



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Christian M. Halliburton
Commissioner Terrence Carroll
Commissioner Joel A. Nark

Public Safety Civil Service Commission
January 23, 2014
Approved February 13, 2014

Call to Order: Commission Chair Halliburton called the Public Safety Civil Service Commission monthly meeting to order at 10:00 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 Jacobs, Administrative Staff Assistant
Jeff Slayton, Assistant City Attorney

PUBLIC COMMENT: No One Signed up to Speak

1. Approval of Minutes

December 20, 2013 Meeting: The Commission reviewed the minutes of the December 20, 2013 monthly meeting of the Commission. Commissioner Nark moved to accept the minutes as written. Commission Chair Halliburton seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

Executive Session: The Commission went into executive session at 10:30 am the executive session ended at 10:45 am

2. Schmidt v. SPD-PSCSC No. 12-002

- **Appellants Motion for Reconsideration**
- **SPD's Procedural Objection to Appellants Motion for Reconsideration**

The appellant filed a motion for reconsideration of the Commission's Decision and Order issued on December 20, 2013 denying Lieutenant Schmidt's appeal. The Department filed a Procedural Objection to Appellants Motion for Reconsideration. The Commission reviewed both parties' filings and denied the appellant's motion on the merits rather than on procedural grounds because they did not find a basis to overturn the decision issued by the Commission.

3. Executive Director Report:

Monthly Case Status Report/Appeals Update: The Commission reviewed the Monthly Case Status Report.

- **Fox v. SPD-PSCSC No. 13-01-003:** The Executive Director reported to the Commission she has attempted to contact Mr. Fox several times to find out if he will use the Union grievance or PSCSC appeal process for his appeal. She also contacted his union but was unable to obtain any information. Commissioner Nark suggested that the Executive Director send notice via certified service that the appeal will be dismissed unless Mr. Fox contacts the Commission before a given deadline.
- **Low v. SPD-PSCSC No. 13-01-007-**The Executive Director reported the first prehearing was held on January 13 and the parties have set the discovery schedule for the hearing. The Commissioners will look at dates in February to hold the hearing. Although two commissioners are considered a Quorum, the Commission would like to hear the appeal with the full body (3) of the Commission. The Commission directed the Executive Director to contact City Councilmember Harrell's office regarding the status of an appointment of a new Commissioner.
- **Monthly Summit (Budget) Report:** The Executive Director reported that the Commission spent 85% of its budget in 2013.

4. Old/New Business:

- **Fire and Police Exams:** Colleen Lafferty and Rachael Schade, Fire and Police Exams Analysts updated the commission on the completed oral boards for Fire and the current application and exams processes for the Fire Battalion Chief, Fire Captain, Fireboat Pilot and lateral Police Officer.
- **February Meeting:** Commission Chair Halliburton notified the Commission that he had a conflict on the next scheduled meeting date. The Commission agreed to change the meeting to February 13
- **Rules:** Jeff Slayton Commission counsel notified the Commission he looked at the rules and found a section regarding counting time as redundant. Mr. Slayton stated that if the section remains, it may cause confusion, and suggested the section be deleted and deleting would not be substantive. The Commission voted to delete the redundant section. The final approved version of the rules will be published.
- **Adjourn:** All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 10:45 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 2/13/2014

/s/ Christian M. Halliburton 2/13/2014

Date:
Teresa R. Jacobs
Administrative Staff Assistant

Date:
Christian M. Halliburton
Commission Chair



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Christian M. Halliburton
Commissioner Terrence Carroll
Commissioner Joel A. Nark

**Public Safety Civil Service Commission
Special Meeting
February 13, 2014
Approved March 20, 2014**

Call to Order: Commission Chair Halliburton called the Public Safety Civil Service Commission special meeting to order at 10:00 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
Janice Pratt, Administrative Staff Assistant (temporary)
Jeff Slayton, Assistant City Attorney

PUBLIC COMMENT: No Public Comment

1. Approval of Minutes

January 23, 2014 Meeting: The Commission reviewed the minutes of the January 23, 2014 monthly meeting of the Commission. Commissioner Nark moved to accept the minutes as written. Commission Chair Halliburton seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

2. SFD – Requests for Late Applications Filing

William Simpson of the Seattle Fire Department was on duty November 27, 2013. This was inside the filing period for the battalion chief's test. He thought he had successfully submitted his application. When he called to confirm with Colleen Lafferty during his next shift, Ms. Lafferty stated that his application was there for 2012 but not for 2014.

He tried confirming with Information Technology at the Fire Department that he had been on the website and attempted to submit an application. IT is no longer able to provide metadata confirming he had accessed the website but could confirm he was on duty that day and logged on to email. Colleen Lafferty stated if they could show he reset his password, this would show he accessed the system within the filing period. Commissioner Chair Halliburton stated if research shows he attempted to access the system, submitting his application will be allowed. Captain Simpson and Colleen Lafferty left.

Captain Simpson and Colleen Lafferty returned and confirmed the system showed a password change on November 27, 2013. Commission Chair Halliburton asked Captain Simpson to print it, give it to the Executive Director and it will be approved.

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3. Monthly Case Status Report/Appeals Update: The Commission reviews the Monthly Case Status Report.

- **Fox v. SPD-PSCSC No. 13-01-003:** Dismissed. Appellant's withdrawal form was submitted and the Executive Director dismissed the PSCSC appeal.
- **Lowe v. SPD-PSCSC No. 13-01-007:** Police Department filed its motion Wednesday, February 12th to disqualify Appellant's counsel. The Commissioners would like to wait until the response and reply have been filed and receive the complete packet. Oral arguments will be at the regularly scheduled meeting in March.

4. Executive Director's Report

- **Monthly Summit (Budget) Report:** Nothing significant to report.
- **Community Service/Bilingual Rule Proposal Follow up:** The Executive Director said the Mayor's office wants to put the proposed rules on hold until a new Chief of Police is appointed and the rules can be looked at within a broader recruitment context. The Mayor's Office and SPD may take a look at this in six months to a year with a wider perspective. The Commissioners were in agreement that they would not pursue the proposed rule revisions at this time.
- **Council Appointment Update:** The Executive Director stated applications are being screened in Councilmember Harrell's office. The next Public Safety Committee meeting is on February 19th. Unknown if there will be a definite candidate by then but it will be discussed at that meeting. If they do have a candidate, the appointment could be confirmed by the full Council on the following Monday.
- **360 Review Update:** The Executive Director met with Justin Natali. He will talk to the company regarding template questions and will discuss best template to use. He is scheduled to talk with the company tomorrow and will get back to the Executive Director next week. The Executive Director has given Mr. Natali a list of names, including the Commissioners, legal advisors to the Commission, staff and exams analysts, to send requests to complete the survey.

5. Old/New Business:

- Greg Robertson (HR Director, Seattle Fire Department) requested an additional name be added to the extension for the F107-12 Firefighter certification. The reason for the request is to allow them to consider a probationary firefighter, who did not complete his probation, for the future class that starts this month, February 26.

Executive Session: the Commission went into executive session at 10:41. The executive session ended at 10:46.

- Commission Chair Halliburton stated it is the judgment of the commission that the extension to the register should be granted today with the additional name in order to allow the candidate in the pool for the February class.
- Closing of the Sargent exam application process. Ninety-Five applied.
- **Adjourn:** All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 10:50 am.

Respectfully Submitted By:
/s/ Jennifer Greenlee 3/20/2014

/s/ Christian M. Halliburton 3/20/2014

Date:
Jennifer Greenlee
Executive Director

Date:
Christian M. Halliburton
Commission Chair



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 Special Meeting March 20, 2014

Approved as Corrected May 15, 2014

Call to Order: Commission Chair Halliburton called the Public Safety Civil Service Commission meeting to order at 10:00 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 Public Comment

1. Approval of Minutes

February 13, 2014 Meeting: The Commission reviewed the minutes of the February 13, 2014 monthly meeting of the Commission. Commissioner Nark moved to accept the minutes as written. Commission Chair Halliburton seconded the motion. Commissioner Pailca abstained. The motion passed and the minutes were approved by acclamation and signed by the Chair.

- 2. Lowe v. SPD-PSCSC No. 13-01-007-Motion to Disqualify Counsel:** Commissioner Pailca stated for the record that January 2001 through Feb 2007 she served two terms in an appointed position as the Director of the Office of Professional Accountability (OPA). During that time period Ms. Pailca stated she would have overseen the OPA and the internal investigations of matters involving members of SPD. Ms. Pailca stated that she recalled a matter(s) involving appellant Donnie Lowe and stated she would have supervised the investigation and certified the findings. Ms. Pailca added that she also knew Sgt. Darrell Charles, seeking to represent the appellant, from her tenure as OPA Director. ACA, Schubert asked "what was the nature of (Commissioner Pailca's) work with Sgt. Charles?" Ms. Pailca stated she believed he may have briefly worked in OPA and it may have overlapped with her tenure. Sgt. Charles stated he was with OPA from 2002 to 2004. Hearing no objection to the disclosure, the Commission moved forward to hear oral argument from counsel. Jennifer Schubert, Assistant City Attorney, represented SPD and Darrell Charles, Attorney, represented Appellant Donnie Lowe. The City filed a motion to disqualify Appellant's attorney alleging there is a conflict of interest due to Sgt. Charles's current employment with the Seattle Police Department. Mr. Charles presented his

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argument objecting to the City's motion.

The Commission went into Executive Session at 10:45 am. The Executive Session ended at 11:40 am.

The Commission requested that the Commission's legal advisor, Jeff Slayton, conduct further research before the Commission issues a decision.

3. Executive Director's Report

- **Monthly Summit (Budget) Report:** The Executive Director reported that she is in the process of working with CBO on the 2015-2016 budget. The budget is on track for March.
- **360 Review:** The Executive Director notified the Commission that she will meet with Justin Natali in Personnel to go over the 360 Review Report. The results will be shared with the Commission at the April meeting.

4. Old/New Business: No Old/New Business

- **Adjourn:** All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 11:40 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 5/15/2014

/s/ Christian M. Halliburton 5/15/2014

Date:

Teresa R. Jacobs
Administrative Staff Assistant

Date:

Christian M. Halliburton
Commission Chair



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
Special Meeting
April 17, 2014
Approved May 15, 2014**

Call to Order: Commission Chair Halliburton called the Public Safety Civil Service Commission meeting to order at 10:00 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 Public Comment

1. Approval of Minutes

March 20, 2014 Meeting: The Commission reviewed the minutes of the March 20, 2014 monthly meeting of the Commission. Commissioner Pailca stated her disclosure during the Lowe v. SPD issue was not included in the minutes. The Commission did not approve the minutes, they will be held over and the corrected minutes will be reviewed at the May 15, 2014 meeting.

The following item was taken out of order

6. Old Business/New Business: Legacy Credits:

Dallas Baker with Seattle Firefighters Local 27 was present to address the Commission regarding a proposed Legacy credit of ten points for a candidate who qualifies because a parent or sibling has died in the line of duty. Mr. Baker stated this was supported by the SFD and Chief Dean. The credit would only apply to the hiring process and not the promotional exam. Colleen Lafferty was present and stated to the Commission that the military credit provides a percentage increase in score instead of straight points. Mr. Baker was informed of the process of publishing the proposed rule and opening it for public comment. Commission Nark suggested Mr. Baker reach out to the SPD to determine whether they are in support of the rule and have the departments appear before the Commission to represent their perspective on the issue. It was also suggested that Mr. Baker research with the help of Ms. Lafferty the points vs. percentage factor and how to draft the rule appropriately. Mr. Baker will look toward getting the issue revisited on the May agenda.

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2. **Exam Protests:** Rachael Schaade was present to give an overview on the process of the exams and the protest period. Several officers who took the Police Sergeant written exam were present for the exam protest appeals before the Commission. There were thirteen appeals submitted to the Commission.

Executive Session: The Commission went into Executive Session at 11:35 am. The Executive Session ended at 12:05 pm.

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

3. **Monthly Case Status Report/Appeals Update:** The Commission reviewed the monthly case status report.

- **Low v. SPD-PSCSC No. 13-01-007:** A decision is forthcoming from the Commission on the Motion to Disqualify Counsel.

4. **Executive Director's Report**

- **Annual Report Draft:** The Commission reviewed a draft copy of the 2013 Annual Report. Staff is awaiting the police exam stats which will be submitted by Rachael Schaade. The final report will be presented to the Commission at its May meeting for review, prior to sending it out to constituents.
- **Monthly Summit (Budget) Report:** The Executive Director reported that the budget is on track for April.
- **Gender Equity & OPA Auditor Reports:** The Commission reviewed the Gender Equity and Office of Professional Accountability (OPA) report. The Commissioners will review the report further and discuss at the May meeting.

5. **Executive Session-360 Review of Executive Director:** The Commission deferred to the May 17 meeting.

Executive Session: The Commission went into Executive Session at 12:15 pm the Executive Session ended at 12:28 pm. The Commission deliberated on the Lowe v. SPD appeal and decided by a 2 to 1 vote to grant the motion for disqualification. An order will be issued.

Adjourn: All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 12:30 pm.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 5/15/2014

/s/ Christian M. Halliburton 5/15/2014

Date:
Teresa R. Jacobs
Administrative Staff Assistant

Date:
Christian M. Halliburton
Commission Chair



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
Special Meeting
August 21, 2014
Approved September 18, 2014**

Call to Order: Commission Chair Halliburton called the Public Safety Civil Service Commission meeting to order at 10:00 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

Not In Attendance:

Commissioner Sam Pailca

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

July 17, 2014: The Commission reviewed the minutes of July 17, 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.

2. Monthly Case Status Report/Appeals Update: The Commission reviewed the monthly case status report.

- **Low v. SPD-PSCSC # 13-01-007:** The Executive Director gave an update that the prehearing is scheduled. Ms. Greenlee contacted former Commissioner Terry Carroll to sit in as temporary commissioner due to Commissioner Pailca's recusal from proceedings. Commissioners Halliburton and Nark were both in agreement to have Terry Carroll as temporary commissioner. The hearing is scheduled for October 20-21 and if necessary, October 23.

3. Executive Director's Report:

- **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track and informed the Commission there will be additional expenses with the use of the Hearing Officers for current Civil Service Commission appeals.

- **Civil Service Conference:** The Executive Director informed the Commission that one Commissioner from PSCSC and one from CSC will attend the Conference in September as well as the Police and Fire Analysts and Personnel Analyst.
- **AGO Open Government Training Materials:** The Executive Director provided the Commission with the training materials from the July 31 training session Commission staff attended. The training covered Advanced Public Records and Open Government (Meetings and Records) presented by the Office of the Washington State Attorney General. The Executive Director suggested training on the Open Meetings portion be presented to the Commission at its joint meeting with CSC in November.

4. Old Business/New Business:

- **2014 PSCSC & CSC Employee Election:** The Executive Director informed the Commission the election for the Employee Elected Commissioner would take place in November. Staff met with the City Clerk and election staff and suggested each Commission hold an information session. The Commission agreed it was a good idea. The session will be held a half hour before the regular meeting in September.
- **Fireboat Pilot Exam:** Colleen Lafferty, Fire Exams Analyst was present with Subject Matter Expert Aaron Hedrick and Consultant Luke Carpenter regarding the upcoming Fireboat Pilot testing. Colleen gave the commission an update regarding the use of the simulator for the upcoming testing and Mr. Hedricks summarized the goal for use of the simulator and changes in administration of the exam. Four candidates out of 5 who took the test in 2012 failed the test. At its January 18, 2013 meeting, the Commissioners had unanimously decided to have a new Fireboat Pilot register developed excluding the simulator portion of the practical exam from the scoring process. The passing/cut score was calculated using 70% of the top score and a new register posted. Commissioner Nark clarified the test was thrown out due to inconsistency in the candidates' ability to access the simulator for practice.

Adjourn: All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 10:40 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 9/18/2014

/s/ Christian M. Halliburton 9/18/2014

Date: _____

Teresa R. Jacobs
Administrative Staff Assistant

Date: _____

Christian M. Halliburton
Commission Chair



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 18, 2014
Approved October 16, 2014

Call to Order: Commission Chair Halliburton called the Public Safety Civil Service Commission meeting to order at 10:00 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

Not In Attendance:

Commissioner Sam Pailca

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

August 21, 2014: The Commission reviewed the minutes of August 21, 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.

2. Dori Towler, Sr. Personnel Specialist, Seattle Fire Dept. Re: SFD Proposed Rule Change:

Dori Towler, SFD, Sr. Personnel Specialist was present to propose a rule change to Rule 11.03.f. *requested deferral*. The department hopes to reduce testing costs by allowing maximum utilization of Entry-Level Firefighter Registers. Ms. Towler stated the hope is to screen more candidates by removing deferred candidates and receiving additional names for the certification provided to the Department. The Commission asked Ms. Towler to provide clarifiers in the proposed rule. Ms. Towler will rewrite the proposed rule change with clarifiers and present to the Commission at its October meeting.

3. Monthly Case Status Report/Appeals Update: The Commission reviewed the monthly case status report.

- **Lowe v. SPD-PSCSC # 13-01-007:** The Executive Director gave an update that she has communicated with counsel and the parties are working together on Discovery. The Commission will look at scheduling the Hearing in January.

4. Executive Director's Report:

- **Monthly Summit (Budget) Report:** The Executive Director notified the Commission that the department is under budget and that the Mayor will make his Budget announcement on September 22 and there are no known budget issues impacting the Commissions.

5. Old Business/New Business:

- **2014 PSCSC & CSC Employee Election:** The Executive Director informed the Commission that the information sessions were held for those interested in the employee elected commissioner. The election will take place in November.
- **Civil Service Conference: Civil Service Conference:** The Executive Director informed the Commission that all arrangements have been made and there are enough funds to cover the Commission attendees.
- **Commissioner Email:** The Executive Director updated the Commission on the license changes the City will be making and how it will impact Commissioner Email. There are several options including document exchange via SharePoint, email forwarding, password updates, and USB flash drives to save information. The Commission will need to add a budget line item for the amount based on how many licenses would be required.
- **Joint Meeting of the Commissions:** The Executive Director proposed that the Commissions hold the meeting earlier in December and cancel the regular meetings of each of the Commissions for that month.

Adjourn: All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 10:55 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 10/16/2014

/s/ Christian M. Halliburton 10/16/2014

Date:
Teresa R. Jacobs
Administrative Staff Assistant

Date:
Christian M. Halliburton
Commission Chair



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 16, 2014

Approved November 20, 2014

Call to Order: Commission Chair Halliburton called the Public Safety Civil Service Commission meeting to order at 10:08 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:

September 18, 2014: The Commission reviewed the minutes of September 18, 2014. Commissioner Nark moved to accept the minutes as written. Commissioner Halliburton seconded the motion. Commissioner Pailca abstained. The motion passed and the minutes were approved by acclimation and signed by the chair.

2. Dori Towler, Sr. Personnel Specialist, Seattle Fire Dept. Re: SFD Proposed Rule Change:

Dori Towler, SFD, Sr. Personnel Specialist and Julie McCarty, SFD Director of HR presented information clarifying the proposed rule change to Rule 11.03. The Commission reviewed the proposed changes at the September meeting and requested Ms. Towler provide clarifiers of proposed changes to Rule 11.03.f. *requested deferral*. Commissioner Halliburton moved to have the proposed rule change published as required and posted on the InWeb for public comment to be taken up for a vote at a next substantive meeting. Commissioner Pailca seconded the motion. The motion passed.

- The Commission went off the record at 10:15 am for an Earthquake Drill. The meeting resumed at 10:17 am

3. Monthly Case Status Report/Appeals Update: The Commission reviewed the monthly case status report.

- **Low v. SPD-PSCSC # 13-01-007:** The Executive Director gave an update that the parties are working together on Discovery. The Commission agreed to hold its regular meeting in December for prehearing and scheduling the hearing for January.

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4. Executive Director's Report:

- **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track and under budget.
- **2015 Budget:** The Executive Director informed the Commission that the proposed Commission budget shows an increase for allocation of funds for City services. Previously these monies were budgeted to the departments that provided the services (such as Information Technology), instead of the departments that are using the services. The City Council will review the Mayor's proposed budget and final budget approval occurs near the end of November.

5. Old Business/New Business:

- **Civil Service Conference: Civil Service Conference:** Commissioner Nark and Exams Analyst Rachael Schade and Personnel Analyst Kim Dow gave an update on their attendance at the Civil Service Conference held in September in Yakima.
- **Commissioner Email:** The Executive Director informed the Commission that the City is developing email protocols for Boards and Commissions and she will continue to keep the Commission updated on progress.
- **Joint Meeting of the Commissions:** The Executive Director reported to the Commission that the joint meeting with CSC is scheduled for December 10.

Adjourn: All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 10:55 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 11/20/2014

/s/ Christian M. Halliburton 11/20/2014

Date:
Teresa R. Jacobs
Administrative Staff Assistant

Date:
Christian M. Halliburton
Commission Chair



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

November 20, 2014

Approved January 15, 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:

October 16, 2014: The Commission reviewed the minutes of October 16, 2014. 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. Dori Towler, Sr. Personnel Specialist, Seattle Fire Dept.

The Commission reviewed the proposed changes submitted by SFD, published in the Daily Journal of Commerce and available citywide via electronic posting. The Commission received no public comment. Commissioner Pailca moved to adopt the revision of the rules, Commissioner Nark seconded the motion. The motion passed.

3. Exam Protest Appeals-Fireboat Pilot:

The commission heard and considered appeals by the candidates who took the Fireboat Pilot Practical Exams in September, 2014.

4. Monthly Case Status Report/Appeals Update:

The Commission reviewed the monthly case status report.

- **Lowe v. SPD-PSCSC # 13-01-007:** The Commission agreed to schedule prehearing motions in January and the hearing to begin February 2nd with subsequent dates in February reserved as needed.

5. Executive Director's Report:

- **Monthly Summit (Budget) Report:** The Executive Director reported the Commission is under budget. The City Council will have a final vote on the 2015 Budget on Monday.

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6. Old Business/New Business:

- **Employee Elections for Commissioner:** The results from the Clerk's office are forthcoming.
- **Joint Meeting of the Commissions:** The Executive Director reported to the Commission that the joint meeting with CSC is scheduled for December 10.
- **2015 Chair:** Commissioner Nark nominated Commissioner Halliburton to serve another term as the Commission Chair. Commissioner Pailca seconded the motion. The motion passed.
- **2015 Meeting Schedule:** The Commission agreed to continue to hold the meetings the third Thursday of the month.

Executive Session: The Commission went into Executive Session at 11:40 am. The executive session ended at 11:50.

- **Exam Protest Appeals:** All appeals were denied by the Commission.

Adjourn: All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 11:50 am.

Respectfully Submitted By:

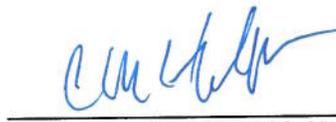
/s/ Teresa R. Jacobs 1/15/2015

/s/ Christian M. Halliburton 1/15/2015



Teresa R. Jacobs
Administrative Staff Assistant

Date: 1-15-15



Christian M. Halliburton
Commission Chair

Date: 1/15/15