

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission
Commission Chair Stacy Connole
Commissioner Dorothy Y. Leggett
Commissioner Joel A. Nark

Staff

Andrea Scheele, Executive Director Teresa Jacobs, Executive Assistant

PUBLIC SAFETY CIVIL SERVICE COMMISSION Special MEETING AGENDA

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

DATE: Tuesday, April 19, 2022

TIME: 9:00 a.m. LOCATION: WebEx

Join from the meeting link

https://seattle.webex.com/seattle/j.php?MTID=m5545b9dacc246c511eba5093da17d948

Join by meeting number

Meeting number (access code): 2481 757 7280 Meeting password: 7QFi7KVK6qJ

Tap to join from a mobile device (attendees only)

- +1-206-207-1700,,24817577280## United States Toll (Seattle)
- +1-408-418-9388,,24817577280## United States Toll

Join by phone

- +1-206-207-1700 United States Toll (Seattle)
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You can also dial 173.243.2.68 and enter your meeting number.

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Dial <u>24817577280.seattle@lync.webex.com</u> Need help? Go to https://help.webex.com

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, W98124-4729 Tel (206) 233-7118, Fax: (206) 684-0755 http://www.seattle.gov/CivilServiceCommissions/

PUBLIC SAFETY CIVIL SERVICE COMMISSION Special MEETING AGENDA

April 19, 2022 @ 9:00 a.m.

AUDIO/VIDEO TECH CHECK

CHAIR (PSCSC 2.04)

- 1. CALL TO ORDER
- 2. LAND ACKNOWLEDGEMENT
- 3. INTRODUCTIONS
- 4. PUBLIC COMMENT

ACTION ITEMS

- 5. APPROVAL OF MEETING MINUTES
 - March 30, 2022
- 6. 2022 FIRE CAPTAIN WRITTEN EXAM PROTEST APPEALS
 - Q4
 - Q 47
 - Q 187
 - Q 204

DISCUSSION ITEMS

- 7. FIRE AND POLICE EXAM UNIT
 - Fire Update-Yoshiko Grace Matsui, Fire Exams Administrator
 - Police Update-Rachael Schade, Police Exams Administrator
- 8. UPDATE ON OPMA AND CONTINUANCE OF PROCLAMATION 20-28
- 9. EXECUTIVE DIRECTOR REPORT
 - Departmental Work and Budget Update
- 10. CASE STATUS REPORT

- 11. EXECUTIVE SESSION (May be cancelled if not needed)
- 12. OLD/NEW BUSINESS
- 13. ADJOURN

NEXT PSCSC MEETING May 23, 2022 @ 10:00 a.m. **PSCSC Special Meeting** (Police Sgt. Oral Board Exam-Appeals)

END OF AGENDA

CHAIR (PSCSC 2.04)

- 1. CALL TO ORDER
- 2. LAND ACKNOWLEDGEMENT
- 3. INTRODUCTIONS
- 4. PUBLIC COMMENT

5. APPROVAL OF MEETING MINUTES

• March 30, 2022



CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission
Commission Chair Stacy Connole
Commissioner Dorothy Y. Leggett
Commissioner Joel A. Nark

Staff

Andrea Scheele, Executive Director Teresa Jacobs, Executive Assistant

Public Safety Civil Service Commission March 30, 2022-Special Meeting Approved: April 19, 2022

- <u>CALL TO ORDER:</u> Commission Chair Stacy Connole called the March 30, 2022, Public Safety
 Civil Service Commission Special Meeting to order at 10:03 a.m. The meeting was held via
 WebEx.
- 2. LAND ACKNOWLEDGEMENT: Chair Connole read the commission's land acknowledgement.
- 3. INTRODUCTIONS (In Attendance)

Commission: Commission Chair Stacy Connole; Commissioner Dorothy Leggett, Commissioner Joel Nark

Staff & Counsel: Andrea Scheele, Executive Director; Teresa Chen, Assistant City Attorney, Teresa R. Jacobs, Executive Assistant, Mele Hefa, Administrative Assistant (Temporary)

Fire & Police Exams Unit: Rachael Schade, Police Exams Analyst; Yoshiko Grace Matsui, Fire Exams Analys Adelaide Alderks, F&P Exams Analyst;

Fire/Police/Guests: Dori Towler, SFD HR. Hannah Kosten, SFD HR, Geoff Miller, Labor Relations, Lt. Tyrone Davis, SPD, Lt. Tony Gaedcke, SPD

4. PUBLIC COMMENT: No members of the public requested to give public comment.

ACTION ITEMS

- 5. APPROVAL OF MEETING MINUTES
- February 16, 2022

The Commission reviewed the minutes of the February 16, 2022, monthly meeting. Commissioner Leggett moved to accept the minutes as written. Commissioner Nark seconded the motion. The minutes were approved and will be signed by the chair.

6. ADMINISTRATIVE

2021 Financial Interest Statements (Due no later than April 18, 2022): Ms. Scheele reminded the commission that the Financial Interest Statements for 2021 are due no later than April 18.

7. POLICE SERGEANT PROMOTIONAL EXAM PROTEST APPEALS

The commission considered appeals on exam protest of two questions on the Police Sergeant promotional exam, held March 5, 2022. The candidate was not present at the meeting. The two exam questions were reviewed and discussed by the commission. Rachael Schade, Police Exams Administrator, and Police Lieutenants Tony Gaedcke and Tyrone Davis were present on behalf of the development committee. The remedy requested was removal of the questions from the exam. Later in the meeting, the commissioners held an executive session to deliberate.

DISCUSSION ITEMS

8. FIRE AND POLICE EXAM UNIT

Fire and Police Updates-Yoshiko Grace Matsui, Fire Exams Analyst & Rachael Schade, Police Exams Analyst:

- **Fire Update:** Ms. Grace Matsui reported that written exams for the Fire Battalion Chief and Fire Captain will take place on Friday April 1. Development for the oral board components of the Fire Captain and Battalion Chief are underway. Bibliographies are being finalized for the written exam for Fireboat Pilot. The off-cycle entry level exam for Firefighter is in progress and will run for a few more weeks. The response rate has been very good for an off-cycle exam, and approximately 2000 candidates have applied so far.
- Police Update: Ms. Schade reported that the entry-level Police officer exam window closed on March
 18. Pass/fail letters were sent to candidates March 25. There were 480 candidates, 209 who
 completed the exam, 140 passed and were placed on the register. The Sergeant written exam is in
 progress, scored and invites to oral board assessments will go out.

9. EXECUTIVE DIRECTOR REPORT

Departmental Work and Budget Update: Budget to Actuals (B2A): The commission reviewed the Budget to Actuals report. Ms. Scheele stated the B2A does not yet reflect allocation of funds for Legal Advice. Fire and Police Exams: Ms. Scheele recognized the Exams Unit for their outstanding work on developing and administering Police and Fire exams. Civil Service Commission Ms. Scheele announced the Council position that was held by Angelique Davis will be filled by the appointment of Evan Chinn formerly of the Department of Construction and Inspection. Commissioner Chinn will begin his term in April. Staff continues to work with the City Clerk's office to hold a Special Election for the employee elected position that was held by Commissioner Bonfrisco. Voting will open on April 25 for all city employees in the civil service. Budget: Ms. Scheele reported she continues to work with the Commission's budget analyst to ensure the commission remains appropriately funded to carry out its work. Community Service Preference Points: Ms. Scheele reported she is working on the draft rule that will bring the City into compliance with the 2017 Police Accountability Ordinance. Open Public Meetings:

The proclamation restricting open public meetings will be suspended at some unknown point in the future. Civ is preparing for return to in-person meetings. Commissioners may attend in person or under the rules commissioners may continue to attend remotely.

10. CASE STATUS REPORT

The commission reviewed the Case Status Report.

- Young v. SFD, PSCSC No. 22-01-001APS-New Appeal: The appeal filed by Officer Young was
 dismissed by the Executive Director for lack of subject matter jurisdiction and referred to Seattle Office
 for Civil Rights for investigation of discrimination allegations.
 - **11. EXECUTIVE SESSION:** The commission went into Executive Session at 10:50. The Executive Session ended at 11:10. After executive session, the PSCSC voted as follows:

Police Sergeant Promotional Exam Protest Appeals

- PSCSC No. 22-04-012Ex, (Q #58): The appellants remedy to eliminate the question was denied by a unanimous vote of the commission.
- PSCSC No. 22-04-013Ex, (Q # 66): The appellants remedy to eliminate the question was denied by a vote of 2 with 1 abstention.
 - 12. OLD/NEW BUSINESS: There was no Old/New Business
 - **13.** <u>ADJOURN</u>: All other business before the Commission having been considered, Commission Chair Connole adjourned the meeting at 11:13 a.m.

Respectfully Submitted on April 16, 2022, for the PSCSC		 Teresa Jacobs. Executive Assistant
Approved for Publishing:	Occasion Obsis	_
Stac	cy Connole, Chair	

^{*}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.

6. FIRE CAPTAIN WRITTEN EXAM PROTEST APPEALS

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	21-24	Original exam protests on Qs 4, 47, 187, 205

Memo

Date: April 14, 2022

To: Public Safety Civil Service Commission

From: Yoshiko Grace Matsui, Fire Exams Administrator
Subject: 2022 Fire Captain Written Exam Appeal Responses

The purpose of this confidential memo is to provide background information about how the written exam questions were developed, what bibliography information they are based upon, and the protest process that has led up to the hearing on appeals scheduled to occur on April 19, 2022, at 9:00 a.m. As the Fire Exams Administrator, I am a subject matter expert on the exam, and I am authorized to speak on behalf of the development committee. Please feel free to ask me any exam or appeal related questions. I respectfully remind the Commission that all exam materials contained herein are confidential and should not be shared or disseminated to anyone.

Background on Test Development

The 2022 Fire Captain Exam Development Committee is comprised of seven subject matter experts: an exam consultant from Testing for Public Safety, one Battalion Chief who is the Chair of the Promotional Development Committees, three SFD Fire Captains, and Fire & Police Exams Administrators Yoshiko Grace Matsui and Adelaide Alderks. Over the course of approximately seven months the committee held many meetings to develop, edit, and complete the written exam.

Source Materials for the Written Exam

All written exam questions were developed to assess each candidate's knowledge, skills, and abilities to perform the job for which they are seeking promotion. The written exam questions must be directly sourced from the exam bibliography. The exam bibliography was published to the Department on December 30, 2021. The Exam Development Committee approves all materials for the bibliography and reviews each question considered for inclusion in the written exam. The questions themselves are developed by a vendor, Testing for Public Safety. This vendor has 25+ years of experience in developing and validating exams for Police and Fire Departments in the U.S. The vendor works with the remainder of the development committee to appropriately edit developed questions.

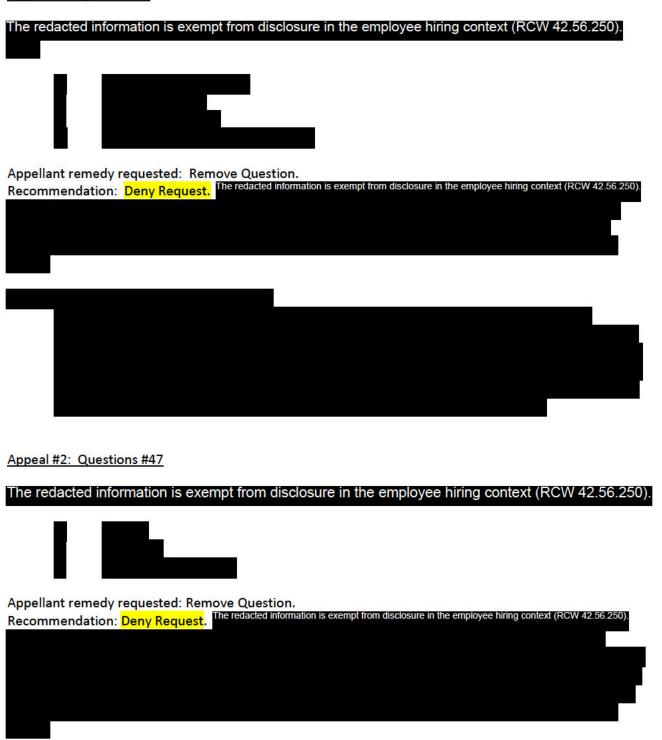
Protest/Appeal Process

The written exam was administered on April 1, 2022. There were 40 Lieutenants who participated in the exam. The three-day protest period was held April 4 - 6, 2022, where candidates were allowed to review the exam booklet along with the exam key, and to file any protests to exam scope, content, and practicality in compliance with Rule 9.22 – KEY COPY INSPECTION AND EXAMINATION PROTEST. There were 26 protests filed on 23 different written exam questions. The Development Committee met on April 8, 2022 and reviewed all of the protests. Seven protests were approved and 16 were denied. All Fire Captain candidates were sent a memo outlining the decisions on protest and the Appeals process. (See APPENDIX A – PROTEST MEMO).

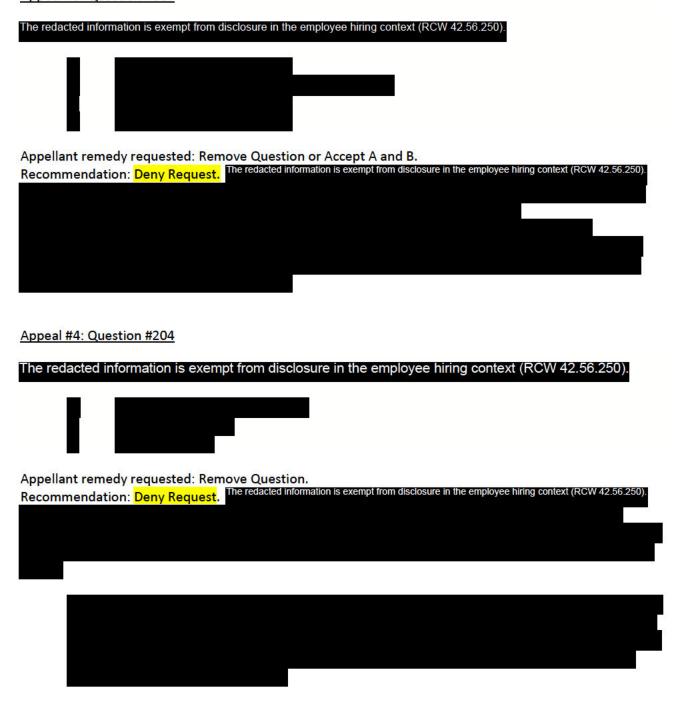
One candidate filed timely Appeals on four questions, #4, #47, #187, #205. (See APPENDIX B – CANDIDATE APPEALS).

THE INFORMATION BELOW CONTAINS CONFIDENTIAL HIRING OR PROMOTIONAL TESTING MATERIALS – DO NOT DUPLICATE OR SHARE

Appeal #1: Question #4



Appeal #3: Question #187





Memo

Date: April 8, 2022

To: Fire Battalion Chief Candidates

From: Yoshiko Grace Matsui, Fire Exams Administrator

Subject: Decisions on Protests – Fire Captain Written exam, April 1, 2022

Below is a list of the Fire Captain written exam question numbers which were protested and the protest dispositions. Candidates may appeal any of the following decisions to the Public Safety Civil Service Commission. Appeals on the protest decisions will be heard by the Commission at their meeting on April 19, 2022 which will be held online.

A complete list of the questions and answers will be available for review, by prior appointment only, at our offices on the 55th floor of the Seattle Municipal Tower, April 11, 12, and 13 from 9:00am to 3:00pm. Our staff is working remotely, so you must schedule a meeting in advance before coming to the office.

To receive specific instructions on how to submit an appeal and/or to make an appointment, please email me at Yoshiko.GraceMatsui@seattle.gov. No Appeals will be accepted after 3:00pm on Wednesday April 13, 2022.

All timely appeals (received by this office on or before the due date of April 13 at 3:00pm) will be heard before the Public Safety Civil Service Commission at their scheduled meeting on Tuesday, April 19, 2022, at 9:00am via WebEx.

The following question will be given credit for more than one correct answer: 81 (Credit for either A, B, or C)

The following questions will be removed:

34, 65, 68, 86, 132, 204

Protests on the following questions were denied:

4, 47, 48, 50, 57, 66, 85, 90, 100, 103, 144, 158, 164, 187, 200, 205

You are welcome to call me, and I will share the questions and new keyed answers by phone. My work cell is (206)888-7671.

Question 4

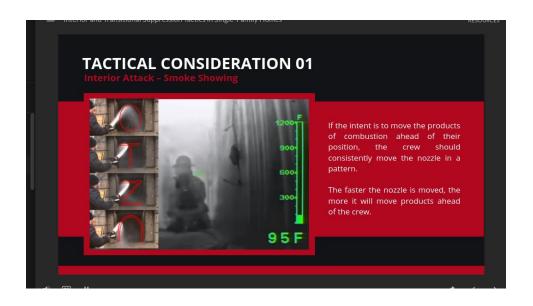
Public Safety Civil Service Commission,

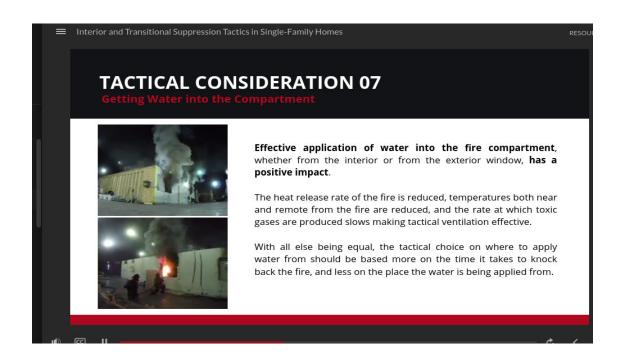
I would like to appeal the following questions from the Seattle Fire Captain's written examination.

The redacted information is exempt from disclosure in the employee hiring context (RCW 42.56.250).

Question 47

The recThe redacted information is exempt from disclosure in the employee hiring context (RCW 42.56.250).





Question 187

The redacted information is exempt from disclosure in the employee hiring context	(RCW 42.56.250).

CPR F	OR NEWBORN
HER W Health Care Provider	Members
AIRWAY	Head Within In Cliumon celly as residen
BREATING miles	2 effective brautin at 1 second/breath (obtain cheef rise)
Rescrie breathing without sheet sompression	2 effective brauette at 1 second/vives/ (potatie chart vise) 2 (potatie chart vise) 40-60 breaths minutes (r-1 breath every 1 to 1 25 seconds)
CIRCULATION	condistuit or over the head.
Congression land-	Just below the ripple line
Compression Method (allow full recoil)	Just below the ripple line 2 resources perform shift "two tharms-encircling hands" sechnique 1/3 depth of the chest
Congression Depth	t/3 depith of the chest
Compression Rate	
Compression/ Ventuation Ratio and events/minute	15:2 prior to advanced airway 10:1 with advanced airway
MED Detoritation	Not performed on children less than 8 years

Effective date: February 4, 2013

TO: Seattle Fire Department Personnel

FR: Michael K. Copass, MD McClub K. Copass

Medical Director, Seattle Medic One

RE: BLS Cardiac Arrest Standing Orders - less than 8 years old

These standing orders apply to patients less than 8 years old in cardiac arrest.

- Age newborn 1 month = ~120 compressions/minute.
 - 2 fingers

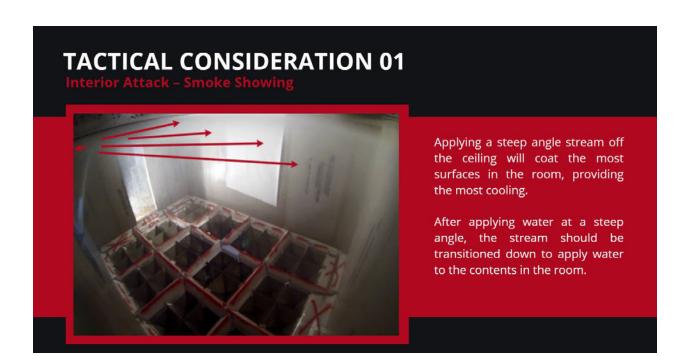
Do NOT interrupt chest compressions

Question 205

The redacted information is exempt from disclosure in the employee hiring context (RCW 42.56.250).
I would like to thank you for your time and consideration into this appeal. Please do not hesitate to reach out to me for any clarifications of the appeal.
Sincerely,
Lt.
seattle.gov

APPENDIX C – Suppression Tactics in Single Family Homes, Tactical Consideration 01, Interior attack, Smoke Showing

Screenshot of video from which Question #47 is derived.



	1005 – 1007
	2001 (Excluding 2001.88 starting at "Company
	Inspection Assignments" – 2001.19)
	2002
	3000 All (Excluding 3001, 3006, 3010.8 funeral support
	matrix, 3014)
	4000 All (Excluding 4004-4005)
Policies and Operating Guidelines, SFD (11/23/2020)	All Policies that relate to the Guidelines listed below:
	Volume II:
	5001, 5003-5005, 5007.1-5007.5 (up to and excluding "Implementation of Authority), 5010, 5011, 5012-5016, 5018
	5501, 5502, 5505-5509
	6002-6011
	7002
	7004.1-7004.3 (excluding all charts)
	7005-7007
	9000, All
Post Incident Analysis Reports	
	Ballard Fatality House Fire 2/24/2019
	Greenwood Natural Gas Explosion 3/9/2016
	Harborview Radiological Incident 5/2/2019
	Mount Baker 2-11 7-30-2019
	Spear Place Fatality Fire 12/31/2018
Race and Social Justice Initiative, SFD – RSJI Binder Materials	
	Tab D: Why Lead with Race?
	Tab E: Race Inequity Definitions
Seattle and King County 2019 EMT Patient Care Protocols, Public Health-Seattle & King County	Pages 5-57, 68 -70, 75-76, 79 – 113
Sexual Harassment Prevention	All
Training Manual for Managers and	
Supervisors, 3 rd Edition, by Paul	
Gibson, J.D., S.P.H.R. and Marjorie	
A. Johnson, J.D.	
SOGS, SFD	Including all command sheets, diagrams, and indicated
	reference docs/materials. Defensive Fire
	Derelict Building

PROTEST FORM

TITLE OF EXAMINATION: FIRE CAPTAIN WRITTEN EXAM 2022	
Only one exam question can be placed on this page. New forms must be used for other exam questions	
The exam question in full with number and keyed answer is as follows:	
QUESTION#: 4	
The redacted information is exempt from disclosure in the employee hiring context (R	CW 42.56.250).
Protestant's requested remedy: Remove guestion	
The redacted information is exempt from disclosure in the employee hiring context (RC	W 42 56 250)
The redacted information is exempt from disclosure in the employee mining context (INC	VV 42.30.230).
	20
	e

PROTEST FORM

TITLE OF EXAMINATION: FIRE CAPTAIN WRITTEN EXAM 2022	
Only one exam question can be placed on this page. New forms must be used for other exam questions.	
The exam question in full with number and keyed answer is as follows:	
QUESTION#: 47	
The redacted information is exempt from disclosure in the employee hiring context (RCW	/ 42.56.250).
Protestant's requested remedy: Remove grestion	
The redacted information is exempt from disclosure in the employee hiring context (RCV	
The reducted information is exempt from disclosure in the employee mining context (i.e.)	v +2.00.200).

PROTEST FORM

14

TITLE OF EXAMINATION: FIRE CAPTAIN WRITTEN EXAM 2022 Only one exam question can be placed on this page. New forms must be used for other exam questions. The exam question in full with number and keyed answer is as follows: QUESTION#: 18 The redacted information is exempt from disclosure in the employee hiring context (RCW 42.56.250). Protestant's requested remedy: The redacted information is exempt from disclosure in the employee hiring context (RCW 42.56.250).

PROTEST FORM

Inly one exam question can be placed on this page. New forms must be used for other exam questions. The exam question in full with number and keyed answer is as follows: **RUESTION#: AUS** The redacted information is exempt from disclosure in the employee hiring context (RCW 42.56.250). **The redacted remedy: ** **Roman	TITLE OF EXAMINATION:	FIRE CAPTAIN WRITTEN EX	XAM 2022		10
The redacted information is exempt from disclosure in the employee hiring context (RCW 42.56.250).	Only one exam question o	an be placed on this page.	New forms must be used	for other exam questions.	
rotestant's requested remedy: Remove the Court of the employee hiring context (RCW 42.56.250).	The exam question in full	with number and keyed an	swer is as follows:		
rotestant's requested remedy: Remove the Court of the employee hiring context (RCW 42.56.250).	205				
	The redacted information	ation is exempt from o	disclosure in the emp	loyee hiring context (RC)	Ñ 42.56.250).
	Protestant's requested re	medy: Romove	My Question		
				mployee hiring context ((RCW 42.56.250)
	-				
	-				
	d				

7. FIRE AND POLICE EXAMUNIT

- Fire Update-Yoshiko Grace Matsui, Fire Exams Administrator
- Police Update-Rachael Schade, Police Exams Administrator

8. UPDATE ON OPMA AND CONTINUANCE OF PROCLAMATION 20-28

9. EXECUTIVE DIRECTOR REPORT

• Departmental Work and Budget Update

10. CASE STATUS REPORT

PUBLIC SAFETY CIVIL SERVICE COMMISSION CASE STATUS REPORT APRIL 2022

OPEN APPEAL/EXAM PROTEST/REQUEST FOR DECISION:

Туре	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	ISSUE	Register/Exam/ Position	Issue/Requested Outcome/Status	PRESIDING
Α		Arbogast	Police	4-6-2022			Under ED review	PSCSC

DISMISSED/CLOSED:

Туре	CASE	APPELLANT	RESPONDENT	DATE	APPEAL	ISSUE/REQUESTED	DECISION/DATE	PRESIDING
	NUMBER		DEPTARTMENT	FILED		OUTCOME	DISMISSED	
Α	22-01-001	Young	Fire	9-4-2022	Separation		Dismissed 3/3/22 for	PSCSC
							lack of jurisdiction	
Α	21-01-043	Walter	Police	12-22-2021	Discipline		Appellant withdrew	
							his appeal to pursue	
							through his union	
							under the rights of the	
							collective bargaining	
							agreement. ED	
							dismissed appeal	
09		6					1-31-22	

A=Appeal (PSCSC 6)

E=Exam Protest (PSCSC 9.22)

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

Request for Reinstatement (PSCSC 10.03)

Request for Probationary Extension (PSCSC 12.02)

PUBLIC SAFETY CIVIL SERVICE COMMISSION CASE STATUS REPORT APRIL 2022

	REQUEST FOR REINSTATEMENT						
Туре	CASE NUMBER	DEPT	DATE REQUESTED	REQUEST	POSITION	STATUS	
RFR	22-05-007RFR	SPD	2-7-2022	Request for Reinstatement	Lieutenant	Denied	
RFR	22-05-008RFR	SPD	2-7-2022	Request for Reinstatement	Officer	Approved by Chief	
RFR	22-05-009RFR	SPD	1-12-2022	Request for Reinstatement	Officer	Approved by Chief	
RFR	22-05-010RFR	SPD	3-1-2022	Request for Reinstatement	Officer	Approved by Chief	
RFR	22-05-012RFR	Fire	3-17-2022	Request for Reinstatement	Firefighter	Denied by Chief	
RFR	22-05-014RFR	Fire	4-1-2022	Request for Reinstatement	Firefighter	Denied by Chief	
RFR	22-05-016RFR	Fire	4-5-2022	Request for Reinstatement	Firefighter	Pending	
RFR	22-05-017RFR	Fire	4-12-2022	Request for Reinstatement	Firefighter	Pending	

A=Appeal (PSCSC 6)

E=Exam Protest (PSCSC 9.22)

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

Request for Reinstatement (PSCSC 10.03)

Request for Probationary Extension (PSCSC 12.02)

PUBLIC SAFETY CIVIL SERVICE COMMISSION CASE STATUS REPORT APRIL 2022

	REQUEST FOR PROBATIONARY EXTENSION						
Туре	CASE NUMBER	DEPT	DATE REQUESTED	REQUEST	POSITION	STATUS	
RPE	22-05-003RPE	SPD	1-19-2022	Request for Probationary Extension	Officer	Approved by ED	
RPE	22-05-004RPE	SPD	1-26-2022	Request for Probationary Extension	Officer	Approved by ED	
RPE	22-05-005RPE	SPD	1-26-2022	Request for Probationary Extension	Officer	Approved by ED	
RPE	22-05-006RPE	SPD	1-27-2022	Request for Probationary Extension	Officer	Approved by ED	
RPE	22-05-011RPE	SPD	3-22-2022	Request for Probationary Extension	Officer	Approved by ED	

A=Appeal (PSCSC 6)

E=Exam Protest (PSCSC 9.22)

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

Request for Reinstatement (PSCSC 10.03)

Request for Probationary Extension (PSCSC 12.02)

11. EXECUTIVE SESSION (May be cancelled if not needed		
	11.	EXECUTIVE SESSION (May be cancelled if not needed

- 12. OLD/NEW BUSINESS
- 13. ADJOURN