



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

February 16, 2022-Special Meeting

Approved: March 30, 2022

- 1. Call to Order:** Commission Chair Stacy Connole called the February 16, 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

Not in Attendance: Teresa R. Jacobs, Executive Assistant

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

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

Fire/Police/Guests: Captain James Collins; Helen Fitzpatrick, SFD HR, Alyssa Pulliam, SPD HR, Sarah Lee, SFD HR Director, Dori Towler, SFD HR. Hannah Kosten, SFD HR
- 4. Public Comment:** No members of the public requested to give public comment.

ACTION ITEMS

5. APPROVAL OF MINUTES

- **January 19, 2022**

The Commission reviewed the minutes of the January 19, 2022, monthly meeting. Commissioner Nark stated there was an error in title of the Firefighter who filed a new appeal. The minutes will be corrected to state "Fire Lieutenant." Commissioner Leggett moved to accept the minutes as they will be amended. Commissioner Connole seconded the motion. Commissioner Nark abstained.

The minutes were approved and will be signed by the chair.

City of Seattle Civil Service Commissions

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6. COMMISSION

- **2022 Chair Nomination and Potential Vote**-Ms. Scheele introduced the chair nomination and vote for 2022. Commissioner Nark cited in the past the commissioners rotated the role of chair. Commissioner Nark nominated Commissioner Leggett for the position. Commissioner Leggett declined the nomination, citing transition issues. Commissioner Nark nominated himself. Commissioner Connole nominated herself. Commissioner Leggett seconded the motion of the nomination of Commissioner Connole and commended her on her work for the past year presiding as chair and working with the Executive Director. There was no further discussion. The commission voted unanimously to elect Commissioner Connole as the 2022 Chair.
- **Work Retreat:** Ms. Scheele suggested the PSCSC consider holding a work retreat. Commissioner Connole stated she would decide after seeing a draft agenda with ideas to get a clear objective on what the commission would discuss to get the most out of the time commitment of its members. There was no action.
- **2022 April Meeting Date & June 20 Special Meeting Date:** The April meeting will be held on April 19 at 9:00 a.m. The June 20 meeting was inadvertently scheduled on a new observed city holiday of Juneteenth. The commission agreed to hold the meeting on Monday, June 27 at 10:00 a.m.
- **Consideration and Potential Final Approval/Recommendation by the Executive Director to Change Relative Weighting for Promotional Fire Lieutenant, Captain, Battalion Chief Weighting:** Seattle Black Firefighter's Association, represented by Captain Doug Johnson, and the Seattle Fire Department Women's Alliance, represented by Lieutenant Amina Bakke, presented a request to the Executive Director to change the relative weights of the written and oral board components of the Fire Lieutenant, Fire Captain, and Battalion Chief.

The current weightings are 60% for the written and 40% for the oral board. They requested the components be weighted equally, with 50% for the written component and 50% for the oral component. PSCSC Rule 2.12.f sets forth that the Executive Director shall "[p]repare an initial recommendation, subject to the Commission's further consideration and final approval, regarding ... the relative weights to be given to the various parts of the examination." Capt. Johnson and Lt. Bakke set forth their reasoning for the request: First, by stating that practical skills necessary for the ranks in question are better assessed via the oral board component. They also argue that women and BIPOC candidates have less access to pre-exam networking opportunities for written exam information and preparation than other candidates, so all candidates will be more fairly assessed if the written and oral board components are weighted the same. Finally, that increasing the weighting for the oral board to 50% will better evaluate candidates' ability to apply "on the ground" skills necessary to be a successful Fire Officer.

Ms. Scheele sought the perspectives of stakeholder groups regarding the requested changes, including potential unanticipated impacts of the change. Stakeholders included the Seattle Fire Department, City of Seattle Public Safety Exam staff, Seattle Fire Fighters Union, IAFF Local 27, and the Seattle Fire Chief's Association, IAFF Local 2898. Ms. Scheele emailed a notice to the PSCSC listserv describing the requested change and providing opportunity for email or verbal comment and posted a notice on the PSCSC's public website. The unions replied that they did not object to the requested change, SFD wrote supporting the requested change, and exam staff verbally stated that they did not object to the request. Director Scheele recommended that the PSCSC approve the requested change in weighting for future Fire Lieutenant, Fire Captain, and Battalion Chief promotional civil service exams, allocating 50% to the written component and 50% to the oral board.

The change in weighting should be effective going forward from the date the PSCSC approves. The reallocation of the relative weights should apply only to future tests and promotional registers, beginning with the 2022 Fire Captain and Battalion Chief examinations,

and the Fire Lieutenant 2023 exam. It should not be applied retroactively and/or to existing promotional registers.

Commissioner Nark moved to change the weighing from 60/40 to 50/50. Commissioner Connole seconded the motion. The motion passed unanimously. Ms. Scheele sought clarification on the record that the change will not be applied retroactively to the existing registers for the three ranks. The Commission agreed that the motion has been approved as written and shall be applied to future exams and not the current registers.

DISCUSSION ITEMS

7. 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 stated she is currently working in the development of the Fire Captain, Battalion Chief written exams in April, and oral boards in May. The practical exam will be held in September. Ms. Grace Matsui confirmed there will be a Firefighter exam. The application window and testing will begin March 1. Ms. Grace Matsui announced that Colleen Lafferty will be joining the unit as a temporary to support that new body of work.
- **Police Update:** Ms. Schade reported that the Sergeant exam is in final development. The exam will be held on March 5. The assessment exercises will be held April 23 and 24. The exams team is looking at options to complete the exam in one day. The lateral exam application process closes on February 16. The National Test Network (NTN) deadline is on Friday. Candidates who pass the NTN will be invited to an oral board that is being held March 19. This is the second part of the test for lateral applicants. The last day the task for entry level is March 18.
- **2022 Entry Fire Fighter Exam and Register:** The commission reviewed the Fire Fighter Exam and Register. No action was taken.
- **(Final) 2022 Entry and Promotional Exam Schedule:** The commission reviewed the Entry and Promotional Exam schedule. No action was taken.
- **Fire and Police Exam Administration Training** Ms. Scheele directed the commissioners to an embedded link to review the training presentation at their leisure.
- **Anti-Harassment and Anti-Discrimination e-Learning:** Ms. Scheele notified the commission that the e-learning is available on Cornerstone.
- **Update on SHR Reorg. Public Safety exam staff moved to Recruiting unit:** Ms. Scheele notified the commission that the exam staff has reorganized and moved the Talent and Recruiting Unit within Seattle Department of Human Resources.

8. EXECUTIVE DIRECTOR REPORT

Departmental Work and Budget Update: Civil Service Commission Vacancies: Ms. Scheele reported that she has been working with the Civil Service Commission and its current transition with two commissioner vacancies that are in the process of being filled. 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. Amy Bonfrisco has begun working in a civil service exempt position, so she is not eligible to serve as a commissioner. Staff is currently working with the City Clerk's office to conduct a special employee election to fill the vacancy. **Budget:** Work with the Commission's budget analyst continues with the 2022 adopted budget.

9. CASE STATUS REPORT

- **Walters v. SPD-PSCSC No. 21-01-043-New Appeal:** Officer Walter withdrew his appeal. His union will take up the matter.
- **Young v. Fire-PSCSC No. 22-01-001APS-New Appeal:** Officer Young timely filed an appeal. Ms. Scheele is working with him to determine whether his appeal is within the jurisdiction of the PSCSC.
- **Case Status Report:** The commission reviewed the Case Status Report. Ms. Scheele reported the CSR has a new addition of the number of Request for Reinstatement and Request for Probationary Extensions submitted by Police and Fire.

10. EXECUTIVE SESSION: There was no Executive Session.

11. OLD/NEW BUSINESS: There was no Old/New Business

12. ADJOURN: All other business before the Commission having been considered, Commission Chair Connole adjourned the meeting at 11:06 a.m.

Respectfully Submitted on March 30, 2022, for the PSCSC

Teresa R. Jacobs

Teresa Jacobs, Executive Assistant

Approved for Publishing: Stacy Connole
Stacy Connole, Chair

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Signature: Stacy Connole
Stacy Connole (Apr 18, 2022 14:20 PDT)

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