



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Christian M. Halliburton
Commissioner Joel A. Nark
Commissioner Sam Pailca

Public Safety Civil Service Commission

January 15, 2015

Approved April 16, 2015

Call to Order: Commission Chair Halliburton called the Public Safety Civil Service Commission meeting to order at 10:10 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Christian Halliburton
Commissioner Joel Nark
Commissioner Sam Pailca (Recused herself from the Lowe matter)
Terry A. Carroll, Former Commissioner (Pro Tem in the Lowe matter)
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Jeff Slayton, Assistant City Attorney

PUBLIC COMMENT: No one signed up to speak

This item was taken out of order:

2. Lowe v. SPD-PSCSC #13-01-007-Oral Argument: The commission heard oral argument in the matter of Lowe v. SPD in preparation for the hearing scheduled to begin on February 3, 2015. Steve McConnell, Attorney, was present on behalf of Appellant, Donnie Lowe. Molly Daily, Assistant City Attorney, was present, representing the Respondent, Seattle Police Department.

Executive Session: The Commission went into Executive Session at 10:45 am. The Executive Session ended at 11:15 am.

1. Approval of Minutes:

November 20, 2014 and the Joint Meeting (with CSC) December 10, 2014: The Commission reviewed the minutes of November 20, 2014 and December 10, 2014. Commissioner Nark moved to accept the minutes as written. Commissioner Halliburton seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the chair.

3. Executive Director's Report:

Monthly Summit (Budget) Report: The Commission reviewed the year end 2014 budget. The Executive Director reported the 2015 budget has been approved but not yet loaded in the system. The Commission was at 80% of the 2014 budget at the end of December.

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4. Old Business/New Business: There was no Old/New Business to report.

Adjourn: All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 11:25 am.

Respectfully Submitted By:


/s/ Teresa R. Jacobs 4/16/2015

/s/ Christian M. Halliburton 4/16/2015



Teresa R. Jacobs
Administrative Staff Assistant

Date: 4-16-15



Christian M. Halliburton
Commission Chair

Date: 4/16/15



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Christian M. Halliburton
Commissioner Joel A. Nark
Commissioner Sam Pailca

Public Safety Civil Service Commission

April 16, 2015

Approved May 21, 2015

Call to Order: Commission Chair Halliburton called the Public Safety Civil Service Commission meeting to order at 10:05 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Christian Halliburton
Commissioner Joel Nark
Commissioner Sam Pailca
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Jeff Slayton, Assistant City Attorney

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

January 15, 2015: The Commission reviewed the minutes of January 15, 2015. Commissioner Nark moved to accept the minutes as written. Commissioner Pailca seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the chair.

2. Introduction of Fire Chief Scoggins:

Chief Scoggins was unable to join the meeting.

3. Appeals Update:

The commission reviewed the Case Status Report.

- **Leutz v. SPD:** The Commission reviewed a new appeal filed by an SPD employee. The Executive Director reported a grievance was also filed with the Union. The Executive Director will contact the appellant to find out which process he will pursue.
- **Lowe v. SPD:** The Commissioners will coordinate a time to deliberate on the Lowe matter.

4. Exam Protest Appeals:

- **SFD:** There were twelve Fire Lieutenant Written Exam appeals submitted to the Commission.

The Commission denied 11 of the appeals and accepted 1 (#105).

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- **SPD:** There were four Police Lieutenant Written Exam appeals submitted to the Commission.

The Commission accepted all the appeals, eliminating questions of the latter 3.

The Commission submitted their appeal worksheet (decisions) on the protests to the Executive Director to forward to Rachael Schade and Colleen Lafferty and for the record.

5. 2015 Testing Overview:

- **SFD:** Colleen Lafferty, Fire Exams Analyst gave an update on recent and upcoming testing. Ms. Lafferty stated the written test for Fire Lieutenant has been completed. 88 candidates sat for the written test. After scoring is completed, candidates will move to the oral boards. The Entry Level Exam is scheduled to take place in the fall. Ms. Lafferty informed the Commission she will be meeting with the new Fire Chief to discuss entry level testing and selection process. The filing period will be May through September.
- **SPD:** Rachael Schade, Police Exams Analyst updated the Commission on Police testing. There was 1 entry level exam and 1 Lateral Exam administered and two more of each scheduled to take place throughout the year. The department is doing well with ethnic diversity; 33% of candidates are persons of color, however, female representation is low, of the 456 applicants who sat for the exam, 60 were women. Ms. Schade stated the passing rate for women was higher, and the recruiter's emphasis is getting more diversity in applicants taking the test.

6. Executive Directors Report:

- **Monthly Summit (Budget) Report:** The Commission reviewed the budget. The Executive Director reported the 2 and 4% spending reduction requested by the City has been submitted. The Executive Director will keep the Commission updated on the process.

7. Old Business/New Business:

- **Arnold v. City of Seattle Decision:** Ms. Greenlee updated the Commission on an appeal that was filed with the Civil Service Commission. The appellant prevailed in the matter and requested payment of Attorney's fees. The matter went to King County Superior Court who did not rule in favor of the appellant. The appellant then filed with the Court of Appeals I who ruled in favor of the appellant and remanded back to King County to rule on the amount of fees to be paid. The Executive Director will keep the Commission updated on the issue.
- **Staff Training-WAPRO Spring Training:** The Executive Director reported that staff will attend public records training in Lynnwood on April 24.

Executive Session: The Commission went into Executive Session at 11:53 am. The Executive Session ended at 12:29 pm.

Adjourn: All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 12:31 pm.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 5/21/2015

/s/ Christian M. Halliburton 5/21/2015



Teresa R. Jacobs
Administrative Staff Assistant

Date: 5-21-15



Christian M. Halliburton
Commission Chair

Date: 5-21-15



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Christian M. Halliburton
Commissioner Joel A. Nark
Commissioner Sam Pailca

Public Safety Civil Service Commission

May 21, 2015

Approved June 18, 2015

Call to Order: Commission Chair Halliburton called the Public Safety Civil Service Commission meeting to order at 10:05 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Christian Halliburton
Commissioner Joel Nark
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Jeff Slayton, Assistant City Attorney

In Attendance By Phone:

Commissioner Sam Pailca (Recused from the Lowe Matter)

In Attendance for Lowe Deliberations:

Commissioner Pro Tem Terry Carroll

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

April 16, 2015: The Commission reviewed the minutes of April 16, 2015. Commissioner Nark moved to accept the minutes as written. Commissioner Halliburton seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the chair.

2. **Request for Decision-Veteran's Preference-Timothy Taylor (SFD):** Tim Taylor a firefighter with the Seattle Fire Department addressed the Commission on the issue of being unable to use the 5% Veteran's Preference scoring criteria. Mr. Taylor stated that at the time of the hiring process in 2009 he was still active in the military and therefore unable to use the points for hiring, but could use them for a promotional opportunity. Mr. Taylor was hired in April, 2009 after serving 11 years and 9 months of active duty service. Mr. Taylor has since served from April 2009 to the present in a reserve capacity giving him a total of 18 years served with zero Veterans' preference points ever applied. Mr. Taylor stated the version of the RCW has changed from the version that was in effect in 2009 with no regard to grandfathering or an exemption to those hired under the previous statute. The Commission took Mr. Taylor's issue under advisement and will seek an opinion on whether Mr. Taylor was qualified to use points in 2009 and where did the points go, and did his active service in 2009 not qualify him to use points? The Commission will revisit the issue at the June meeting and invited Mr. Taylor to submit any additional information in the interim.

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3. Appeals Update:

The commission reviewed the Case Status Report.

- **Leutz v. SPD-#15-01-002:** The Executive Director reported she will contact the appellant to find out if appellant will pursue the union or bargaining unit grievance, or PSCSC appeal process.
- **Novisedlak v. SPD-#15-01-006:** The Executive Director reported the appellant is awaiting word from the Union on whether they will represent him or he will pursue his appeal with the PSCSC.

4. Executive Directors Report:

- **Monthly Summit (Budget) Report:** The Commission reviewed the budget.
- **2016 Underspend Targets:** The Executive Director reported the department has an underspend target of 4%. The Executive Director stated she doesn't see an issue with the spending reduction and reported the budget is on track for the year.

5. Old Business/New Business:

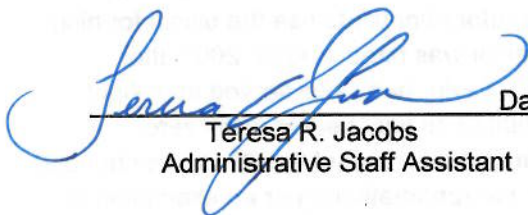
- **WAPRO Conference:** Ms. Greenlee informed the Commission that staff attended the Washington Association of Public Records Officers Training. The training was held in April.

Executive Session: Lowe v. SPD-#13-01-007-Deliberations: The Commission went into Executive Session at 10:45 am. The Executive Session ended at 12:00 pm.

Adjourn: All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 12:00 pm.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 6/18/2015


Date: 6-18-15
Teresa R. Jacobs
Administrative Staff Assistant

/s/ Christian M. Halliburton 6/18/2015


Date: 6-18-15
Christian M. Halliburton
Commission Chair
DEE A. MARK 

Sam Pailou

6-18-15



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission
Commission Chair Christian M. Halliburton
Commissioner Joel A. Nark
Commissioner Sam Pailca

Public Safety Civil Service Commission
June 18, 2015
Approved July 2015

Call to Order: Acting Chair Commissioner Nark called the Public Safety Civil Service Commission meeting to order at 10:10 a.m. The meeting was in Room 1940/46 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commissioner Joel Nark
Commissioner Sam Pailca (Recused from the Lowe Matter)
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Jeff Slayton, Assistant City Attorney

Not In Attendance:

Commission Chair Christian Halliburton

In Attendance for Lowe Deliberations:

Commissioner Pro Tem Terry Carroll

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

May 21, 2015: The Commission reviewed the minutes of May 21, 2015. Commissioner Pailca moved to accept the minutes as written. Commissioner Nark seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Commissioners.

2. Non-Disciplinary Matters:

- **Request for Early Publication of Lieutenant's Promotional List-Chief Steve Wilske, SPD:** Chief Wilske was in attendance to ask the Commission to consider approving early certification of the Lieutenant's Promotional List due to the current list being exhausted. Chief Wilske stated there are three openings that he knows of in the future that without the early certification will go unfilled until August 29. Rachael Schade, Police Exams Analyst notified the Commission that the exam has been administered there is still one component that needs scoring. Ms. Schade stated she consulted with the Law Department and there is no problem with early certification, because the list has been exhausted, no one would be negatively affected. Ms. Schade asked that she be given enough time for the final scoring and the consultant to do their work, and make sure Service Credit and Veteran's Preference were applied. Ms. Schade proposed July 15 as a reasonable date to publish. Commissioner Pailca moved to allow early certification of the list at or around July 15. Commissioner Nark seconded the motion. Commissioner Pailca added the department should come back in June of 2016 to address any additional needs for extensions or changes and make provisions for the next list.

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3. **Request for Decision-Veteran's Preference-Timothy Taylor (SFD):** Tim Taylor a firefighter with the Seattle Fire Department addressed the Commission at its May 21 meeting on the issue of being unable to use the 5% Veteran's Preference scoring criteria. Mr. Taylor was not present for the June meeting. Commission Counsel Jeffrey Slayton researched the rules regarding Veteran's preference and scoring criteria. The rules come from State law and are consistent with the applicable RCW. Commissioner Nark and Commissioner Pailca agreed to deny the appeal.

4. **Appeals Update:**

The commission reviewed the Case Status Report.

- **Low v. SPD-#13-01-007:** The Commission will review the draft decision.
- **Leutz v. SPD-#15-01-002:** The Executive Director will contact the appellant with a deadline to contact the Commission on whether the appellant will pursue the PSCSC appeal process.
- **Novisedlak v. SPD-#15-01-006:** The Executive Director reported the appellant is awaiting word from the Union on whether they will represent him or he will pursue his appeal with the PSCSC.

5. **Executive Directors Report:**

- **Monthly Summit (Budget) Report:** The Commission reviewed the budget. The Executive Director reported the budget is on track and the 2016 Budget is currently at the Mayor's Office under review.

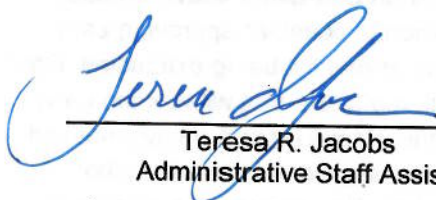
Executive Session: Lowe v. SPD-#13-01-007-Deliberations: The Commission went into Executive Session at 10:50 am. The Executive Session ended at 11:20 am.

Adjourn: All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 12:00 pm.

Respectfully Submitted By:


/s/ Teresa R. Jacobs 7/23/2015

/s/ Christian M. Halliburton 7/23/2015



Teresa R. Jacobs
Administrative Staff Assistant

Date: 7-23-15



Christian M. Halliburton
Commission Chair

Date: 7/23/15



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission
Commission Chair Christian M. Halliburton
Commissioner Joel A. Nark
Commissioner Sam Pailca

Public Safety Civil Service Commission
July 23, 2015
Approved September 17, 2015

Call to Order: Commission Chair Christian Halliburton called the Public Safety Civil Service Commission meeting to order at 10:00 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Christian Halliburton
Commissioner Joel Nark
Commissioner Sam Pailca
Jennifer A. Greenlee,
Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Jeff Slayton, Assistant City Attorney

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

June 18, 2015: The Commission reviewed the minutes of June 18, 2015. Commissioner Nark moved to accept the minutes as written. Commissioner Pailca seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

2. Appeals Update:

The commission reviewed the Case Status Report.

- **Lowe v. SPD-#13-01-007:** The appellant filed a Petition for Writ of Review with King County Superior Court. The Show Cause Hearing is scheduled for August 4, 2015. Staff will begin preparing the record for filing.
- **Leutz v. SPD-#15-01-002:** The Executive Director contacted the appellant via certified mail with a deadline to contact the Commission on whether the appellant intends to pursue the PSCSC appeal process.
- **Novisedlak v. SPD-#15-01-006:** The Executive Director contacted the appellant via certified mail with a deadline to contact the Commission on whether the appellant intends pursue the PSCSC appeal process

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3. **Exam Protest Appeals-SFD Lt. Oral Board:** The SFD Lieutenant oral boards were held May 30-31, 2015. Seventy-six candidates who passed the written exam were originally scheduled for the oral boards, sixty of the candidates participated. There were two components of the oral boards. Board A, was a presentation exercise and Board B, a tactical problem. Two candidates are appealing the board exam. The commission reviewed the appeals; one candidate was present to address the commission.
4. **Request for Removal from Register-Officer James Garner-15-05-010:** The Commission reviewed Officer Garner's written request for removal from the Sergeant's eligibility list.
5. **Appeal of SPD 2015 Captain's Promotional Exam-Lt. Greg Sackman-15-04-011:** Lt. Sackman was present to address the Commission regarding the writing exercise portion for the 2015 Seattle Police Captain exam. Lt. Sackman requested that no identifying information for any candidate should be included on the written test to prevent any bias in the administration and scoring of the examinations. Rachael Schade, Police Exams Administrator, SDHR was present and stated to the commission that Lt. Sackman's appeal has no merit to warrant a change in the process.
6. **Executive Directors Report:**
 - **Monthly Summit (Budget) Report:** The Commission reviewed the budget. The Executive Director reported the budget is on track.
7. **Old Business/New Business:**
 - **Civil Service Conference September 10&11 in Yakima:** The Commissioners will review the agenda and contact the Executive Director if they are interested in attending.
 - **Tim Taylor Veteran's Preference:** Tim Taylor, a firefighter with the Seattle Fire Department, notified the Executive Director that he is currently working with State Legislature and the WA state Civilian Aide to the Secretary of the Army to clarify the language of the RCW to provide more clarity and inclusiveness to veterans. Mr. Taylor appealed to the Commission and at its June 18, 2015 meeting, the Commission denied Mr. Taylor's appeal to use the 5% Veteran's Preference scoring criteria. Mr. Taylor is requesting support from the Commission. The Executive Director instructed him to put his request into writing to the Commission for review.
 - **Community Police Commission Update:** Jeff Slayton, Assistant City Attorney and Commission counsel updated the Commission regarding how changes discussed by the Community Police Commission and Seattle Police Department might affect the PSCSC. The Executive Director will draft a letter to the Mayor and Chief of Police inviting them to attend the October Commission meeting.

Executive Session: The Commission went into Executive Session at 11:40 am. The Executive Session ended at 12:12 pm.

The Commission announced their decisions in the following appeals/requests:

Exam Appeals-SFD Oral Boards: Both appeals were denied.

Removal from Register (Garner): Granted

Captains Promotional Exam (Sackman): Denied

Adjourn: All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 12:20 pm.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 9/17/2015

/s/ Christian M. Halliburton 9/17/2015


Date: 9-17-15

Teresa R. Jacobs
Administrative Staff Assistant


Date: 9-17-15

Christian M. Halliburton
Commission Chair
JEL MARK



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Christian M. Halliburton

Commissioner Joel A. Nark

Commissioner Sam Pailca

Public Safety Civil Service Commission September 17, 2015

Approved October 15, 2015

Call to Order: Commissioner Joel Nark, Acting Chair, called the Public Safety Civil Service Commission meeting to order at 10:10 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commissioner Joel Nark

Jennifer A. Greenlee, Executive Director

Teresa R. Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

In Attendance by Phone:

Commission Chair Christian Halliburton

Not in Attendance:

Commissioner Sam Pailca

Jeff Slayton, Assistant City Attorney

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

July 23, 2015: The Commission reviewed the minutes of July 23, 2015. Commissioner Halliburton moved to accept the minutes as written. Commissioner Nark seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Acting Chair.

2. Appeals Update:

The commission reviewed the Case Status Report.

- **Lowe v. SPD-#13-01-007:** The appellant filed a Petition for Writ of Review with King County Superior Court. Staff is preparing the record for filing by October 8, 2015.
- **Leutz v. SPD-#15-01-002:** The prehearing is scheduled for September 29, 2015. The Executive Director will preside.
- **Novisedlak v. SPD-#15-01-006:** The prehearing is scheduled for September 29, 2015. The Executive Director will preside.

3. Appeal of SPD 2015 Captain's Promotional Exam-Lt. Greg Sackman-15-04-011: Lt.

Sackman was present to address the Commission regarding the use of the applicable Veteran's Preference credit added to his final score, for the 2015 Captain's Promotional Exam. Lieutenant Sackman stated that he has never asked to use the credit and should be granted the use of it.

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4. **Tim Taylor, SFD, Lieutenant Testing Follow-Up:** Tim Taylor was present to address the Commission on the issue of the scoring for the 2015 Lieutenant Promotions. Mr. Taylor stated that during the 6-minute oral presentation, the proctor gave a one-minute warning at the four-minute mark rather than the five-minute mark. The proctor followed protocol and contacted Colleen Lafferty, Exams Analyst, who gave Mr. Taylor the additional one minute to finish his presentation. Mr. Taylor stated to the Commission, that the error negatively affected his final score and he believes he would have scored higher if he were given the entire six minutes without interruption. Mr. Taylor presented the Commission with a summary chart of the scoring and where he believes he would have ranked. Colleen Lafferty, Exams Analyst stated that the analysts who view the videotapes and score the candidates, could see the interaction between the proctor and candidate, and were aware of the timing issue.
5. **Request for Advisory Opinion-"Vacancy":** Julie McCarty, Seattle Fire Department, HR Director was present to clarify the advisory opinion SFD is seeking from the Commission on interpretation of PSCSC rule 10.06(c) Promotional Vacancies. Ms. McCarty stated SFD is seeking clarification on what "vacancy" means. The SFD is currently in labor negotiations with Local 27. Commissioners Nark and Halliburton agreed that a representative of the union as well as the department should be present at the next Commission meeting to provide additional information.
6. **SFD Firefighter Exam Process:** Julie McCarty addressed the Commission regarding the two Oral Boards that take place in the exams process. SFD is requesting that one of the two oral boards be removed. Candidates, who pass the written test, move to the first oral board, if they pass the first oral board, they advance to the second. SFD would like the process to be changed to a pass/fail written test and one oral board. Ms. McCarty stated that no candidate would be affected by the change because they are still in the application process. Applicants would be notified that only one oral board would be conducted if this change were approved.
7. **SFD Classifications Update:** The Executive Director met with Dori Towler, SFD, HR and Colleen Lafferty, Exams Analyst, regarding updating classifications. Ms. Towler stated there are several classifications that have not been updated, some since 1991; the updates would address the many changes in the industry as well as safety concerns. The Commissioners agreed that they could move forward with the process.
8. **Executive Directors Report:**
 - **Monthly Summit (Budget) Report:** The Commission reviewed the budget. The Executive Director reported the budget is on track.
9. **Old Business/New Business:**
 - **Civil Service Conference September 10 & 11 in Yakima:** Jennifer Greenlee, Executive Director gave an update on the Civil Service Conference she attended, along with Colleen Lafferty, Fire Exams Analyst, Rachael Schade, Police Exams Analyst, and Kim Dow, SDHR, Administrative Assistant. They all agreed that it was well organized and informative. The Executive Director sent the Commissioners access to SharePoint to view the legal updates from the conference.
 - **Draft Declaration of Service:** The Executive Director drafted a Declaration of Service for deliveries of documents when staff is away from the office. The Commission accepts delivery by email and hard copy. The declaration would be available outside the office when deliveries are made and put through the mail slot. The Commission suggested that there be

a large secure receptacle, to deposit multiple binders.

- **8-17-15 Letter to the Mayor & Chief of Police:** The Executive Director sent a letter to the Mayor and Chief of Police with an invite to a Commission meeting. The Executive Director will follow up on their attendance.

Executive Session: The Commission went into Executive Session at 11:20 am. The Executive Session ended at 11:50 am.

The Commission announced their decisions in the following appeals/requests:

Veterans' Preference (Sackman): Granted

Lieutenant Testing Follow-Up (Taylor): Denied


SFD Exam Process-2 to 1 Oral Board: Granted

Adjourn: All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 11:54 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 10/15/2015

/s/ Christian M. Halliburton 10/15/2015



Teresa R. Jacobs
Administrative Staff Assistant

Date: 10/15/15



Christian M. Halliburton
Commission Chair

Date: 10/15/15



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Christian M. Halliburton
Commissioner Joel A. Nark
Commissioner Sam Pailca

Public Safety Civil Service Commission

October 15, 2015

Approved December 17, 2015

Call to Order: Commission Chair Christian Halliburton, called the Public Safety Civil Service Commission meeting to order at 10:00 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Christian Halliburton
Commissioner Sam Pailca
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Jeff Slayton, Assistant City Attorney

In Attendance By Phone:

Commissioner Joel Nark

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

September 17, 2015: The Commission reviewed the minutes of September 17, 2015. Commissioner Pailca moved to accept the minutes as written. Commissioner Nark seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

2. Discussion with Ian Warner, General Counsel to the Mayor, and Scott Lindsay, Special Assistant on Police Reform and Public Safety & Brian Maxey, SPD Senior Counsel: *This item was removed from the Agenda.*

Commissioner Pailca, Executive Director Greenlee and Commission ACA Jeff Slayton spoke with Ian Warner, Brian Maxey, and Jennifer Schubert, SDHR Labor Relations, regarding the pending discussion on police reform and how it would affect the Commission. It was agreed that they would schedule to return at a later date to address the issue.

3. Appeals Update:

The commission reviewed the Case Status Report.

- **Lowe v. SPD-#13-01-007:** The appellant filed a Petition for Writ of Review with King County Superior Court. The record was prepared and filed by the October 8, 2015 deadline.
- **Leutz v. SPD-#15-01-002:** The prehearing took place on September 29, 2015. The Executive Director presided. Hearing dates are pending.
- **Arbogast v. SPD-#15-01-009:** The prehearing took place on September 29, 2015. The

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Executive Director presided. Hearing dates are pending.

4. **Appeal of SPD 2015 Captain's Promotional Exam-Lt. Greg Sackman-15-04-011:** Lt. Sackman was present to address the Commission regarding the promotional procedures of the SPD for the Captains promotion. Lt. Sackman stated the promotional register that expired on August 25, 2015 had Seventy-two total rank order candidates. Sixty-Seven were promoted, five were not selected, four of the five not selected was due to issues ranging from law or policy violations or resignation. Lt. Sackman stated he was the one out of five not promoted, and who had no legal or policy violations. Lt. Sackman questioned his lack of promotion and the use of discretion for promotions by the Chief of Police. The Commission took into account Lt. Sackman's issue.
5. **Tim Taylor (SFD) Veteran's Preference for Promotional Exam:** Mr. Taylor was present to request the Commission grant him the Veteran's Preference points for Promotional Exam for Seattle Fire Department Lieutenant.
6. **SFD Request for Advisory Opinion-"Vacancy":** This item was tabled.
7. **FF Oral Board Panel Composition:** This item was tabled.
8. **FF Exam Applications:**
 - Phil Armiger :** Phil Armiger addressed the Commission regarding his submission of the online firefighter application. Mr. Armiger stated he filed the application on September 21, 2015, there was no record of the application being field. Mr. Armiger asked the Commission to grant timely filing of his application.
 - Bryce Gibler:** Submitted a request in writing to ask the Commission to grant his application as filed.
 - Scott Niebuhr:** Submitted a request in writing to ask the Commission to grant his application as filed.
9. **Executive Directors Report:**
 - **Monthly Summit (Budget) Report:** The Commission reviewed the budget. The Executive Director reported the budget is on track. The budget will be reduced when the invoice for the Lowe record has been settled.
10. **Old Business/New Business:**
 - **Veterans' Preference:** Rachael Schade, Police Exams Analyst addressed the Commission on the City's process for applying Veterans' Preference. Ms. Schade stated a clear policy on the process is needed, particularly regarding multiple deployments.

Executive Session: The Commission went into Executive Session at 12:50 pm. The Executive Session ended at 1:41 pm.

The Commission announced their decisions in the following appeals/requests:

Promotional Procedure (Sackman): Denied

Veterans' Preference (Taylor): Granted

Fire Exam Application (Armiger, Gibler, Niebuhr): Denied

Adjourn: All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 1:50 pm.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 12/17/2015

/s/ Christian M. Halliburton 12/17/2015



Teresa R. Jacobs
Administrative Staff Assistant

Date: 12-17-15



Christian M. Halliburton
Commission Chair

Date: 12/17/15