

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

Tuesday
October 10, 2023

Room 1E-110

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

MEMBERS ABSENT: Linda Parrish, Chair
Jeff Jorgenson

OTHERS PRESENT: Alejandro Alatorre, Human Resources
Jay Hagen, Fire Department
Joy St. Germain, Human Resources
Rebecca Su, Human Resources

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

The meeting was called to order at 4:00 p.m. by Vice-Chair Noris.

II. ROLL CALL:

A quorum was present.

Ms. St. Germaine introduced Alejandro Alatorre who will be assisting with Civil Service Commission meetings.

III. APPROVAL OF MEETING MINUTES:

Motion by Commissioner Crowner and second by Commissioner Sheffels to approve the July 11, 2023 Bellevue Civil Service Commission meeting minutes as presented. Motion carried unanimously (3-0).

Approval of the August 15, 2023 Civil Service Commission special meeting minutes was postponed due to a lack of quorum for approval.

IV. NEW BUSINESS:

A. Request to Extend Fire Captain List

On behalf of the Fire Department, Chief Hagen made an official request to extend the current certified Fire Captain list one year until January 27, 2025.

Motion by Commissioner Sheffels and second by Commissioner Crowner to approve the request to extend the certified eligibility list for Fire Captain until January 27, 2025. Motion carried unanimously (3-0).

Chief Hagen announced the retirement of Andy Adolfsen. Dave Tait was recently promoted to fill his position as the new Operations Bureau Commander.

Chief Hagen invited Commissioners to visit their local fire station this weekend in support of National Fire Prevention Week.

B. Request to Conduct Police Corporal Promotional

On behalf of the Police Department, Mr. Alatorre made an official request to conduct a promotional exam for the rank of Police Corporal. The current Police Corporal eligibility list is expected to be exhausted prior to the next Civil Service Commission meeting and vacancies are anticipated.

Motion by Commissioner Sheffels and second by Commissioner Crowner to approve the request to conduct a promotional exam for the rank of Police Corporal. Motion carried unanimously (3-0).

C. Request to Conduct Police Sergeant Promotional

On behalf of the Police Department, Mr. Alatorre made an official request to conduct a promotional exam for the rank of Police Sergeant. The current Police Sergeant Eligibility list expired on September 12, 2023 and vacancies are anticipated.

Motion by Commissioner Crowner and second by Commissioner Sheffels to approve the request to conduct a promotional exam for the rank of Police Sergeant. Motion carried unanimously (3-0).

Commissioners requested additional information about police and fire staffing at all levels. Staff will bring an organizational chart to the next meeting for Commissioners to review.

V. ANNOUNCEMENT OF NEXT MEETING:

Vice-Chair Noris announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, January 9, 2024 at 4:00 p.m. The other 2024 meetings will be held on April 9, July 9, and October 8.

VI. INFORMATIONAL ITEMS:

Fire—Status Change

1. Retirement: Dave Gibson
2. New Department Driving Instructor Members: FF/Eng: Jordan Scott, Aaron Keller, Nicholas Yencopal, Chad Egger
3. New Health & Safety Officer: BC Mark H. Anderson effective 6/16/23
4. Promotion: Luke Gilbertson
5. Retirement: Barry Hnerrmann
6. Retirement: Mike Cruz
7. Retirement: John Sobieski
8. Promotions: Captain: Nate Cogdill; Lieutenant: Cass Monroe, Brian Dillon
9. Training Officer Assignment: Mike Mihata assignment effective 7/1/23
10. Personnel Reassignments: Effective 6/16/23 and 7/1/23
11. Engine 110 Assignments: Effective 7/16/23
12. Personnel Reassignments: Effective 6/16/23 and 7/1/23
13. New Hire: Katherine Baker
14. Retirement: Andy Adolfson
15. Personnel Reassignment: Effective 9/16/23
16. Personnel Reassignment: Effective 9/1/23
17. Promotions: Deputy Chief: Dave Tait; BC: Matt Burrow; Captain: Kevin McKean; Lieutenant: Tim Yaw
18. Personnel Reassignments: Effective 10/1/23
19. Personnel Reassignments: Effective 10/1 23
20. Fire QR Codes: Annual Reports and Strategic Plan
21. The Bugle 2nd Edition: September 2023

Police—Executive Orders

1. CCAT Member Selection: Lakita Hemsley, Lucas Porter, Melia Thompson, Joseph Tellier
2. Resignation: Cory Patterson
3. Personnel Reassignments: Effective 9/1/23
4. Personnel Reassignments: Effective 8/1/23
5. Resignation: Ashley Seebold
6. Retirement: Colin Sullivan
7. Promotions: Sergeant: Tai Wotherspoon, Scott White, Taylor Moreland
8. PSO Eligibility List: Joshua Yi
9. Resignation: Meeghan Black

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

10. Retirement: Dennis Carlson
11. Entry Police Officer Eligibility List: 7/25/23
12. Retirement: Jason McElyea

VII. ADJOURNMENT:

Vice-Chair Noris adjourned the meeting at 4:14 p.m.