second by Vice-Chair Noris to approve the request to conduct recruitment, and to hire to fill any Police Records Disclosure Specialist vacancies as they occur in 2023. Motion carried unanimously (3-0).

V. ANNOUNCEMENT OF NEXT MEETING:

Chair Parrish announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, July 11, 2023 at 4:00 p.m.

VI. INFORMATIONAL ITEMS:

Fire—Status Change

1. Resignation—Gary Gomez
2. Classification—Johnathan Bridenbaugh to Provisional Firefighter/Engineer
3. Personnel Assignments—Reassignments Effective 2/17/2023
4. Personnel Assignments—Lateral Firefighters assignments effective 2/17/2023
5. Retirement—Todd Metter
6. 2023 Lateral Recruitment Academy—Graduates Bios
7. Personnel Assignment—Effective 3/16/2023 and 3/17/2023

Police—Executive Orders

1. Resignation—Officer Nicholas Goon
2. Resignation—Captain Darryl McKinney
3. Thank You from Public 12/2022—Officer Shaw, Officer Rodriguez-Melendez, Officer Woo, Officer Hanaumi, Officer Hemsley, Officer Mancuso, Office Igo, Assistant Chief Popochock
4. Retirement—Detective Norton
5. Promotion—Sergeant Parrott and Masseth to Captain
6. Resignation—Corporal Whitaker
7. Resignation—Officer Gomez
8. Resignation—Mikel Anderson, Quartermaster
9. Promotions—Officer Halsted, Romero, Lyons, Chaput to Sergeant
10. Office of Accountability Report—3rd and 4th Quarter
11. Transfer—Captain Inman to PSU
12. Retirement—Orlin VanWieringen, Police Support Officer
13. Thank You from Public 1/2023—Office Beyer, Officer Liu, Officer Taylor, Officer Hanaumi, Hemsley, Serna, Beyer, Igo
14. Resignation—Officer Palmer
15. Acting Status—Captain Spingler to Major
16. Resignation—Lara Jacobson, Police Support Specialist Lead
17. Awards—Officer Finan, Data Analyst, Lynn Boerner, Sergeant Shovlin, Officer Lyons, Detective Dolce, Senior Admin, Jean Morgan
18. Assignments—Officer Passarella, Officer Conner, Officer Latimer
19. Temporary Assignments—Special Operations Group to PSU
20. Transfers—Sergeant Jones
21. Resignation—Brooke Markham, Court Liaison Administrator
22. Resignation—Officer Chao
23. Retirement - Carla Furukawa, Police Support Specialist
24. Transfer – Sargent McElyea to PSU

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

- 25. End Trial Service Period – Leo Gasper
- 26. Eligibility Lists – 8 Entry, Exceptional or Experienced Police Officer

VII. ADJOURNMENT:

Chair Parrish adjourned the meeting at 4:27 p.m.

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

Tuesday
June 7, 2023

Via Hybrid

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

OTHERS PRESENT: Andy Adolfson, Fire Department
Chad Barnes, City Attorney's Office
Diane Kendall, Human Resources
Nikita Huson-Thompson, Human Resources

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

The meeting was called to order at 4:08 p.m. by Chair Parrish.

II. ROLL CALL:

A quorum was present.

III. NEW BUSINESS:

A. Request for Extension of Certified Eligibility List for Fire Deputy Chief

On behalf of the Fire Department, Deputy Chief Adolfson made an official request to extend the current certified Deputy Chief list one year, until June 10, 2024. The current certified Eligibility List for Deputy Chief expires on June 10, 2023.

Commissioner Noris asked if the rules can be changed to extend the list to two years, rather than one. Chad Barnes and Diane Kendall explained that prior to the Yakima Decision by the State Supreme Court, the Fire Department utilized two-year promotional lists. The Court decision requires that the Commission now operate under the 2009 Bellevue Civil Service Commission Rules & Regulations, which allow for one-year promotional lists.

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

Motion by Commissioner Jorgenson and second by Commissioner Noris to approve the request for Extension of Certified Eligibility List for Fire Deputy Chief for one year, until June 10, 2024. Motion carried unanimously (5-0).

IV. ANNOUNCEMENT OF NEXT MEETING:

Chair Parrish announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, July 11, 2023 at 4:00 p.m.

V. ADJOURNMENT:

Chair Parrish adjourned the meeting at 4:21 p.m.



Fire Department

Interoffice Memorandum

June 15, 2023

TO: Joy St. Germain, Chief Examiner
Civil Service Commission

FROM: Jay Hagen, Fire Chief

SUBJ: REQUEST TO EXTEND CERTIFIED ELIGIBILITY LIST FOR FIRE LIEUTENANT

The current certified Eligibility List for Fire Lieutenant expires September 30, 2023. Prior to the Yakima Decision by the State Supreme Court, the Fire Department utilized two-year promotional lists. The Court decision requires that we now operate under the 2019 Bellevue Civil Service Commission Rules & Regulations which allow for one-year promotional lists.

In accordance with our Civil Service Rules and Regulations, and based on previous precedent, please accept this correspondence as the official request to extend the current certified Fire Lieutenant list one year until September 30, 2024. Five members have been promoted from the current list. I foresee vacancies occurring within the next year and therefore seek approval to extend this list to fill anticipated vacancies.

If you have any questions, please do not hesitate to contact me at 452-6895.

Respectfully submitted,

Jay Hagen
Fire Chief



Fire Department

Interoffice Memorandum

July 5, 2023

TO: Joy St. Germain, Chief Examiner
Civil Service Commission

FROM: Jay Hagen
Fire Chief

SUBJ: REQUEST TO CONDUCT FIREFIGHTER/ENGINEER PROMOTIONAL EXAM IN 2024

In accordance with 2009 Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct a promotional exam for the rank of Firefighter/Engineer in the first quarter of 2024. The current eligibility list for Firefighter/Engineer does not expire until October 14, 2023, however, the list has been exhausted and I anticipate vacancies in this position in the months and years to come.

At this time, we intend to prepare the Firefighter/Engineer job announcement based on the following position description, minimum qualifications for applicant eligibility, and examination specifics.

FIREFIGHTER/ENGINEER

| | |
|--|--|
| Application Period: November 2023 | Employment Status: Full-Time/Regular |
| Late Applications: Not accepted after last date to file | Bargaining Unit: IAFF Local 1604 |
| Pay Range: \$9,119.27 - \$10,308.92 Monthly (2023) | Job Site: Multiple in Bellevue, Wash. |
| Payroll Title: Firefighter/Engineer | Address: Fire Dept. Headquarters 450 110 th Ave NE Bellevue, WA 98004 |
| Number of Positions: Establishment of Eligibility List | |
| Department/Division: Fire Department | |

VACANCY: The eligibility list resulting from this examination will be used to fill Firefighter/Engineer vacancies occurring within one year of the date the list is established, or two years if extended by the Civil Service Commission at the request of the employer, or until such time as the list is exhausted, whichever occurs first.

PROBATIONARY PERIOD: The people appointed to this position must complete a one-year probationary period.

WHO MAY APPLY: Firefighters in the City of Bellevue Fire Department who are currently certified as Acting Driver/Operator (2022-2023 certification).

TO APPLY FOR THIS POSITION: You must complete an online application in NEOGOV for this Firefighter/Engineer promotional exam. The NEOGOV job posting will be active starting at 0800 hours on November 1, 2023, and close at 1700 hours on November 17, 2023. Current/valid driver operator certification at the time of the test will be verified by the Training Division for each applicant.

FOR QUESTIONS CONTACT: Battalion Chief Doug Halbert, Training Commander (425) 452-7845

HR GENERALIST IN CHARGE: Nikita Huson-Thompson (425) 452-4066

THE POSITION

The position of Firefighter/Engineer in the Fire Department performs the duties of firefighters, in addition to the following major duties:

- Operates apparatus equipped with pumps and/or aerial devices and equipment in a safe and proficient manner, ensuring the safe delivery of the crew to the scene.
- Communicates status of apparatus, equipment, and operational function to other crew members and units during emergency operations as well as routine non-emergency operations; maintains appropriate and required documentation as it relates to apparatus and equipment.
- Inspects apparatus and equipment for mechanical soundness and operational effectiveness.
- Maintains apparatus and equipment for safe and operational use; performs light repair as needed.
- Serves in a leadership capacity as a technical resource to other crew members, trains crew members in use of equipment and apparatus.
- Conducts and maintains inventory of all equipment and apparatus; maintains appropriate records.
- Must be willing to work a 40-hour per week/8-hours per day work week, when assigned.

Knowledge, Skills, and Abilities

Knowledge of equipment and apparatus; skill in operation of apparatus; able to recognize potential hazards and danger in advance; skill in driving apparatus; ability to conduct apparatus inspections; demonstrated logical reasoning. Apparatus includes engines and aerial ladder trucks.

MINIMUM QUALIFICATIONS TO APPLY

To Take the Written Exam

- Three years with the Bellevue Fire Department or classification as a Step 5 employee as outlined in the current Union Contract.
- Successful completion of the Department's *Driver/Operator Training Curriculum* and current certification as a Bellevue Fire Department Driver/Operator.
- Current certification as Pumper Operator as required by the Department, which includes successful demonstration of competency in all objectives in NFPA 1002 (2017), Standard for Fire Department Vehicle Driver/Operator Professional Qualifications, Chapters 4 and 5.
- Possession of a current and valid Washington State driver's license to take the exam and to perform the duties of Firefighter/Engineer. (NOTE: Appointments will take into consideration each candidate's personal and professional driving records.)

SELECTION PROCESS

Written Examination:

All applicants meeting the eligibility requirements will be invited to attend the written examination in January 2024. Candidates will complete a written examination which may include multiple choice, true/false, fill-in-the-blank, and short answer questions all gathered from the bibliography listed below:

Bibliography

- Bellevue Fire Department Standard Operating Procedures – Articles 100, 400, 700, and 1000
- Bellevue Fire Department Training Manual – Articles 1, 2, 3, 5, and 9
- Bellevue Fire Department Lesson Plans:
 - #5 – Operating in Vehicular Traffic
 - #7 – Hydraulics
 - #8 – Fire Tactics I
 - #9 – Fire Tactics II
 - #11 – Foam Characteristics and Application
 - #14 – High Rise Operations
 - #15 – Hose and Appliance Testing
- Washington State Emergency Vehicle Incident Prevention Program (EVIP) – Student Manual (Updated August 2014)
- IFSTA Pumping Apparatus Driver/Operator Handbook 2015 - (Third Edition)
- Best Practices for Offensive Fire Attack & Company Operations – 2020
- Bellevue Fire Department Driver/Operator Reference Manuals:

- 2007 Pierce Pumper Manual, Section 3 (Operation)
- 2011 Pierce Pumper Manual, Section 3 (Operation)
- 2014 Pierce PowerPoint
- 2017 Pierce Arrow XT Manual, Section 5 (Operation)
- Pierce gauges – normal ranges
- 2018 Pierce Pumpers refined.
- Allison 3000-4000 Operators Manual, pp 20-70
- Altair 5 Operating Manual
- Argus Mi-Tic S Operation Manual
- Bellevue Water Supply Distribution System 2015
- Blitzfire Monitor Instruction Manual
- 2006 Pierce - Waterous Pump Info
- Detroit Series 60 Owner's Manual
- 2010 Pierce DPF Regeneration Procedure
- Husky 12 Foam System
- Jake Brake Operators Manual
- Pump Boss PBA400 Manual, pp 7-9, 14-21
- Rockwell IAD and DCDL Tech Bulletin
- Smartire Pressure Monitoring Ops Manual, Section C
- Pewag - Tire Chains Manual
- Pewag Installation PowerPoint
- Stihl MS-461 Instruction Manual
- Stinger2 Monitor
- TFT Extend a Gun
- TPG-Total Pressure Governor- Pierce Technical Data info pp 6-12
- Trident Air Primer
- Waterous Endurance CSU Pump Fact Sheet
- AirMax Intake Relief Valve Operation and Installation Guide

Practical Skills Examination:

Candidates who successfully pass the written examination will be invited to a practical demonstration of skills in January 2024. Candidates will be tested on all knowledge, abilities, and skills identified herein, in addition to working knowledge of the policies and procedures which govern the safe operation of apparatus, and which are central to the responsibilities of a Firefighter/Engineer.

Scoring:

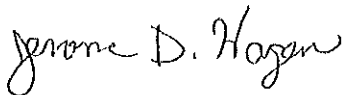
- Written - A Written Examination score of 70% is considered passing and will be necessary to advance to the Practical Skills Examination. The Written Examination will be weighted at 40% of the overall score for the promotional process.
- Practical - A Practical Skills Examination score of 70% is considered passing. The Practical Skills Examination will be weighted at 60% of the overall score for the promotional process.
- Overall - Candidates must pass all exercises to be placed on the eligibility list. Scores from the Written and Practical sections will be standardized. The standardized weighted scores will be added together, and the combined score will establish each candidate's rank on the eligibility list.

Appointment:

Current certification as Pumper Operator as required by the Department.
Appointments will take into consideration each candidate's personal and professional driving records.

Thank you for the consideration of this request.

Respectfully,



Jay Hagen
Fire Chief



Bellevue Police Department

MEMORANDUM

Date: July 11, 2023

To: Joy St. Germain, Civil Service Commission

From: Wendell Shirley, Chief of Police

Subject: Police Data Quality Control Specialist Recruitments

6.05.01 REQUEST TO TEST. In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct a recruitment examination to fill the non-commissioned police rank of Data Quality Control Specialist as vacancies occur in 2023-2024 (pending budget approval of the reestablishment of this classification).

The Records Unit is expecting to reestablish the Data Quality Control Specialist classification dissolved in 2019. After evaluation of Records Unit productivity, it is in the best interest of the department to reestablish this classification. Pending budget approval, this classification will have 3 vacancies. This will be an external job posting, and the position will be available to all current City of Bellevue employees and the public.

6.02.03 TESTING STEPS AND DEVICES FOR SELECTION. In accordance with Civil Service Rule and Regulation 6.02.03, the Commission shall approve, prior to posting a job announcement, the steps and/or kinds of devices to be used to proceed to the next step. The Data Quality Control Specialist job announcement has been prepared and is based on the following minimum education and experience qualifications:

- High school diploma or equivalent
- One year of experience with data entry and/or specific training to perform data entry
- Proficient office keyboard skills
- Must obtain ACCESS Certification within six months of hire and maintain certification throughout the course of this assignment with the department.

Applicants must also meet the following requirements:

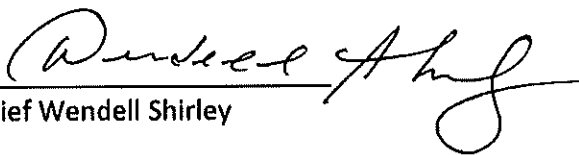
- Have a level of proficiency in the English language to include spelling, grammar and punctuation required to compose and proofread written documents and correspondence.

- Pass a police background check to include polygraph and drug test.
- Understand how to operate computers, fax machines, copiers, shredders, scanners, multi-line telephone, and other office equipment as needed.
- Ability to learn to operate and use Citywide and department-specific software applications and other specialized records.
- Ability to establish and maintain effective relationships with those contacted in the course of work, working both independently and cooperatively with others.
- Ability to adhere to strict confidentiality requirements.
- Understand and carry out oral and written directions independently.
- Ability to work with interruptions and adapt to changing priorities.
- Apply rules, regulations and policies applicable to the area assigned.

The Police Department is requesting approval of the following examination selection steps and devices.

- The applications will be reviewed and scored to ensure applicants meet the posted minimum requirements using an Initial Screening Matrix. The matrix is designed to draw out the candidates who meet the minimum qualifications and most clearly articulate support of the City of Bellevue's Diversity Advantage Initiative, a passion for public service, and an understanding of the importance of data accuracy and customer service in their responses to our supplemental questions. Applicants scoring four or more affirmative answers will advance to the next phase for additional review.
- No more than twenty applicants who pass the Initial Screening Matrix minimum will be invited to a phone interview. A Secondary Screening Matrix may be utilized if necessary to draw out those 20 candidates who are best suited to participate. The Secondary Screening Matrix will be based on scoring additional affirmative answers on the applications.
- The phone interviews will be scored with a minimum passing score of 75% and will assess the knowledge, skills, and abilities to perform the duties of the position. A minimum of eight and a maximum of the top twenty scoring candidates following the phone interview will be invited to participate in a scored oral panel interview.
- The panel on the interview board may consist of at least two members of the Records Unit (regardless of rank), plus one department employee not assigned to the Records Unit.
- An aptitude assessment (e.g., in-box exercise, etc.) will be administered to each candidate prior to the oral panel interview and consists of questions/exercises to determine level of aptitude with regard to the skills necessary for this position.
- Candidates will be ranked by a total cumulative score of their performance on the assessment and oral panel interview. However, candidates must have individual passing scores on both the assessment and the oral panel interview to move on to the background process.
- Panel interviews will be graded with a minimum passing score of 75%. The finalists will then be placed on the civil service eligibility list ranked by their final score.

- The finalist(s) will undergo a background investigation to be conducted by a Personnel Services Unit Investigator. The candidate will be required to pass a polygraph, be fingerprinted for a WACIC pre-employment check, and undergo a drug test. The Police background investigation scoring will be pass/fail. If at any point during the background investigation it is discovered the candidate does not meet the minimum qualifications for the position, the candidate will be disqualified from the process.
- Candidates who fail any portion of the testing will be removed from the process.


Chief Wendell Shirley



Bellevue Police Department

MEMORANDUM

Date: July 11, 2023

To: Joy St. Germain, Civil Service Commission

From: Wendell Shirley, Chief of Police

Subject: Police Property & Evidence Technician Request to Test & Recruitment Process

6.05.01 REQUEST TO TEST. In accordance with Civil Service Rules and Regulations, *6.05.01 Request to Establish Eligibility List*, please accept this correspondence as an official request to conduct recruitment examination and to hire to fill Police Property & Evidence Technician vacancies as they occur in 2023. There is currently not an active eligibility list for this non-commissioned police position. This will be an external job posting, and the position will be available to all current City of Bellevue employees and the public.

6.02.03 TESTING DEVICES & SELECTION STEPS. In accordance with Civil Service Rule and Regulation 6.02.03, the Commission shall approve, prior to posting a job announcement, the steps and/or kinds of devices to be used to proceed to the next step. The Police Property & Evidence Technician announcement has been prepared and is based on the following minimum education and experience qualifications:

Minimum Requirements:

- High school diploma, plus two years' experience in records maintenance or similar area of responsibility.
- Related criminal justice experience.
- Data-entry or information retrieval experience.
- An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities can be substituted for the above requirements.
- Valid Washington State driver's license at time of hire.

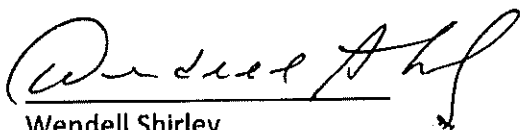
Applicants must also meet the following requirements:

- No felony convictions
- No use or possession of heroin, GHB or any other "date rape" drug, including giving it to others.

- No use of marijuana, including legal marijuana derivative, bi- products or concentrates, within 12 months of the last date to file application.
- No illegal use or possession of any other drug within three years of the last date to file application.
- No illegal sale, manufacturing, or distribution of any drug, including marijuana.

The exam selection steps and devices will consist of:

- The applications will be reviewed and scored to ensure they meet the posted minimum requirements using an Initial Screening Matrix
- Depending on the number of applicants, the applicants that pass the Screening Matrix minimum required 75% score may be invited to a telephone interview. This interview will be conducted by an employee not assigned to the Police Department Property & Evidence Unit and the Supervisor of the Property & Evidence Unit. These interviews will be scored with a Screening Matrix with a minimum 75% passing score.
- If a telephone interview was administered, the candidates that meet or pass the Screening Matrix minimum telephone interview score will be invited to an oral panel interview.
- If a telephone interview is not administered, the applicants that pass the Screening Matrix minimum required 75% score will be invited to an oral panel interview.
- The oral panel interview board will consist of the Property & Evidence Supervisor, the Administrative Services Manager or designee, and one to two current employee(s) not assigned to the Police Department Property & Evidence Unit. The interview will be scored using a scoring matrix with each question weighted equally and a passing score of 70%. The oral boards will also be graded using a Screening Matrix.
- Prior to the panel interview, an Attention to Detail test will be administered. The candidate must pass this test with a minimum of 9 out of 10 points.
- Candidates will be ranked by a total cumulative score of their performance on the Attention to Detail test and oral panel interview. However, candidates must have a passing score on the oral panel interview to move on to the background process.
- The finalist(s) will undergo a background investigation to be conducted by a Personnel Services Unit Investigator. The candidate will be required to pass a polygraph, be fingerprinted for a WACIC pre-employment check, and undergo a drug test.
- If at any point during the background investigation it is discovered the candidate does not meet the minimum qualifications for the position, the candidate will be disqualified from the process.



Wendell Shirley
Chief of Police



Bellevue Police Department

MEMORANDUM

Date: July 11, 2023

To: Joy St. Germain, Civil Service Commission

From: Wendell Shirley, Chief of Police

Subject: Lead Police Support Specialist Promotional Examination – 2023

6.05.01 REQUEST TO TEST. In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct a promotional exam in 2023 for the non-commissioned police rank of Lead Police Support Specialist. The Police Department currently does not currently have an active Lead Police Support Specialist eligibility list and vacancies are expected in this position in 2023-2024.

6.02.03 TESTING STEPS AND DEVICES FOR SELECTION.

The Police Department intends to prepare the Lead Police Support Specialist announcement based on the following minimum qualifications:

- Minimum of one year of experience as a regular, full-time Police Support Specialist for the Bellevue Police Department.
- Must have met Journey Level qualifications and be at pay step 4 or greater in the Police Support Specialist classification pay plan, as outlined in the Bellevue Police Support Guild collective bargaining agreement, at time of application.

The Lead Police Support Specialist position requires minimum experience in the Police Support Specialist position and requires to have met the Journey Level Assessment qualifications in that same classification as outlined above. For this reason, this recruitment will be open to current City of Bellevue employees in the Police Support Specialist classification only.

Applicants must also meet the following requirements:

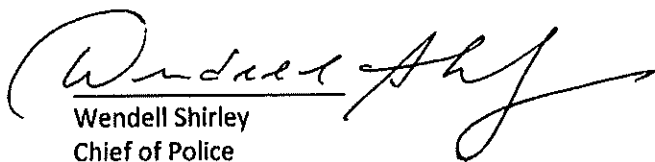
- Knowledge of the department's mission and procedures in general and specific procedures and deadlines covering the great variety of paperwork handled in the Records Unit.
- Knowledge of communication and procedure codes used in Bellevue Police Department operations.
- Knowledge of the role and responsibilities of police officers.
- Ability to set priorities on high volumes of work, perform numerous task assignments simultaneously, coordinate with others to meet strict deadlines, and to cope with numerous interruptions.
- Ability to work both independently and cooperatively with others.

- Ability to communicate clearly, orally and in writing, in a courteous, diplomatic fashion to exchange information.
- Ability to listen and to elicit complete information from others quickly.
- Ability to present a positive image of the City's services even when citizens are angry, upset, or abusive.
- Ability to use good judgment in deciding whether calls are of an emergent nature.
- Ability to remain calm, objective, positive, and empathetic despite pressures from citizens or officers in critical, emotion-laden, frustrating, or upsetting circumstances.
- Ability to adhere to strict confidentiality requirements.
- Ability to work in a neat and orderly fashion as well as the ability to remember and connect important details.
- Proficient skill in keyboarding, data entry and retrieval in various computer databases.
- Ability to elicit the cooperation of others, be sensitive to the needs of others.
- Ability to see the Records Unit in its relationship to the entire department.
- Ability to solve problems in a thorough and effective manner.
- Sufficient knowledge of communication and recordkeeping equipment to solve routine problems.

We are requesting approval of the following examination steps and devices.

The selection steps and devices will consist of:

- Applications and cover letters will be reviewed and scored using a screening matrix designed to draw out the candidates who meet the minimum qualifications and requirements. All applicants who meet the minimum qualifications and requirements will be invited to participate in a scored oral panel interview.
- A skills assessment test will be administered to each candidate prior to the oral panel interview and consists of a written assignment (with points awarded on criteria such as writing proficiency, clarity, and brevity) and an assessment designed to measure demonstrated abilities stated in the job requirements. A passing score is 75% with each point weighted equally.
- The panel on the interview board will consist of a Police Records Supervisor, a Lead Police Support Specialist and one to two department employee(s) not assigned to the Records Unit. The interview will be scored using a scoring matrix with each question weighted equally and a passing score of 70%.
- Candidates will be ranked on the civil service eligibility list for Lead Police Support Specialist by the combined total score of their performance on the oral panel interview and the skills assessment test.
- Candidates who fail any portion of the testing will be removed from the process.


 Wendell Shirley
 Chief of Police



Bellevue Police Department

MEMORANDUM

Date: July 11, 2023

From: Wendell Shirley, Chief of Police

To: Joy St. Germain, Civil Service Commission

Subject: Police Grant Administrator Recruitments

6.05.01 REQUEST TO ESTABLISH GRANT ADMINSTRATOR ELIGIBILITY LIST

In accordance with Civil Service Rules and Regulations, *6.05.01 Request to Establish Eligibility List*, please accept this correspondence as an official request to conduct recruitment and hiring for a Police Grant Administrator.

This is a new civilian position in the Police Department, and we request to establish an entry-level eligibility list in 2023 as there is no current eligibility list. This will be an external job posting, and the position will be available to all current City of Bellevue employees and the public.

6.02.03 STEPS AND DEVICES FOR SELECTION

In accordance with Civil Service Rule and Regulation 6.02.03, the Commission shall approve, prior to posting a job announcement, the steps and/or kinds of devices to be used to proceed to the next step. We intend to use the following minimum education and experience qualifications in screening and selection of the candidate:

Minimum Requirements:

- Graduation from an accredited four-year college or university with a degree in finance, business, or public administration.
- Two or more years of professional experience in the grant management process, grant writing or related field.
- Two or more years of procurement experience or working with contract processes.
- Demonstrated experience working with federal, state, and local grant and reimbursement programs.

- Knowledge of the rules, regulations and policies affecting federal and state grant programs and the fiscal procedures required in this specialized area.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to establish and maintain effective working relationships with other federal, state, regional and City operational units.
- Proficiency with MS Office products and file management systems utilized by the City.
- Ability to plan, prioritize and organize workload to handle multiple projects simultaneously and meet required deadlines with minimal supervision.
- Ability to prepare and consistently maintain accurate records.
- Knowledge of governmental decision-making processes and of planning issues, concepts, policies.

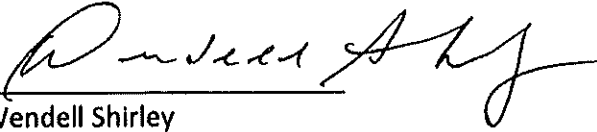
Applicants must also meet the following requirements:

- No felony convictions
- No use or possession of heroin, GHB or any other "date rape" drug, including giving it to others.
- No use of marijuana, including legal marijuana derivative, bi- products or concentrates, within 12 months of the last date to file application.
- No illegal use or possession of any other drug within three years of the last date to file application.
- No illegal sale, manufacturing, or distribution of any drug, including marijuana.

The exam selection steps and devices will consist of:

- The applications will be reviewed and scored to ensure they meet the posted minimum requirements using an Initial Screening Matrix
- Depending on the number of applicants, the applicants that pass the Screening Matrix minimum required 70% score may be invited to a telephone interview. This interview will be conducted by two current Police employees. These interviews will be scored with a Screening Matrix with a minimum 70% passing score.
- If a telephone interview was administered, the candidates that meet or pass the Screening Matrix minimum telephone interview score will be invited to an oral panel interview.
- The oral panel interview board will consist of the two current Police employees. The interview will be scored using a scoring matrix with each question weighted equally and a passing score of 70%. The oral boards will also be graded using a Screening Matrix.
- Prior to the panel interview, an aptitude test will be administered. The candidate must pass this test with a minimum of 70%.
- Candidates will be ranked by a total cumulative score of their performance on the telephone interview, aptitude test and oral panel interview. However, candidates must have a passing score on the oral panel interview to move on to the background process.

- The finalist(s) will undergo a background investigation to be conducted by a Personnel Services Unit Investigator. The candidate will be required to pass a polygraph, be fingerprinted for a WACIC pre-employment check, and undergo a drug test.
- If at any point during the background investigation it is discovered the candidate does not meet the minimum qualifications for the position, the candidate will be disqualified from the process.




Wendell Shirley
Chief of Police



Bellevue Police Department

MEMORANDUM

FROM: Chief Wendell Shirley 

TO: Joy St. Germain, Civil Service Commission

DATE: July 11, 2023

Subject: Administrative Services Manager Request to Test & Recruitment Process-2023

6.05.01 REQUEST TO ESTABLISH ENTRY-LEVEL ELIGIBILITY LIST

In accordance with Civil Service Rules and Regulations 6.05.01, please accept this correspondence as an official request to conduct a recruitment examination and hiring process for an Administrative Services Manager. There is no current eligibility list for this position and a vacancy exists. This will be an internal as well as external job posting open to both Bellevue Civil Service and non-Bellevue Civil Service employees.

6.02.03 STEPS AND DEVICES FOR SELECTION

Per Civil Service Rule 6.02.03, the Commission shall approve, prior to posting a job announcement, the selection process, and the type of devices to be used to select the person appointed to the position. We intend to use the following selection steps and devices in the screening and selection of the candidate:

- The applications and resumes will be reviewed to ensure that the candidate meets the posted minimum requirements. The applications will include several screening questions that will be weighted equally to each other, then scored using a matrix. An overall score of 70% will be considered passing. The top three applicants receiving a passing score of 70% on the screening questions and who meet the minimum qualifications for the position will advance to the next testing step.
- The top three candidates who meet the minimum requirements and have received a 70% or above on the application screening will proceed to the personal interview step to assess their qualifications, knowledge and suitability within the Police Department. The personal interview will be scored using a scoring matrix with each question weighted equally with a minimum passing score of 70%. The personal interview step will consist of a one on one interview with the Chief of Police.
- Civil Service will rank the applicants on the entry-level eligibility list based on a combined score of the personal interview and veteran's scoring criteria pursuant to RCW 41.04.010.
- A candidate will be selected from the top three candidates on the eligibility list and will continue to the background check process to determine suitability pursuant to RCW

41.12.070, to include a polygraph, criminal background check, fingerprints checked in NCIC/WACIC, and drug test. A background investigator will be assigned to conduct the background investigation which will be pass/fail. If at any point during the background investigation it is discovered the candidate does not meet the minimum qualifications for the position, the candidate will be disqualified from the process.

- The candidate will be scheduled for a polygraph to determine suitability for employment with a law enforcement agency. The polygraph will be scored on a pass/fail basis with a fail being disqualified from the process. If the applicant passes the polygraph, the candidate continues to the final step.
- The final step will be an interview with the Chief of Police, or his designee, and a review of the background investigation. This final step will be scored on a pass/fail basis. The Chief will assess the candidate's interest in the position, his or her strengths and weaknesses, and their willingness to adapt to the expected date of hire. If the candidate passes the Chief's interview and does not possess any disqualifiers in their background check, they will be offered a final job offer.
- If the candidate fails in the background investigation stage or polygraph, an alternate candidate from the eligibility list will be chosen to proceed in the process.
- If the final candidate is an internal police department candidate that has previously completed a background investigation, polygraph, criminal background check, fingerprints checked in NCIC/WACIC and a drug test, the Chief of Police can authorize a waiver for this portion of the testing.

The Police Department intends to prepare the job announcement based on the following minimum qualifications:

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- A Bachelor's degree from an accredited four-year college or university
- Five or more years of professional related experience in a law enforcement agency, including three years (3) or more in a supervisory capacity.
- Prior experience in police records is preferred.
- Valid Washington State driver's license.
- Washington State Patrol Access Certification, or ability to attain within six months of hire.
- Valid Notary Public Certification, or ability to attain within six months of hire.

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS:

Knowledge of:

- City, State and Federal laws and regulations pertaining to police support services.
- The Manual of Standards and Labor contracts.

- Modern law enforcement principles, procedures, techniques, and equipment.
- Management and supervisory principles and methods.
- The mission, values, goals, and strategic plans of the department and city.
- Dispatch, and police records, and evidence concepts.

Skills:

- Ability to exercise independent judgment and initiative in managing multiple projects, assignments, and adhere to strict legal deadlines.
- Ability to utilize modern computer applications and software to include Microsoft Office products;
- Ability to maintain confidentiality and routinely handle sensitive materials;
- Assigning, monitoring, and evaluating the work of others;
- Guiding, directing and motivating employees;
- Developing and implementing programs, policies, and/or procedures to achieve specific goals and objectives;
- Establishing and maintaining effective working relationships with City officials, City employees, and the general public; and
- Strong effective communicator with ability to communicate clearly and concisely both orally and in writing.

Ability to:

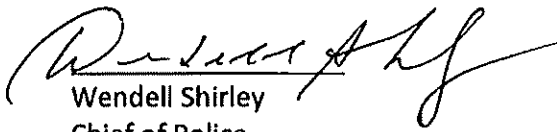
- Establish and maintain effective working relations with agency members and City staff.
- Lead personnel to accomplish goals and objectives. Engage in activities that build trust from subordinates.
- Solve problems and be solutions orientated through city wide, cross departmental collaboration to problem solving, and write and communicate action plans.
- Develop and recommend policies, procedures, and budgets to meet division objectives and the overall goals of the department.
- Prioritize, monitor, and evaluate the work of staff. Organize and oversee work schedules and legal requirements.
- Communicate effectively with individuals and groups regarding complex or controversial issues or regulations.

PHYSICAL DEMANDS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms.

- Vision abilities required by this job include close vision and the ability to adjust focus.

- The employee may be required to push, pull, lift, and/or carry up to 20 pounds.
- The noise level in the work environment is usually moderately quiet.



Wendell Shirley
Chief of Police



City of Bellevue
Fire Department

Jay Hagen, Fire Chief
Bellevue Fire Department

SPECIAL NOTICE 23-055

May 16, 2023

TO: All Personnel

FROM: Doug Halbert, Battalion Chief
Commander, Training Division

SUBJECT: RECRUIT ACADEMY 2023 GRADUATE BIOS

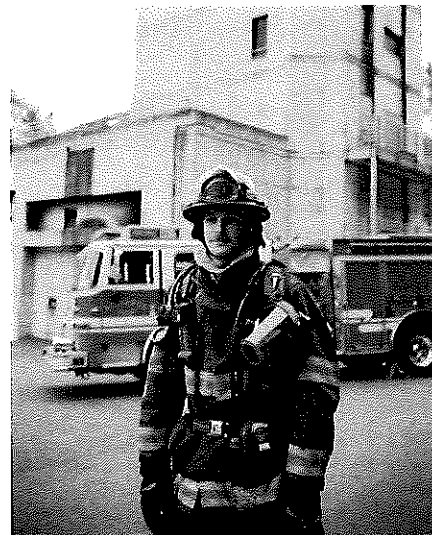


My name is Loronte Allen. I am currently living in Gig Harbor WA and in my off time I enjoy playing/watching sports, especially basketball and I love spending time with family and friends. I was born in Portland OR, have lived in the northwest my whole life, and graduated from Fort Vancouver High School in Vancouver WA.

Prior to being hired with Bellevue Fire, I worked in the environmental/hazardous waste industry for over ten years. Choosing a career as a firefighter has been, and I know will be, the best career choice that I could make. I'm excited to work with and meet everyone!

My name is Brad Carman. I grew up on the East Coast and served in the Navy for 5 years before settling in the Pacific Northwest. Prior to joining the Bellevue Fire Department, I served as a motorcycle officer for the Bellevue Police Department.

I have been married to my wife Tara since 2006, and we have three children, Georgia, Curtis, and Reece. In my spare time, I enjoy skiing, hiking, and camping with my family.





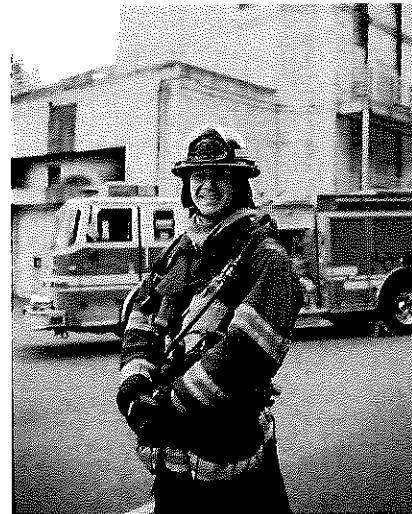
My name is Kyle Kuttler. I live in Burien, WA with my wife Heidi, 5-year-old son Kellen and dog Jackson. I was born in Seattle and have lived in the area my entire life. I went to Inglemoor High School in Kenmore followed by Central Washington University and the University of Washington for college. After college I worked for several tech companies in downtown Seattle, including Zillow. For the past few years, I worked as a deputy for the King County Sheriff's Office where I was assigned to the Southwest precinct (White Center, Skyway and Vashon Island).

In my free time I love to be outdoors and spending time with friends. I enjoy hiking, camping, cooking and have recently been taking up fly fishing. Over the summer you will find me, my family and friends boating, taking weekend trips to the coast and at Sounder games as well.

I am extremely grateful to be starting a career with the Bellevue Fire Department and am looking forward to meeting everyone and learning from you as the year goes on!

My name is Macaulay Lyon. I am currently living in Woodinville, WA and in my off time enjoy skiing and playing on the water. I was born in San Jose and have lived in California, Colorado, and Chile. I attended Woodinville High School and after high school I spent the next 8 years chasing my dream of being a professional athlete in ski racing. After my competitive career ended, I taught skiing and racing to the next generation while continuing to chase certifications myself. One of my certifications was in Avalanche Search and rescue which lead me down the path of EMS and a career in fire.

Prior to being hired with Bellevue Fire, I worked full-time as an EMT for Tri-Med Ambulance stationed in Factoria. Outside of work, I enjoy adventuring outside, travelling abroad and teaching. I also enjoy spending time with family & friends. I am very thrilled to learn in an academy and to start my dream career working with the Bellevue Fire Department! I'm excited to meet everyone over this new year.

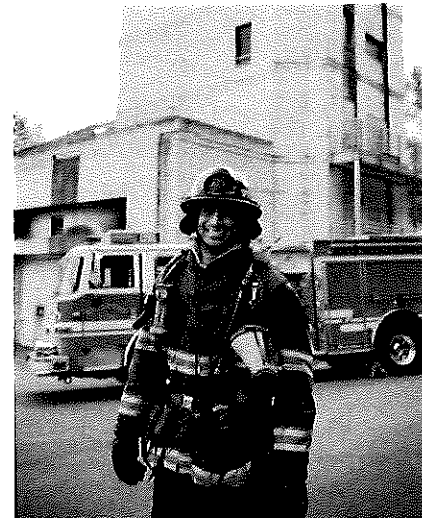




My name is Ian Shives. I am currently living in North Bend, WA. In my off time I enjoy skiing, mountain biking, and rafting with my wife and dog. I was born in Seattle where I attended Nathan Hale high school. After, I attended Western Washington University where I received my bachelor's degree in Geography. After college I moved to Boise, ID where I worked as a GIS Analyst. Later I lived in Bozeman, MT and Salt Lake City, UT where I worked seasonal jobs of ski patrolling, wildland firefighting, and trail crew.

My name is Zan Teague Jr. I was born and raised in the Kent/Renton area and am currently living in Kent, WA. I lived in Ellensburg for 4 years while I was a student at Central Washington University where I received a bachelor's degree in clinical Physiology. I had originally planned to go to physical therapy school but the idea of working in the fire service seemed more desirable to me. I knew that I enjoyed helping people and having a positive impact on someone else's life. After graduating I worked in various restaurants, moving companies and worked as a personal trainer for the years prior to being hired with Bellevue Fire.

In my spare time I enjoy working out, reading, cooking, and spending quality time with my close friends and family. I also really like to travel when I can, especially to places with warm weather and a body of water. I feel very blessed to be starting this career and do not take it lightly. I am looking forward to working with everyone for the years to come.



Please join me in welcoming them into the Bellevue Fire Department family,

Doug Halbert

Doug Halbert, Battalion Chief
Commander, Training Division



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

SPECIAL NOTICE 23-068

June 12, 2023

TO: All Personnel

FROM: Dave Tait, Battalion Chief
Commander, EMS Division

SUBJ: CLASS 49 PARAMEDIC STUDENTS RETURNING

I am excited to announce that the four students that Bellevue sent to the Michael K. Copass, M.D. Paramedic Training Program, Class 49 are scheduled to graduate on July 8, 2023. Their last official duties in Seattle wrap up on June 30, 2023. They will move to an administrative assignment for two weeks effective July 1, 2023 to complete reentry requirements. As soon as they complete their re-entry they will be eligible for the line as firefighter/EMT's and once they receive their official certifications as paramedics they will be assigned as firefighter/paramedics.

Effective July 1, 2023 the following members will be assigned to EMS Administrative Duty:

Spencer Garry
Mark Van Gerwen
Doug Matthews
Devin Thomas

Effective July 16, 2023 the following members will be assigned to their respective platoon duty:

Doug Matthews – A Platoon
Mark Van Gerwen – B Platoon
Spencer Garry and Devin Thomas – C Platoon

A sincere thank you to these four members for their hard work this last year. Please join me in congratulating them for this tremendous accomplishment and in offering a warm welcome home!

Dave Tait

Dave Tait, Battalion Chief
Commander, Emergency Medical Services Division



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

Special Notice 23-043

April 21, 2023

TO: All Personnel

FROM: Jay Hagen, Fire Chief

SUBJ: 2022 ANNUAL AWARD RECIPIENTS

I am pleased to announce the selection of the following members for Employee of the Year and those who have been nominated by their co-workers or supervisors for the following:

Employee of the Year

- Uniformed – Lewis Stoliker, Firefighter/Engineer
- Civilian – Paul Davison, EMS System Analyst

Core Values

- Integrity – Alexa Dillhoff, Lieutenant, EMS Division
- Integrity – Carl Lunak, Emergency Manager
- Integrity – Paul Zavaglia, Firefighter
- Integrity – Steve Thomas, Battalion Chief, B101
- Integrity – Susan Seibert, Procurement Specialist
- Integrity – Eric Lee, Fiscal Manager

- Commitment to Employees – Andrew Morford, Firefighter/Engineer
- Commitment to Employees – Brandon Bothwell, Firefighter/Paramedic
- Commitment to Employees – Brett Krache, Firefighter
- Commitment to Employees – Chris Archer, Firefighter
- Commitment to Employees – David Beste, Deputy Chief, Bureau of Support Services
- Commitment to Employees – Kyle Nelson, Fire Prevention Officer
- Commitment to Employees – Mark Anderson, Battalion Chief, Special Operations Division
- Commitment to Employees – Mike Mihata, Lieutenant
- Commitment to Employees – Randy Hart, Firefighter/Engineer
- Commitment to Employees – Ryan Schramling, Firefighter/Engineer
- Commitment to Employees – Jackie Cottom, Fire Prevention Program Analyst

- Exceptional Public Service – Cheryl Vallejos, CARES Field Education Supervisor
- Exceptional Public Service – Jeff Negrete, Firefighter
- Exceptional Public Service – Ron King, Fire Prevention Officer
- Exceptional Public Service – Steve Seiwerath, Lieutenant
- Exceptional Public Service – Zach Medina, Firefighter

- Innovation – Steven Dueker, Firefighter

- Innovation – Kevin Guitron, Lieutenant, MSO105
- Innovation – Eric Lee, Fiscal Manager
- Innovation – Tom Fields, Battalion Chief, B102
- Innovation – David Tait, Battalion Chief, EMS Division Commander

- Stewardship – Blake Knox, Sr. Budget Analyst
- Jackie Cottom, Fire Prevention Program Analyst
- Stewardship – Susan Seibert, Procurement Specialist
- Stewardship – Eric Lee, Fiscal Manager

Medal of Bravery

- Mike Cruz, Firefighter/Paramedic
- Keegan Tachell, Firefighter/Paramedic

Unit Citation Ribbon

- Andrew Kapfer, Probationary Firefighter
- Chad Egger, Firefighter/Engineer
- Connor Varnell, Firefighter
- Dan Gallaway, Firefighter, Staff Assistant, B101
- James Bailey, Lieutenant
- Jason Lewis, Firefighter
- Jessica Wells, Firefighter
- Joe Lucero, Lieutenant
- John Sobieski, Firefighter/Engineer
- Nicholas Vann, Firefighter
- Rob Dykstra, Battalion Chief, B101 C Platoon
- Russ Ordonia, Lieutenant
- Steve Medina, Firefighter/Paramedic
- Tyron Warren, Firefighter/Paramedic
- Zan Teague, Firefighter/Paramedic

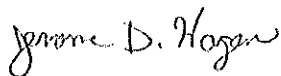
Service Citation Ribbon

- Darren Rainey, Captain, EMS Division

As a symbol of recognition, each award recipient will receive a commemorative plaque, trophy, coin, or certificate as appropriate for their award. A booklet describing the reasons for awards will be provided on the day of the ceremony and digitally sent to staff.

Please join me in offering sincere congratulations to the 2022 award winners and all nominees. It is a wonderful sign of respect and a great honor to be acknowledged in such a way by your co-workers.

Sincerely,



Jay Hagen



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

SPECIAL NOTICE 23-053

May 12, 2023

TO: All Personnel

FROM: Doug Halbert, Battalion Chief
Commander, Training Division

SUBJ: **PERSONNEL REASSIGNMENTS**

Having completed the assignment of Academy Instructor, the following personnel will be reassigned:

Firefighter Brett Krache from Engineer at the Training Division to Firefighter Station 3, A Platoon. Last day at Training is May 12, 2023. His first day on A Platoon is May 18, 2023.

Firefighter Chris Jarrett from Engineer at the Training Division to Firefighter Station 7, C Platoon. Last day at Training is May 12, 2023. His first day on C Platoon is May 16, 2023.

Their work and effort as academy instructors were exemplary and their accomplishments will be seen in the knowledge, skills, and abilities of the probationary Firefighters they instructed.

Sincerely,

Doug Halbert

Doug Halbert, Battalion Chief
Commander, Training Division



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

SPECIAL NOTICE 23-041

April 18, 2023

TO: All Personnel

FROM: Andy Adolfson, Deputy Chief of Operations

SUBJ: PERSONNEL REASSIGNMENT

The following member is being reassigned effective May 1, 2023, to meet the operational needs of the Department.

Firefighter Sam Halbert from Station 3, B Platoon to Station 1, B Platoon. Last shift assigned to Station 3 is April 27, 2023. First shift assigned to Station 1 is May 2, 2023.

Andy Adolfson

Andy Adolfson, Deputy Chief
Commander, Bureau of Operations

| | | | |
|--------|----------|-----------|---------------------|
| | | | |
| Bureau | Division | Battalion | Station Officer/MSO |



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

SPECIAL NOTICE 23-042

April 19, 2023

TO: All Personnel

FROM: David R. Beste, Deputy Chief of Support Services

SUBJ: PERSONNEL REASSIGNMENT

The following members are being reassigned to meet the operational needs of the Department:

Lieutenant Dan Sobole returning to Fire Station 3, B Platoon. Last shift assigned to the Training Division is April 14, 2023. The first shift assigned to Fire Station 3 is April 16, 2023.

Lieutenant Sean Hayes from Fire Station 3, B Platoon to temporary Floating Lieutenant, B Platoon. The last shift assigned to Fire Station 3 is April 15, 2023. First shift assigned to Floating Lieutenant is April 20, 2023.

Lieutenant Sean Hayes from temporary Floating Lieutenant, B Platoon to Fire Station 6, B Platoon. Last shift assigned as temporary Floating Lieutenant is May 3, 2023. The first shift assigned to Fire Station 6 is May 8, 2023.

Lieutenant Ron Rood from Fire Station 6, B Platoon to Fire Station 1, B Platoon. The last shift assigned to Fire Station 6 is May 3, 2023. First shift assigned to Fire Station 1 is May 8, 2023.

David R. Beste

David Beste, Deputy Chief
Commander, Bureau of Support Services



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

SPECIAL NOTICE 23-052

May 9, 2023

TO: All Personnel
FROM: David Tait, Acting Deputy Chief of Operations
SUBJ: PERSONNEL REASSIGNMENTS

The following "A" Platoon members are being reassigned effective May 18, 2023, to meet the operational needs of the Department:

Probationary Firefighter/EMT Mansourzadeh from E101 to E104

Probationary Firefighter/EMT Hoyle from E102 to E106

Probationary Firefighter/EMT Madden from E106 to L103

Probationary Firefighter/EMT Goff from E104 to L107

Firefighter/EMT Dua from L103 to E101. Last shift assigned to L103 is May 31, 2023. The first shift assigned to E101 is June 5th, 2023.

Firefighter/EMT Burchak from E101 to L103. Last shift assigned to E101 is May 31, 2023. The first shift assigned to L103 is June 5th, 2023.

The following "B" Platoon members are being reassigned effective May 14, 2023, to meet the operational needs of the Department:

Probationary Firefighter/EMT Cody Collins from E105 to E101

Probationary Firefighter/EMT Gabe Wagner from E109 to E102

Probationary Firefighter/EMT Josh Madden from E104 to E106

Probationary Firefighter/EMT Matt Doran from E106 to E104

The following "C" Platoon members are being reassigned effective May 16, 2023 (unless specified differently below), to meet the operational needs of the Department:

Probationary Firefighter/EMT Jeremy Kane from Engine 109, C Platoon to Engine 102, C Platoon

Probationary Firefighter/EMT Andrew Kapfer from Engine 104, C Platoon to Ladder 103, C Platoon

Probationary Firefighter/EMT Ethan Reyes from Engine 101, C Platoon to Ladder 107, C Platoon

Probationary Firefighter/EMT Kristi Asplund from Engine 105, C Platoon to Engine 109, C Platoon

Firefighter/EMT Rick Nye from Ladder 107, C Platoon to Staff Assistant assigned to Battalion 101, C Platoon. Last shift assigned to Fire Station 7 is May 11th, 2023. The first shift assigned to Battalion 101 is May 16th, 2023.

Firefighter/EMT Nathan Schaefer from Staff Assistant at Battalion 101, C Platoon to Firefighter/EMT assigned to Engine 109, B Platoon. Last shift assigned to Battalion 101 C Platoon is May 11th, 2023. The first shift assigned to Engine 109, B Platoon is May 15th, 2023.

Dave Tait

David Tait, Acting Deputy Chief
Commander, Bureau of Operations



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

SPECIAL NOTICE 23-056

May 16, 2023

TO: All Personnel

FROM: Doug Halbert, Battalion Chief
Commander, Training Division

SUBJ: PROBATIONARY FIREFIGHTER PERSONNEL REASSIGNMENTS

Having completed Recruit Academy, the following personnel will be reassigned to their first probationary assignment:

Probationary Firefighter Brad Carman from the Training Division to Station 5, A Platoon. Last day at Training is May 12, 2023. His first day on A Platoon is May 18, 2023.

Probationary Firefighter Ian Shives from the Training Division to Station 9, A Platoon. Last day at Training is May 12, 2023. His first day on A Platoon is May 18, 2023.

Probationary Firefighter Kyle Kuttler from the Training Division to Station 5, B Platoon. Last day at Training is May 12, 2023. His first day on B Platoon is May 15, 2023.

Probationary Firefighter Loronte Allen from the Training Division to Station 9, B Platoon. Last day at Training is May 12, 2023. His first day on B Platoon is May 15, 2023.

Probationary Firefighter Zan Teague Jr. from the Training Division to Station 1, C Platoon. Last day at Training is May 12, 2023. His first day on C Platoon is May 16, 2023.

Probationary Firefighter Macaulay Lyon from the Training Division to Station 6, C Platoon. Last day at Training is May 12, 2023. His first day on C Platoon is May 16, 2023.

Please welcome them to their perspective assignments as you see them.

Sincerely,

Doug Halbert

Doug Halbert, Battalion Chief
Commander, Training Division



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

SPECIAL NOTICE 23-062

May 30, 2023

TO: All Personnel

FROM: Andy Adolfson, Deputy Chief of Operations

SUBJ: PERSONNEL REASSIGNMENTS

The following members are being reassigned effective June 1, 2023, to meet the operational needs of the department:

Provisional Battalion Chief Luke Steere to Battalion Chief, Battalion 102, A Platoon.

Captain Charlie Kimball from Training Division to Battalion Chief, Battalion 102, B Platoon.

Provisional Battalion Chief Troy Donlin to Captain, Station 2, C Platoon. Last day on B Platoon May 27, 2023, first day on C Platoon June 3, 2023.

Captain Eric Keenan to Station 5, A Platoon. Last day on C Platoon May 29, 2023, first day on A Platoon June 5, 2023.

Captain Ryan Armstrong from Station 5, A Platoon, to Station 3, A Platoon.

Andy Adolfson

Andy Adolfson, Deputy Chief
Commander, Bureau of Operations



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

SPECIAL NOTICE 23-059

May 25, 2023

TO: All Personnel

FROM: Doug Halbert, Battalion Chief
Commander, Training Division

SUBJ: **PERSONNEL REASSIGNMENT – CAPTAIN IN TRAINING**

To meet the needs of the Training Division, the following person is being reassigned.

Captain John Lapsansky from Station 3, A Platoon to Training Captain in the Training Division. His last day at Station 3 is May 31, 2023. His first day at Training is June 1 (reporting June 5th to align with the CBA).

Please welcome him to Training when you see him.

Sincerely,

Doug Halbert

Doug Halbert, Battalion Chief
Commander, Training Division



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

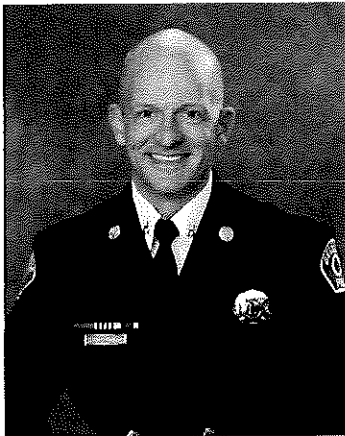
SPECIAL NOTICE 23-058

May 23, 2023

TO: All Personnel

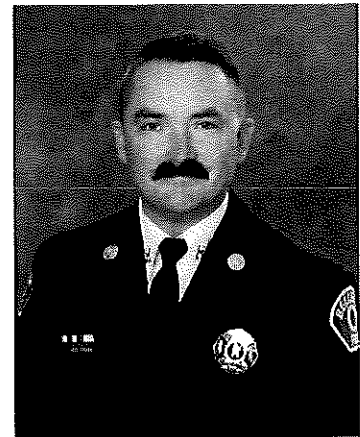
FROM: Jay Hagen
Fire Chief

SUBJ: PROMOTION OF CAPTAINS CHARLIE KIMBALL AND LUKE STEERE TO BATTALION CHIEF



Due to placing B102 in service and having completed a Civil Service recruitment for the rank, I am pleased to be able to announce that Captain Charlie Kimball and Captain Luke Steere will be appointed to the rank of Battalion Chief effective June 1, 2023.

A promotional ceremony will be held in the coming weeks and announced in a separate Special Notice.



Please join me in congratulating both members on this milestone in their career and wishing them the very best in their new position.

Respectfully,

A handwritten signature in cursive script that reads "Jay Hagen".

Jay Hagen
Fire Chief



City of Bellevue
Fire Department

Jay Hagen Fire Chief

Bellevue Fire Department

SPECIAL NOTICE 23-074

June 23, 2023

TO: All Personnel

FROM: Jay Hagen, Fire Chief

SUBJ: PROMOTION OF LUKE GILBERTSON TO FIREFIGHTER/ENGINEER

Having completed the Rule of Three Interviews for the position of Firefighter/Engineer I am pleased to announce the promotion of Luke Gilbertson to Firefighter/Engineer which will take effect July 1st, 2023. FF/Eng. Gilbertson has been in a Civil Service Long-Term Acting role since January 1, 2023, and is currently assigned to Station 8 on 'B' Platoon. FF/Eng. Gilbertson will continue in this assignment and is now the SCBA technician for 'B' Platoon.

Luke has shown dedication to our organization and the citizens we protect by taking on the added responsibilities in his new positions; I truly appreciate his willingness to step forward and accept these critical roles.

Please join me in congratulating Firefighter/Engineer Luke Gilbertson for his promotion and wishing him the very best in his new positions of Engineer and SCBA technician.

Respectfully,

A handwritten signature in cursive script that reads "Jay Hagen".

Jay Hagen
Fire Chief



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

SPECIAL NOTICE 23-072

June 15, 2023

TO: All Personnel

FROM: David Beste, Deputy Chief
Commander, Bureau of Support Services

SUBJ: NEW POSITION - HEALTH AND SAFETY OFFICER

As part of transferring the Special Operations position and responsibilities to the training division, Battalion Chief Mark H. Anderson will be reassigned to the position of Health and Safety Officer (Safety 100). The position will report to the Deputy Chief of the Bureau of Support Services. The new Health and Safety Officer position will be responsible for the following:

- Department Safety Officer
- Health and Wellness Program
- Specialty Positions
 - Peer Support
 - Peer Fitness
 - Uniforms
 - SCBA's
 - Apparatus Spec Committee
 - Participation on committees as the Health and Safety representative.
- Attend Special Event Committee meetings
- Long Term Disability Monitoring

The policies and procedures that address the above job duties will be revised in the coming months.

Battalion Chief Mark H. Anderson's last day assigned to Special Operations Division is Thursday, June 15, 2023. The first shift assigned as the Health and Safety Officer is Friday, June 16, 2023.

Sincerely,

David Beste

David Beste, Deputy Chief
Commander, Bureau of Support Services

Intra-Departmental Use

FD 225



City of Bellevue
Fire Department

Jay Hagen, Fire Chief Bellevue Fire Department

Special Notice 23-050

May 8, 2023

TO: All Personnel

FROM: Jay Hagen Fire Chief

SUBJECT: 2023 1st Quarter Performance Summary

We are already over a quarter of the way through 2023, and we have made tremendous progress! The work being performed is moving the department forward and has historic implications:

- Placed Battalion 102 in service.
- Broke ground on Fire Station 10 March 14th, 2023.
- The apparatus that will be assigned as E110 has been shipped from the factory and has arrived locally and is being upfitted.
- Began the 5-year department strategic plan update.

Regarding our personnel management system, our performance benchmark is as follows:

- Every member has a personal development plan.
- Every member has a minimum of three goals documented in "HR Place".
- Every member receives feedback from their supervisor on a quarterly basis.

I am pleased to report that 91% of department members have at least one goal recorded in HR Place. During the first quarter of the year, 67% of department employees received documented supervisor feedback. This is an improvement from the 2022 numbers. Thank you all for diligently working to set goals for growth and development, and thanks to supervisors for providing feedback to the members you lead.

Additional performance results from the first quarter are shown below:

Operations

- 9,200 total responses, an 11% decrease from Q4 2022.
- 96% of mandatory training completed – 11,200 total hours of training. Thank you for the continued focus on this vital activity. This is a real source of pride for our organization. Every day is a training day, and this metric demonstrates our commitment to maintaining operational readiness.
- Average turnout time for all incidents was 68.23 seconds, continuing the trend of improving overall response times from Q4 2022 – the 3rd straight quarterly improvement. Well done!

EMS

- After a COVID hiatus, we restarted our Community CPR classes with impressive attendance. We know that the public's willingness to start CPR when needed factors favorably into our resuscitation statistics.

Fire Prevention

- 78% of all Q1 initial inspections completed – 89% of FPO inspections done.

Support Services

- RFID testing completed at Station 5, ready to expand testing in Q2.
- Apparatus checks moved to Operative IQ.

Data and Systems

- Led Operative IQ Frontline training for all operations staff.
- Continued development of all Power BI Reporting.

OEM

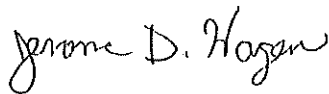
- Assisted in leading a Tabletop Exercise with Kemper Development Services.
- Participated in a community outreach event with the Somerset community, discussing emergency preparedness and recovery.

Training

- Relaunch of the Tactics and Incident Management SharePoint Site.
- Began 2023 recruit academy.
- Began work developing the new Company Officer Leadership Academy (COLA).

Once again, thank you for all that you do for the department and the City of Bellevue. Change is constant. The speed and complexity of the changes we are implementing is noticeably higher than in most years. Please take a moment to step back, breathe deeply, and appreciate how far we've all come and appreciate the impact you are having on our future!

Respectfully,



Jay Hagen
Fire Chief



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

Rec # 23-032

Date: 5/2/2023

To: Andy Adolfson, Deputy Chief, Operations, THROUGH CHANNELS

From: Joel Willis, Firefighter Paramedic

Subject: Vesting out of the Paramedic Program

It has been my great privilege and absolute pleasure to have served as a Paramedic for Bellevue Fire Department. I have come to the difficult decision to no longer work in this capacity. This decision was not reached without considerable deliberation. I still have passion for EMS and will continue to provide benefit to the program through training and QA/QI.

Not only do I feel blessed to have gone through Harborview UW Medic One's program, I feel especially blessed to have served in this capacity with the finest program in the county.

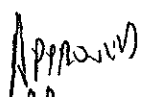

With that being said, I respectfully request permission to vest out of the Paramedic Program and return to being an EMT.

Thank you so much for everything.

Respectfully,

Joel Willis

Firefighter Paramedic

| | | | |
|---|---|-----------|---------------------|
|  |  | | |
| Bureau | Division | Battalion | Station Officer/MSO |



City of Bellevue
Fire Department

Jay Hagen, Fire Chief
Bellevue Fire Department

SPECIAL NOTICE 23-075

June 26, 2023

TO: All Personnel

FROM: Andy Adolfson, Deputy Chief
Bureau of Operations

SUBJ: RETIREMENT NOTIFICATION

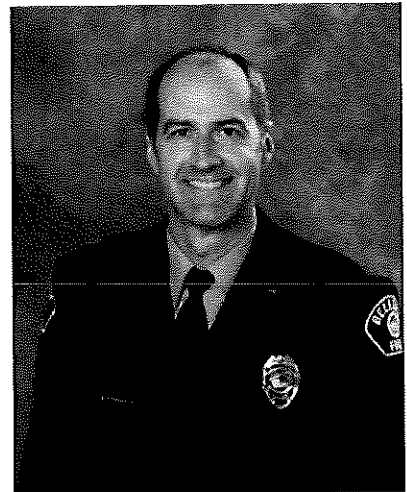
Firefighter/Engineer Barry Herrmann has notified the department that after 32.5 faithful years with the Bellevue Fire Department, he will be retiring as of June 29.

Barry was hired on January 7, 1991, and spent 11 years on B platoon at Stations 2, 4, 5, and finally Station 6 as a HAZMAT Tech. Upon his promotion to Engineer, Barry moved to C platoon and spent the last 21 years at stations 4 and 1.

As one of the department's original 3 Department Driving Instructors (DDI's), Barry cemented himself as a highly respected Engineer, mentor, and



instructor for many drivers following in his path. His knowledge of the pumpers and their capabilities earned him positions on the Department's Apparatus Spec Committee, Apparatus & Equipment Committee, Vehicular Incident Review Board (VIRB), and as an instructor for Advanced Pump Operations for the King County Fire Training Officers Association.



The class of 2007-1 was lucky to have Engineer Herrmann as an instructor for their recruit academy. Barry also received a Medal of Valor for his role in saving the life of a trapped occupant of a vehicle submerged in the water. The most rewarding part of the past few years of Barry's career has been mentoring and training new firefighters and aspiring engineers at Station 1.

In retirement, Barry and his wife plan to travel and enjoy some much-deserved time off! Please join me in congratulating Firefighter/Engineer Barry Herrmann and wishing him a healthy and successful retirement!

Andy Adolfson

Andy Adolfson, Deputy Chief
Commander, Bureau of Operations



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

SPECIAL NOTICE 22-066

June 8, 2023

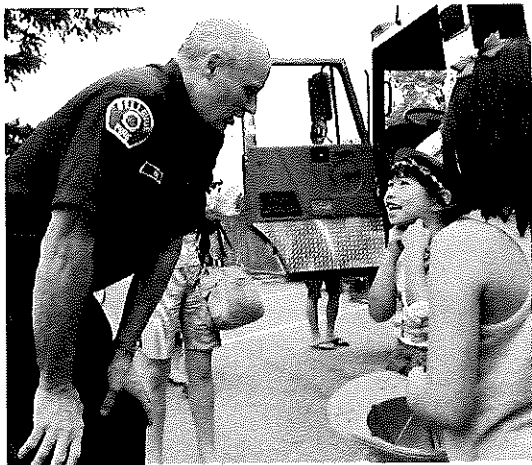
TO: All Personnel

FROM: Andy Adolfson
Deputy Chief, Operations Bureau

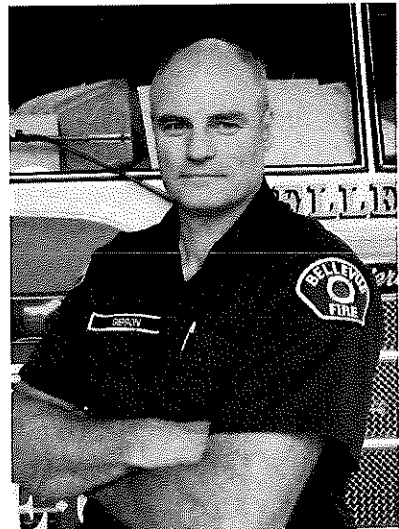
SUBJ: Retirement Notification

Firefighter Dave Gibson will retire effective the morning of June 9th after serving the citizens of Bellevue and the surrounding communities for over 25 years.

Dave was hired on January 10, 1998. He is known for his unceasing smile and positive attitude; when you arrived at work and saw Dave was going to be on the crew, you knew it would be a great day.



Dave always worked to make interactions with community members as positive as possible and he was an extremely solid Emergency Medical Technician who could work effortlessly through even the most vexing medical situations.



Dave has been an invaluable team member functioning as an extremely competent 'utility player' whether working as a firefighter, engineer, or acting lieutenant. His statistics are truly impressive: he has racked up over 10,500 hours as an acting

lieutenant and over 23,800 hours as a driver/pump operator! Thank you for your contributions, Dave!

Please join me in congratulating Firefighter Dave Gibson and wishing him well for a healthy and successful retirement!

Respectfully,

Andy Adolfson

Deputy Fire Chief
Bureau of Operations



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

SPECIAL NOTICE 23-077

June 12, 2023

TO: All Personnel

FROM: Andy Adolfson
Deputy Chief Bureau of Operations

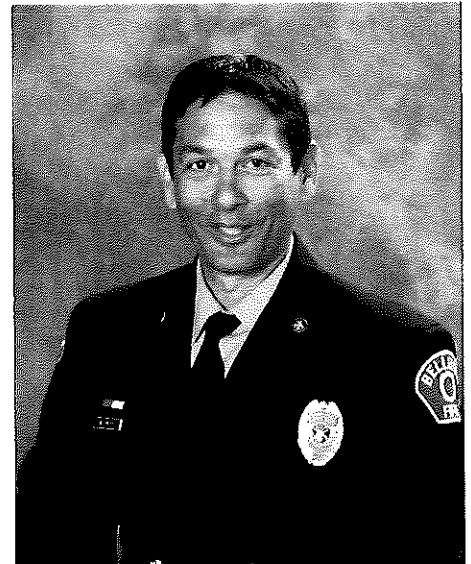
SUBJ: Retirement Notification

Firefighter/Paramedic Mike Cruz will retire effective the morning of June 29, 2023, completing approximately 29 years of service with the Bellevue Fire Department. Retirement tones will be broadcast at Station 2 at 0800 hours on June 29.

Mike Cruz was hired in October 1994 (Class 94-2). His assignments spanned all three platoons and included Station 1, 3, 4, 7, and firefighter/paramedic. He participated in Paramedic Class 26, completing his training in 2000. Mike was also an Acting Medical Services Officer with over 4100 hours in the MSO position.

In the early years, Mike was engaged in serving on the Bellevue Fire Department Honor Guard and was part of the "Columbia Center Firefighter Challenge" Team Champions in 1996 and 1997. Mike continued his involvement in the D.U.I. "Thing Again" Program, was an advisor for the Explorer Program, participated in the Medic Apparatus Committee, and the Mobile Vaccination Team. Most recently he was a recipient of the Medal of Bravery for a wilderness rescue in May of 2022.

Mike is known as a steady, consistent, and reliable firefighter/paramedic. He has made numerous contributions to this department and finishes his career as a tenured and trusted firefighter/paramedic. Mike will be missed.



Please join me in congratulating Mike for a career well served!

Andy Adolfson

Andy Adolfson, Deputy Chief
Bureau of Operations



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

SPECIAL NOTICE 23-078

June 28, 2023

TO: All Personnel

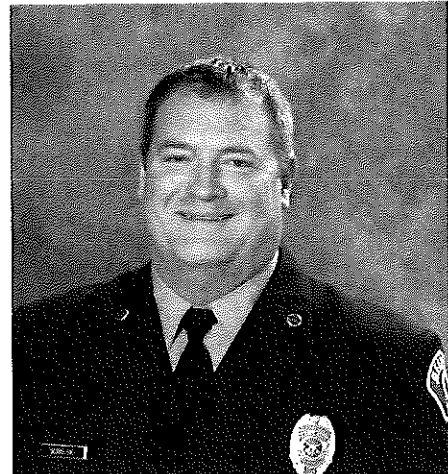
FROM: Andy Adolfson, Deputy Chief
Bureau of Operations

SUBJ: RETIREMENT NOTIFICATION

Firefighter/Engineer John Sobieski has notified the department that after 21 years with the Bellevue Fire Department, he will be retiring as of June 29, 2023.

John was hired on January 7, 2002, working for extended periods assigned to E108, E109, and E105. John was promoted to the rank of Firefighter/Engineer on April 1, 2015. While at Station 8 he gained a reputation for his excellent blackberry pies. John served as the 'Small Equipment Repair Technician' for the past five years.

Away from work, John was in the United States Coast Guard Reserve and one of his deployments was to the Hurricane Katrina disaster in 2005. He also gave back to his small, local community by serving as a Fire Commissioner for Snohomish County Fire District 23 which protected the Robe Valley area. Because of his refined palate, he has been a judge for high-level beer competitions.



Please join me in wishing John the best in retirement!

Andy Adolfson

Andy Adolfson, Deputy Chief
Command, Bureau of Operations



City of Bellevue Human Resources Department

CIVIL SERVICE COMMISSION

Battalion Chief
Eligibility List: May 11, 2023

| First Name | Last Name | Rank | Exp. Date |
|--------------|-----------|------|-----------|
| Charlie | Kimball | 1 | 5/11/2024 |
| Luke | Steere | 2 | 5/11/2024 |
| James "Matt" | Burrow | 3 | 5/11/2024 |
| Andrew | Oltman | 4 | 5/11/2024 |

The above was legally prepared and is hereby approved this 11th day of May 2023

Joy Misako St. Germain
Joy St. Germain, Secretary Chief Examiner

5/11/2023

Date

Nikita Huson-Thompson
Nikita Huson-Thompson, Sr. HR Consultant

5/11/2023

Date

Given under my hand and official seal this 12th day of May 2023

Notary Public in and for the State of Washington
Name Babette Z. Bechtold Signature Babette Z. Bechtold

Residing in KING Co.

Expires: 7/2/2025

BABETTE Z BECHTOLD
Notary Public
State of Washington
Commission # 21021079
My Comm. Expires Jul 2, 2025



City of Bellevue Human Resources Department

CIVIL SERVICE COMMISSION

Fire Captain
Eligibility List: January 27, 2023

| First Name | Last Name | Rank | Exp. Date |
|------------|-----------|------|-----------|
| Nate | Cogdill | 1 | 1/27/24 |
| Kevin | McKean | 2 | 1/27/24 |
| Kris | Johnson | 3 | 1/27/24 |
| Dan | Sobole | 4 | 1/27/24 |
| Michael | Mihata | 5 | 1/27/24 |
| John | Rickerson | 6 | 1/27/24 |

The above was legally prepared and is hereby approved this 27th day of January 2023

Joy St. Germain
Joy St. Germain, Secretary Chief Examiner

1/27/2023
Date

Nikita Huson-Thompson
Nikita Huson-Thompson, Sr. HR Consultant

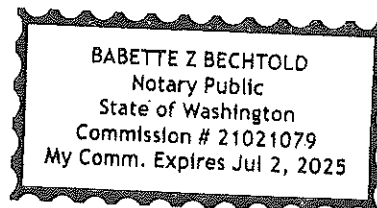
1/27/2023
Date

Given under my hand and official seal this 27th day of January 2023

Notary Public in and for the State of Washington
Name Babette Z. Bechtold Signature Babette Z. Bechtold

Residing in KING

Expires: 7/2/2025





City of Bellevue Human Resources Department

CIVIL SERVICE COMMISSION

ENTRY LEVEL Firefighter
Eligibility List: July 6, 2023

| First Name | Last Name | Rank | Exp. Date | First Name | Last Name | Rank | Exp. Date |
|------------|-----------|------|-----------|------------|-------------|------|-----------|
| Scott | Loehndorf | 1 | 7/6/24 | Rafael | Perez | 15 | 7/6/24 |
| Alexander | Beardsley | 2 | 7/6/24 | Floyd | Wade | 16 | 7/6/24 |
| Luke | Hart | 3 | 7/6/24 | Marcus | Wurster | 17 | 7/6/24 |
| Kelsey | Teague | 4 | 7/6/24 | Jared | Klingenberg | 18 | 7/6/24 |
| Matthew | Nelson | 5 | 7/6/24 | Kaden | White | 19 | 7/6/24 |
| Jacob | West | 6 | 7/6/24 | Jonas | Mills | 20 | 7/6/24 |
| Aaron | Smith | 7 | 7/6/24 | Lance | Kinney | 21 | 7/6/24 |
| Alexander | Soli | 8 | 7/6/24 | Michael | Phelps | 22 | 7/6/24 |
| Melanie | Harig | 9 | 7/6/24 | Alex | Garcia | 23 | 7/6/24 |
| Erica | Suy | 10 | 7/6/24 | | | | |
| Joseph | David | 11 | 7/6/24 | | | | |
| Nicole | Simson | 12 | 7/6/24 | | | | |
| Kellie | Pfeifer | 13 | 7/6/24 | | | | |
| Thomas | McCormick | 14 | 7/6/24 | | | | |

The above was legally prepared and is hereby approved this 6th day of July 2023

Joy Misako St. Germain
Joy St. Germain, Secretary Chief Examiner

7/6/2023

Date

Nikita Huson-Thompson
Nikita Huson-Thompson, Sr HR Consultant

7/6/2023

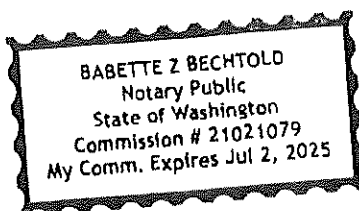
Date

Given under my hand and official seal this 6th day of July 2023

Notary Public in and for the State of Washington
Name Babette Z. Bechtold Signature Babette Z. Bechtold

Residing in King County

Expires: 7/2/2025





Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-45 ♦ Pub. Date: 06/27/2023 ♦ Eff. Date: 06/15/2023

Department Awards

I am pleased to announce the recipients of the annual Police Department Awards for 2022. The following employees were recognized at the Awards Ceremony on June 15th, 2023:

Commander's Award

The Commander's Award allows the command staff to recognize substantially superior performance by other employees. A section commander or above may nominate an employee within his or her section who meets the following requirements:

- Must have demonstrated either through a single event or for a prolonged period, exceptional or superior work performance
- Made a significant contribution to department efficiency and/or effectiveness as demonstrated by a technical innovation or by a method resulting in significant cost savings

Detective Jeffry Christiansen

Sergeant Jeff Disney nominated Detective Christiansen for his dedication, passion, perseverance, and competency. Sgt. Disney highlighted three specific cases where Det. Christiansen's hard work made meaningful differences. One involved a violent domestic abuse case where Jeff led a team and worked with the US Marshal's Fugitive Task Force to arrest the suspect. While Det. Christiansen worked on that case, he simultaneously worked with Seattle PD to solve a string of ATM smash-and-grabs, which brought high praise from Seattle Police. And finally, Det. Christiansen was integral in apprehending two violent and prolific regional car prowler suspects. Jeff worked with multiple other agencies and the King Co. Prosecutor's Office throughout all these cases to get these suspects arrested and charged. Sgt. Disney stated that Det. Christiansen more than deserves the Commander's Award recognition, and that Bellevue and King County are safer because of his work.

Detective Tom Ebersole

Captain Joe Nault nominated Detective Ebersole for his relentless work investigating one of the Eastside's most prolific burglars. From late 2020 through early 2022, Det. Ebersole meticulously worked to identify a suspect who was likely responsible for several hundred burglaries, package thefts and thefts in Bellevue, Kirkland, Redmond and Mercer Island. Capt. Nault also highlighted Det. Ebersole's investigation of a 28-year-old Bellevue resident who died in a house fire in 2020. The case brought international attention from India and

Australia, where the victim's family was suspicious of the cause of death. These suspicions were shared broadly among local, state and federal officials along with the Indian government and the media which brought intense scrutiny to the investigation. Despite all of this, Det. Ebersole, with help from Det. Zhu, expertly conducted the investigation, honoring the victim and her family.

Detective Will Hallifax

Captain Joe Nault nominated Detective Hallifax for the Commander's Award for his unparalleled work ethic and extensive, specialized training in threat assessment, management and mitigation. Det. Hallifax has served as a Task Force Officer with the Seattle Office of the FBI for four years, investigating threats against people, businesses, schools, and places of worship. He's a veteran member of the City of Bellevue's threat assessment team and provides training and updates within the department. Recently, Will investigated a former student's threat of a school shooting at Sammamish High School, working diligently with mental health professionals, the school district, the suspect's parents, prosecutors and the courts. When the threats continued, Det. Hallifax rush-filed charges to help keep the suspect in custody. Additionally, Det. Hallifax just passed the Association of Threat Assessment Professionals certification exam. What typically takes candidates multiple times to complete, Will did on the first try. He is now one of only 211 Certified Threat Managers in the US.

Detective Zhong Zhu

Captain Joe Nault nominated Detective Zhong Zhu for the Commander's Award, calling him one of the department's most productive and skilled investigators. Det. Zhu is a Special Assault and Internet Crimes Against Children detective. In July 2022, Det. Zhu was on-call and responded to a horrible beating at the transit center. Unfortunately, the victim passed from his injuries, but rather than pass the case to Major Crimes, Det. Zhu kept the case, even though it was outside his responsibility. Zhu's investigation sought justice for the victim and his family and honored the victim's life. Capt. Nault says that case reflects Det. Zhu's selfless willingness to help and serve whenever he can. When other detectives need help with their cases or field operations or when there's a need to fill an on-call shift, Det. Zhu consistently goes above and beyond and volunteers to help.

2022 - Employee Recognition Awards

Kara Hodges - Police Support Guild Employee of the Year

Kara was nominated by Aleah Moe and Lisa Flinn for her exemplary work ethic. Calling her a team player who communicates clearly and efficiently. She's always helpful and resourceful at problem-solving. Shortly after getting hired, Kara became the acting supervisor and ultimately was selected supervisor of the property and evidence department and she has excelled at leading the team. Kara has also joined the Guild board as a member-at-large, providing the missing link between the board and membership.

Kealii Akahane - Police Officer's Guild Employee of the Year

Captain Kevin Masseth nominated Officer Akahane for his outstanding work in 2022. Officer Akahane responded to a residential alarm, capturing the burglar in Somerset, and recovered a stolen gun from the suspect's vehicle. In another incident he jumped into Phantom Lake and, with the help of Officers Worthington and Sebers, saved a 17-year-old who attempted to drown himself. In a third incident Officer Akahane recovered a missing person, gave her a courtesy ride home, and found a runaway teenager who ran away from her grandmother while visiting Bellevue. He received thank you's all the way from England, where the family was from. Additionally, Capt. Masseth speaks highly of Officer Akahane's leadership role in the department as a firearms instructor and his participation in various trainings in 2022.

Michael Shovlin - Sergeant of the Year

Sergeant Zach Lyons nominated Sergeant Michael Shovlin for his 30-plus years serving and, most importantly, being a **leader** in law enforcement, calling it long overdue for this honor. Sgt. Lyons wrote 3 pages to characterize the amazing, rock-solid leader that Sgt. Shovlin is and how he keeps a level head in stressful times and works as hard, if not harder, than almost everyone around him. Sgt. Shovlin leads by example, racking up 30 collision reports by himself last year. He understands the human element of policing and supervising and he's not afraid to pull someone aside and ask about them, listen and offer help. All of this came into play when we lost Officer Jordan Jackson. Sgt. Shovlin was there for everyone on the unit and ensured everyone and their families were cared for. Sgt. Shovlin constantly bridges the gap between older styles of policing and the progressive policing of today. He does it with poise, understanding, finesse, grit, humor and determination.

Zachary Lyons - Officer of the Year

Sergeant Michael Shovlin nominated "now" Sergeant Lyons for Officer of the Year saying, Zach delivers excellent quality and quantity of work while practicing safety in all aspects. He strives to do the best job possible, is always productive, and completes his work in a timely manner. Zach treats people with respect, seeking ways to help residents and employees. He is a leader and expert, especially in DUI enforcement and is quick to help and teach other motors and officers. Zach had the 2nd highest number of citations, the highest number of criminal citations, the most warrants written by any motor, and the most collisions by any motor officer. The area where he has been most outstanding in 2022 is taking a leadership role and developing training for officers and supervisors, and then going out and teaching the information.

Michael Dolce - Investigator of the Year

Sergeant BJ Buck nominated Detective Michael Dolce stating Mike worked the entirety of 2022 as the only Narcotics Detective for BPD. While managing an entire subset of policing by himself, he accomplished several feats, including:

- Organizing the largest narcotic seizure in department history, netting over 15 kilos of Fentanyl worth nearly \$700,000
- Investigated 17 overdose deaths, make three arrests
- Secured the first guilty pleas in 18 years for a Controlled Substance Homicide

- Became a task force officer with Homeland Security Investigations
- Assisted Major Crimes with a convoluted homicide investigation
- Wrote more than 31 search warrants and addendums

Controlled substance homicide cases are incredibly difficult to prove, and Det. Dolce has repeatedly received accolades from the KCPO for his outstanding work. But, Sgt. Buck says that as impressive as his work accomplishments are, Det. Dolce's most impressive attributes are his great attitude and his care for the families of the victims of cases he investigates.

Jean Morgan - Civilian of the Year

Sergeant Joe Engman submitted this nomination to highlight Jean's sustained exceptional performance, saying I can think of no police department member more deserving of this award for both the amount of work she accomplishes and the quality and professionalism with which she carries out her assigned responsibilities. She prepares and manages the Chief's calendar and manages the frequent correspondence and communication with the City Manager and City Council office. She transcribes all internal investigation interviews and coordinates and plans departments special events; these are a few examples of tasks she takes on. Sgt. Engman says Jean's keen problem solving skills and positive attitude are constantly displayed as she works through various daily and unscheduled demands.

Service Awards

30 Years of Service:

- **Sergeant Mark Jordan**

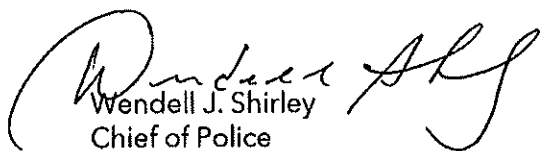
25 Years of Service:

- **Officer Dennis Carlson**
- **Officer Bradley Knudtsen**

Volunteer Service Hour Awards

- **Susan Allen** - 404.75 Hours
- **Jan Hemingway** - 308 Hours
- **Thomas Green** - 229.25 Hours
- **Bruce Herman** - 223 Hours
- **Marilyn Campbell** - 204 Hours
- **Pat Reams** - 200 Hours
- **Marilyn Blue** - 191.20 Hours
- **Bill Swanson** - 191 Hours
- **Harold Ravenscraft** - 157.25 Hours
- **Suzi Gidlof-O'Byrne** - 121.75

Please join me in thanking each award winner for their outstanding contributions to the Department and the City we serve.


Wendell J. Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-38 ♦ Pub. Date: 05/31/2023 ♦ Eff. Date: 04/01/2023

Employee Recognition Award

I am pleased to announce the recipient of Officer of Quarter 1 for 2023 is:

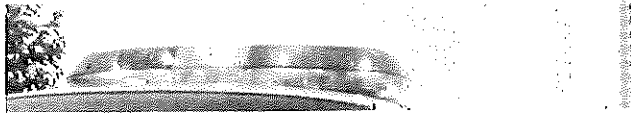
- Officer Kendrick Turner

Congratulations and thank you and your fellow nominees for your hard work and dedicated service to the Police Department.


Wendell J. Shirley
Chief of Police

**Also receiving nominations: Officers' Ashley Peterson, Jennifer Hansen, and Ian Sauve*

thank you!



Feb/March 2023

examples of outstanding service
provided to our community

Officer James Alford & Detective Zhong Zhu

From: Leah Alden-Jaswal

Ms. Alden-Jaswal's husband died of a sudden heart attack and both officers responded and were wonderful. "You explained what was happening and were very courteous and respectful of our Islamic beliefs. The Bellevue Police Force is made up of officers who represent the best part of law enforcement. I consider you among the finest."

Sergeant Bryan Marin, Officers' Kendrick Turner & Lakita Hemsley

From: Dan Banay

"My stolen vehicle was recovered in Bellevue late at night and Officers' Turner & Hemsley waited with the vehicle until I could get there from Seattle. They were empathetic and patiently answered all my questions. Sergeant Marin stopped by later to ensure everything was okay. It is obvious how much the PD goes the extra mile to help ensure the safety of the community."

Officers' Paul Dill, Isaac Garcia & Ian Sauve

From: A write in rave from the Seattle Times

"Thank you for responding to a hang-up 911 call made by my blind mom in error. You were all professional and took time to assure that everything was truly okay. You are very much appreciated!"

Officer Demetrious Shaw

From: books03_toon@icloud.com

Officer Shaw responded a verbal altercation between neighbors. "The Officer was very

professional, helped guide me through the narrow path, and helped calm me down. His use of de-escalation skills is a model example of how officers should interact with community members."

Officer Joseph Tellier

From: Wenjing Mao

"A burglar broke into our house and was caught shortly after. We are grateful for the quick and proper response. Thank you!"

Sergeant Marc Halsted, Officers' Kealii Akahane & Alison Taylor

From: Patti Mann

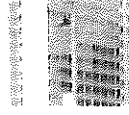
"You and all those you represent are the absolute best part of our amazing community! Your professionalism, compassion, dedication and respect are greatly admitted. Thank you for keeping us safe."

Officers' Craig Hanaumi, Lakita Hemsley, Rachel Serna, Madison Beyer and Gabrielle Igo

From: Diana Peterson, Kristina Rothe, Neha S, Caroline Yang, Min Lin, Erimie Elias, Erica Chao, Susan L, Rosemary Baker, Morgan Chaput, Cayla Ji, Cynthia Knighton, Gina Perez, Min Lin, Leora Clemans, Kathryn Kepler, Lisa Chua, Iris Forcier, & Murielle Tungendhaft

Enthusiastic kudo's for the above officers and their commitment to training women in self-defense tactics. "This training is incredibly powerful and beneficial. It has inspired us to continue learning and to encourage other women to attend this class. Thank you Bellevue Police Department for offering this class to the community free of charge!"

thank you!



April/May 2023

examples of outstanding service
provided to our community

Captain Kevin Masseth

From: Eunice Springs, Director of People & Culture/Imagine Housing

"Captain Masseth has given us an amazing level of support. He is professional, patient, kind knowledgeable, problem solver, and community builder. He is truly committed to keeping our community safe."

Administrative Assistant Sarah Kasperski, Sergeant Badreddine Mala, Corporal Tai Wotherspoon, Officers' Craig Hanaumi, Alison Taylor, Calvin Sun, Joseph Tellier, Oscar Rodriguez & Aaron Watanabe

From: Kanau Mason

Ms. Mason attended the spring citizen academy and mentioned to Sarah that her daughter was uncomfortable being around police officers. Sarah and Officer Hanaumi arranged for a tour of the station. Ms. Mason said, "I sincerely have no words to say how grateful we all are. To see all the officers we met in the room just patiently listening to our daughters. Sarah, thank you for following up, you may never understand what a difference you made but you did."

Officer Justin Hodges

From: JD Epworth

Officer Hodges responded to a house alarm and Mr. Epworth says, "Officer Hodges could not have been more professional or courteous. He did a wonderful job and we are very glad he is on our police force."

Officer Craig Hanaumi

From: Heather Snookal, Principal-Phantom Lake Elementary

"Earlier in the year we had a student in need of some positive adult interaction. Our mental health counselor suggested reaching out to Officer Craig. We have formed such a wonderful, positive, nurturing relationship with him! The student we were concerned about is smiling, learning, and we haven't had to intervene with his behavior in the couple of months he's been mentored by Officer Craig. He is teaching students to play safely, collaboratively and joyfully together and we are so grateful when he is able to drop by."

Officers' Seth Tyler & Kyle Kunce

From: Hope Barker

"I wanted to thank you for your assistance and kindness when my vehicle got slammed into by a yellow jeep recently."

Bellevue Police Department

From: Erica Chao

"I appreciated all the officers for helping to ensure a safe race at today's 'All in for Autism' run downtown! As a race participant, PD volunteer, and Bellevue resident, I am proud of all that you are doing!"

Traffic Unit

From: Unknown

"So glad to see the police officers monitoring/enforcing the speed limit on the Lake Hills Connector. I appreciate it and hope people will drive slower, and not weave around other cars with more visible enforcement. Thank you!"

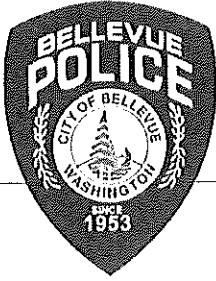
**Officers' Craig Hanaumi, Lakita
Hemsley, Rachel Serna**

*From: Lauren Stava, Fang Shao, Rukia
Mubiru, Vivian Camacho, & Erika Navara*

The raves and kudos continue regarding the Self Defense Workshop provided to the community. Comments include, "We are grateful for this workshop and found it to be informative, engaging and could be very helpful in our line of work at the homeless shelter. We wanted to thank you for providing this service and opening your doors to the community for these events."

"Outreach across the community is a proactive approach to raising women's awareness of how to protect themselves or each other...both Rachel & Lakita have demonstrated discipline, professionalism, and integrity. Above all, they make a difference by exemplifying women's empowerment and getting involved in community affairs."

"Even joining for the first time, the supportive sense of community they have cultivated through this monthly workshop was very tangible. Thank you Bellevue PD for organizing such a useful and empowering community-building event!"



Bellevue Police Department

EXECUTIVE ORDER

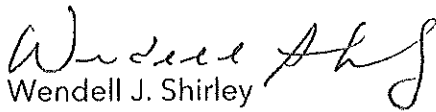
Number: 2023- 46 ♦ Pub. Date: 06/29/2023 ♦ Eff. Date: 07/01/2023

Promotion

I am pleased to announce the promotion of Acting Lead Police Support Specialist Amanda Jackson-Berrios to the position of Police Officer effective July 1st, 2023.

She will report to Major Dave Sanabria.

Please join me in congratulating her on this new position.


Wendell J. Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-31 ♦ Pub. Date: 05/03/2023 ♦ Eff. Date: 05/01/2023

Promotion

I am pleased to announce that Property and Evidence Technician Kara Hodges has been promoted to Property and Evidence Supervisor effective May 1st, 2023.

She will report to Administrative Services Manager Melissa King.

Please join me in congratulating her on this new assignment.

Andrew Popochock
Assistant Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023- 40 ♦ Pub. Date: 06/07/2023 ♦ Eff. Date: 06/16/2023

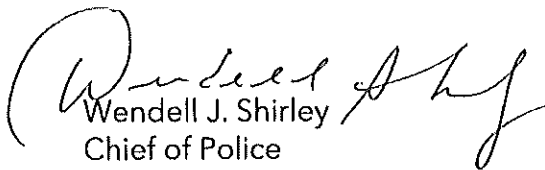
Promotions

I am pleased to announce the following promotions effective June 16th, 2023:

- Officer George Graham to Corporal
- Detective Denzel Kankam to Corporal
- Officer Jonathan Hurley to Corporal
- Officer Kendrick Turner to Corporal

They will report to Major Dave Sanabria for assignment.

Please join me in congratulating them on their new assignment.


Wendell J. Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER


Number: 2023-35 ♦ Pub. Date: 05/22/2023 ♦ Eff. Date: 05/16/2023

Acting Status

Effective May 16th, 2023, Lead Police Support Specialist Jaime Vassallo will be Acting Police Records Supervisor assigned to the Records Unit.

She will report to Acting Administrative Services Manager Kristina Galloway.

We wish her well in this acting status assignment.



Wendell J. Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-34 ♦ Pub. Date: 05/16/2023 ♦ Eff. Date: 05/16/2023

Acting Status

Effective May 16th, 2023 Police Records Supervisor Kristina Galloway will be Acting Administrative Services Manager assigned to the Records and Property & Evidence Units.

She will report to Assistant Chief Andrew Popochock.

Andrew Popochock
Assistant Chief of Police



Bellevue Police Department

MEMORANDUM

Date: 06/28/2023

FROM: Chief Wendell Shirley
TO: Civil Service Commission

Acting Police Records Supervisor Appointment & Provisional Administrative Services Manager Appointment

Pursuant to Civil Service Commission Rule 7.02, I am notifying you of one Provisional Administrative Services Manager and one Acting Police Records Supervisor, effective May 16, 2023, which will exceed twenty (20) consecutive calendar days.

I appointed one Provisional Administrative Services Manager due to vacancy in the Administrative Services Manager position and the absence of an eligibility list for the position. This vacancy is due to the separation of the Administrative Services Manager from the City. I have determined this appointee possesses the necessary qualifications, knowledge, abilities, skills and temperament required for the position:

(1) Kristina Galloway to Provisional Administrative Services Manager

I appointed one Acting Police Records Supervisor due to the temporary absence of the current Police Records Supervisor due to filling the Provisional appointment referenced above. I have made this appointment based on merit, efficiency, and fitness:

(1) Jamie Vassallo to Acting Polices Records Supervisor

The estimated date on which these appointments shall cease is November 16, 2023 or the start date of the permanent Administrative Services Manager, whichever occurs first.

CC: Assistant Chief Popochock
PSU Captain Inman



Bellevue Police Department

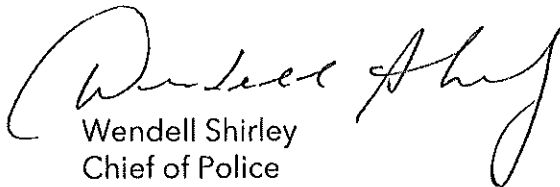
EXECUTIVE ORDER

Number: 2023-28 ♦ Pub. Date: 04/20/2023 ♦ Eff. Date: 05/01/2023

Transfer

As a result of interviews conducted on April 18th, 2023, Sergeant Brenda Johnson has been selected to fill the open Detective Sergeant position in Investigations.

She will be transferred on May 1st, 2023, and will report to Major Mark Tarantino.



Wendell Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

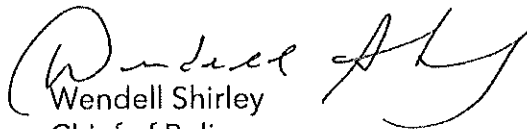
Number: 2023-30 ♦ Pub. Date: 04/27/2023 ♦ Eff. Date: 04/25/2023

Temporary Assignment

Effective April 25th, 2023, until a date to be determined, Officer Daniel Perrine has been temporarily reassigned to the Personnel Services Unit to assist with recruiting and hiring.

He will report to Captain Ellen Inman and Assistant Chief Andrew Popochock.

We wish him well in his new assignment.


Wendell Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-43 ♦ Pub. Date: 06/22/2023 ♦ Eff. Date: 07/01/2023

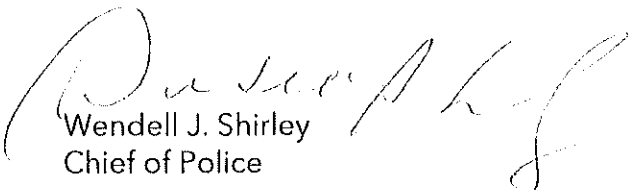
Assignment

As a result of an oral board conducted on June 21st, 2023 the following have been selected for the open Sergeant and Corporal positions for the Community Crisis Assistance Team (CCAT):

- Sergeant Badreddine Mala
- Corporal George Graham

They will begin their new assignment on July 1st, 2023 and report to Major Alycia McKinney.

Please join me in wishing them much success in this important assignment.


Wendell J. Shirley
Chief of Police



Bellevue Police Department EXECUTIVE ORDER

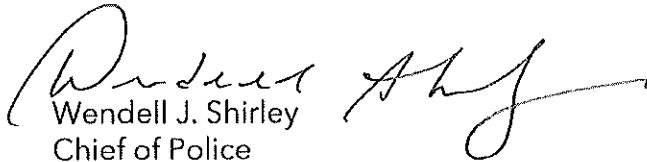
Number: 2023-42 ♦ Pub. Date: 06/22/2023 ♦ Eff. Date: 06/21/2023

Assignment

As a result of an interview conducted on June 21st, 2023 Officer Ryan Lambert has been selected to fill the open bomb squad technician position.

He will report to Captain Shelby Shearer.

Please join me in wishing him much success in this important assignment.


Wendell J. Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-29 ♦ Pub. Date: 04/27/2023 ♦ Eff. Date: 05/30/2023

Retirement

Sergeant Autumn Fowler has submitted her notice of retirement effective May 30th, 2023.

Sergeant Fowler began her career with the Lynnwood Police Department on January 3rd, 1994. After 3 years with Lynnwood PD, she wanted the opportunity to work for a larger department so she joined the Bellevue Police Department on February 27, 1997.

She began her career at Bellevue as a Patrol Officer and soon became a Field Training Officer. In 1998, she became the department's first Domestic Violence Detective, where she created numerous policies and forms that we still use today. During this time, she also received the Prosecutor's Award for Excellence and served as the Treasurer of the Bellevue Police Officer's Guild.

In 2003, she was promoted to Sergeant and returned to Patrol where she became one of the first supervisor's of the newly formed Crowd Control Unit. She remained a Patrol Sergeant for 5 years before taking over the K-9 and FTO programs.

In January, 2010 she was promoted to Captain where she spent the first 2 years in Patrol working all 3 shifts, before moving to the Personnel Services Unit as the Commander. During her first tenure in PSU, she achieved having a fully staffed department for a short period of time.

In 2013 she returned to Patrol as a Sergeant and participated in a wide variety of committees and assignments before moving to the Courts and Custody Unit in 2016. In 2018 Sergeant Fowler returned to her favorite assignment, working in PSU, this time as the first Sergeant in PSU.

Sergeant Fowler said about that experience:

"I have had the privilege and opportunity to work in PSU twice during my career and have enjoyed working with the most knowledgeable staff of trainers and background investigators in the area. Thanks to their hard work, my job was easy every day. I love talking about this profession to applicants, and hope that law enforcement can once again become a sought after career. Also, as someone who is fortunate enough to live in Bellevue, I know the citizens of this city also appreciate and recognize how lucky they are to get the gold standard of policing from our officers."



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-32 • Pub. Date: 05/09/2023 • Eff. Date: 05/17/2023

Resignation

Officer Ian Sauve has submitted his notice of resignation effective May 17th, 2023. He was hired on February 28th, 2017.

In 2018 he joined the honor guard and says, *"Being a part of the Honor Guard team was the highlight of my career with BPD and I will miss the team dearly."*

I have been with the department for over 6 years and I am forever grateful for the opportunities this department has given me."

Officer Sauve was selected as 2021 Officer of Quarter 4 for his exceptional work.

Please join me in wishing Officer Sauve well as he begins a new chapter.


Wendell J. Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-33 ♦ Pub. Date: 05/16/2023 ♦ Eff. Date: 05/12/2023

Resignation

Administrative Services Manager Melissa King has submitted her notice of resignation, effective May 12, 2023.

Melissa first joined the Bellevue Police Department in November 2007 as Support Specialist, and after a brief departure in 2010, returned in the same capacity in 2012. In 2016, she was promoted to Records Supervisor where she had the opportunity to focus on building teams and seeking opportunities for process improvement. In April 2021, Melissa was promoted to the Administrative Services Manager role where she welcomed the opportunity to work more closely with the Property & Evidence team, other COB partners, as well as the BPD leadership team.

Melissa has accepted a Police Services Administrator role with the Torrance, CA Police Department. She looks forward to this opportunity, being closer to her nephew and niece, and the sunny beaches of Southern California.

Melissa states, "The BPD family will always be a part of who I am, and for that I am eternally grateful. Thank you for all of the support you have given me over the years. Continue to seek the good and push the mission forward; attitude is always a choice. There is no higher calling than that of public service. You each play a role in improving the lives of others every single day, and that is the highest honor."

Please join me in thanking Melissa for her outstanding service to the Police Department and the Bellevue community and wish her well in her next chapter.

Andrew Popochock
Assistant Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-36 ♦ Pub. Date: 05/25/2023 ♦ Eff. Date: 06/08/2023

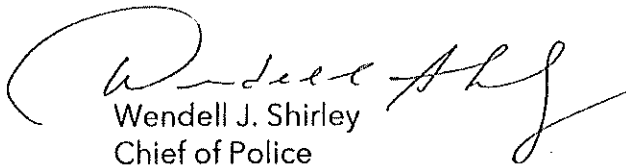
Resignation

Officer Thomas Ahrnsbrak has submitted his notice of resignation effective June 8th, 2023. He was hired on August 31st, 2021.

He states, "I have enjoyed my time with Bellevue and am grateful for the training I received from the department. I have learned many lessons that will remain with me throughout my career."

Officer Ahrnsbrak will be moving to his home state of Maryland to be closer to family and has accepted a conditional offer with the Maryland State Police.

Please join me in wishing Officer Ahrnsbrak well as he begins a new chapter.


Wendell J. Shirley
Chief of Police



Bellevue Police Department

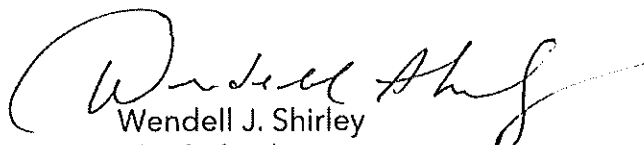
EXECUTIVE ORDER

Number: 2023-37 • Pub. Date: 05/31/2023 • Eff. Date: 06/02/2023

Resignation

Officer Adam Hale has submitted his notice of resignation effective June 2nd, 2023. He was hired on December 31st, 2021.

Officer Hale has accepted a position with the Torrance Police Department in Torrance, California.


Wendell J. Shirley
Chief of Police



Bellevue Police Department

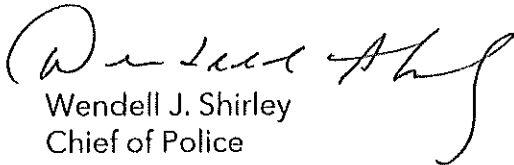
EXECUTIVE ORDER

Number: 2023-44 ♦ Pub. Date: 06/27/2023 ♦ Eff. Date: 06/28/2023

Resignation

Officer Olivia Mancuso has submitted her notice of resignation effective June 28th, 2023. She joined the Department on June 30th, 2022.

We wish her well in her next chapter.


Wendell J. Shirley
Chief of Police



CIVIL SERVICE COMMISSION
Court Liaison Administrator
Eligibility List
5/18/2023

| <u>NAME</u> | <u>RANK</u> | <u>EXPIRATION</u> |
|-------------|-------------|-------------------|
| Geena Hunji | 1 | 5/18/2024 |
| Alex Dryer | 2 | 5/18/2024 |
| Sherri Tye | 3 | 5/18/2024 |

The above list was legally prepared and is hereby approved
this 18th day of May, 2023.

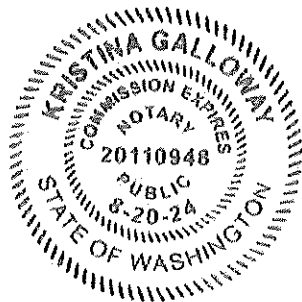
Diane Kendall
Diane Kendall, Senior HR Generalist

5/18/2023
Date

Joy St. Germain
Joy St. Germain, Chief Examiner

5/18/2023
Date

Given under my hand and official seal this 18th day of May, 2023.



Kristina Galloway
Notary Public in and for the State of
Print Name Kristina Galloway
Washington, Residing in King County
Expires: 08/20/24



**CIVIL SERVICE COMMISSION
POLICE CORPORAL
Eligibility List
5/19/2023**

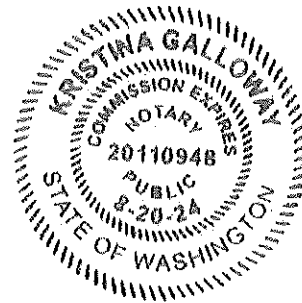
| <u>NAME</u> | <u>RANK</u> | <u>EXPIRATION</u> |
|--------------------|-------------|-------------------|
| George Graham | 1 | 5/19/2024 |
| Jonathan Hurley | 2 | 5/19/2024 |
| Denzel Kankam | 3 | 5/19/2024 |
| Christopher Pierce | 4 | 5/19/2024 |
| Kendrick Turner | 5 | 5/19/2024 |

The above list was legally prepared and is hereby approved
this 19th day of May, 2023.

| | |
|-------------------------------------|------------------|
| <u><i>Diane Kendall</i></u> | <u>5/19/2023</u> |
| Diane Kendall, Senior HR Generalist | Date |
| <u><i>Joy St. Germain</i></u> | <u>5/19/2023</u> |
| Joy St. Germain, Chief Examiner | Date |

Given under my hand and official seal this 19th day of May, 2023.

Kristina Galloway
Notary Public in and for the State of
Print Name Kristina Galloway
Washington, Residing in King County
Expires: 08/20/2024





**CIVIL SERVICE COMMISSION
ENTRY LEVEL POLICE OFFICER
ELIGIBILITY LIST
5/18/2023**

| First Name | Last Name | Rank | Expiration Date |
|-------------|---------------------|------|-----------------|
| Kevin | Grogan | 1 | 3/28/2024 |
| Bernardo | Torres | 2 | 5/18/2024 |
| Michael | Silva | 3 | 3/28/2024 |
| Sarah | Davis | 5 | 5/18/2024 |
| Ryan | Titera | 5 | 5/2/2024 |
| Cory | Patterson | 6 | 3/7/2024 |
| Amanda | Jackson-Barrios | 7 | 3/28/2024 |
| Colby | Carson | 8 | 4/20/2024 |
| Dylan | Soukup | 9 | 4/11/2024 |
| Adrienne | Barnett | 10 | 2/15/2024 |
| Ryan | Husby | 11 | 5/18/2024 |
| Sean | Pettit | 12 | 4/11/2024 |
| Felipe | Rodriguez Valasquez | 13 | 5/18/2024 |
| Krisjanis | Lusis | 14 | 4/20/2024 |
| Seth | Zaragoza | 15 | 5/2/2024 |
| Isabella | Le Beau | 16 | 5/18/2024 |
| Donovan | Franco | 17 | 2/7/2024 |
| Mikael | Nguyen | 18 | 5/1/2024 |
| Zachary | Cannon | 19 | 4/20/2024 |
| Youngrock | Lee | 20 | 4/11/2024 |
| Joshua | Osborn | 21 | 5/2/2024 |
| Emmaline | Dennison | 22 | 4/11/2024 |
| Marcos | Perez | 23 | 5/18/2024 |
| John | Bui | 24 | 5/2/2024 |
| John | Corea | 25 | 5/2/2024 |
| Christopher | Chell | 26 | 4/20/2024 |
| Maxwell | Lovett | 27 | 5/18/2024 |
| Malik | Fisher | 28 | 3/28/2024 |
| Alicia | Newman | 29 | 4/11/2024 |
| Morgan | Pavlovich | 30 | 5/18/2024 |
| Carlos | Bermudez | 31 | 4/11/2024 |
| Anh | Dao | 32 | 5/2/2024 |
| Nathan | Grueber | 33 | 5/18/2024 |
| Tony | Jones | 34 | 3/28/2024 |
| Dwayne | Knight | 35 | 4/11/2024 |
| Cole | Trotignon | 36 | 10/4/2023 |
| Vasile | Visovan | 37 | 3/28/2024 |
| Jialiang | Zhou | 38 | 3/7/2024 |
| Mauricio | Kenny | 39 | 3/28/2024 |
| Tiger | Johnson | 40 | 11/29/2023 |
| Brittani | Bos | 41 | 5/2/2024 |
| Joshua | Nguyen | 42 | 5/18/2024 |
| Jeffrey | Adolfson | 43 | 5/2/2024 |
| Christopher | Greaves | 44 | 5/18/2024 |
| Jinho | Kim | 45 | 4/11/2024 |
| Hanna | Ro | 46 | 11/29/2023 |
| Victor | Kinuthia | 47 | 4/11/2024 |
| Alexis | Brown | 48 | 3/7/2024 |

| | | | |
|-------------|-------------|----|-----------|
| Ibrahim | Talib | 49 | 4/20/2024 |
| Daniel | Martin | 50 | 3/7/2024 |
| Jacob | Hallock | 51 | 5/2/2024 |
| Pierre | Elysee | 52 | 3/28/2024 |
| Monir | Hassen | 53 | 4/11/2024 |
| Zhi | Wu | 54 | 3/7/2024 |
| Zachary | J Cannon | 55 | 4/11/2024 |
| Matthew | Redmond | 56 | 5/18/2024 |
| Makayla | Caswell | 57 | 4/20/2024 |
| Paul | Nyguen | 58 | 2/7/2024 |
| Matthew | Stravato | 59 | 3/7/2024 |
| Derrick | Garza | 60 | 2/7/2024 |
| Matthew | Lau | 61 | 3/7/2024 |
| James | Kim | 62 | 4/20/2024 |
| Jacob | Roades | 63 | 4/11/2024 |
| Zihan | Hao | 64 | 3/7/2024 |
| Jonathan | Resuello | 65 | 5/18/2024 |
| Andrew | Pears | 66 | 2/15/2024 |
| Jonathan | Thompson | 67 | 3/28/2024 |
| Jose | Montoya | 68 | 5/2/2024 |
| Dempsey | Brown | 69 | 4/20/2024 |
| Ali | Musa | 70 | 3/28/2024 |
| Jose | Mejia Tovar | 71 | 5/18/2024 |
| Drew | Rosaia | 72 | 5/18/2024 |
| Alan | Sagastegui | 73 | 3/7/2024 |
| Anthony | Kenrick | 74 | 3/28/2024 |
| Alex | Muriuki | 75 | 2/15/2024 |
| Zachary | Cannon | 76 | 4/11/2024 |
| Christopher | Nganga | 77 | 2/15/2024 |
| Alex | Baker | 78 | 2/15/2024 |
| Wyatt | Dunlap | 79 | 5/2/2024 |
| Raymond | Benson | 80 | 1/31/2024 |
| Cayan | Dibble | 81 | 5/2/2024 |
| Cory | Cotto | 82 | 5/18/2024 |

The above list was legally prepared and is hereby approved this 18th day of May 2023.

Joy St. Germain
Joy St. Germain, Secretary Chief Examiner

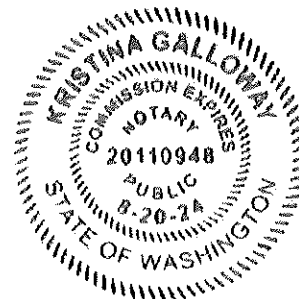
5/18/2023
Date

Diane Kendall
Diane Kendall, HR Generalist

5/18/2023
Date

Given under my hand and official seal this 18th day of May 2023.

Kristina Galloway
Notary Public in and for the State of
Print Name Kristina Galloway
Washington, Residing in King County
Expires: 08/20/2024





City of Bellevue
Human Resources
CIVIL SERVICE COMMISSION
EXCEPTIONAL ENTRY POLICE OFFICER
Eligibility List
5/18/2023

| Last Name | First Name | Rank | Expiration Date |
|-----------|------------|------|-----------------|
| Buckley | Trysten | 1 | 5/18/2024 |

The above list was legally prepared and is hereby approved this 18th day of May 2023.

Joy St Germain 5/18/2023
Joy St Germain, Secretary Chief Examiner Date

Diane Kendall _____
Diane Kendall, HR Generalist Date

Given under my hand and official seal this 18th day of May 2023.



Kristina Galloway
Notary Public in and for the State of
Print Name Kristina Galloway
Washington, Residing in King County
Expires: 08/20/2024