

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

Tuesday
January 13, 2026

Hybrid

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

OTHERS PRESENT: Chad Barnes, City Attorney's Office
Bindi Lassige, Human Resources
Kathleen Kline, City Attorney's Office
Joseph Nault, Police Department
Rebecca Su, Human Resources
Dave Tait, Fire Department
Rita Tes, Human Resources

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

The meeting was called to order at 4:01 p.m. by Chair Crowner.

II. ROLL CALL:

A quorum was present.

Bindi Lassige, Director for Human Resources and Diversity, Equity and Inclusion, was introduced to the Committee.

III. APPROVAL OF MEETING MINUTES:

Motion by Commissioner Noris and second by Commissioner Sheffels to approve the October 14, 2025 Civil Service Commission meeting minutes as presented. Motion carried unanimously (5-0).

Motion by Commissioner Jorgenson and second by Commissioner Noris to approve the December 9, 2025 Civil Service Commission special meeting minutes as presented. Motion carried unanimously (4-0, with 1 abstention from Commissioner Sheffels).

IV. ORAL COMMUNICATIONS:

None.

V. REPORTS:

None.

VI. UNFINISHED BUSINESS:

None.

VII. NEW BUSINESS:

A. Fire

- Request to Extend Probation

Chief Tait requested approval to extend the probationary periods for three entry-level firefighters and one probationary lieutenant due to medical absences that exceeded the allowable probationary interruption period under Civil Service Rules. Chief Tait explained that the requested extensions would be equal in length to the time each employee was absent, allowing them to complete their full probationary requirements. Commissioners asked clarifying questions regarding the nature of the absences and confirmed that all four cases involved medical issues. Chair Tait stated that he does not anticipate performance concerns and emphasized that the request is intended to provide a fair opportunity for successful completion of probation.

Motion by Commissioner Jorgenson and second by Commissioner Parrish to extend the probationary periods for three entry-level firefighters and one probationary lieutenant equal in length to the time each employee was absent due to medical absences that exceeded the allowable probationary interruption period under Civil Service Rules. Motion carried unanimously (5-0).

- Request to Conduct Entry Level Hiring 2026

On behalf of the Fire Department, Chief Tait made an official request to conduct an entry-level firefighter hiring process in anticipation of upcoming retirements and projected vacancies, with hires expected to begin in early 2027. Chief Tait outlined the multi-step hiring process, including the National Testing Network written examination, video-based preliminary interviews, panel interviews, background investigations, and medical and psychological evaluations. While no minimum score was listed in the memorandum, Chief Tait clarified that

the department would not consider candidates scoring below 70-percent and noted that current candidate scores typically remain in the 90-percent range. Commissioners discussed applicant volume, attrition rates, educational expectations for advancement, and class size projections. The Fire Department also highlighted significant progress in recruiting women, noting that eight of the eighteen recruits in the current academy are women, attributing this success to targeted outreach efforts.

Motion by Commissioner Jorgenson and second by Commissioner Sheffels to approve the request to conduct an entry-level firefighter hiring process in 2026. Motion carried unanimously (5-0).

B. Police:

- Continuous Testing for Police Officer Positions

On behalf of the Police Department, Captain Nault presented several standard annual staffing and promotional requests. First, the department requested approval to conduct continuous testing throughout 2026 for entry-level, exceptional entry-level, and lateral police officer positions to address current staffing shortages. Captain Nault reported 31 existing vacancies and provided applicant statistics from the previous year, noting a high volume of applicants but challenges related to background investigations and meeting departmental standards.

Motion by Commissioner Jorgenson and second by Commissioner Sheffels to approve continuous testing throughout 2026 for entry-level, exceptional entry-level, and lateral police officer positions. Motion carried unanimously (5-0).

- Request to Conduct Captain Promotional Exam

On behalf of the Police Department, Captain Nault made an official request to conduct a Captain promotional examination in 2026, due to existing vacancies. Captain Nault described the captain role as a middle-management position requiring a four-year degree, supervisory experience, satisfactory performance evaluations, and no recent formal discipline. The promotional process would be administered by an external assessment center and include scenario-based exercises, interviews, and objective scoring by outside assessors, with final selection made by the Chief.

Motion by Commissioner Noris and second by Commissioner Jorgenson to approve the official request to conduct a Captain promotional examination in 2026. Motion carried unanimously (5-0).

- Request to Conduct Corporal Promotional Exam

On behalf of the Police Department, Captain Nault made an official request to conduct a Corporal promotional examination in 2026 in anticipation of cascading vacancies resulting from captain promotions. Captain Nault explained that corporals serve as quasi first-line supervisors and trainers. Captain Nault said that promotional exams are typically conducted annually and

are coordinated with an external vendor. There is currently not a corporal eligibility list in effect and future vacancies in this position are anticipated in 2026.

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

- Request to Conduct Sergeant Promotional Exam

On behalf of the Police Department, Captain Nault made an official request to conduct a Sergeant promotional examination in 2026 due to the expiration of the current sergeant eligibility list. Captain Nault explained that sergeants hold formal supervisory roles. The promotional exams are typically conducted annually and are coordinated with an external vendor. There is currently not a sergeant eligibility list in effect and future vacancies in this position are anticipated in 2026.

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

C. Election of New Secretary-Chief Examiner

Commissioners considered the appointment of the Secretary–Chief Examiner. Mr. Barnes explained that under Civil Service Rules, the Secretary–Chief Examiner is a City employee—traditionally the HR Director—responsible for administering civil service processes, and that the appointment requires Commission confirmation following recommendation by the City Manager’s Office. The City Manager’s Office recommends Bindi Lassige as the Secretary-Chief Examiner and Rebecca Su as the Assistant Secretary-Chief Examiner.

Motion by Commissioner Jorgenson and second by Commissioner Parish to appoint Bindi Lassige as the Secretary-Chief Examiner and Rebecca Su as the Assistant Secretary-Chief Examiner for the Bellevue Civil Service Commission. Motion carried unanimously (5-0).

D. Request for Commissioners to Review Draft Rules

Mr. Barnes introduced the draft 2026 Civil Service Rules, explaining that the document consolidates all rule amendments adopted since the 2019 rules into a single, current version for publication. The draft does not propose substantive changes but incorporates previously approved amendments and administrative updates. Commissioners were asked to review the document and provide feedback, with formal adoption planned for a future meeting. No vote was taken on this item.

VIII. ANNOUNCEMENT OF NEXT MEETING:

Chair Crowner announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, April 14, 2026 at 4:00 p.m.

IX. INFORMATIONAL ITEMS:

None.

X. ADJOURNMENT:

Chair Crowner adjourned the meeting at 4:48 p.m.