

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

Tuesday
July 11, 2023

Room 1E-109

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

OTHERS PRESENT: Jessica Abbott, Police Department
Chad Barnes, City Attorney's Office
Jay Hagen, Fire Department
Kara Hodges, Police Department
Eman Hatem, Human Resources
Nikita Huson-Thompson, Human Resources
Beverly Ni, Police Department
Andrew Popochock, Police Department
Joy St. Germain, Human Resources
Rebecca Su, Human Resources
Jaime Vassallo, Police Department

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

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

II. ROLL CALL:

A quorum was present.

III. APPROVAL OF MEETING MINUTES:

Motion by Commissioner Noris and second by Commissioner Jorgenson to approve the March 28, 2023 Bellevue Civil Service Commission special meeting minutes as presented. Motion carried unanimously (5-0).

Motion by Commissioner Sheffels and second by Commissioner Jorgenson to approve the April 11, 2023 Bellevue Civil Service Commission meeting minutes as presented. Motion carried unanimously (5-0).

Motion by Commissioner Noris and second by Commissioner Jorgenson to approve the June 7, 2023 Bellevue Civil Service Commission special meeting minutes as presented. Motion carried unanimously (5-0).

IV. NEW BUSINESS:

A. Request to Extend Lieutenant List

On behalf of the Fire Department, Chief Hagen made an 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 and vacancies are anticipated.

Chief Hagen responded to various questions from Commissioners. He also noted that the newly opened Station 10 requires additional staff.

Motion by Commissioner Jorgenson and second by Commissioner Crowner to approve the request to extend the current certified Fire Lieutenant list one year until September 30, 2024. Motion carried unanimously (5-0).

B. Request to Conduct Firefighter Engineer Promotional Exam

On behalf of the Fire Department, Chief Hagen made 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 vacancies are anticipated.

Chief Hagen responded to various questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Crowner to approve the request to conduct a Firefighter Engineer promotional exam in the first quarter of 2024. Motion carried unanimously (5-0).

C. Request to Conduct Police Data Quality Control Specialist Recruitment

On behalf of the Police Department, Jaime Vassallo made 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).

Motion by Commissioner Noris and second by Commissioner Jorgenson to approve the request to conduct Police Data Quality Control Specialist Recruitment as vacancies occur in 2023-2024. Motion carried unanimously (5-0).

D. Request to Conduct Police Property & Evidence Technician Recruitment

On behalf of the Police Department, Kara Hodges made an official request to conduct a recruitment examination to hire and fill Police Property and Evidence Technician vacancies as they occur in 2023. There currently is not an active eligibility list for this non-commissioned police position.

Ms. Hodges responded to various questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Noris to approve the request to conduct a recruitment examination to hire and fill Police Property and Evidence Technician vacancies as they occur in 2023. Motion carried unanimously (5-0).

E. Request to Conduct Lead Police Support Specialist Promotional

On behalf of the Police Department, Jessica Abbott made 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 have an active Lead Police Support Specialist eligibility list and vacancies are expected in this position in 2023-2024.

Ms. Abbott responded to questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Sheffels to approve the request to conduct a promotional exam in 2023 for the non-commissioned police rank of Lead Police Support Specialist. Motion carried unanimously (5-0).

F. Request to Conduct Police Grant Administrator Recruitment

On behalf of the Police Department, Beverly Ni made an official request to conduct recruitment and hiring for a Police Grant Administrator. This is a new civilian position in the Police Department, and the department requests to establish an entry-level eligibility list in 2023 as there is no current eligibility list.

Ms. Ni responded to questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Crowner to approve the request to conduct recruitment and hiring for a Police Grant Administrator. Motion carried unanimously (5-0).

G. Request to Conduct Administrative Services Manager Recruitment

On behalf of the Police Department, Andrew Popochock made 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.

Mr. Popochock responded to questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Crowner to approve the request to conduct a recruitment examination and hiring process for an Administrative Services Manager. Motion carried unanimously (5-0).

V. **ANNOUNCEMENT OF NEXT MEETING:**

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

VI. **INFORMATIONAL ITEMS:**

Fire—Status Change

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: 1st 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

VII. ADJOURNMENT:

Chair Parrish adjourned the meeting at 4:20 p.m.