

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

Tuesday
August 15, 2023

via Hybrid

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

MEMBER ABSENT: Patricia Sheffels

OTHERS PRESENT: Chad Barnes, City Attorney’s Office
Dave Beste, Fire Department
Ellen Inman, Police Department
Joy St. Germain, Human Resources
Rebecca Su, Human Resources
Priscilla Yoon, Human Resources

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. NEW BUSINESS:

A. Request to Establish a Public Information Officer Eligibility List – Police

On behalf of the Police Department, Captain Inman made an official request to conduct recruitment and hiring for a Public Information Officer. The Police Department is expecting the need to fill a vacancy of the Public Information Officer, and is requesting that an eligibility list be established in 2023, as there is no current eligibility list. Captain Inman clarified that this will be an external job posting, and the position will be available to all current City of Bellevue employees and the public.

Priscilla Yoon discussed the recruitment process for this position.

Motion by Commissioner Noris and second by Commissioner Jorgenson to approve the request to conduct recruitment and hiring for a Public Information Officer. Motion carried unanimously (4-0).

B. Request to Conduct Entry Level Firefighter Recruitment – Fire

On behalf of the Fire Department, Deputy Chief Beste made an official request to conduct another entry-level firefighter hiring process in 2023. The current entry-level firefighter list, certified July 6, 2023, is exhausted and several vacancies are projected. This new entry-level firefighter list would be used to fill several positions for an academy to begin sometime in 2024.

Motion by Commissioner Jorgenson and second by Commissioner Crowner to approve the request to conduct another entry-level firefighter hiring process in 2023. Motion carried unanimously (4-0).

IV. 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.

V. ADJOURNMENT:

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