



# City of Seattle

## 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

Sarah Butler, Operations & Policy Advisor

Teresa Jacobs, Executive Assistant

## PUBLIC SAFETY CIVIL SERVICE COMMISSION

April 20, 2023, MEETING MINUTES

APPROVED: June 22, 2023

### CHAIR (PSCSC 2.04)

1. CALL TO ORDER: Acting Chair Commissioner Joel Nark called the monthly meeting to order at 9:00 a.m.
2. LAND ACKNOWLEDGEMENT: Executive Director Andrea Scheele read the land acknowledgement.
3. INTRODUCTIONS: Commissioner Nark introduced the commissioners, staff, and guests.

PSCSC: Commissioner Joel Nark, Commissioner Richard Greene. Commission Staff and Counsel: Andrea Scheele Executive Director; Teresa Jacobs, Executive Assistant. Commission Counsel: Joe Levan

Exams Unit: Rachael Schade, Police Exams Analyst, Adelaide Alderks and Amy Jo Chamberlain, Public Safety Exams Analysts, Fire: Sarah Lee, HR Director

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

### DISCUSSION ITEMS

5. APPROVAL OF MINUTES

March 23, 2023, Special Meeting- The commission reviewed the March 23, 2023, monthly meeting. Commissioner Greene 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 3<sup>rd</sup> and the oral boards will be held on April 22<sup>nd</sup>. Ms. Schade reported the entry level police officer exam application process will close on April 19<sup>th</sup>. The Police Captain promotional exam is scheduled for March 25<sup>th</sup>. There are fourteen (14) candidates. A full day assessor training is on March 27<sup>th</sup>. Oral Boards will begin March 28<sup>th</sup>, concluding on April 1<sup>st</sup>.

**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 20<sup>th</sup>. The Fireboat Engineer exam is in development. The bibliography was recently published. The exam will be held on June 20<sup>th</sup>. 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 4<sup>th</sup>.

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 28<sup>th</sup>.

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 R. Jacobs*

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Teresa Jacobs, Executive Assistant

Approved for Publishing:

  
Commissioner.Stacy Connole (Jun 28, 2023 15:47 PDT)

Stacy Connole, Chair

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

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