



City of Seattle

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

AGENDA*

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

DATE: Wednesday, April 24, 2024

TIME: 10:00 a.m.

LOCATION: Hybrid meeting remote via Webex or In Person:

In Person Location: **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.

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=m3131d63a79cd29e3098944c98a1ae2ac>

Join by meeting number

Meeting number (access code): 2489 275 4827 **Meeting password:** f6rVrZHYy33

Tap to join from a mobile device (attendees only)

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*If you would like to receive future meeting notices and agendas via email, you may sign up for the listserv at:

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CITY OF SEATTLE
PUBLIC SAFETY CIVIL SERVICE COMMISSION
AGENDA

April 24, 2024 @ 10:00 AM

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

1. **CALL TO ORDER** Commission Chair (PSCSC 2.04)
LAND ACKNOWLEDGEMENT
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2. **ATTENDEE INTRODUCTIONS**
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3. **PUBLIC COMMENT**
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4. **APPROVAL OF MINUTES** March 21, 2024, PSCSC Monthly Meeting (*Pages 3-4*)
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5. **ACTION ITEMS** **EXAM PROTEST REVIEWS:** Police Sergeant Oral Board, Fire Captain, and Fire Battalion Chief Written Exams-There were no requests for protest reviews.

EXECUTIVE SESSION May be cancelled if not needed.

6. **UPDATES/DISCUSSION** **EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES**
- a. Budget Update (*Page 5*)
 - b. Department Update
 - c. Financial Interest Statements
- CASE STATUS REPORT/APPEAL UPDATES** (*Pages 6-8-CSR*)
- d. Willis v. SPD-PSCSC No. 23-01-004A
 - Swartz v. SPD-PSCSC No. 24-01-001A
- FIRE AND POLICE EXAM UNIT UPDATES**
- f. Police Exams (Rachael Schade, Police Exams Administrator)
 - g. Fire Exams (Yoshiko Grace Matsui, Fire Exams Administrator)
 - h. Fire and Police Staffing (Hiring/Attrition Numbers)
-

7. **OLD/NEW BUSINESS**
-

8. **ADJOURNMENT** **Next Meeting Date: May 16, 2024 @ 10:00 am**
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CITY OF SEATTLE
PUBLIC SAFETY CIVIL SERVICE COMMISSION
MEETING-MINUTES
March 21, 2024

Location: WebEx and at SMT 1679

**1. CALL TO ORDER
LAND ACKNOWLEDGEMENT**

Commission Chair (PSCSC 2.04)

Commission Chair Richard Greene called the March 21, 2024, PSCSC Special meeting to order at 10:00 am.

2. 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 Attorneys: Joe Levan and Anne Vold. Members of the public were also present.

3. PUBLIC COMMENT

There was no public comment in person or in writing.

4. APPROVAL OF MINUTES

January 25, 2024-Special Meeting-Commissioner Greene moved to accept the minutes as written. Commissioner Connole seconded the motion. The January minutes were approved by acclamation.
February 13, 2024-PSCSC Working Retreat: Commissioner Greene moved to accept the minutes. Commissioner Connole seconded the motion. The February minutes were approved by acclamation.

**5. HONORING THE SERVICE OF
COMMISSIONER JOEL NARK
2003-2023**

The commission honored Commissioner Joel Nark who served as the PSCSC's employee elected commissioner for twenty years. Chair Greene read a resolution and presented Commissioner Nark with a plaque.

6. ACTION ITEMS

PROMOTIONAL EXAM PROTEST REVIEW:

Police Sergeant Written Exam (March 2, 2024). There were no protests submitted for review.

PROPOSED ADVISORY OPINION 2024-01-This item was deferred for additional consideration.

EXECUTIVE SESSION

The commission went into Executive Session for consultation with legal counsel at 10:20 a.m. The Executive Session ended at 10:30 a.m. The Commission extended the Executive Session at 10:35 a.m. The Executive Session ended at 10:50 a.m. The commission extended the Executive Session at 10: 50 a.m. The Executive Session ended at 11:03 a.m.

7. UPDATES/DISCUSSION

EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES

- a. Budget and Department Update: Director Scheele provided the monthly budget update.
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- b. Department Update: Director Scheele provided the department update.
 - c. Financial Interest Statements: The commission was notified of the Financial Interest Statements and due date.

CASE STATUS REPORT/APPEAL UPDATES: The commission reviewed the January case status report and Director Scheele gave an update on open appeals.

- d. Willis v. SPD-PSCSC No. 23-01-004A
- e. Swartz v. SPD-PSCSC No. 24-01-001A

FIRE AND POLICE EXAM UNIT UPDATES

- f. Fire Exams (Yoshiko Grace Matsui, Fire Exams Administrator)
- g. Police Exams (Rachael Schade, Police Exams Administrator)
The Exam Unit administrators provided updates on the Fire and Police Promotional exams, Development Committees, Registers, and Bibliographies.
- h. Fire and Police Staffing (Hiring/Attrition Numbers): Director Scheele provided the current staffing numbers for SPD and SFD.

8. OTHER

- i. Collins Complaint-PSCSC No. 24-07-001C. A status update was given.

9. OLD/NEW BUSINESS

There was no old/new business.

10. ADJOURNMENT

Commission Chair Greene adjourned the meeting at 12:04 pm

Minutes submitted **April 24, 2024**, by: Teresa Jacobs

Minutes Approved Amended
April 24, 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 Mor Revenues are reported as negative values

Year 2024
 City Depart VC000 - Civil Service Commissions Dept
 BSL - Budgr All
 Fund ID Anr All

0

		Values																	
Account Grouping		Adopted	Revised	01 -	02 -	03 -	04 -	05 -	06 -	07 -	08 -	09 -	10 -	11 -	12 -				
Level One	Account Grouping Level Two	Budget	Budget	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	YTD Expenses	Encumt	Available Balance	Percent Used
Expendi	Labor	644,162	644,162	53,335	47,946	48,143	5,562	-	-	-	-	-	-	-	-	154,985	-	489,176	24.1%
	Non-Labor	237,372	237,372	17,894	19,673	19,211	3,859	-	-	-	-	-	-	-	-	60,638	-	176,735	25.5%
Grand Total		881,534	881,534	71,229	67,619	67,353	9,421	-	-	-	-	-	-	-	-	215,623	-	665,911	24.5%

Department Expenditures by Account and Mor Revenues are reported as negative values

Year 2023
 City Depart VC000 - Civil Service Commissions Dept
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0

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Level One	Account Grouping Level Two	Budget	Budget	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	YTD Expenses	Encumt	Available Balance	Percent Used
Expendi	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
April 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	24-01-001A	Swartz	SPD	2-14-2024	Discharge		Disciplinary appeal. Appellant will proceed with PSCSC appeal process. 1 st Prehearing TBD.	TBD
A	23-01-004A	Willis	SPD	11-13-2023	Suspension		Disciplinary appeal- Suspension. Hearing Dates TBD	PSCSC
C	24-07-001C	Collins	SFD	1-25-2024	Complaint		Complaint against SFD.	

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=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	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	TBD
24-05-002RFR	Fire	12-20-2023	Firefighter-Recruit	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	TBD
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	TBD

REQUESTS FOR REINSTATEMENT TO ELIGIBLE REGISTER

-Continued-

CASE NUMBER	DEPT	DATE REQUESTED	POSITION/RANK	DECISION
24-05-010RFR	Police	4/5/2024	Officer	TBD
24-05-011RFR	Police	4/5/2024	Officer	TBD