



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Stacy Connole

Commissioner Joel A. Nark

Commissioner Richard Greene

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

CITY OF SEATTLE PUBLIC SAFETY CIVIL SERVICE COMMISSION SPECIAL MEETING AGENDA

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

DATE: Thursday, April 20, 2023

TIME: 9:00 a.m.

LOCATION: Hybrid meeting- Attendance via WebEx or in person at Commission offices, Seattle Municipal Tower, 700 5th Ave #1670, Seattle, WA 98104. To attend in person, request **access to the 16th floor from SMT security at building entry and follow the signs on 16.**

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=m96c0c4d1bf74fa28ea6e98b8fc3ea5a8>

Join by meeting number

Meeting number (access code): 2497 092 8669 Meeting password: hYRvMJ3M5R9

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**PUBLIC SAFETY CIVIL SERVICE COMMISSION
SPECIAL MEETING AGENDA
APRIL 20, 2023 @ 9:00 a.m.**

Meeting materials will be posted to the PSCSC website prior to the scheduled meeting time.

AUDIO/VIDEO TECH CHECK

CHAIR (PSCSC 2.04)

1. CALL TO ORDER
2. LAND ACKNOWLEDGEMENT
3. INTRODUCTIONS
4. PUBLIC COMMENT
5. WELCOME COMMISSIONER RICHARD GREENE

DISCUSSION ITEMS

6. APPROVAL OF MINUTES (*Pages 1-4*)
 - March 23, 2023, Special Meeting
7. FIRE AND POLICE EXAM UNIT
 - Police Exams Update- Rachael Schade, Police Exams Administrator
 - Introduction and Fire Exams Update- Amy Jo Chamberlain, Public Safety Exams Analyst (For Yoshiko Grace Matsui, Fire Exams Administrator)
8. EXECUTIVE DIRECTOR REPORT (*Page 5*)
 - Departmental Work and Budget Update
9. CASE STATUS REPORT (*Pages 6-9*)
 - *Constantin v. SPD, PSCSC No. 22-01-003- Case Update*
This is a status update; parties are welcome to attend but are not required to do so.
10. OLD/NEW BUSINESS (*Pages 10-11*)
 - *2023 Chair*
 - *Scheduling Commission Meetings to accommodate Exam Protest Appeals (May, June, July, October 2023)*

11. EXECUTIVE SESSION- To discuss pending, potential, or actual litigation (*May be cancelled if not needed*)

12. ADJOURN

NEXT REGULAR PSCSC MEETING: TBD

END OF AGENDA



CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commissioners

Commission Chair Stacy Connole

Commissioner Richard Greene

Commissioner Joel A. Nark

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

PUBLIC SAFETY CIVIL SERVICE COMMISSION March 23, 2023, MEETING MINUTES APPROVED: April 20, 2023

CHAIR (PSCSC 2.04)

1. CALL TO ORDER: Commission Chair Stacy Connole called the monthly meeting to order at 9:04 a.m.
2. LAND ACKNOWLEDGEMENT: Commission Chair Connole read the land acknowledgement.
3. INTRODUCTIONS: Commission Chair Connole introduced the commissioners, staff, and guests.

PSCSC: Commissioner Dorothy Leggett, Commissioner Joel Nark. Commission Staff and Counsel: Andrea Scheele Executive Director; Teresa Jacobs, Executive Assistant. Commission Counsel: Joe Levan, Assistant City Attorney; Gary Smith, Assistant City Attorney; Anne Vold, Assistant City Attorney

Exams Unit: Rachael Schade, Police Exams Analyst. Fire: Helen Fitzpatrick, Executive Director Administration, SFD; Dori Towler, Personnel Manager, SFD; Hannah Kosten, Personnel Specialist, SFD; Lt. Deborah Williams, SFD; Battalion Chief Schon Branum, SFD (Chair, Development Committee); Lt. Tyrone Davis, SPD (Exam Committee); Lt. Rob Browne, SPD (Exam Committee) Police: Alyssa Pulliam, HR Deputy Director, SPD; Kevin Runolfson, Appellant, SPD Exam; Richard Greene, PSCSC Commissioner Consideration.

New Commission Counsel: Gary Smith the commission's outgoing counsel introduced Joe Levan the commission's new government affairs attorney and advisor to the commission.

4. PUBLIC COMMENT: There was no public comment given in person or written.

DISCUSSION ITEMS

5. APPROVAL OF MINUTES

January 23, 2023, Monthly Meeting- The commission reviewed the January 23, 2023, monthly meeting. Commissioner Connole moved to approve the minutes. Commissioner Nark seconded the motion. The motion passed and the minutes were approved by acclamation.

6. EXAM PROTEST APPEALS

- Fire Lieutenant-There were no exam protest appeals filed.
- Police Lieutenant: The Police Lieutenant written exams were administered on March 3, 2023. There were 27 Sergeants who participated in the exam. The three (3) day protest period was March 6-8. There were twenty-one (21) protests filed. The Development Committee reviewed these protests three protests were granted, and one question was eliminated from the test. One (1) candidate timely filed appeals to four (4) decisions on protests. The commission will take these appeals into consideration.

Closed Session Regarding Exam Protest Appeal: The Commission went into Closed Session at 9:48 am. The Closed Session ended at 10:03 am.

Appeal 1-Question 14: The appellant requested remedy that credit should be given for A or B. The Development Committee's Recommendation was to deny the request. The request was denied by a unanimous vote of the commission.

Appeal 2- Question 36: The appellant requested remedy that credit should be given for B and C. The Development Committee's Recommendation was to deny the request.

The request was denied by a unanimous vote of the commission.

Appeal 3-Question 115: The appellant requested remedy that credit should be given for B and C. The Development Committee's Recommendation was to deny the request.

The request was denied by a unanimous vote of the commission.

Appeal 4-Question 182: The appellant requested remedy that credit should be given for B and C. The Development Committee's Recommendation was to deny the request.

The request was denied by the commission by a vote of 2 (deny) to 1 (approve).

Commissioner Nark thanked Sgt. Runolfson for bringing his appeal to the commission. Chair Connole thanked Sgt Runolfso and the development committee for their preparation and expertise.

7. FIRE AND POLICE EXAM UNIT

Police Update-Rachael Schade, Police Exams Administrator: Ms. Schade reported that the lateral exam is in progress. The application process will close on April 3rd and the oral boards will be held on April 22nd. Ms. Schade reported the entry level police officer exam application process will close on April 19th. The Police Captain promotional exam is scheduled for March 25th. There are fourteen (14) candidates. A full day assessor training is on March 27th. Oral Boards will begin March 28th, concluding on April 1st.

Fire Update- Yoshiko Grace Matsui Fire Exams Administrator: Ms. Grace Matsui reported that the Fire Lieutenant promotional exam is currently in development and implementation. The written exam was completed in March. There were fifty-seven (57) candidates who took the exam. Candidates who pass will be invited to participate in the oral boards on May 20th. The Fireboat Engineer exam is in development. The bibliography was recently published. The exam will be held on June 20th. Four candidates have signed up to take the exam.

8. PROPOSED LEGISLATION: Director Scheele reported that the City Clerk's office, in partnership with the Civil Service Commissions will propose an ordinance that would amend election procedures for the employee-elected members of the Civil Service Commission and Public Safety Civil Service Commission; and Sections 4.04.250 and 4.08.040 of the Seattle Municipal Code. The purpose is to clarify (not change) who is eligible to run and vote in civil service elections.

9. DIRECTOR REPORT

Final Exam Schedule: Ms. Scheele presented to the commission the final Police and Fire Exams Schedule for 2023. The schedule includes dates of written, oral board, protest period, and PSCSC meeting dates that would have possible exams protest appeals.

Community Service Preference Points: Ms. Scheele informed the commission that work is currently being done with the exams unit to develop the Community Service Preference Points program for Entry Police Officer.

Exams Unit Addition: Ms. Scheele introduced the recruitment of Amy Jo Chamberlain to the Exams Unit and stated that with the addition of Amy Jo the unit can benefit from the addition with more focus on entry level and promotional exams.

Departmental Work Updates: Staff are preparing for the Constantin hearing scheduled for three days in June.

2023 PSCSC Commission: Ms. Scheele advised the commission that Richard Greene, who was present for today's meeting, will go before the City Council in April for possible appointment to the commission.

PSCSC Open Position Posting: Ms. Scheele notified the commission that posting of the Commissions' Operations and Policy Advisor is underway. The application period will close on April 4th.

Budget: The commission reviewed the budget documents. Ms. Scheele reported the adopted budget has not been uploaded.

Financial Interest Statements: Ms. Jacobs notified the commission that she emailed Financial Interest Statements to commissioners and the deadline to return statements is February 15th.

10. CASE STATUS REPORT: The commission reviewed the Case Status Report.

- *Constantin v. SPD*, PSCSC No. 22-01-003- Case Update: Ms. Scheele notified the commission that parties were underway engaging in Discovery and preparing for the Constantin hearing scheduled for June 26, 27, and 28th.

11. EXECUTIVE SESSION- To discuss Pending, Potential, or Actual Litigation (*May be cancelled if not needed*): The commission did not go into an Executive Session.

12. OLD/NEW BUSINESS: 2023 Chair: This item was tabled until the naming of the new commissioner.

13. ADJOURN: All other business before the Commission having been considered, Commission Chair Connole adjourned the meeting at 10:33 am.

Respectfully Submitted on April 20, 2023, for the PSCSC,

Teresa Jacobs. Executive Assistant

Approved for Publishing: _____
Stacy Connole, Chair

**NEXT PSCSC MEETING: TBD/May
(Potential Exam Appeals-Police Lieutenant Oral Board)**

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

Civil Service Commissions (CIV) Expenditures by Account and Month- 2022/2023

Year 2023
 Department CIVIL SERVICE COMMISSIONS
 BSL - Budget All Projects
 Fund ID An All Funds

		Values																	Availabl	Percent
Account Grouping Level Two	Account Grouping Level Three	Adopted Budget	Revised Budget	January - Expenses	February- Expenses	March - Expenses	April - Expenses	May - Expenses	June - Expenses	July - Expenses	August - Expenses	Septemb er- Expenses	October - Expenses	Novemb er - Expenses	December - Expenses	YTD Expenses	Encumbranc es	e Balance	Used	
Expendit Labor	Personnel Benefits	165,962	165,962	11,239	10,622	10,645	5,196	0	0	0	0	0	0	0	0	37,702	0	128,260	22.7 %	
	Salaries and Wages	470,117	470,117	26,455	24,250	24,214	0	0	0	0	0	0	0	0	0	74,919	0	395,199	15.9 %	
Non-Labor	Services	248,241	248,241	16,547	22,860	20,641	16,639	0	0	0	0	0	0	0	0	76,688	0	171,553	30.9 %	
	Supplies	10,700	10,700	0	51	1,576	1,699	0	0	0	0	0	0	0	0	3,326	0	7,374	31.1 %	
Grand Total		895,020	895,020	54,241	57,783	57,077	23,534	0	0	0	0	0	0	0	0	192,635	0	702,385	21.5 %	

Year 2022
 Department CIVIL SERVICE COMMISSIONS
 BSL - Budget All Projects
 Fund ID An All Funds

		Values																	Availabl	Percent
Account Grouping Level Two	Account Grouping Level Three	Adopted Budget	Revised Budget	January - Expenses	February- Expenses	March - Expenses	April - Expenses	May - Expenses	June - Expenses	July - Expenses	August - Expenses	Septemb er- Expenses	October - Expenses	Novemb er - Expenses	December - Expenses	YTD Expenses	Encumbranc es	e Balance	Used	
Expendit Labor	Personnel Benefits	87,868	111,231	6,776	9,062	11,646	8,624	8,629	8,016	7,260	11,334	8,656	8,649	8,159	9,986	106,796	0	4,435	96.0 %	
	Salaries and Wages	318,543	334,168	18,225	29,476	40,658	23,780	23,780	21,262	18,394	36,271	24,180	24,180	24,315	33,269	317,792	0	16,376	95.1 %	
Non-Labor	Intergov Services And Payments	0	0	0	0	0	0	0	0	0	0	0	0	0	538	538	0	(538)		
	Services	181,446	296,446	11,295	14,505	17,154	14,470	15,240	14,273	16,672	14,595	14,245	14,579	14,448	16,917	178,394	0	118,053	60.2 %	
	Supplies	13,700	13,700	0	546	472	460	460	561	0	920	0	132	460	1,881	5,892	0	7,808	43.0 %	
Grand Total		601,557	755,545	36,296	53,590	69,930	47,335	48,109	44,112	42,325	63,119	47,081	47,540	47,382	62,592	609,411	0	146,134	80.7 %	

**PUBLIC SAFETY CIVIL SERVICE COMMISSION
CASE STATUS REPORT
APRIL 2023**

OPEN APPEAL/EXAM PROTEST/REQUEST FOR DECISION								
Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	ISSUE	Register/Exam/ Position	Issue/Request ed Outcome/Stat us	PRESIDING
A	22-01-003	Constantin	Police	10-3-2022	Discharge	Reversal/ removal of discipline, reinstatement	Hearing scheduled for June 26-28	PSCSC
RRM	23-05-002RFR	Vale	Fire	4-3-2023	Request for Reconsideration of the Executive Director's Decision to Deny Reinstatement based on PSCSC Rule 10.03	Reversal of Decision and Reinstatement to Lt. Register	Commission will take up this issue at its May meeting.	PSCSC

A=Appeal (PSCSC 6)

E=Exam Protest (PSCSC 9.22)

RRM=Request to Review or Modify (PSCSC 2.13.b)

CLOSED APPEAL/EXAM PROTEST/REQUEST FOR DECISION							
Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	APPEAL	ISSUE/REQUESTED OUTCOME	DECISION/DATE DISMISSED
A	22-01-004	Moore	Police	10-27-2022	Suspension	Reversal/removal of discipline	Appellant requested to withdraw appeal. Grievance is proceeding to SPOG Union Arbitration. ED dismissed appeal.
A	22-01-002	Allen	Police	7-21-2022	Suspension	Reversal/removal of discipline	Appellant requested to withdraw the appeal. Parties agreed to a settlement. ED dismissed appeal.
A	22-01-001	Young	Fire	9-4-2022	Separation	Reinstatement	Dismissed 3/3/22 for lack of jurisdiction.

A=Appeal (PSCSC 6)

E=Exam Protest (PSCSC 9.22)

RRM=Request to Review or Modify (PSCSC 2.13.b)

REQUESTS FOR REINSTATEMENT					
CASE NUMBER	DEPT	DATE REQUESTED	POSITION	ED DECISION	CHIEF DECISION
23-05-001RFR	SFD	2-9-2023	LIEUTENANT		APPROVED
23-05-002RFR	SFD	2-19-2023	LIEUTENANT	DENIED 10.03	
23-05-003RFR	SFD	3-17-2023	LIEUTENANT	DENIED 10.03	
23-05-004RFR	SFD	3-17-2023	FIREFIGHTER	DENIED 10.03	
23-05-005RFR	SFD	3-27-2023	FIREFIGHTER		DENIED
23-05-006RFR	SFD	3-22-2023	FIREFIGHTER	DENIED 10.03	
23-05-007RFR	SFD	3-24-2023	FIREFIGHTER		DENIED
23-05-008RFR	SPD	4-10-2023	OFFICER		TBD
23-05-009RFR	SFD	4-13-2023	FIREFIGHTER	DENIED 10.03	
23-05-010RFR	SFD	4-13-2023	FIREFIGHTER	DENIED 10.03	

RFR=Request for Reinstatement (PSCSC 10.03)

REQUESTS FOR PROBATIONARY EXTENSION				
CASE NUMBER	DEPT	DATE REQUESTED	POSITION/RANK	APPROVED/DENIED
23-05-001RPE	FIRE	1-13-2023	LIEUTENANT	APPROVED
23-05-002RPE	FIRE	1-30-2023	LIEUTENANT	TBD
23-05-003RPE	FIRE	3-6-2023	FIREFIGHTER	APPROVED
23-05-004RPE	POLICE	3-8-2023	OFFICER	APPROVED
23-05-005RPE	FIRE	3-6-2023	FIREFIGHTER	APPROVED
23-05-006RPE	FIRE	3-6-2023	FIREFIGHTER	APPROVED
23-05-007RPE	FIRE	3-6-2023	FIREFIGHTER	APPROVED
23-05-008RPE	FIRE	3-6-2023	FIREFIGHTER	APPROVED
23-05-009RPE	FIRE	3-6-2023	FIREFIGHTER	APPROVED
23-05-010RPE	FIRE	3-6-2023	FIREFIGHTER	APPROVED
23-05-011RPE	FIRE	3-6-2023	FIREFIGHTER	APPROVED
23-05-012RPE	FIRE	3-6-2023	FIREFIGHTER	APPROVED
23-05-013RPE	FIRE	3-6-2023	FIREFIGHTER	APPROVED
23-05-014RPE	FIRE	3-6-2023	FIREFIGHTER	APPROVED
23-05-015RPE	POLICE	TBD	OFFICER	TBD

RPE= Request for Probationary Extension (PSCSC 12.0)

**PUBLIC SAFETY CIVIL SERVICE COMMISSION
RULES OF PRACTICE AND PROCEDURE**

Approved November 16, 2022

2.03 SELECTION OF CHAIR. The Chair shall be elected from among the Commissioners by majority vote for a one- year term.

2.04 DUTIES OF THE CHAIR - The Chair:

- A. Shall preside over Commission meetings.
- B. Shall rule on matters of parliamentary procedure.
- C. Shall act as hiring authority and primary supervisor for the Executive Director.
- D. May sign correspondence on behalf of the Commission.

2.05 ACTIONS OF THE CHAIR

The Chair's actions are subject to review and modification by a majority vote of the full Commission.

2.06 DELEGATION OF CHAIR'S DUTIES

In the absence of the Chair, the Chair's authority shall be delegated to another member of the Commission.

Police Captain – Oral Board

- Oral Board Exam: March 27 – April 1
- Protest Period (Tentative): April 3 – 5
- Appeal Period (Tentative): April 10 – 12
- PSCSC Meeting (Protest Appeal Review): April 17
- Register: August 29 (tentative)

Police Lieutenant – Oral Board

- Oral Board Exam: April 24 – 28
- Protest Period (Tentative): May 1 – 3
- Appeal Period (Tentative): May 8 – 10
- PSCSC Meeting (Appeal Review): May 15
- Register: August 29 (tentative)

Fire Lieutenant – Oral Board

- Oral Board Exam: May 20
- Protest Period (Tentative): May 22 – 24
- Appeal Period (Tentative): June 5 – 9
- Assessor Scoring: June 5 – 9
- PSCSC Meeting (Protest Appeal Review): June 20
- Register: August 15

Fireboat Engineer – Written Exam

- Written Exams: June 20
- Protest Period (Tentative): June 21 – 23
- Appeal Period (Tentative): July 3 – 7
- PSCSC Meeting (Protest Appeal Review): July 17

Fireboat Engineer – Practical

- Practical Exam: September 12 – 15
- Protest Period (Tentative): September 18 – 20
- Appeal Period (Tentative): October 2 - 6
- PSCSC Meeting (Protest Appeal Review): October 16
- Register: December 15