
CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Stacy Connole

Commissioner Dorothy Y. Leggett

Commissioner Joel A. Nark

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

**Public Safety Civil Service Commission
July 21, 2021-Special Meeting
Approved: September 22, 2021**

1. Call to Order: Commission Chair Stacy Connole called the July 21, 2021, Public Safety Civil Service Commission Special Meeting to order at 10:01 a.m. The meeting was held via WebEx.

2. Introductions (In Attendance)

Commission Chair Stacy Connole

Commissioner Dorothy Leggett

Commissioner Joel Nark

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Executive Assistant

Yoshiko Grace Matsui, Fire Exams Analyst

Rachael Schade, Police Exams Analyst

Adelaide Alderks, F&P Exams Analyst

Randy Moser, Battalion Chief, SFD

B. Bauer, Firefighter, SFD

Kwang Kim, Fire and Police Exams, Administrative Specialist

3. PUBLIC COMMENT

No members of the public requested to give public comment.

4. APPROVAL OF MINUTES

Approval of Minutes June 23, 2021, Special Meeting

The Commission reviewed the minutes of the June 23, 2021, special meeting. Commissioner Connole moved to amend the minutes re the Case Status Report/Moss Rivera Update, to state that “Officer Moss already acknowledged that the issue pending is moot and is giving Officer Rivera an opportunity to respond.” Commissioner Nark seconded the motion. The minutes were approved with the stated amendment and will be signed by the chair.

5. REQUESTS FOR REVIEW OR MODIFICATION OF THE EXECUTIVE DIRECTOR’S DECISION

- **Lt. Moss- PSCSC NO. 21-05-012 – Case disposition memo to be entered into record**
- **Lt. Rivera- PSCSC NO. 21-05-013- Case disposition memo to be entered into record**

The commission entered into the record a memo and files of the appellants which states:

Because Captain Moss and Captain Rivera have withdrawn their requests for review of the Executive Director's decision, the above referenced cases are closed.

Although the cases did not proceed to review by the Public Safety Civil Service Commission, the Commission affirms the Executive Director's decision and requests that the Executive Director explore potential amendment to the PSCSC Rules to further clarify that certifications will be issued only in the case of an actual vacancy or vacancies at the rank for which the certification is requested.

6. FIREBOAT ENGINEER EXAMS PROTEST APPEAL(S)

- **FF B. Bauer PSCSC No. 21-04-028**

The Commission considered the exam protest appeal filed by Firefighter B. Bauer regarding the Fireboat Engineer Exam held June 16, 2021. Firefighter Bauer addressed the commission on Questions 18 and 122, the subject of the protest appeal.

Yoshiko Grace Matsui, Fire Exams Analyst, Fireboat Engineer Jose Parra, and Chair of the Development Committee Battalion Chief Randy Moser represented the exam development committee. The committee recommended denying question 18 and 122. See section 10. Executive Session for the vote and decision on this item.

7. FIRE AND POLICE EXAM UNIT

Fire and Police Updates-Yoshiko Grace Matsui, Fire Exams Analyst & Rachael Schade, Police Exams Analyst:

- **Fire Update:** Ms. Matsui provided a Fire exam update, reporting that the assessment week for Fire Lieutenant has been completed. There were assessors from other jurisdictions to evaluate 52 candidates who had 2 interviews each. The committee is currently in development for the Fire Engineer practical component. The practical will be held the week of September 13. A memo has been sent to Fire requesting members to apply to be a part of the development committee.
- **Police Update:** Ms. Schade provided a Police exam update, reporting that the Lateral Police Officer oral boards was administered on July 10. Four (4) candidates successfully passed the NTN process, two (2) were invited for oral boards, three (3) of the four (4) passed the oral boards and were placed on the register and are being evaluated by the background investigators. July 19 began training for the captain exams. The first three (3) exam exercises took place. There were nine (9) out of state assessors participating in mock orals and familiarizing themselves with scoring criteria. Seven (7) candidates went through exam process on July 20. The writing exercise will begin on July 21st, and the remainder of the week will be facilitation of two (2) in person assessments and scoring. The register for this exam will be published on August 27th it will take effect August 29th and will be in effect for two years. Exams for 2022 are currently in development, beginning with the Police Sergeant exams.
- **Honoring SFD Battalion Chief Rick Verlinda:** The commission honored SFD Battalion Chief Rick Verlinda who passed away in June. BC Verlinda served on the fire department for 30 years. He retired from the department in 2013 and continued to serve the city as a consultant on the Fire Promotional Exams. Ms. Scheele read a statement submitted by Colleen Lafferty, former Fire Exams Analyst for the City. Rachael Schade and Amy Emerson honored Battalion Chief Verlinda with remarks. A Resolution was read by Commission Chair Connoles on behalf of the PSCSC, Exams Analysts, and the employees of the City of Seattle.

8. EXECUTIVE DIRECTOR REPORT

Departmental Work Update: The Executive Director reported on the following- **Budget:** We are on target for yearly spending. The department submitted change requests for consideration for the 2022

budget. Increases for the salaries to the two positions reclassified in 2020 and increases in available spending for subscriptions were granted. A third full time position for a Strategic Advisor 2 has been requested. No decision has been made on the position request. **Community Service Preference:** Director Scheele reported that an August 18 meeting will be held with the shareholder group on Community Service Preference. A draft for the proposed rule is targeted for October, public comment on the proposed rule will be in November, and ready to adopt in December. Ms. Scheele stated clean up of the rules will also take place during this rule making process. **Work from Home and Return to Work:** Staff continues to work from home and is continuing to track the governor's proclamation on open public meetings.

9. CASE STATUS REPORT

Jones v. SPD-PSCSC No. 20-01-019-Update-Discovery is in progress. The hearing will be held in September.

Crawford-Writ of Review-KCSC-Update-Lt. Crawford filed an appeal with the Washington State Court of Appeals of the Superior Court dismissal of his writ of appeal. Ms. Scheele will provide further information as it becomes available.

10. EXECUTIVE SESSION: The commission went into Executive Session at 10:51 a.m. The Executive Session ended at 11:12 a.m.

- **Fireboat Engineer exam protest appeal (continued from 6):** Commissioner Nark moved to deny the appeal of Firefighter Bauer's appeal for questions 18 and 122. Commissioner Leggett seconded the motion. The motion passed 3-0. The appeal was denied.

11. ADJOURN: All other business before the Commission having been considered, Commission Chair Connole adjourned the meeting at 11:16 a.m.

X Stacy Connole

Stacy Connole
PSCSC Chair

X *Teresa R. Jacobs*

Teresa Jacobs
Executive Assistant

Signature: *Commissioner Stacy Connole*
Commissioner.Stacy Connole (Oct 15, 2021 15:02 PDT)

Email: Commissioner.Stacy.Connole@seattle.gov

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