



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connoles

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Public Safety Civil Service Commission

June 18, 2020-Monthly Meeting

Approved: July 30, 2020

Call to Order: Commission Chair Joel Nark called the Public Safety Civil Service Commission meeting to order at 10:07 am. The meeting was held via Skype per the Washington Governor's Proclamation No. 20-28

In Attendance via Skype

Commission Chair Joel Nark

Commissioner Stacy Connoles

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Administrative Staff Assistant

1. [Approval of Minutes-May 18, 2020 -PSCS Special Meeting](#)

The Commission reviewed the minutes of the May 18, 2020 Special Meeting. Commissioner Connoles moved to approve the minutes as written. Commissioner Nark seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

[Approval of Minutes-May 21, 2020 -PSCS Monthly Meeting](#)

The Commission reviewed the minutes of the May 21, 2020 Monthly Meeting. Commissioner Connoles moved to approve the minutes as written. Commissioner Nark seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

2. [Proclamation and Plaque Presentation](#)

- **Retirement of Kim Dow, Exams Unit, Personnel Analyst:** Commissioner Nark read a proclamation and a plaque was presented to Kim Dow who is retiring from the City after twenty years (20) of service.

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

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3. Exam Unit Updates:

- **Police-Rachael Schade, Police Exams Analyst**

Ms. Schade reported that the SPD lateral was held on June 13th at the SPD Training Center. There were six (6) candidates. Ms. Schade reported that a Sergeant Exam will be administered on June 22nd for an officer who will be deployed on June 23rd. Ms. Schade also reported the Sergeant promotional written assessment exam will be held on July 11 and 12 at SMT and Entry level exams will be administered frequently with smaller groups starting in September.

- **Fire-Yoshiko Grace Matsui, Fire Exams Analyst**

Ms. Grace Matsui reported that the Battalion Chief written exam was held on Monday, June 15th. There were 11 participants. The Fireboat Pilot exam is July 8. There are 5 participants signed up. The Fire Captain written exam is scheduled for July 14 and the Fire Battalion Oral Board is scheduled July 22-24.

4. Executive Director Report: Andrea Scheele, Executive Director gave a report on the following:

- **COVID-19-Update:** Ms. Scheele notified the commission that the Governor's Proclamation 20-28 has been extended to July 1. The commission will hold meetings remotely until further notice. The Mayor extended the Work from Home Order. Staff continues to gather PPE for return to work. Ms. Scheele continues to meet with HR and other Department Heads for discussion on what returning to work would entail.
- **Executive Director Council Confirmation Update:** Ms. Scheele informed the commission that she was confirmed by the full City Council on June 1st.
- **Budget Update:** Ms. Scheele reported the commission is currently at 57.5% spending for the year. Ms. Scheele continues to work with the Commission's Budget Analyst on the 2021-2022 Budget, that forecasts a 5% budget cut in operations. Ms. Scheele will work with Civil Service Commissioner Mary Wideman-Williams to write a budget proposal for the Commissions.

5. Case Status Report

- **Appeals Update/Exam Protest/Request for Decision:** The Commission reviewed the Case Status Report. Ms. Scheele reported Officer Novisedlak (SPD), is meeting with his Union and will determine whether he will move forward with his PSCSC appeal.

Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 10:37 am.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 7/30/2020

Teresa R. Jacobs

Date: 8-10-2020

Teresa R. Jacobs
Administrative Staff Assistant

/s/ Joel A. Nark 7/30/2020

Joel A. Nark

Date: 8/10/2020

Joel A. Nark
Commission Chair

*Request for public records, including audio recording of meetings can be made through the City Public Records Request Center <http://www.seattle.gov/public-records>