

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

Tuesday  
January 9, 2018  
4:00 p.m.

Conference Room 1E-109  
Bellevue City Hall  
Bellevue, Washington

**MEMBERS PRESENT:** Patricia Sheffels, Chair  
Paul Clark, Vice-Chair/Elected Chair  
Jeff Jorgenson  
Anne Noris  
Linda Parrish, Elected Vice-Chair

**OTHERS PRESENT:** Chad Barnes, City Attorney's Office  
Todd Dickerboom, Fire Department  
Greg Grannis, Police Department  
Marcia Harnden, Police Department  
Evon Hartmann, Human Resources  
Diane Kendall, Human Resources  
Debbie Ingram, Police Department  
Joy St. Germain, Human Resources  
Sara Ward, Police Department

**MINUTES TAKER:** Michelle Cash, *via recording*

**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**

**Motion by Commissioner Noris and second by Commissioner Jorgenson to approve the meeting minutes from the October 10, 2017 meeting as presented. Motion carried unanimously (5-0).**

#### **IV. NEW BUSINESS**

##### **A. Commission Election of Chair and Vice-Chair**

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

##### **Motion by Vice-Chair Clark to nominate himself 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 Vice-Chair Clark as the Bellevue Civil Services Commission Chair.**

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

##### **Motion by Commissioner Parrish to nominate herself 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 Parrish as the Bellevue Civil Services Commission Vice-Chair.**

##### **B. Request to Extend Certified Eligibility List for Fire Battalion Chief**

On behalf of the Fire Department, Mr. Dickerboom made an official request to extend the Certified Eligibility List for Battalion Chief for one year until May 12, 2018.

##### **Motion by Chair Sheffels and second by Commissioner Jorgenson to approve the request to extend the certified eligibility list for Fire Captain for one year. Motion carried unanimously (5-0).**

##### **C. Request to Conduct Fire Lieutenant Promotional Exam 2018**

On behalf of the Fire Department, Mr. Dickerboom made an official request to conduct a promotional exam for the rank of Fire Lieutenant in May and June, 2018. The current eligibility list was extended once and expires July 8, 2018. Vacancies in this position are anticipated.

##### **Motion by Commissioner Parrish and second by Commissioner Jorgenson to approve the request to conduct a Fire Lieutenant Promotional Exam in 2018. Motion carried unanimously (5-0).**

D. Request to Conduct Police Captain Promotional Exam 2018

On behalf of the Police Department, Ms. Ingram made an official request to conduct a promotional exam for the rank of Police Captain in 2018. The current eligibility list expires on October 27, 2018.

**Motion by Commissioner Parrish and second by Commissioner Jorgenson to approve the request to conduct a Police Captain Promotional Exam in 2018. Motion carried unanimously (5-0).**

E. Request to Conduct Sergeant Promotional Exam 2018

On behalf of the Police Department, Ms. Ingram made an official request to conduct a promotional exam for the rank of Police Sergeant in 2018. The current eligibility list expires on August 7, 2018.

**Motion by Commissioner Jorgenson and second by Chair Sheffels to approve the request to conduct a Police Sergeant Promotional Exam in 2018. Motion carried unanimously (5-0).**

F. Request to Conduct Police Corporal Promotional Exam 2018

On behalf of the Police Department, Ms. Ingram made an official request to conduct a promotional exam for the rank of Police Corporal in 2018. The current eligibility list expires on September 29, 2018.

**Motion by Commissioner Jorgenson and second by Chair Sheffels to approve the request to conduct a Police Corporal Promotional Exam in 2018. Motion carried unanimously (5-0).**

G. Changes to Police Entry Level Recruitment

On behalf of the Police Department, Ms. Ingram made an official request to approve modification to the steps and devices used in the screening, ranking, and selection of entry level police officers. Ms. Ingram noted that this modification includes reorganizing the steps to streamline the process, removing the oral board interview, and moving the polygraph examination prior to the conditional job offer. Ms. Ingram further explained that all remaining devices will remain in effect for selection and screening. This modification will not affect the selection process for lateral entry level police officers. The recommended changes will allow Bellevue to be more competitive in the hiring process for police officers.

There was a general discussion regarding specific requirements within the police officer testing process.

The Police Department will report back to the Commissioners on the success of the new testing recruitment process.

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

H. Changes to Police Civil Service Rule 6.04.01

Ms. Ingram explained that there was recently a Corporal test where all of the test takers passed the exam. However, the Police Department had to wait three days before the test takers could receive the results. On behalf of the Police Department, Ms. Ingram made an official request to approve Resolution No. 2018-1 of the Bellevue Civil Service Commission amending Rule 6.04.01 of the 2009 Civil Service Rules and Regulations for the City of Bellevue. Rule 6.04.01 should read:

*Time Limit and Form:*

*An applicant who believes that there is an error in the format or content of a step in the selection process, or who believes there has been an error in the way a step in the selection process has been administered, may file an appeal with the Secretary-Chief Examiner within three (3) business days of the administration of that step of the selection process.*

*All appeals must be in writing, and must include a description of the specific item the applicant believes was in error, the reasons why the applicant believes that the item is in error, and the correction the applicant believes should be made. Any clerical error may be corrected by the Secretary Chief Examiner in response to an appeal or upon discovery at any time during the life of the list, but no such correction will affect an appointment made from a certification made prior to the correction. For purpose of this section, a clerical error is an error which is mechanical in nature, such as errors in transcriptions, copying, writing, or computation.*

*For internal promotional testing only, an applicant who feels that a step in the promotional testing process was free from error in the format or content and also free of error in the manner in which the step was administered may sign a waiver to waive the three-business day appeal process. All applicants for the promotion must sign the waiver for the test results to be disclosed earlier than the three-business day waiting period.*

**Motion by Commissioner Jorgenson and second by Commissioner Noris to approve Resolution No. 2018-1 of the Bellevue Civil Service Commission amending Rule 6.04.01 of the 2009 Civil Service Rules and Regulations for the City of Bellevue. Motion carried unanimously (5-0).**

I. Fire Presentation – Overview of Department

Mr. Dickerboom provided an overview of the Fire Department. Some of the information discussed included:

- Financial summary
- Personnel summary
- Service area
- Paramedic services
- Current staffing
- Rank—What it all means
- Things you may already know about Bellevue Fire
- Things you may not know
- How do we know we are providing the right services
- Performance management
- Current hot topics
- The future

Mr. Dickerboom responded to many questions from Commissioners about the Fire Department.

V. **ANNOUNCEMENT OF NEXT MEETING**

Elected Chair Clark announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, April 10, 2018.

VI. **INFORMATIONAL ITEMS**

**FIRE—Status Change**

1. Assigned to Probationary Firefighter Engineer Admin—Scott Lambert
2. Assigned to Firefighter/Paramedic Admin—Brian Snyder
3. Moved from Lieutenant to Firefighter/Paramedic Voluntary—Fred Spencer
4. Promotion to Lieutenant—Camari Olson
5. Retirement—Cynthia Shaw
6. Retirement—Bruce Loney
7. Retirement—Michael Luquette
8. Completion of Probationary Battalion Chief—Keith Allen
9. Completion of Probationary Lieutenant—Luke Steere

**POLICE—Executive Orders**

10. Promotion—Captain John McCracken to Major
11. Promotion—Sergeant Joe Nault to Captain
12. Promotion—Corporal John Burgos to Sergeant
13. Promotion—Officer Eric Lee to Corporal
14. Promotion—Officer Alex Slusser to Corporal

*These minutes are in DRAFT form until approved by the Civil Service Commission.*

15. Assignments—Officer Chad Cumming and Robert Welty—Temporary to PSU for Background, Officer Seth Tyler—to Motor Unit in Traffic
16. Transfer—Sergeant Joe Engman to Office of Accountability
17. Transfer—Officer Ryan Parrott to Special Assault Unit, Detective James Keene to Narcotics, Detective William Hallifax to JTTF, Detective Bryan Hershberger to Patrol
18. Resignation—Corporal Marin Wolff
19. Resignation—Detective Jan Trizuto
20. Resignation—Officer Michael Vogel and Michael Smith
21. Resignation—Officer Kevin Martin
22. Termination—Probationary Officer Michael McGuire
23. Retirement—Sergeant Dave Sellers
24. Eligibility List—Entry Level Police Office – 11/21/17
25. Eligibility List—Entry Level Police Office – 11/15/17
26. Eligibility List—Experienced Police Captain
27. Eligibility List—Experienced Police Officer – 10/23/17

## **VII. ADJOURNMENT**

**Motion by Chair Sheffels and second by Commissioner Jorgenson to adjourn the meeting at 5:19 p.m. Motion carried unanimously (5-0).**