

**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

- 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.