



CONTACT: Joy St. Germain, HR Director
425-452-4581

Rebecca Su, HR Manager
425-452-6817

Civil Service Commission

Special Meeting

Agenda

Date: September 16th, 2025 (Tuesday)

Time: 4:00 p.m.

Location: Bellevue City Hall
Conf. Room **1E-108**

Join on your computer or mobile app: [Click here to join the meeting](#)

Meeting ID: 284 108 230 212 7, **Passcode:** Fm29hX2a

- I. Call to Order
- II. Roll Call
- III. Oral communication from the public, limited to three minutes per person on items on the Civil Service Commission meeting agenda.
- IV. New Business

A. Fire – New Business

REQUEST TO CONDUCT DEPUTY CHIEF PROMOTIONAL EXAM IN 2025
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- V. Adjournment



Fire Department

Interoffice Memorandum

August 28, 2025

TO: Joy St. Germain, Chief Examiner
Civil Service Commission

FROM: Dave Tait, Fire Chief

SUBJ: REQUEST TO CONDUCT DEPUTY CHIEF PROMOTIONAL EXAM IN 2025

In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct a promotional exam for the rank of Deputy Chief. The current list has been exhausted.

The department intends to prepare the Fire Deputy Chief job announcement based on the following minimum qualifications:

A current Bellevue Battalion Chief and

Minimum of 100 points on the attached qualifications matrix

All applicants must meet the above qualifications on or before the application deadline.

The testing process will consist of a panel interview with people from within the city, as well as other community or business leaders.

If you have any questions, please contact me at (425) 452-6895.

Sincerely,

A handwritten signature in black ink, appearing to be "DT", is written over a horizontal line.

Dave Tait
Fire Chief



Fire Department

Interoffice Memorandum

2025 Deputy Chief Qualifications

(100 Points Needed to Be Eligible to Participate in the Promotional Exam Process)

EDUCATION	Maximum Points – 60
Post Graduate Degree from an accredited college or university	60
Four-year Degree from an accredited college or university	55
Two-year Degree from an accredited college	35
Other certifications from accredited learning institutions (i.e. Seattle Executive Leadership Academy, Leadership Eastside, Harvard Fellowship, Bates Vocational Certification, etc.)	10
EXPERIENCE	Maximum Points – 65
Years of experience as an Operations Battalion Chief	10 points/year (5 points/6 months) (Maximum 40 points)
Years of experience as a Division Commander (EMS Chief, Training Chief, Health and Safety Chief, Fire Marshal, or Emergency Preparedness Manager)	10 points/year (5 points/6 months) (Maximum 40 points)
Years of experience as a Line Company Officer	2.5 points/year (Maximum 10 points)
Years of experience as an Administrative Officer (EMS, Training, Special Operations)	2.5 points/year (Maximum 10 points)
Years of experience as Community Liaison Officer/PIO	2.5 points/year (Maximum 10 points)
Minimum two years in a leadership role with a recognized fire service association or organization (i.e. NFPA, State or County Fire Chiefs, State or County Fire Marshals, State or County Training Officers, Fire Commissioner, etc.)	5 points per two years (Maximum 20 points)
Labor relations experience	5
Special Assignments/Experience/Projects (i.e. USAR, D-MAT, State Mobilizations, etc.)	5 points per assignment/experience/project (Maximum 20 points)
TRAINING	Maximum Points – 30
Executive Fire Officer Certification	20
Chief Fire Officer Designation	10
Emergency Management Certificate	10
Chief Medical Officer Designation	10
Paramedic Certificate	10
Fellowship Program (City Manager's Office)	5
City of Bellevue Management Certificate	5
National Fire Academy Course Attendance, with Certificate	2.5 points/week
NIMS ICS Certification	2 points/certificate
Other Certification or Accreditation Programs (i.e. Haz-Mat, Tech Rescue, LEAD, Senior Executive Institute Training, etc.)	2.5 points/week