



City of Seattle

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

October 20, 2021-Special Meeting

Approved: January 20, 2022

1. **Call to Order:** Commission Chair Stacy Connole called the October 20, 2021, Public Safety Civil Service Commission Special Meeting to order at 10:01 a.m. The meeting was held via WebEx.

2. **Introductions (In Attendance)**

Commission: Commission Chair Stacy Connole; Commissioner Dorothy Leggett

Not In Attendance: Commissioner Joel Nark

Staff & Counsel: Andrea Scheele, Executive Director; Teresa Chen, Assistant City Attorney
Teresa R. Jacobs, Executive Assistant

Exams Unit: Rachael Schade, Police Exams Analyst; Yoshiko Grace Matsui, Fire Exams Analyst;
Adelaide Alderks, F&P Exams Analyst; Kwang Kim, F&P Exams, Administrative Specialist

Fire/Police/Guests: Hannah Kosten, Fire; Alyssa Pulliam, Police

3. **PUBLIC COMMENT**

No members of the public requested to give public comment.

4. **APPROVAL OF MINUTES**

Approval of Minutes September 22, 2021, Special Meeting

The Commission reviewed the minutes of the September 22, 2021, special meeting. Commissioner Leggett moved to accept the minutes as written. Commissioner Connole seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

5. **FIRE AND POLICE EXAM UNIT**

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

- **Police Update:** Ms. Schade provided a Police exam update, reporting that over 200 candidates took the entry level exam during the most recent cycle. 91 were scheduled to take the physical agility test. Of the 91, 49 took the exam. 37 individuals participated in oral boards.

City of Seattle Civil Service Commissions

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- **Fire Update:** Adelaide Alderks provided a Fire exam update for Ms. Matsui who was not present. Ms. Alderks stated that the administration for practical exam for fireboat engineer concluded in September with two candidates. The exam protest period resulted in four protests. The committee convened and denied all four protests. There were no appeals. Final scoring, reporting, and preparation of the register is currently occurring. The Captain and Battalion Chief development committees held a joint meeting on October 11 to go over introductory subjects such as exam security and confidentiality, committee roles, and bibliography materials for the April 2022 exams. Fire Exams Analysts continue to communicate with the Fire department on entry level exams and how they can best support SFD hiring needs, especially if there is a need for off-cycle testing due to impacts of the City's vaccine mandate.

6. EXECUTIVE DIRECTOR REPORT

Departmental Work Update: The Executive Director reported on the following- **CSC:** The Civil Service Commission held its second staff retreat, which focused on racial equity and applying an equity lens to the work of the commission. Transition Memo: Ms. Scheele is working on a transition memo for the incoming 2022 electeds. **Fire:** Ms. Scheele reported continued discussion with the Fire department about how to support their hiring needs as a result of vaccine mandate related separations. Ms. Scheele stated although there are currently no appeals before the PSCSC, there may be an uptick in appeals as separations continue to occur. A temporary employee will be hired to assist the department with the anticipated workload related to separations and appeals. **Process Manual:** Staff is currently working on an updated process manual. **Budget:** There are no significant changes to the budget. The department may have a small unspent amount at the end of the year.

7. CASE STATUS REPORT

- **Crawford v. PSCSC-COA 82892-4-Update:** Ms. Scheele reported Lt. Crawford did not file an appellate brief that was due on October 11.
- **Case Status Report Structure:** Ms. Scheele sought input from the commission on adding the exam protest appeals decisions that come before the commission to the monthly case status report. The commission agreed. Staff will begin to add the items to the CSR in 2022.

8. **EXECUTIVE SESSION:** The commission went into Executive Session at 10:35 a.m. the Executive Session ended at 11:00 a.m.

9. **ADJOURN:** All other business before the Commission having been considered, Commission Chair Connole adjourned the meeting at 11:03 a.m.

Respectfully Submitted on January 20, 2022, for the PSCSC

Stacy Connole

Stacy Connole
PSCSC Chair

Teresa Jacobs

Teresa R. Jacobs
Executive Assistant