



PUBLIC SAFETY CIVIL SERVICE COMMISSION
MONTHLY MEETING AGENDA

The agenda is subject to change to address immediate Commission concerns.

DATE: Wednesday, January 14, 2026

TIME: **10:00 a.m.**

LOCATION: In person **SMT Room 1679 & Teams**

Directions to SMT 1679-Seattle Municipal Tower, 700 5th Ave, Seattle, WA 98104.

In person attendance: Call (206) 233-7118 or (206) 586-1991 to be escorted to the 16th floor from the 4th floor lobby.

Teams Meeting Public Login:

[PSCSC Monthly Meeting | Meeting-Join | Microsoft Teams](#)

Commissioners, staff, and invited guests Login:

Please JOIN via the Teams presenter invitation please do not join the public login.

Notify staff if you'd like to log in early for a technical check of your audio and video.

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Public Safety Civil Service Commission

Monthly Meeting Agenda

January 14, 2026 @ 10:00 a.m.

Seattle Municipal Tower Room 1679 and Teams

1.	CALL TO ORDER LAND ACKNOWLEDGEMENT	Commission Chair (PSCSC 2.04)
2.	COMMISSIONER INTRODUCTIONS	
3.	PUBLIC COMMENT	
4.	APPROVAL OF MINUTES (Pages 4-6)	December 18, 2025, PSCSC Monthly Meeting
5.	UPDATES/DISCUSSION (Pages 7-9)	A. FIRE AND POLICE EXAM UNIT UPDATES 1. Police Exams (Rachael Schade, Police Exams Administrator) 2. Fire Exams (Yoshiko Grace Matsui, Fire Exams Administrator) 3. Fire and Police Staffing (Hiring/Attrition Numbers) B. EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES 4. Department Update 5. Budget Update C. CASE STATUS REPORT/APPEAL UPDATES 6. Hill v. SPD-PSCSC No. 24-01-004A 7. Rigon v. SPD-PSCSC No. 25-01-032A
6.	ACTION ITEMS (Pages 10-23) PUBLIC COMMENT ON PROPOSED RULEMAKING	D. PSCSC PROPOSED RULEMAKING <ul style="list-style-type: none">• Rule 9.23 Keyed Copy Inspection and Examination Protest Review• Rule 9.24 Correction of Clerical Errors

	<p>DISCUSSION</p> <p>POTENTIAL VOTE</p> <p style="text-align: right;">(Page 24)</p>	<p>8. Executive Director & Staff Briefing on Proposed Rulemaking</p> <p>9. Public Comment on Proposed Rulemaking</p> <p>10. Discussion and Possible Vote</p> <p>E. 2026 PSCSC MONTHLY MEETING DATES</p> <p>Commission review and adoption of the 2026 monthly meeting schedule.</p>
7.	EXECUTIVE SESSION	May be cancelled if not needed
8.	OLD/NEW BUSINESS	
9.	ADJOURNMENT	<p>Next Meeting Date:</p> <p>TBD</p>



Seattle

Civil Service Department

Public Safety Civil Service Commission

Monthly Meeting Minutes

December 18, 2025 @ 10:00 a.m.

Seattle Municipal Tower Room 1679 and Teams

1.	CALL TO ORDER Commission Chair (PSCSC 2.04) LAND ACKNOWLEDGEMENT	Commissioner Greene called the meeting to order at 10:03 am.
2.	COMMISSIONER INTRODUCTIONS STAFF, COUNSEL AND GUESTS	The Commissioners were present and introduced themselves: Commission Chair Richard Greene, and Commissioners Tom Applegate and Queniya Mays. Andrea Scheele, Executive Director; Commission Staff and Public Safety Exams Staff; Joe Levan, Assistant City Attorney/Commission Counsel and Anne Vold, Assistant City Attorney; Representatives of Seattle Fire HR and Seattle Police HR.
3.	PUBLIC COMMENT (GENERAL)	There was no public comment in writing or in person.
4.	APPROVAL OF MINUTES November 20, 2025 Joint Meeting with CSC November 20, 2025 PSCSC Monthly Meeting	<i>Commissioner Greene moved to accept the minutes of November 20, 2025, Joint Meeting as corrected. Commissioner Mays seconded the motion. The motion passed.</i> <i>Commissioner Greene moved to accept the minutes of November 20, 2025, PSCSC Monthly Meeting as written. Commissioner Mays seconded the motion. The motion passed. The minutes were approved.</i>
5.	EXECUTIVE SESSION	The commission went into a closed session at 10:09 a.m. the closed session ended at 10:48 a.m.
6.	ACTION ITEMS	Action Item 1: Vote on Request by Captain Johnson to <i>Revise or Modify a Decision of the Executive Director under PSCSC Rule 2.13.b. (Updated Agenda Item)</i> <i>Commissioner Mays moved that the cause has not been shown to conduct a hearing in this matter and therefore the dismissal order issued November 17th, 2025, is affirmed. Commissioner Applegate seconded</i>

	<p><i>the motion. The decision of the Executive Director was unanimously affirmed.</i></p> <p>Action Item 2: 2026 Commission Chair Nomination and Vote</p> <p><i>Commissioner Greene moved to nominate Commissioner Mays to serve as the 2026 PSCSC Chair. Commissioner Applegate seconded motion. The motion was approved.</i></p> <p>Action Item 3: Commission Vote on proposed January Meeting Date and Time:</p> <p style="padding-left: 40px;">Thursday, January 14, 2026, at 10:00 a.m.</p> <p><i>Commissioner Greene moved to hold the next meeting on January 14, 2026, at 10:00 a.m. Commissioner Applegate seconded the motion. The motion was approved.</i></p> <p>Action Deferred: 2026 PSCSC Monthly Meeting Dates-Commission review and adoption of the 2026 monthly meeting schedule. Action postponed until the January meeting.</p>
7.	<p>UPDATES/DISCUSSION</p> <p>A. FIRE AND POLICE EXAM UNIT UPDATES</p> <ol style="list-style-type: none"> 1. Police Exams (Rachael Schade, Police Exams Administrator) 2. Fire Exams (Yoshiko Grace Matsui, Fire Exams Administrator) 3. Fire and Police Staffing (Hiring/Attrition Numbers) 4. Staffing Update (Andrea Scheele, Executive Director) <p>B. EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES</p> <ol style="list-style-type: none"> 5. Department Update 6. Budget Update <p>C. CASE STATUS REPORT/APPEAL UPDATES</p> <ol style="list-style-type: none"> 7. Hill v. SPD-PSCSC No. 24-01-004A 8. Rigon v. SPD-PSCSC No. 25-01-032A 9. Johnson v. PSCSC-PSCSC No. 25-07-046A

8.	PSCSC 2025 LOOKBACK	Andrea Scheele, Executive Director Sarah Butler, CIV Operations & Policy Advisor
9.	RECAP-44th Annual Civil Service Conference October 21 and 22, 2025	
10.	OLD/NEW BUSINESS	No Old/New Business.
11.	ADJOURNMENT	The meeting adjourned at 11:06 a.m.

Minutes submitted January 14, 2026, by: Teresa Jacobs

Minutes Approved Amended
January 14, 2026, by: PSCSC

Signed by PSCSC Commission Chair, Queniya Mays

Monthly meetings are recorded, they can be found at:
<https://www.youtube.com/channel/UCgIMkgpm-XFGWnnYfMRL4tQ>

Previous recordings may be requested via the public records portal at
<https://www.seattle.gov/public-records>

PUBLIC SAFETY CIVIL SERVICE COMMISSION
CASE STATUS REPORT
January 2026

OPEN APPEAL/EXAM PROTEST/REQUEST FOR DECISION/COMPLAINT								
Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	ISSUE	Register/Exam/Position	Issue/Requested Outcome/Status	PRESIDING
A	25-01-032A	Rigon	SPD	9-29-2025	Discharge		Prehearing was held January 8, 2026. Hearing TBD.	PSCSC
A	24-01-004A	Hill	SPD	5-21-2024	Discharge		1 st Prehearing was held October 24, 2024. 9-3-2025 The parties were granted a Joint Motion for Continuance. The hearing scheduled for September is cancelled. New hearing dates: February 9-13, 2026.	PSCSC

			CLOSED APPEAL/EXAM PROTEST/REQUEST FOR DECISION						
Type	CASE NUMBER	APPELLANT/ REQUESTOR	RESPONDENT DEPARTMENT	DATE FILED	ISSUE	Register/Exam/ Position	Issue/Requested Outcome/Status	PRESIDED	
A	25-07-046A	Johnson	SFD	10-10-2025	Committee		Appellant filed an appeal regarding committee selection. Dismissed 11-7-2025. Appeal was untimely. 11-19-2025 Appellant filed a Motion for Reconsideration. At the December 18, 2025, PSCSC meeting the commission affirmed the decision of the Executive Director. Order Affirming Executive Director's Dismissal Order was sent January 5, 2026.	PSCSC	

REQUESTS FOR REINSTATEMENT TO ELIGIBLE REGISTER RFR=Request for Reinstatement (PSCSC 10.03)				
CASE NUMBER	DEPT	DATE REQUESTED	POSITION/RANK	DECISION

	REQUESTS FOR PROBATIONARY EXTENSION RPE= Request for Probationary Extension (PSCSC Rule 12.0)		
DEPT	DATE REQUESTED	POSITION/RANK	APPROVED/DENIED

PSCSC PROPOSED RULEMAKING

4.08.070 - Powers and duties of Commission.

https://library.municode.com/wa/seattle/codes/municipal_code?nodeId=TIT4PE_CH4.08PUSACISE

The Commission shall:

- A. Make suitable rules to carry out the purposes of this [Chapter 4.08](#) and for examination, appointments, promotions, transfers, demotions, reinstatements, suspensions, layoffs, discharges, and any other matters connected with the purposes of this Chapter 4.08 or as required by chapters 41.08 or 41.12 RCW. Such rules may be amended, modified, or rescinded from time to time and all rules and amendments thereof shall be printed for free public distribution.

STATE OF WASHINGTON -- KING COUNTY

--ss.

445132

No. PSCSC LOW ORG VC110

SEATTLE CIVIL SERVICE DEPT

Affidavit of Publication

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CT:RULE 9.23,9.24

was published on

12/22/25 12/23/25

The amount of the fee charged for the foregoing publication is the sum of \$181.64.

Notary Public
State of Washington
MELISSA M DOWD
LICENSE # 10736
MY COMMISSION EXPIRES
NOVEMBER 21, 2027

Affidavit of Publication

Subscribed and sworn to before me on

12/23/2025

Rebecca D

Notary public for the State of Washington,
residing in Seattle

State of Washington, King County

City of Seattle

NOTICE OF PROPOSED RULE MAKING

The Seattle Public Safety Civil Service Commission ("PSCSC"), acting under the authority of SMC 4.08.070, section A, proposes to amend the following Public Safety Civil Service Commission Rules of Practice and Procedure:

•Rule 9.23 KEYED COPY INSPECTION
AND EXAMINATION PROTEST AND
REVIEW

•Rule 9.24 CORRECTION OF
CLERICAL ERRORS

The public may view the proposed rule changes on the commission's website: <https://www.seattle.gov/public-safety-civil-service-commission/news-updates>

Interested persons are invited to submit public comment the following ways:

1. By email to publicsafety@seattle.gov. Include "Public Comment" in the subject line.

2. In person at a regular meeting of the PSCSC on January 14, 2026 at 10:00 am; the meeting is located at the Seattle Municipal Tower in the PSCSC hearing room at 700 Fifth Avenue, Suite 1679, Seattle, Washington 98104.

Written comment must be received no later than noon on January 13, 2026. The Commission may take final rulemaking action at its special meeting on January 14, 2026, at 10:00 a.m.

Dates of publication in the Seattle Daily Journal of Commerce, December 22 and 23, 2025.

12/23(445132)

8. Executive Director & Staff Briefing on Proposals

RULEMAKING-PSCSC Rule 9.23
Keyed Copy Inspection and Examination
Protest and Review

RULEMAKING-PSCSC Rule 9.24
Correction of Clerical Errors

- Current Rule
- Proposed Changes Tracked
- Proposed Changes Accepted



**CITY OF SEATTLE
PUBLIC SAFETY CIVIL SERVICE COMMISSION**

**RULES OF PRACTICE AND
PROCEDURE**

Previously Amended: October 25, 2024
Most Recently Amended: April 18, 2025
Commissioners
Richard Greene, Chair
Tom Applegate
Queniya Mays

9.23 KEYED COPY INSPECTION AND EXAMINATION PROTEST AND REVIEW:

- a. Keyed Copy Inspection. Examinees shall be able to review a keyed copy of exams within three business days immediately following the administration of such part or within the time limit specified on the examination instruction sheet, whichever period is longer. Keyed copies will not be provided for inspection for standardized tests or for continuous or periodic examinations.
- b. Exam Protest and Review Processes. Examinees may file an “exam protest” against any part of an examination in writing with the public safety examiner within the exam review period described in subpart a of this rule. The written exam protest shall explain: 1) how the administration of the exam failed to measure their knowledge, skills, and/or abilities required to perform the work of the promotional rank, and 2) the remedy requested. The Development Committee will rely on its subject matter expertise in evaluating and advising on protest decisions.
 1. Seeking review of an exam protest decision: Any examinee who is dissatisfied with the outcome of an exam protest decision by the public safety examiner may seek further review by filing a request for review with the Commission, in accordance with the instructions provided with the protest decision.
 2. Standard of review: The Commission shall uphold decisions on exam protests unless they are “clearly erroneous.” Under this standard of review, the Commission shall only reverse the decision on protest if, after considering all the evidence, it is left with the definite and firm conviction that a mistake has been made, even if there is some evidence to uphold the decision.
 3. Confidentiality of exam materials: The Commission recognizes that ensuring the security and confidentiality of exam materials upholds the integrity and credibility of exam processes. Exam materials for protest reviews shall be provided to Commissioners and examinees in a manner that aims to ensure their security and confidentiality.
- c. When a qualifying grade is required on any part of an examination, those who fail to receive the qualifying grade shall be notified and any protest must be filed in writing within three business days after the notices of results have been mailed or electronically delivered.
- d. Any protest against scoring or any allegation of clerical error in the final results of an examination must be filed in writing within three business days after the notices of results have been mailed or electronically delivered.
- e. Corrections apply to an entire exam. All protests filed in accordance with this rule shall be considered and any proper corrections made. Corrections applied as a result of an exam protest shall also be applied to relevant examinations of all examinees.

9.24 CORRECTION OF CLERICAL ERRORS. Any clerical error may be corrected by the Executive Director upon discovery at any time during the life of the eligible register, but no such correction shall affect an appointment made from a certification made prior to the correction.

Proposed revisions to PSCSC Rules 9.23 and 9.24
(tracked changes)

9.23 KEYED COPY INSPECTION AND EXAMINATION PROTEST AND REVIEW:

a. **Keyed Copy Inspection.** Examinees ~~shall be able to~~^{may} review a keyed copy of examinations within three ~~(3)~~ business days ~~immediately~~ following the administration of ~~such that exam~~ part, or within the time ~~period limit specified~~^{stated} on the examination instruction sheet, whichever ~~period~~ is longer. Keyed copies ~~will~~ ~~are not be~~ provided for inspection for standardized tests or for ~~tests that are~~ continuously or periodically ~~examinations administered~~.

b. **Exam Protest and Review Processes.** Examinees may file an “exam protest” ~~against any part of an examination in writing~~ with the public safety examiner within the exam review period described in subpart (a) of this rule, ~~before scoring occurs~~. ~~Examinees cannot protest their score at any point.~~

The written exam protest shall explain: ~~i(1)~~ how the administration of the exam failed to measure their knowledge, skills, and/or abilities required to perform the work of the promotional rank, and ~~ii(2)~~ the remedy requested. The Development Committee will ~~rely on~~^{use} its subject matter expertise in evaluating and advising on protest decisions. ~~PSCSC public safety examiners shall notify the examinee(s) of their protest decisions after considering the protest in consultation with the Development Committee.~~

1. **Seeking +Review of an exam protest decisions:** Any examinee ~~who is~~ dissatisfied with ~~the outcome of~~ an exam protest decision by the public safety examiner may seek ~~further~~ review by ~~filng a request for review with~~ the Commission, ~~in accordance with~~^{by following} the instructions provided with the protest decision ~~notice~~.

2. **Standard of review:** The Commission shall uphold decisions on exam protests unless they are “clearly erroneous.” Under this standard of review, the Commission shall only reverse the decision on protest if, after considering all the evidence, it is left with the definite and firm conviction that a mistake has been made, even if there is some evidence to uphold the decision.

3. **Confidentiality of exam materials:** The Commission recognizes that ensuring the security and confidentiality of exam materials upholds the integrity and credibility of exam processes. Exam materials for protest reviews shall be provided to Commissioners and examinees in a manner that ~~aims to ensure~~^s their security and confidentiality.

3.4. **Updates to exam key; decisions on protests or reviews shall result in updates to the exam key for all candidates.**

Commented [SB1]: Most proposed changes in this section are to use plainer language and to clarify the exam protest/review process

Commented [SB2]: This section has been broken into paragraphs for readability

Commented [SB3]: To clarify sequencing of events

Commented [SB4]: Examinees may only protest questions in the exam that they believed poorly assessed their ability to do the work of the rank. Examinees have never been able to protest their individual score (although they may identify a computational or clerical error for correction).

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Commented [SB5]: This concept was previously captured in 9.24 (e)

Proposed revisions to PSCSC Rules 9.23 and 9.24
(tracked changes)

- b. ~~When a qualifying grade is required on any part of an examination, those who fail to receive the qualifying grade shall be notified and any protest must be filed in writing within three business days after the notices of results have been mailed or electronically delivered.~~
- e. ~~Any protest against scoring or any allegation of clerical error in the final results of an examination must be filed in writing within three business days after the notices of results have been mailed or electronically delivered.~~
- d. ~~Corrections apply to an entire exam. All protests filed in accordance with this rule shall be considered and any proper corrections made. Corrections applied as a result of an exam protest shall also be applied to relevant examinations of all examinees.~~

9.24 CORRECTION OF CLERICAL ERRORS AND VERIFICATION OF EXAM SCORE CALCULATION:

- a. ~~Correction of clerical errors. Any clerical error may be corrected by the Executive Director upon discovery of such an error at any time during the life of the eligible register, but no such correction shall affect an appointment that has already occurred, made from a certification made prior to the correction. Correction of clerical errors are not subject to protest, review, or appeal.~~
- b. ~~Verification of exam scores. Examinees may request a verification of their exam score calculation within three (3) business days after the notices of results have been electronically delivered.~~

Commented [SB6]: This is redundant and unclear. There is not a separate process to protest failing to receive a qualifying grade.

Commented [SB7]: The concepts in these subsections are captured elsewhere

Commented [SB8]: These references read as 9.23 (c), (d), and (e) in current PSCSC Rules.

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Commented [SB9]: Moved (d) and (e) down from 9.23. Revised first sentence to clarify who is doing what.

Proposed revisions to PSCSC Rules 9.23 and 9.24
(changes accepted)

9.23 KEYED COPY INSPECTION AND EXAMINATION PROTEST AND REVIEW:

- a. Keyed Copy Inspection. Examinees may review a keyed copy of examinations within three (3) business days following the administration of that exam part, or within the time period stated on the exam instruction sheet, whichever is longer. Keyed copies are not provided for standardized tests or for tests that are continuously or periodically administered.
- b. Exam Protest and Review Processes. Examinees may file an “exam protest” with the public safety examiner within the exam review period described in subpart (a) of this rule, before scoring occurs. Examinees cannot protest their score at any point.

The written exam protest shall explain: i) how the administration of the exam failed to measure their knowledge, skills, and/or abilities required to perform the work of the promotional rank, and ii) the remedy requested. The Development Committee will use its subject matter expertise in evaluating and advising on protest decisions. PSCSC public safety examiners shall notify the examinee(s) of their protest decisions after considering the protest in consultation with the Development Committee.

1. Review of exam protest decisions: Any examinee dissatisfied with an exam protest decision by the public safety examiner may seek review by the Commission, by following the instructions provided with the protest decision notice.
2. Standard of review: The Commission shall uphold decisions on exam protests unless they are “clearly erroneous.” Under this standard of review, the Commission shall only reverse the decision on protest if, after considering all the evidence, it is left with the definite and firm conviction that a mistake has been made, even if there is some evidence to uphold the decision.
3. Confidentiality of exam materials: The Commission recognizes that ensuring the security and confidentiality of exam materials upholds the integrity and credibility of exam processes. Exam materials for protest reviews shall be provided to Commissioners and examinees in a manner that ensures their security and confidentiality.
4. Updates to exam key: decisions on protests or reviews shall result in updates to the exam key for all candidates.

Proposed revisions to PSCSC Rules 9.23 and 9.24
(changes accepted)

9.24 CORRECTION OF CLERICAL ERRORS AND VERIFICATION OF EXAM SCORE CALCULATION:

- a. Correction of clerical errors. Any clerical error may be corrected by the Executive Director upon discovery of such an error at any time during the life of the eligible register, but no such correction shall affect an appointment that has already occurred. Correction of clerical errors are not subject to protest, review, or appeal.
- b. Verification of exam scores. Examinees may request a verification of their exam score calculation within three (3) business days after the notices of results have been electronically delivered.

9. Public Comment on Proposed Rulemaking

10. Discussion and Possible Vote



Public Safety Civil Service Commission

Andrea Scheele, Executive Director

TO: Public Safety Civil Service Commissioners and Staff

TRJ

FROM: Teresa Jacobs, Executive Assistant

DATE: January 14, 2026

RE: 2026 Proposed Meeting Dates

Below are the proposed PSCSC meeting dates through December 2026. Regular commission meetings are scheduled for the third Thursday of each month. Dates reserved for possible protest reviews are scheduled for the *third Wednesday* of the month.

If scheduling conflicts arise after the calendar is finalized, adjustments may be made with appropriate notice.

Should the Commission choose to defer a meeting, that decision can be made in advance of the scheduled date.

All Commission meetings are scheduled to begin at 10:00 a.m., unless otherwise determined.

February 19	March 11*	April 15*	May 20*	June 17*	July 16
OPMA Training	PRA Training Possible Police Sergeant Written Exam Protest Review & Possible Fire Captain & Battalion Chief Written Exam Protest Review	Possible Police Sergeant Oral Board Protest Review	Possible Fire Captain Oral Board Protest Review	Possible Fire Battalion Chief Oral Board and Fireboat Pilot Written Exam Protest Review	
August 20	September 16* Possible Fireboat Pilot Practical Exam Protest Review	October 15	November 19 <i>Joint Meeting</i> with CSC @ 10:00 a.m. Regular PSCSC Meeting @ 11:30 a.m.	December 17	

**Third Wednesday*