

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

Tuesday
January 14, 2025

Hybrid

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

MEMBER ABSENT: Anne Noris, Chair

OTHERS PRESENT: Chad Barnes, City Attorney's Office
Doug Halbert, Fire Department
Charlie Kimball, Fire Department
Rebecca Su, Human Resources
Joseph Nault, Police Department
Courtney Popp, City Attorney's Office
Leo Ramos, Police Department
Rebecca Su, Human Resources
Rita Tes, Human Resources
Katherine White, City Attorney's Office

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

The meeting was called to order at 4:07 p.m. by Vice-Chair Crowner.

II. ROLL CALL:

A quorum was present.

III. APPROVAL OF MEETING MINUTES:

Motion by Commissioner Sheffels and second by Commissioner Parrish to approve the October 8, 2024 Civil Service Commission meeting minutes as presented.

Motion by Commissioner Sheffels and second by Commissioner Parrish to amend Item VII/Adjournment of the meeting minutes to: ~~Chair Noris~~ Vice-Chair Crowner adjourned the meeting at 4:45 p.m. Motion carried unanimously (4-0).

At the question, motion carried unanimously (4-0) to approve the main motion as amended.

IV. ORAL COMMUNICATIONS:

None.

V. REPORTS:

None.

VI. UNFINISHED BUSINESS:

None.

VII. NEW BUSINESS:

A. Police: Request to Conduct Police Captain Promotional Exam

On behalf of the Police Department, Captain Nault made an official request to conduct a promotional exam for the rank of Police Captain. The last Captain eligibility list expired February 2, 2024 and vacancies are anticipated.

Captain Nault responded to questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Parrish to approve the request to conduct a Police Captain Promotional Exam, as presented. Motion carried unanimously (4-0).

B. Police: Request to Conduct Corporal Promotional Exam

On behalf of the Police Department, Captain Nault made an official request to conduct a promotional exam for the rank of Corporal Promotional. The current Corporal eligibility list expires on July 2, 2025 and the list has been exhausted.

Captain Nault responded to questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Parrish to approve the request to conduct a Police Corporal Promotional Exam as presented. Motion carried unanimously (4-0).

C. Police: Request to Conduct Sergeant Promotional Exam

On behalf of the Police Department, Captain Nault made an official request to conduct a promotional exam for the rank of Sergeant. The current Sergeant eligibility list expires on April 4, 2025 and the list has been exhausted.

Captain Nault responded to questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Parrish to approve the request to conduct a Police Sergeant Promotional Exam, as presented. Motion carried unanimously (4-0).

D. Police: Request to Conduct Entry, Exceptional, and Lateral Level Exam

On behalf of the Police Department, Captain Nault made an official request to conduct entry, exceptional, and lateral level exam. Captain Nault responded to questions from Commissioners. Mr. Barnes highlighted the revised memo included in the Board packet that explained the modification for screening.

Motion by Commissioner Parrish and second by Commissioner Jorgenson to approve the amended request to conduct entry, exceptional, and lateral level exam, as presented. Motion carried unanimously (4-0).

E. Police: Modification to the procedures for screening, ranking and selecting Entry-level Officers

On behalf of the Police Department, Captain Nault made an official request to modify the procedures for screening, ranking and selecting Entry-level Officers. The amendment involves restructuring the process to enhance efficiency by adding back in the intake interview. This modification will not affect the selection process for lateral entry level police officers.

Captain Nault and Mr. Barnes responded to questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Parrish to approve the modification to the procedures for screening, ranking and selecting Entry-level Officers, as presented. Motion carried unanimously (4-0).

F. Police: Request to Conduct Police Support Specialist Recruitments

On behalf of the Police Department, Captain Nault made an official request to conduct Police Support Specialist Recruitments and to hire to fill any Police Support Specialist vacancies as they occur in 2025. The Records Unit currently has more than four Police Support Specialist vacancies.

Captain Nault responded to questions from Commissioners.

Motion by Commissioner Sheffels and second by Commissioner Jorgenson to approve the request to conduct Police Support Specialist Recruitment, as presented. Motion carried unanimously (4-0).

G. Police: Request to Conduct Lead Police Support Specialist Promotional Exam

On behalf of the Police Department, Ms. Lorenzo made an official request to conduct a promotional exam in 2025 for the non-commissioned police rank of Lead Police Support Specialist. The Police Department does not currently have an active Lead Police Support Specialist eligibility list and vacancies may be expected for this position in 2025-2026.

Ms. Lorenzo responded to questions from Commissioners.

Motion by Commissioner Parrish and second by Commissioner Jorgenson to approve the request to conduct a promotional exam in 2025 for the non-commissioned police rank of Lead Police Support Specialist. Motion carried unanimously (4-0).

H. Fire: Request to Conduct Entry-Level Hiring

On behalf of the Fire Department, Chief Kimball made an official request to conduct an entry-level firefighter hiring process in 2025.

Chief Kimball responded to questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Sheffels to approve the request to conduct a Fire Entry-Level hiring process in 2025. Motion carried unanimously (4-0).

VIII. ANNOUNCEMENT OF NEXT MEETING:

Election of the Commissioner Chair and Vice-Chair will be held at the next committee meeting.

Vice-Chair Crouner announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, April 8, 2025 at 4:00 p.m.

IX. INFORMATIONAL ITEMS:

Police—Executive Orders

- A. Resignation: Officer Lowe
- B. Resignation: Det. J. Chin
- C. Resignation: Officer L. Simonson
- D. Resignation: Officer C. Watkins
- E. Resignation: Officer Tiana Woo
- F. Resignation: Officer Major A. McKinney
- G. Officer of the Quarter: Officer Kevin Grogan
- H. Thank You Report: September 9th Report

Fire—Status Change

- A. Personnel Reassignment: Lt. Steve Seiwerath
- B. Retirement: Deputy Chief Dave Beste
- C. Promotions: Battalion Chief Doug Halbert to the rank of Deputy Chief; Captain Andy Oltman to the rank of Battalion Chief; Lieutenant Mike Mihata to the rank of Captain; Firefighter Clayton Johnson to the rank of Lieutenant; Firefighter John Schreiber to the rank of Lieutenant
- D. Resignation: Vincent Stroud
- E. Resignation: Macaulay Haight
- F. EMS Logistics Assignment: Ty Warren
- G. New Auto Extrication Lead: Brett Krache
- H. Personnel Reassignment: Brian Fialdini, Brandon Bothwell, Will Dunne, Jessica Bellows and Zan Teague, Jr.

X. ADJOURNMENT:

Vice-Chair Crowner adjourned the meeting at 4:33 p.m.