

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

Tuesday
January 10, 2023

Via Hybrid

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

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

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

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

II. ROLL CALL:

A quorum was present.

III. APPROVAL OF MEETING MINUTES:

Approval of the October 11, 2022 meeting minutes was postponed until the April 11, 2023 Commission meeting.

IV. NEW BUSINESS:

A. Request to Conduct Entry Level Firefighter Hiring Exam

On behalf of the Fire Department, Chief Halbert made an official request to conduct an entry-level firefighter hiring process in 2023. The current entry-level firefighter list expires on July 28, 2023 and has currently been exhausted.

Motion by Commissioner Jorgenson and second by Commissioner Parrish to approve the request to conduct an entry level Firefighter Hiring Exam process in 2023. Motion carried unanimously (5-0).

B. Request to Conduct 2023 Police Records Disclosure Specialist Recruitment

On behalf of the Police Department, Melissa King made an official request to conduct a Public Records Disclosure Specialist Recruitments, 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, and responded to various questions from Commissioners.

Motion by Commissioner Noris and second by Commissioner Jorgenson to approve the request to conduct Public Records Disclosure Specialist Recruitments, and to hire to fill any Police Records Disclosure Specialist vacancies as they occur in 2023. Motion carried unanimously (5-0).

C. Request to Conduct 2023 Police Property Evidence Supervisor Exam

On behalf of the Police Department, Melissa King made an official request to recruit and hire a Police Property Evidence Supervisor to fill the current vacancy in this classification. Ms. King responded to various questions from Commissioners.

Motion by Commissioner Noris and second by Commissioner Jorgenson to approve the request to recruit and hire a Police Property Evidence Supervisor to fill the current vacancy in this classification. Motion carried unanimously (5-0).

D. Request to Conduct 2023 Police Support Specialist Recruitment

On behalf of the Police Department, Melissa King made an official request to conduct Police Support Specialist Recruitment in 2023. Ms. King responded to various questions from Commissioners.

Motion by Commissioner Parrish and second by Commissioner Jorgenson to approve the request to conduct Police Support Specialist Recruitment in 2023. Motion carried unanimously (5-0).

E. Election of New Chair and Vice Chair

Chair Sheffels opened nominations for the Bellevue Civil Services Commission Chair position.

Motion by Commissioner Jorgenson to nominate Commissioner Parrish for the Bellevue Civil Services Commission Chair position.

Chair Sheffels requested other nominations for the Bellevue Civil Services Commission Chair position. There were none. Therefore, nominations were closed.

At the question, motion carried unanimously (5-0) to appoint Commissioner Parrish as the Bellevue Civil Services Commission Chair.

Chair Sheffels opened nominations for the Bellevue Civil Services Commission Vice-Chair position.

Motion by Commissioner Jorgenson to nominate Commissioner Noris for the Bellevue Civil Services Commission Vice-Chair position.

Chair Sheffels requested other nominations for the Bellevue Civil Services Commission Vice-Chair position. There were none. Therefore, nominations were closed.

At the question, motion carried unanimously (5-0) to appoint Commissioner Noris as the Bellevue Civil Services Commission Vice-Chair.

Commissioners expressed their appreciation to Chair Sheffels for her leadership.

F. Follow Up on OPMA Training

Chief Halbert and Ms. King summarized some of the accomplishments for both the Fire and Police Departments.

Mr. Barnes expressed his appreciation to Commissioners for completing the Open Public Meetings Act Training.

V. ANNOUNCEMENT OF NEXT MEETING:

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

VI. INFORMATIONAL ITEMS:

Fire—Status Change

1. Probation—Successful completion of Firefighter probation
2. 2022 Accomplishments—Notice
3. Resignation—Firefighter, Josh Williams
4. Resignation—Firefighter, Steve Anderson
5. Promotions—Tom Fields, John Lapsansky, Scott Lambert, Sean Hayes, Ron Rood
6. Personnel Assignments—2023 Personnel Assignments
7. Personnel Assignments—Long Term Acting Lieutenant, Sean Hayes
8. Personnel Reassignments—2022 Personnel Reassignments
9. Promotions—Firefighter/Engineer-Nick Yencopal, Chad Egger, Troy Cunningham, Josh Ferguson, Bryce Monson

10. Promotions—Lieutenant-Steve Seiwerath, Joel Dhanens
11. Personnel Reassignments—2022 Personnel Reassignments
12. 2022 3rd Quarter Performance—Summary Report
13. Probationary Completion—Brock Jorgensen
14. Probationary Completion—Mike Reilly
15. Status Change—Probationary to Regular Status-Brian Gomez
16. Status Change—Probationary to Regular Status-Matt Burrow

Police—Executive Orders

1. Temporary Transfer—Sarah Velling to PSU, Archie Gienger to Patrol
2. Retirement—Terri Massey
3. Transfers—Rachel Serna, Justin Hodges, Robert Fujita, Kareem Khoury
4. Thank You—Examples of outstanding service
5. Resignation—Brad Carman
6. Resignation—Emanuel Galbreath
7. Employee Recognition—Jordan Jackson
8. Assignments—Field Training Officers
9. Resignation—Will Dowsing
10. Thank You—Examples of outstanding service
11. Resignation—Vincent Gonzales
12. Retirement—Mark Tomlinson
13. Department Awards—Kealii Akahane, Jeff Sebers, Caleb Worthington, Ryan Parrott, Kate Carley, Paul Dill, Vincent Gonzales, Ricardo Montenegro, Joseph Whitaker, Michael Montgomery, Alex Lyles, James Brack, Leo Ramos, Ellen Inman, Badreddine Mala, Joseph Tellier, Demetrius Shaw, Robert Fujita, Melia Thompson, Samuel Menchaca, Lucas Porter, Craig Hanaumi, Emma Fierro, James Brack, Brian Benshoof, Bobbi Howe, Services Awards, Mark Tomlinson, Dave Sanabria, Joe Nault, Autumn Fowler, Leo Ramos, Bryan Hershberger
14. Resignation—Colleen Peterson
15. Transfer—Spencer Smith
16. Temporary Transfer—Rob Welty
17. Resignation—Joseph Mushishi
18. Resignation—Adam Berns
19. Resignation—Ky Bower
20. Eligibility Lists—1/5/2023(4), 11/29/2022(3), 10/26/2022(2), 10/12/2022

VII. ADJOURNMENT:

Chair Sheffels adjourned the meeting at 4:56 p.m.