



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commissioner Richard Greene, Chair

Commissioner Tom Applegate

Commissioner Queniya Mays

PUBLIC SAFETY CIVIL SERVICE COMMISSION SPECIAL MEETING AGENDA*

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

DATE: Thursday, January 16, 2025

TIME: 11:00 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_YTk4ZjhjZTQtODAwNy00MGY5LWFkZTQtMTdhMTBmNWZjMWE5%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
Special Meeting Agenda
January 16, 2025 @ 11:00AM
Location: Teams & SMT 1679

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

2. **ATTENDEE INTRODUCTIONS**
WELCOME NEW COMMISSIONER Commissioner Queniya Mays

3. **CIV DEPARTMENT AND PSCSC** Executive Director Andrea Scheele
OVERVIEW

4. **PUBLIC COMMENT**

5. **APPROVAL OF MINUTES** November 21, 2024, Joint Meeting with Civil Service Commission
November 21, 2024, PSCSC Special Meeting

6. **UPDATES/DISCUSSION**
 - A. FIRE AND POLICE EXAM UNIT UPDATES**
 1. Lateral-Entry Firefighter/Paramedic Hiring (Director Scheele,)
 2. Police Exams (Rachael Schade, Police Exams Administrator)
 3. Fire Exams (Yoshiko Grace Matsui, Fire Exams Administrator)
 4. Fire and Police Staffing (Hiring/Attrition Numbers)
 - B. EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES**
 5. Budget Update
 6. Department Update
 - C. CASE STATUS REPORT/APPEAL UPDATES**
 7. Hill v. SPD-PSCSC No. 24-01-004A
 8. Englund v. SPD-PSCSC No. 24-01-006A
 9. Willis v. SPD-PSCSC No. 24-01-007A
 10. Dave v. SPD-PSCSC No. 25-01-001A

7. **ACTION ITEMS** 2025 Commission Meeting Dates-Schedule and Vote

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

9. **OLD/NEW BUSINESS**

10. **ADJOURNMENT** Next Meeting Date: TBD

2025 CIV Department and Commission Overview

Executive Director Andrea Scheele

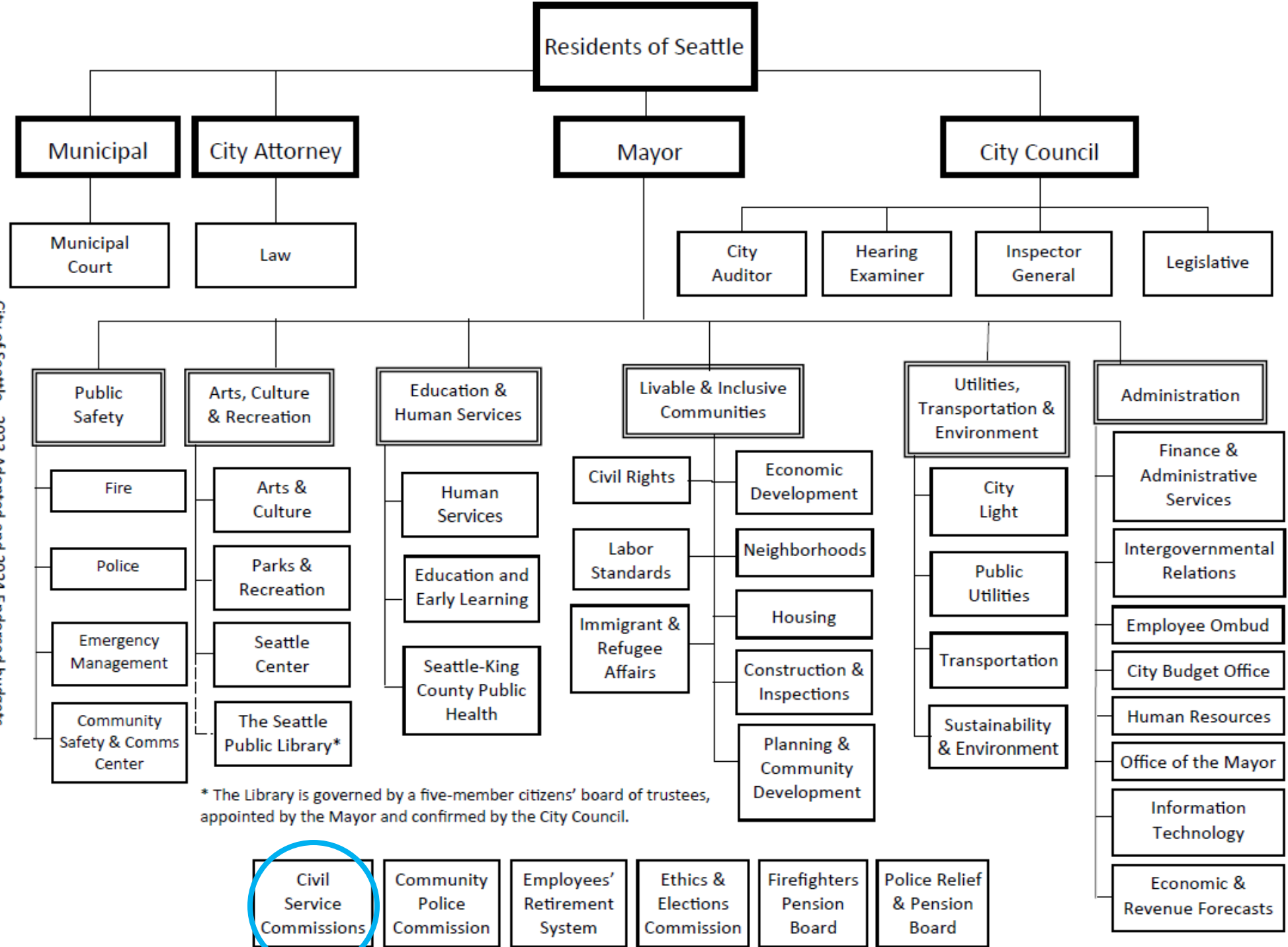


City of Seattle

Roadmap:

- Seattle's civil service systems
- Roles and Functions
- Central functions





* The Library is governed by a five-member citizens' board of trustees, appointed by the Mayor and confirmed by the City Council.

Civil Service Commissions Department

Roles and Functions

- CSC and PSCSC Commissioners
- Executive Director
- Commission Counsel
- Each commission has a member appointed by the Mayor, one by the City Council, and one elected by the employees in each civil service system.
- Executive Director serves as ED for both CSC and PSCSC
 - Appointed and supervised by both commissions
 - Is appointing authority for staff for the Civil Service Commissions Department



CSC Commissioner Duties



Disciplinary and
other Appeal
Hearings



Rulemaking,
Political Patronage



Recommendations
to City Council
and Mayor



Appoint and
Supervise
Executive Director
(with PSCSC)



PSCSC Commissioner Duties



Disciplinary Appeal
Hearings



Merit-based Hiring and
Promotional
Examinations



Rulemaking, Political
Patronage



Appoint and Supervise
Executive Director (with
CSC)



Commission Chair Duties



Preside over
Commission Meetings



Rule on Parliamentary
Procedure



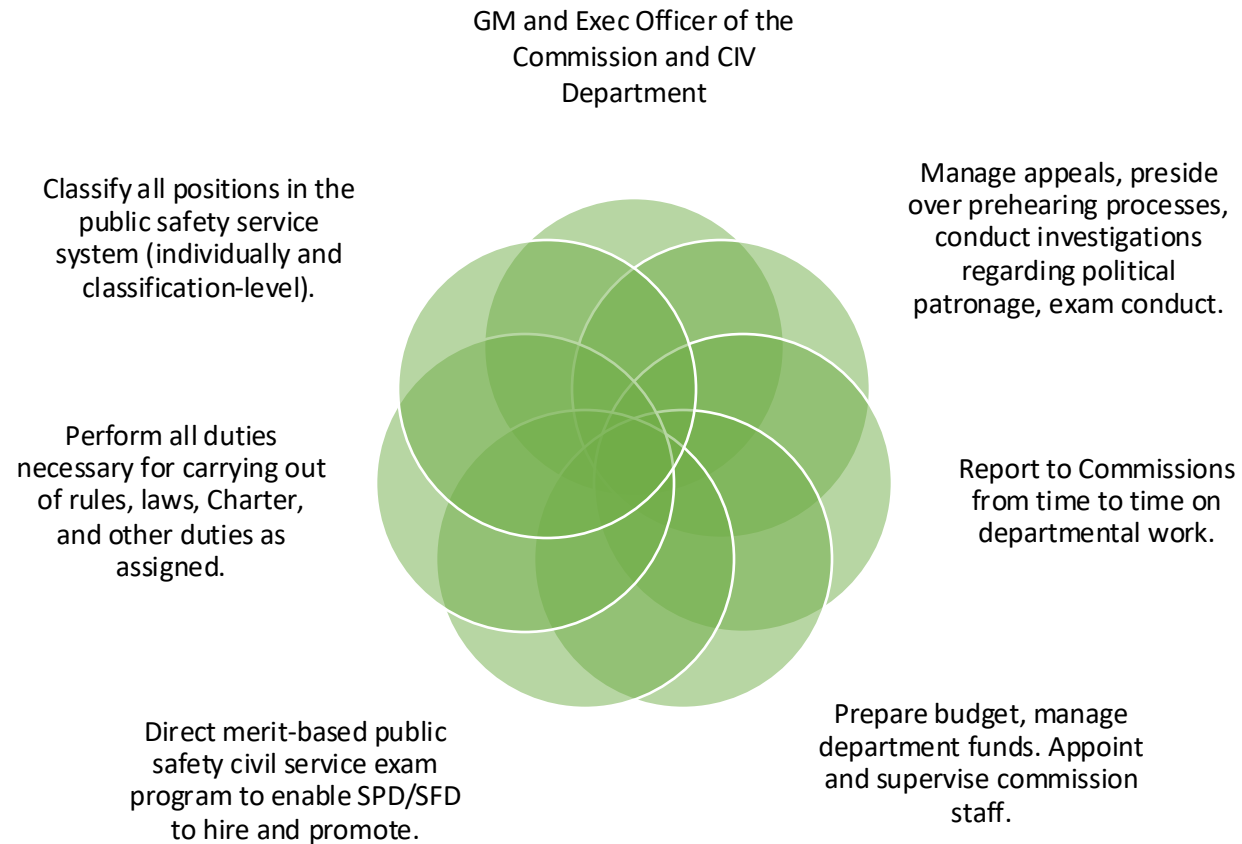
Act as Hiring
Authority and
Primary Supervisor
for the ED (With CSC
Chair)



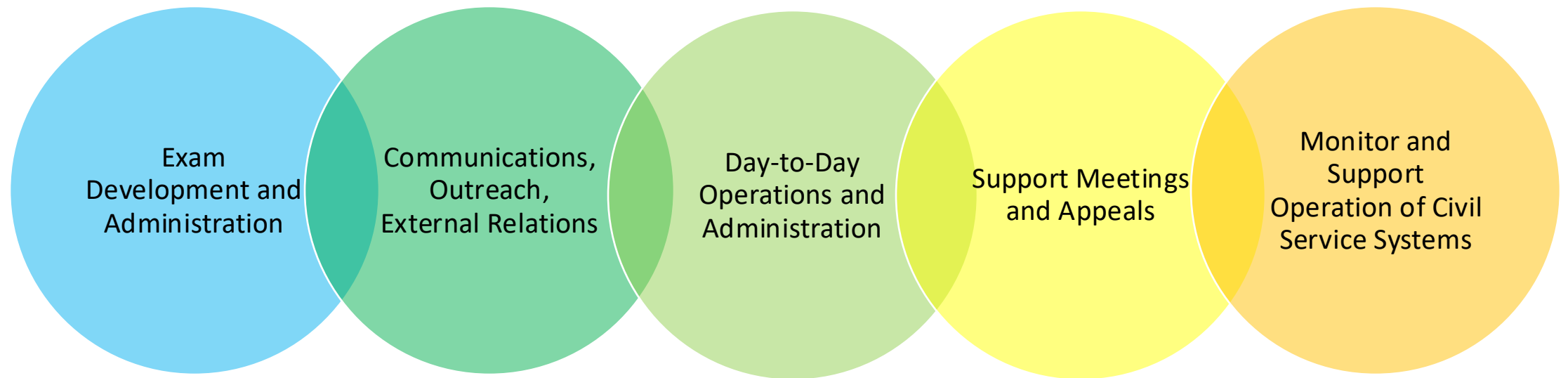
May Sign
Correspondence on
Behalf of the
Commission



Executive Director Duties



Civil Service Commissions Staff Duties



CSC- Partners and Stakeholders

**City
Departments
and HR Units**

**New hires
and current
employees**

**City labor
negotiators
and unions**

**City
Attorney's
Office**

**Seattle
Human
Resources**

**Office of
Hearing
Examiner**



PSCSC- Partners and Stakeholders

Seattle Fire and
Seattle Police
Departments

Candidates and
Potential
Candidates

Labor Relations
and Firefighter
and Police Officer
unions

Mayor

City Council

Seattle Human
Resources- Class
Comp Unit

City Attorney's
Office





CITY OF SEATTLE
JOINT MEETING OF THE PUBLIC SAFETY AND CIVIL SERVICE COMMISSIONS
SPECIAL MEETING MINUTES
November 21, 2024
Location: Teams and at SMT 1679

- 1. CALL TO ORDER** PSCSC Commission Chair Richard Greene and CSC Commission Chair Ray Ceaser called to order the joint special meeting of the Public Safety Civil Service Commission and Civil Service Commission at 10:00 am on November 21, 2024.

LAND ACKNOWLEDGEMENT

PUBLIC COMMENT There was no Public Comment in person or in writing.

ATTENDEES/INTRODUCTIONS The Chairs gave attendees an opportunity to introduce themselves. The following people were present: PSCSC Commissioners: Stacy Connole and Tom Applegate. CSC Commissioners: Mary Wideman-Williams and Denise Wells. Commission Staff: Andrea Scheele, Executive Director, Sarah Butler, Operations & Policy Advisor, Mike Nelson, Public Safety Exams Manager, and Teresa Jacobs, Executive Assistant. Commission Counsel/ Assistant City Attorneys: Joe Levan and Anne Vold. And members of the public.

- 2. DISCUSSION/ACTION ITEMS** **EXECUTIVE DIRECTOR**

 - a. Performance Evaluation Feedback
 - b. Merit Days Award
 - c. Annual Wage Increase

EXECUTIVE SESSION The Executive Session began at 10:43am. The Executive Session ended at 10:41 am. The Executive Session was extended at 10:43 am. The Executive Session ended at 10:58 am.

- 3. VOTE** Merit Days: Commissioner Ceaser moved to award 6 Merit Days to Director Scheele. Commissioner Wideman-Williams seconded the motion. The motion passed. Annual Wage Increase: Commissioner Ceaser moved to approve the AWI for Director Scheele. Commissioner Connole seconded the motion. The commission proactively approved the AWI for the maximum adopted by the Mayor and City Council for 2025.

- 4. OLD/NEW BUSINESS** There was no Old/New Business.

- 5. ADJOURNMENT** Commission Chairs Ceaser and Greene adjourned the meeting at 11:08 am

Minutes submitted by: Teresa Jacobs

Minutes Approved Amended
December 16, 2024, by: CSC

Signed by
CSC Commission Chair, Ray Ceaser

Minutes Approved Amended
January 16, 2025, by: PSCSC

PSCSC Commission Chair, Richard Greene



CITY OF SEATTLE
PUBLIC SAFETY CIVIL SERVICE COMMISSION
Special Meeting Minutes
November 21, 2024 @ 11:15 a.m.
Location: Teams & SMT 1679

1. CALL TO ORDER LAND ACKNOWLEDGEMENT MEETING GUIDELINES	Commission Chair (PSCSC 2.04)
2. ATTENDEE INTRODUCTIONS	Commission Chair Greene called the meeting to order at 11:19 a.m. 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 Anne Vold, Assistant City Attorneys. Members of the public were also present. Not in Attendance: Commissioner Tom Applegate.
3. PUBLIC COMMENT	No Public Comment
4. INTRODUCTION OF MIKE NELSON, PUBLIC SAFETY EXAMS MANAGER	The commission was introduced to Mike Nelson who was hired as the Public Safety Exams Manager for CIV. Mike oversees the Public Safety Exams Unit which is responsible for conducting Police and Fire Exams.
5. APPROVAL OF MINUTES	October 25, 2024, Meeting: Commissioner Greene moved to accept the minutes as written. Commissioner Connole seconded the motion. The minutes were approved by acclamation.
6. HONORING THE SERVICE OF COMMISSIONER STACY CONNOLE 2019-2024	The commission honored the service of outgoing commissioner Stacy Connole. Commission Chair Greene read a resolution and presented Commissioner Connole with a plaque. The commission and staff thanked Commissioner Connole for her six years of service.
7. UPDATES/DISCUSSION	<ol style="list-style-type: none">1. INTRODUCTION: Mike Nelson, Public Safety Exams Manager2. FIRE AND POLICE EXAM UNIT UPDATES<ol style="list-style-type: none">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<ol style="list-style-type: none">d. Budget Updatee. Department Update4. CASE STATUS REPORT/APPEAL UPDATES<ol style="list-style-type: none">f. Hill v. SPD-PSCSC No. 24-01-004Ag. Englund v. SPD-PSCSC No. 24-01-006Ah. Willis v. SPD-PSCSC No. 24-01-007A
8. ACTION ITEMS	2025 CHAIR NOMINATION & VOTE (PSCSC 2.03) Commissioner Connole moved to nominate Commissioner Greene for a second term as PSCSC Chair. Commissioner Greene accepted and seconded the nomination. The motion was approved.

9.	EXECUTIVE SESSION	The commission did not go into Executive Session.
10.	OLD/NEW BUSINESS	No old or new business.
11.	ADJOURNMENT	The commission agreed to cancel the December meeting. Commission Chair Greene adjourned the meeting at 11:57 a.m.

Minutes submitted **January 16, 2025**, by: Teresa Jacobs

Minutes Approved Amended
January 16, 2025, 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>

**PUBLIC SAFETY CIVIL SERVICE COMMISSION
CASE STATUS REPORT
January 2025**

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	25-01-001A	Dave	SPD	1-10-2025	Discharge		1st Prehearing TBD	Executive Director
A	24-01-004A	Hill	SPD	5-21-2024	Discharge		1 st Prehearing was held October 24, 2024. Hearing TBD.	PSCSC
A	24-01-006A	Englund	SPD	9-23-2024	Suspension		Appellant will move forward with the PSCSC appeal hearing process. Prehearing TBD.	Executive Director
A	24-01-007A	Willis	SPD	10-1-2024	Suspension		1 st Prehearing was held December 5, 2024. Status Conference scheduled for January 24, 2025. Hearing TBD.	Executive Director

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

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
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REQUESTS FOR PROBATIONARY EXTENSION

RPE= Request for Probationary Extension (PSCSC 12.0)

CASE NUMBER	DEPT	DATE REQUESTED	POSITION/RANK	APPROVED/DENIED
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REQUESTS FOR REINSTATEMENT TO ELIGIBLE REGISTER

RFR=Request for Reinstatement (PSCSC 10.03)

CASE NUMBER	DEPT	DATE REQUESTED	POSITION/RANK	DECISION
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City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commissioner Richard Greene, Chair

Commissioner Tom Applegate

Commissioner Queniya Mays

January 10, 2025

Kevin Dave
[REDACTED]

Sent Via Email Only

Re: PSCSC No. 25-01-001A
Kevin Dave v. Seattle Police Department

Dear Kevin Dave:

On January 10, 2025, the Public Safety Civil Service Commission received your Notice of Appeal regarding your termination from the Seattle Police Department. I reviewed the materials you submitted and make the following findings as to timeliness and jurisdiction: This letter is to acknowledge that your appeal has been received and to notify the Seattle Police Department of the appeal.

Timeliness: To be timely, “a notice of appeal shall be filed with the Commission within ten (10) days of the action that is the subject of the appeal.” PSCSC Rule 6.02. You were notified of the termination decision by the department on January 6, 2025, and submitted your notice of appeal to the Executive Director January 10. **As it was submitted to the PSCSC within ten days of notice of the discharge decision, it is timely.**

Jurisdiction: **A disciplinary discharge may be appealed to the PSCSC.** PSCSC Rule 6.01.a.

The Commission will be notified of your appeal at its next scheduled meeting, January 16, 2025. We will contact you if additional information is needed, or if action has taken place regarding your appeal. Your presence is not required at monthly meetings, although you are welcome to attend.

Please notify our office if your contact information changes, or if you pursue a grievance with your union, or if something changes about the status of your appeal.

Our office will contact the parties to this appeal to schedule a prehearing conference in preparation for the hearing. We will send information about how to prepare for that prehearing conference, as well.

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

Tel (206)437-5425 <https://www.seattle.gov/public-safety-civil-service-commission>

An equal employment opportunity employer. Accommodations for people with disabilities provided upon request.

When corresponding with the PSCSC regarding your appeal, please send correspondence to publicsafety@seattle.gov and include the Seattle Police Department in the Cc: field to avoid improper ex parte communication¹.

Sincerely,

Andrea Scheele

Executive Director

Enclosure: Dave v. SPD Notice of Appeal

Copy:

Sue Rahr, Interim Chief of Police

Mike Fields, Executive Director, Human Resources, SPD

¹ ***Avoid improper ex parte contact with the PSCSC:*** *In quasi-judicial matters, the PSCSC acts as a judge. To ensure fairness to both parties, the parties must avoid improper ex parte contact. An ex parte communication occurs when a party to a case, or someone involved with a party, talks, or writes to or otherwise communicates directly with the judge about the issues in the case without the other parties' knowledge.*



NOTICE OF APPEAL TO THE PUBLIC SAFETY CIVIL SERVICE COMMISSION

The appeal must be received by the Executive Director within 10 (ten) days, following the received date or the postmarked date of the final notice from the department to the appellant.

INSTRUCTIONS: Complete all the pages, sign and attach any documents or correspondence that you have received from the Department related to your appeal. Send by postal or hand deliver to the Executive Director, Civil Service Commissions 700 5th Avenue, Suite 1670, PO Box 94729, Seattle, WA 98124-472 or email to Andrea.Scheele@seattle.gov or Teresa.Jacobs@seattle.gov

An original signature of the appellant or authorized representative is required for appeals.

I. Kevin Dave

Appellant's Full Name	Work Address	Work Telephone
[REDACTED]	[REDACTED]	[REDACTED]
Residence Address	City /State/Zip	Home Telephone/Email
Police Officer	Seattle Police Department	Ian Stuart
Job Title/Position	Department/Unit	Immediate Supervisor
8-November-2019	8-November-2019	[REDACTED]
Start Date in Position	City Employee Since, Month/Date/Year	Employee ID #

II. ACTION BEING APPEALED: (check one)

- Suspension
- Discharge
- Demotion

Violation of Article XVI of the Charter of the City of Seattle, PSCSC Ordinance or PSCSC Rules (Please list the rule): Sec. 7 and Rule 5.01b

Other Personnel Related Issue: (Please briefly state the issue): _____

If needed, you may provide the following information on an additional sheet of paper and attach any documents or correspondence that you have received from the Department related to your appeal.

Reason for this appeal (Please include dates, location and action): _____

Remedy Sought (What do you want?): _____

III. UNION:

WHAT IS THE NAME OF YOUR UNION ASSOCIATION OR GUILD?

Seattle Police Officer's Guild _____ Local Number: _____

I HAVE / I HAVE NOT filed a grievance on the same issues that I identified in this appeal, with my union or bargaining unit.

- This matter IS / IS NOT the subject of arbitration pursuant to a collective bargaining agreement.

IV. ATTORNEY/AUTHORIZED REPRESENTATIVE:

An Attorney or a representative is NOT required for the appeal process.

- Do you have an attorney or another person representing you for this appeal? YES NO
If yes, please have your attorney submit a NOTICE OF APPEARANCE to the Commission Office and Department. All documents and information related to the appeal will go to the attorney or representative.

Name: _____

Firm: _____

Address: _____

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

Tel (206) 233-7118, Fax: (206) 684-0755, <http://www.seattle.gov/CivilServiceCommissions/>

An equal employment opportunity employer. Accommodations for people with disabilities provided upon request

Email: _____

Signature of Attorney/Representative: (If filling out this form):

Date

A. **APPELLANT:**

If you **do not** have an attorney or a representative, please enter the address where All documents related to this appeal should be sent:

Mailing Address: _____

Personal Email: _____

Home/Cell Phone (Include Area Code): _____

Kevin Dave
APPELLANT'S NAME (PLEASE PRINT)


SIGNATURE OF APPELLANT

1/10/25
DATE

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

Tel (206) 233-7118, Fax: (206) 684-0755, <http://www.seattle.gov/CivilServiceCommissions/>

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Memo

To: Public Safety Civil Service Commissioners and Staff

From: Teresa Jacobs ^{TRJ}

Date: January 2025

Re: 2025 Proposed Meeting Dates

Below are the proposed PSCSC meeting dates through December 2025. The meeting dates are set for the usual **3rd** Thursday of each month. The Commission may accept these dates for meetings or consider alternate dates for commissioner schedules.

Alternate dates have been included for the **2nd** and **4th** Thursday. Consideration has been given to city holidays and instances when the hearing room is occupied for a CSC Hearing or Public Safety Exams. Alternatively, dates for the **3rd Wednesday** and **3rd Friday** can also be considered (see following page).

If there are conflicts after the schedule is set, adjustments can be made with proper notice. If the Commission decides to defer a meeting, it can be addressed in advance of the scheduled date.

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

February 20	March 20	April 17	May 15	June	July 17
*Alt Dates: February 13, 27	*Alt Dates: March 13, 27	*Alt Dates: April 10, 24	*Alt Dates: May 8, 22	June 12 Fire Exam June 19 Juneteenth *Alt Dates June 5, 26	*Alt Dates July 10, 24
August 21	September 18	October 16	August 21	November 20	December 18
*Alt Dates: August 14, 28	*Alt Dates: September 11 [▲] , 25 ▲ Teresa Ooo	Andrea in Training Alt Dates: October 9, 23	*Alt Dates: August 14, 28	Joint Meeting with CSC followed by PSCSC Meeting *Alt Dates: November 13 27 Thanksgiving	*Alt Dates: December 18 25 Christmas

THIRD WEDNESDAY**THIRD FRIDAY**

February 19	February 21
March 19	March 21
April 16	April 18
May 21 Fire Exam	May 23
June 18	June 20
July 16	July 18
August 20	August 22
September 17 Fire Exam	September 19
October 15	October 17
November 19 Joint meeting with CSC PSCSC meeting follows	November 21 Joint meeting with CSC PSCSC meeting follows
December 17	December 19

Stay informed of Open Public Meetings Act and a general overview of the Washington State Open Public Meetings Act (OPMA) as applied to local government agencies, including checklists and tips located on MRSC's website:

<https://mrsc.org/explore-topics/public-meetings/opma/open-public-meetings-act-basics>