



CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commissioner Richard Greene, Chair

Commissioner Stacy Connole

Commissioner Tom Applegate

Staff

Andrea Scheele, Executive Director

Sarah Butler, Operations & Policy Advisor

Teresa Jacobs, Executive Assistant

PUBLIC SAFETY CIVIL SERVICE COMMISSION MEETING AGENDA*

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

DATE: Thursday, November 21, 2024

TIME: 11:15 a.m.

LOCATION: In person @ **SMT Room 1679**-Seattle Municipal Tower, 700 5th Ave, Seattle, WA 98104.

At the 4th floor main building entry security desk, request elevator access to 16th floor and follow the signs to 1679.



Teams Meeting Login:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_Nzc1Mzk5YjctMmJhNS00Yzk0LTg3NTgtNDZhNmVkZjEwNzhm%40thread.v2/0?context=%7b%22Tid%22%3a%2278e61e45-6beb-4009-8f99-359d8b54f41b%22%2c%22Oid%22%3a%220cc67185-726d-44dc-b9dc-4e989f1dfbad%22%7d

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<https://www.seattle.gov/public-safety-civil-service-commission>



CITY OF SEATTLE
PUBLIC SAFETY CIVIL SERVICE COMMISSION

Agenda

November 21, 2024 @ 11:15 AM

Location: Teams & SMT 1679

1. **CALL TO ORDER**
LAND ACKNOWLEDGEMENT
MEETING GUIDELINES Commission Chair (PSCSC 2.04)

2. **ATTENDEE INTRODUCTIONS**

3. **PUBLIC COMMENT**

4. **APPROVAL OF MINUTES** October 25, 2024, Meeting ([Pages 3-4](#))

5. **HONORING THE SERVICE OF COMMISSIONER STACY CONNOLE 2019-2024**

6. **UPDATES/DISCUSSION**
 1. **INTRODUCTION:** Mike Nelson, Public Safety Exams Manager
 2. **FIRE AND POLICE EXAM UNIT UPDATES**
 - a. Police Exams (Rachael Schade, Police Exams Administrator)
 - b. Fire Exams (Yoshiko Grace Matsui, Fire Exams Administrator)
 - c. Fire and Police Staffing (Hiring/Attrition Numbers)
 3. **EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES**
 - d. Budget Update ([Page 5](#))
 - e. Department Update
 4. **CASE STATUS REPORT/APPEAL UPDATES** ([Pages 6-10](#))
 - f. Hill v. SPD-PSCSC No. 24-01-004A
 - g. Englund v. SPD-PSCSC No. 24-01-006A
 - h. Willis v. SPD-PSCSC No. 24-01-007A

7. **ACTION ITEMS** **2025 CHAIR NOMINATION & VOTE (PSCSC 2.03)** ([Page 11](#))

8. **EXECUTIVE SESSION** May be cancelled if not needed

9. **OLD/NEW BUSINESS**

10. **ADJOURNMENT** **Next Meeting Date:** Wednesday, December 18 @ 10:00 a.m.



CITY OF SEATTLE
PUBLIC SAFETY CIVIL SERVICE COMMISSION

Meeting Minutes

October 25, 2024 @ 10:00 AM

Location: Teams & SMT 1679

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|---|---|
| A. CALL TO ORDER
LAND ACKNOWLEDGEMENT
MEETING GUIDELINES | Commission Chair (PSCSC 2.04) |
| B. ATTENDEE INTRODUCTIONS | Commissioner Greene gave attendees an opportunity to introduce themselves. The following people were present: PSCSC Commissioners: Stacy Connole and Tom Applegate. Commission Staff: Andrea Scheele, Executive Director; Sarah Butler, Operations & Policy Advisor; and Teresa Jacobs, Executive Assistant. Commission Counsel/ Assistant City Attorney: Joe Levan and members of the public were also present. Not present: Anne Vold, Assistant City Attorney. |
| C. PUBLIC COMMENT | Deputy Fire Chief Shon Branum was present and gave public comment on rulemaking 9.12. |
| D. APPROVAL OF MINUTES | September 19, 2024, Meeting: Commissioner Greene moved to accept the minutes as written. Commissioner Connole seconded the motion. The minutes were approved by acclamation. |
| E. ITEMS OF BUSINESS | 1. RULEMAKING-EXAMINATIONS <ul style="list-style-type: none">a. PSCSC Rule 9.12-Passing Grade: Commissioner Greene moved to accept rule 9.12 as amended. Commissioner Connole seconded the motion. Commissioner Applegate voted no. The motion passed.b. PSCSC Rule 9.23-Keyed Copy Inspection and Protest: Commissioner Greene moved to accept rule 9.23 as amended. Commissioner Connole seconded the motion. The motion was approved by acclamation.c. Guest: Deputy Fire Chief Byron Branum 2. EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES <ul style="list-style-type: none">d. Budget Updatee. Department Update 3. CASE STATUS REPORT/APPEAL UPDATES <ul style="list-style-type: none">f. Hill v. SPD-PSCSC No. 24-01-004Ag. Dron v. SFD-PSCSC No. 24-01-005Ah. Englund v. SPD-PSCSC No. 24-01-006A 4. FIRE AND POLICE EXAM UNIT UPDATES <ul style="list-style-type: none">i. Police Exams (Rachael Schade, Police Exams Administrator)j. Fire Exams (Yoshiko Grace Matsui, Fire Exams Administrator)k. Fire and Police Staffing (Hiring/Attrition Numbers) |

5. 2025 EXAM SCHEDULE

- a. Discussion and Possible Vote: Commissioner Greene moved to accept the 2025 exam schedule. Commissioner Connole seconded the motion. The motion passed by acclamation.

F. EXECUTIVE SESSION

The commission did not go into Executive Session.

G. OLD/NEW BUSINESS

H. ADJOURNMENT

Commission Chair Greene adjourned the meeting at 11:49 a.m.

Minutes submitted **November 21, 2024**, by: Teresa Jacobs

Minutes Approved Amended
November 21, 2024, by: PSCSC

Signed by PSCSC Commission Chair, Richard Greene

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>

Department Expenditures by Account and Month

Year **2024**
 City Department ID A: VC000 - Civil Service Commissions Dept
 BSL - Budget Program All
 Fund ID And Name All

Revenues are reported as negative values

Account Grouping		Values														YTD Expenses	Encumbrances	Available Balance	Percent Used
Level One	Account Grouping Level Two	Adopted Budget	Revised Budget	01 - Expenses	02 - Expenses	03 - Expenses	04 - Expenses	05 - Expenses	06 - Expenses	07 - Expenses	08 - Expenses	09 - Expenses	10 - Expenses	11 - Expenses	12 - Expenses				
Expenditures	Labor	644,162	708,750	53,335	47,946	48,143	49,343	52,067	51,829	116,883	51,817	50,688	51,287	5,562	-	578,899	-	129,851	81.7%
	Non-Labor	237,372	332,372	17,894	19,673	19,211	20,357	18,884	19,017	19,517	26,806	21,075	19,539	42,477	-	244,451	-	87,921	73.5%
Grand Total		881,534	1,041,122	71,229	67,619	67,353	69,699	70,952	70,846	136,400	78,623	71,763	70,826	48,039	-	823,350	-	217,772	79.1%

Year **2023**
 City Department ID A: VC000 - Civil Service Commissions Dept
 BSL - Budget Program All
 Fund ID And Name All

Account Grouping		Values														YTD Expenses	Encumbrances	Available Balance	Percent Used
Level One	Account Grouping Level Two	Adopted Budget	Revised Budget	01 - Expenses	02 - Expenses	03 - Expenses	04 - Expenses	05 - Expenses	06 - Expenses	07 - Expenses	08 - Expenses	09 - Expenses	10 - Expenses	11 - Expenses	12 - Expenses				
Expenditures	Labor	636,080	636,080	37,694	34,871	34,860	34,848	35,064	47,593	47,990	69,028	47,774	47,768	48,080	63,045	548,616	-	87,464	86.2%
	Non-Labor	258,941	356,613	16,547	22,911	22,218	21,520	21,024	20,558	22,683	22,340	22,022	23,483	18,066	26,725	260,097	-	96,516	72.9%
Grand Total		895,020	992,692	54,241	57,783	57,077	56,368	56,087	68,152	70,674	91,368	69,797	71,252	66,145	89,770	808,713	-	183,979	81.5%

**PUBLIC SAFETY CIVIL SERVICE COMMISSION
CASE STATUS REPORT
November 2024**

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	24-01-004A	Hill	SPD	5-21-2024	Discharge		1 st Prehearing scheduled for October 24, 2024.	Executive Director
A	24-01-006A	Englund	SPD	9-23-2024	Suspension		Disciplinary appeal. Appellant is awaiting SPOG decision on possible grievance.	
A	24-01-007A	Willis	SPD	10-1-2024	Suspension		1 st Prehearing TBD	

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	24-01-005A	Dron	SFD	9-10-2024	Discharge		Executive Director dismissed appeal on 10-10-2024 for lack of timeliness and jurisdiction.	ED

C	24-07-001C	Collins	SFD	1-25-2024	Complaint		Complaint against SFD. Dismissal Order was issued on April 26, 2024.	PSCSC
A	24-01-001A	Swartz	SPD	2-14-2024	Discharge		Appellant voluntarily withdrew disciplinary appeal.	
A	23-01-004A	Willis	SPD	11-13-2023	Suspension		Appellant and Department reached a settlement agreement. Appellant voluntarily withdrew his disciplinary appeal.	PSCSC

A=Appeal (PSCSC 6) E=Exam Protest (PSCSC 9.22) C=Complaint RRM=Request to Review or Modify (PSCSC 2.13.b)

REQUESTS FOR PROBATIONARY EXTENSION				
RPE= Request for Probationary Extension (PSCSC 12.0)				
CASE NUMBER	DEPT	DATE REQUESTED	POSITION/RANK	APPROVED/DENIED
24-05-001RPE	Police	1/22/2024	Officer	Approved
24-05-002RPE	Police	1/22/2024	Officer	Approved
24-05-003RPE	Fire	1/30/2024	Firefighter	Approved
24-05-004RPE	Fire	1/29/2024	Lieutenant	Approved
24-05-005RPE	Fire	1/29/2024	Firefighter	Approved
24-05-006RPE	Fire	1/29/2024	Firefighter	Approved
24-05-006RRPE (2 nd Request)	Fire	2/15/2024	Firefighter	Approved
24-05-007RPE	Fire	2/15/2024	Firefighter	Approved
24-05-008RPE	Fire	2/29/2024	Firefighter	Approved
24-05-009RPE	Police	2/29/2024	Officer	Approved

24-05-010RPE	Police	3/14/2024	Officer	Approved
24-05-011RPE	Police	3/22/2024	Officer	Approved
24-05-012RPE	Fire	3/28/2024	Firefighter	Approved
24-05-013RPE	Fire	4/2/2024	Captain	Approved
24-05-014RPE	Police	4/4/2024	Officer	Approved
24-05-015RPE	Fire	6/21/2024	Battalion Chief	Approved
24-05-016RPE	Fire	6/21/2024	Lieutenant	Approved
24-05-017RPE	Fire	7/11/2024	Firefighter	Approved
24-05-018RPE	Police	10-2-2024	Officer	Approved
24-05-019RPE	Police	10-2-2024	Officer	Approved
24-05-020RPE	Police	10-2-2024	Officer	Approved
24-05-021RPE	Police	10-28-2024	Officer	TBD
24-05-022RPE	Fire	10-31-2024	Lieutenant	TBD
24-05-023RPE	Fire	10-31-2024	Firefighter	TBD
24-05-024RPE	Fire	10-31-2024	Firefighter	TBD
24-05-025RPE	Fire	10-31-2024	Firefighter	TBD
24-05-026RPE	Fire	10-31-2024	Firefighter	TBD
24-05-027RPE	Fire	10-31-2024	Firefighter	TBD

REQUESTS FOR REINSTATEMENT TO ELIGIBLE REGISTER

RFR=Request for Reinstatement (PSCSC 10.03)

CASE NUMBER	DEPT	DATE REQUESTED	POSITION/RANK	DECISION
24-05-001RFR	Fire	12-14-2023	Lieutenant	Recommended
24-05-002RFR	Fire	12-20-2023	Firefighter	Recommended Reinstatement
24-05-003RFR	Police	12-14-2023	Sergeant	Recommended Reinstatement
24-05-004RFR	Fire	1-5-2024	Firefighter	Not Recommended
24-05-005RFR	Police	1-14-2024	Officer	Recommended Reinstatement
24-05-006RFR	Fire	1-11-2024	Firefighter	Recommended

24-05-007RFR	Fire	1-16-2024	Firefighter	Not Recommended
24-05-008RFR	Police	3-8-2024	Officer	Recommended Reinstatement
24-05-009RFR	Fire	3/22/2024	Firefighter	Not Recommended
24-05-010RFR	Police	4-5-2024	Officer	Request Withdrawn
24-05-011RFR	Police	4-5-2024	Officer	Outside Lookback Period
24-05-012RFR	Police	4-16-2024	Officer	Outside Lookback Period
24-05-013RFR	Police	4-30-2024	Officer	Recommended
24-05-014RFR	Police	5-10-2024	Officer	Recommended
24-05-015RFR	Fire	5-20-2024	Firefighter	Not Recommended
24-05-016RFR	Police	5-24-2024	Officer	Recommended
24-05-017RFR	Fire	5-28-2024	Firefighter	2 nd request after reinstatement denied 2023. Informed return to City service by exam (10.03e)
24-05-018RFR	Police	6-4-2024	Officer	Recommended
24-05-019RFR	Police	6-4-2024	Officer	Recommended
24-05-020RFR	Fire	6-9-2024	Firefighter	Not Recommended
24-05-021RFR	Fire	6-10-2024	Firefighter	Recommended
24-05-022RFR	Fire	6-10-2024	Firefighter	Recommended
24-05-023RFR	Fire	6-10-2024	Firefighter	2nd request after reinstatement denied 2023. Informed return to City service by exam (10.03e)
24-05-024RFR	Fire	6-14-2024	Firefighter	Recommended
24-05-025RFR	Fire	6-19-2024	Firefighter	Recommended
24-05-026RFR (2nd Request)	Fire	6-20-2024	Captain	2nd request after reinstatement denied 2023. Informed return to City service by exam (10.03e)
24-05-027RFR	Police	8-8-2024	Officer	Recommended
24-05-028RFR	Fire	9-3-2024	Firefighter	TBD
24-05-029RFR	Fire	9-2-2024	Firefighter	Not Recommended
24-05-030RFR	Police	10-2-2024	Officer	TBD
24-05-031RFR	Fire	9-24-2024	Firefighter	Not Recommended

24-05-032RFR	Police	10-10-2024	Officer	TBD
24-05-033RFR	Police	10-11-2024	Sergeant	TBD
24-05-034RFR	Fire	10-11-2024	Firefighter	TBD
24-05035RFR	Fire	10-55-2024	Firefighter	Not Recommended
24-05-036RFR	Fire	10-25-2024	Firefighter	Recommended
24-05-037RFR	Police	10-25-2024	Officer	TBD

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

Previously Amended: December 14, 2023

Most Recently Amended: October 25, 2024

Commissioners

Richard Greene, Chair

Stacy Connole

Tom Applegate

2.03 SELECTION OF CHAIR. The Chair shall be elected from among the Commissioners by majority vote for a one- year term. If the Chair is unable to serve, the Commission shall elect a new Chair from its members.

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. They may be removed from the Chair position by a majority vote of the Commissioners.

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.