



CONTACT: Rebecca Su, HR Manager
425-452-6817

Civil Service Commission

Regular Meeting Agenda

Date: January 13th, 2026 (Tuesday)

Time: 4:00 p.m.

Location: Bellevue City Hall
Conf. Room **1E-112**

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

Meeting ID: 277 483 705 549 18, **Passcode:** o4je7oK3

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes
 - a. Regular Meeting: October 14th, 2025
 - b. Special Meeting: December 9th, 2025
- IV. Oral communication from the public, limited to three minutes per person on items on the Civil Service Commission meeting agenda.
- V. Reports
- VI. Unfinished business
- VII. New Business

**A. Fire – New Business**

Request to Extend Probation

Request to Conduct Entry Level Hiring 2026

B. Police – New Business

Continuous Testing for Police Officer Positions

Request to Conduct Captain Promotional Exam

Request to Conduct Corporal Promotional Exam

Request to Conduct Sergeant Promotional Exam

C. New Business – Civil Service

Election of new Secretary-Chief Examiner

Request for Commissioners to Review Draft Rules

VIII. Adjournment

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

Tuesday
October 14, 2025

Hybrid

MEMBERS PRESENT: Dan Crowner, Chair
Patricia Sheffels, Vice-Chair
Jeff Jorgenson
Anne Noris
Linda Parrish¹

OTHERS PRESENT: Chad Barnes, City Attorney's Office
Matt Burrows, Fire Department
Doug Halbert, Fire Department
Kathleen Kline, City Attorney's Office
Joseph Nault, Police Department
Steve Seiwerath, Fire Department
Joy St. Germain, Human Resources
Rebecca Su, Human Resources
Rita Tes, Human Resources
Alex Tsimmerman, Public Comment

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

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

II. ROLL CALL:

A quorum was present.

III. APPROVAL OF MEETING MINUTES:

Motion by Commissioner Sheffels and second by Commissioner Noris to approve the July 8, 2025 Civil Service Commission meeting minutes as presented. Motion carried unanimously (4-0).

¹ Joined the meeting at 4:08 p.m.

Motion by Commissioner Noris and second by Commissioner Sheffels to approve the September 16, 2025 Civil Service Commission special meeting minutes as presented. Motion carried unanimously (5-0).

IV. ORAL COMMUNICATIONS:

Chair Crowner reviewed the guidelines for Oral Communications (Ordinance 6752).

Alex Tsimmerman criticized police conduct and the accessibility of public police meetings. Tsimmerman cited personal experiences, including having faced five prosecutions and winning all five, receiving a total of seventy-five tickets—twenty of which occurred within the last two years—and incurring hearing costs amounting to \$3,000. He also alleged that there were barriers preventing the public from attending police meetings and expressed broader political views.

V. REPORTS:

None.

VI. UNFINISHED BUSINESS:

None.

VII. NEW BUSINESS:

A. Fire

- Request to Extend Captain Eligibility List

On behalf of the Fire Department, Deputy Chief Halbert made an official request to extend the current certified Captain list one year, until January 28, 2027. Vacancies are anticipated within the next 1.5 years.

Motion by Commissioner Sheffels and second by Commissioner Noris to approve the request to extend the current certified Captain list one year, until January 28, 2027. Motion carried unanimously (5-0).

- Request to Conduct Firefighter/Engineer Promotional Exam in 2026

On behalf of the Fire Department, Deputy Chief Halbert made an official request to conduct a promotional exam for the rank of Firefighter/Engineer in the first quarter of 2026. The current

eligibility list for Firefighter/Engineer will expire January 30, 2026, and vacancies are anticipated.

Motion by Commissioner Sheffels and second by Commissioner Noris to approve the request to conduct a promotional exam for the rank of Firefighter/Engineer in the first quarter of 2026. Motion carried unanimously (5-0).

- Request to Conduct Battalion Chief Promotional Exam in 2026

On behalf of the Fire Department, Deputy Chief Halbert made an official request to conduct a promotional exam for the rank of Battalion Chief in 2026. The current eligibility list doesn't expire until May 2026, however, the list is likely to be exhausted before the end of this year.

Motion by Commissioner Noris and second by Commissioner Sheffels to approve the request to conduct a promotional exam for the rank of Battalion Chief in 2026. Motion carried unanimously (5-0).

B. Police:

- Acting Captain Appointment

On behalf of the Police Department, Captain Nault notified the Commission of one Acting Captain Appointment, effective September 16, 2025, which will exceed twenty (20) consecutive calendar days. Captain Nault said that this appointment is due to the temporary leave absence of one regular Patrol Captain and the need to ensure the quads are adequately staffed with a Captain.

- Request to Modify Selection Steps for Entry Level Police Officers

On behalf of the Police Department, Captain Nault made an official request to approve the modification for the selection parameters used in the screening, ranking, and selection of entry level Police Officers. Captain Nault said that some applicants deny automatic disqualifiers (e.g., heroin use, significant crimes), but disqualifying factors are later found during background investigations. This modification would allow a review of the Personal History Questionnaire during initial screening and immediate disqualification upon detecting automatic disqualifiers, to avoid expending public resources on backgrounds.

Motion by Commissioner Noris and second by Commissioner Parrish to approve the modification for the selection parameters used in the screening, ranking, and selection of entry level Police Officers. Motion carried unanimously (5-0).

- Request to Modify Selection Steps for Lateral Level Police Officers

On behalf of the Police Department, Captain Nault made an official request to approve the modification to the selection steps used in the screening, ranking, and selection of lateral level police officers. Currently, lateral applicants submit paperwork and a written essay instead of an

oral interview (e.g., significant professional experience or overcoming a challenge). The proposed change would make the lateral process identical to entry-level, including a 10-question oral interview with an in-room 10-minute writing exercise.

Motion by Commissioner Noris and second by Commissioner Sheffels to approve the modification to the selection steps used in the screening, ranking, and selection of lateral level police officers. Motion carried unanimously (5-0).

- Request to Conduct Recruitment – Police Senior Administrative Assistant

On behalf of the Police Department, Captain Nault made an official request to conduct a recruiting and hiring process for a Police Senior Administrative Assistant position in 2025. The Police Department anticipates a vacancy in early 2026 in the role due to retirement and there is no current eligibility list for the position.

Motion by Commissioner Noris and second by Commissioner Jorgenson to approve the official request to conduct a recruiting and hiring process for a Police Senior Administrative Assistant position. Motion carried unanimously (5-0).

C. 2026 Rule Update Adoption Plan

Mr. Barnes discussed the updated 2026 rules, noting that the last revision occurred in 2019. The proposed updates will be reviewed during the January 2026 meeting, with anticipated adoption scheduled for the April 2026 meeting.

VIII. ANNOUNCEMENT OF NEXT MEETING:

Chair Crowner announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, January 13, 2026 at 4:00 p.m.

IX. INFORMATIONAL ITEMS:

Fire—Status Change

- A. Promotions – Dave Tait, John Lapsansky, Macaleb Fitzgerald, Clark Richards
- B. Personnel Reassignments – Burns Persons
- C. Resignation – Kyle Nelson
- D. Resignation Notification – Lt. Kevin Guitron
- E. Personnel Reassignment – R. Rood, R. Cogdill
- F. Personnel Reassignment – M. Pan
- G. Personnel Reassignment – S. Cregger
- H. Personnel Reassignments – Mohamed Diawara, Nicholas Conlan, Shirlann Harmon, Eli Gordley, Sorain Dy, Nolan Hoover, Carter Bennett, Lucas Kimberly, Alexandra Gowdy, Emilio Sanchez, Mason Kyles, John Slagle, Aaron Kim, Garrett McNeill, Sullivan Smith, Eleanor Joselyn

- I. Promotion – Lieutenant Svilar
- J. Acting Assistant Fire Marshall – Ross Fryberg
- K. Retirement Notification – William Santangelo
- L. Resignation Notification – Spencer Bourque
- M. Personnel Reassignment – Pan and C.Johnson
- N. Personnel Reassignment – Bridenbaugh
- O. Personnel Reassignment – J. Jobes
- P. Retirement Notification – Rich Smith
- Q. PFF Smith Personnel Reassignment

Police—Executive Orders

- A. Transfer – Clavin Sun
- B. Recruit P. Kaur – Resignation
- C. Recruit Montes-Valdivia – Resignation
- D. Ofc Ayala – Transfer to Traffic
- E. Ofc Pinti – Resignation
- F. Ofc Megill – Resignation
- G. Ofc Johnson – C. Flay – Officer – Civilian of Half Term
- H. Ofc Turaga – Resignation
- I. Recruit Forsythe – Resignation
- J. Kelley, Serna, J. Jones, Gillman – Transfer to SET
- K. PSS Escobar – Resignation
- L. Thank You Report – July 2025

X. ADJOURNMENT:

Ms. St. Germain announced her intention to retire at the end of November 2025. The Commissioners requested that a special commendation be prepared in recognition of Ms. St. Germain's dedicated service.

Chair Crowner adjourned the meeting at 4:40 p.m.

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

Tuesday
December 9, 2025

Hybrid

MEMBERS PRESENT: Dan Crowner, Chair
Anne Noris
Linda Parrish

MEMBERS ABSENT: Patricia Sheffels, Vice-Chair
Jeff Jorgenson

OTHERS PRESENT: Chad Barnes, City Attorney's Office
Kathleen Kline, City Attorney's Office
Candace Lorenzo, Police Department
Rebecca Su, Human Resources
Rita Tes, Human Resources
Alex Tsimmerman, Public Comment

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

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

II. ROLL CALL:

A quorum was present.

III. ORAL COMMUNICATIONS:

Chair Crowner reviewed the guidelines for Oral Communications (Ordinance 6752).

Alex Tsimmerman criticized police conduct and the accessibility of public police meetings.

IV. REPORTS:

None.

V. UNFINISHED BUSINESS:

None.

VI. NEW BUSINESS:

A. Fire:

None.

B. Police:

- Senior Administrative Assistant Recruitment

On behalf of the Police Department, Ms. Lorenzo made an official request to conduct recruitment and to hire to fill a Police Senior Administrative Assistant position in 2025. The Police Department anticipates a vacancy in early 2026 in the role due to retirement and there is no current eligibility list for the position. Ms. Lorenzo noted that this will be an external job posting, and the position will be available to all current City of Bellevue employees and the public.

Ms. Lorenzo responded to questions from Commissioners about the training and testing process.

Motion by Ms. Parrish and second by Ms. Noris to approve the request to conduct recruitment and to hire to fill a Police Senior Administrative Assistant position in 2025. Motion carried unanimously (3-0).

VII. ANNOUNCEMENT OF NEXT MEETING:

Chair Crowner announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, January 13, 2026 at 4:00 p.m.

VIII. ADJOURNMENT:

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



Fire Department

Interoffice Memorandum

December 31, 2025

TO: Rebecca Su, Interim Chief Examiner
Civil Service Commission

FROM: Dave Tait, Fire Chief

SUBJ: REQUEST FOR EXTENSION OF PROBATION

The Fire Department currently has three probationary, entry-level firefighters, and one probationary Lieutenant who have encountered medical issues that will impact their probationary period beyond the 30-day period prescribed by Civil Service rules.

To offer these members the best possible opportunity for success, and in accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to extend the probationary periods for these three firefighters, and one Lieutenant, the same number of days as their respective cumulative leave time.

If you have any questions, please do not hesitate to contact me at 452-6895.

Dave Tait
Fire Chief



Fire Department

Interoffice Memorandum

January 7, 2026

TO: Rebecca Su, Interim Chief Examiner
Civil Service Commission

FROM: Dave Tait, Fire Chief

SUBJ: REQUEST TO CONDUCT ENTRY-LEVEL FIREFIGHTER HIRING PROCESS IN 2026

In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct an entry-level firefighter hiring process in 2026.

With the combination of recent and anticipated retirements, we project several vacancies and expect the need to fill several positions for an academy to begin in January 2027.

If the Civil Service Commission approves this request, the Department would prepare an Entry-Level Firefighter job announcement based on the following minimum qualifications and scoring, which have not changed since the last entry-level hiring process and are based on the following:

Minimum qualifications:

- Be at least 18 years of age by date of hire.
- Have a high school diploma or GED Certificate.
- Be a U.S. Citizen or lawful U.S. resident with the ability to read and write the English language.
- Must be in appropriate physical condition and meet medical standards as established by the City of Bellevue Fire Department.
- Have a valid Washington State driver's license by date of hire (and ability to maintain).

Additional details of the exam process and scoring are as follows:

- Must take the Written Exam which is conducted by National Testing Network
- Must pass an IAFC-approved Candidate Physical Assessment Test (CPAT).
- Rapid Round and Oral Board interviews which are conducted by the Fire Department.
- Must pass department-specific agility test.
- Candidates are ranked by their Oral Board interview score, then Veteran's preference points (if applicable) are added to determine their final ranking on the Entry Level Firefighter Eligibility List.

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

Sincerely,

Signed by:

468C9C18A44244E...
Dave Tait
Fire Chief



Bellevue Police Department

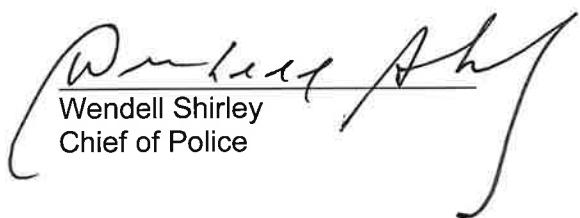
MEMORANDUM

Date: 1/13/2026

FROM: Chief Wendell Shirley
TO: Human Resources, Civil Service Commission

Continuous testing for police officer positions

In accordance with Civil Service Rules and Regulations 6.05.01, please accept this correspondence as a request for continuous testing for Entry Level, Exceptional Entry Level, and Lateral Level Officers in 2026. We expect vacancies during the year. There are no changes in the steps or testing devices used for the Exceptional Entry Level and Lateral Level Officers recruitments from the process previously approved by the civil service.



Wendell Shirley
Chief of Police



Bellevue Police Department

MEMORANDUM

Date: 1/13/2026

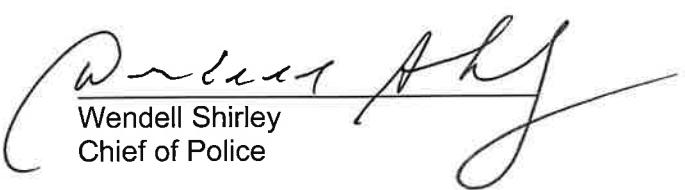
FROM: Chief Wendell Shirley
TO: Human Resources, Civil Service Commission

Police Captain Promotional Exam - 2026

In accordance with Civil Service Rules and Regulations, 6.05.01 Request to Establish Eligibility List, please accept this correspondence as an official request to conduct a promotional exam for the rank of Captain. We do not currently have a captain eligibility list in effect and anticipate future vacancies in this position in 2026. This list would be used to fill such vacancies. We intend to prepare the Police Captain announcement based on the following minimum qualifications:

- Four-year degree in Police Sciences or approved field at the time of appointment.
- Must have completed two (2) years of continuous service as a Bellevue Police Sergeant by the application date.
- The candidate must have no evaluations showing a "Below Standards" rating during the previous 12 months.
- The candidate must have no sustained findings in a Formal Standards investigation in the previous 12 months.

The exam will consist of a Command Skills Assessment (CSA) which is a variety of simulated written, oral, and training exercises to evaluate a wide range of supervisory and training skills and abilities, including knowledge of the Bellevue Police Department's policies and procedures. Candidates will also be required to complete a Professional History Portfolio which is a document that candidates will personally assemble and create that outlines their work history. The purpose of the professional history portfolio is to evaluate candidates on their past performance, achievements, and accomplishments, and how relevant they are to the rank of Captain. The professional history portfolio score (weighted at 25%) will allow the previous work history of the candidates to be considered. An overall score of 70% will be considered passing.


Wendell Shirley
Chief of Police



Bellevue Police Department

MEMORANDUM

Date: 1/13/2026

FROM: Chief Wendell Shirley
TO: Human Resources, Civil Service Commission

Police Corporal Promotional Exam - 2026

In accordance with Civil Service Rules and Regulations, 6.05.01 Request to Establish Eligibility List, please accept this correspondence as an official request to conduct a promotional exam for the rank of Corporal. We do not currently have a corporal eligibility list in effect and we anticipate future vacancies in this position in 2026 and this list would be used to fill such vacancies. We intend to prepare the Police Corporal announcement based on the following minimum qualifications:

- The candidate must have no evaluations showing a "Below Standards" rating during the previous 12 months.
- The candidate must have no sustained findings in Formal Standards investigations in the previous 12 months.
- Must have completed two (2) years of continuous service as a Bellevue Police Officer or have two (2) years as a commissioned police officer with another agency and be off probation.

The exam will consist of a Supervisory Skills Assessment (SSA) which is a variety of simulated written, oral, and training exercises to evaluate a wide range of supervisory and training skills and abilities, including knowledge of the Bellevue Police Department's policies and procedures. An overall score of 70% will be considered passing.

A handwritten signature in black ink, appearing to read "Wendell Shirley".

Wendell Shirley
Chief of Police



Bellevue Police Department

MEMORANDUM

Date: 1/13/2026

FROM: Chief Wendell Shirley
TO: Human Resources, Civil Service Commission

Police Sergeant Promotional Exam - 2026

In accordance with Civil Service Rules and Regulations, 6.05.01 Request to Establish Eligibility List, please accept this correspondence as an official request to conduct a promotional exam for the rank of Sergeant. The current Sergeant Eligibility List expires on February 25th, 2026. We currently still have three names on that current list, but do not anticipate any vacancies at the rank of Sergeant needing to be filled before it expires. However, we anticipate future vacancies in this position later in 2026 and this list would be used to fill such vacancies. We intend to prepare the Police Sergeant announcement based on the following minimum qualifications:

- The candidate must have no evaluations showing a "Below Standards" rating during the previous 12 months.
- The candidate must have no sustained findings in Formal Standards investigations in the previous 12 months.
- The candidate must have either:
 - (a) completed one(1) year of continuous service as a Bellevue Police Corporal and be off supervisor probation by the application date, OR
 - (b) completed 45 hours of college credit or course work, and completed three (3) years of continuous service as a commissioned police officer, and be off officer probation by the application date, OR
 - (c) completed four (4) years active-duty military service and honorably discharged and completed three (3) years of continuous service as a commissioned police officer and be off officer probation by the application date.

The exam will consist of an Assessment Center which is a variety of simulated written, oral, and training exercises to evaluate a wide range of supervisory and training skills and abilities, including knowledge of the Bellevue Police Department's policies and procedures. An overall score of 70% will be considered passing.



Wendell Shirley
Chief of Police