



# Seattle Civil Service Department

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## **PUBLIC SAFETY CIVIL SERVICE COMMISSION MEETING AGENDA**

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

**DATE:** Thursday, May 15, 2025

**TIME:** 10:00 a.m.

**LOCATION:** In person @ **SMT Room 1679** and Remote Attendance via **Teams**

**Directions to SMT 1679**-Seattle Municipal Tower, 700 5th Ave, Seattle, WA 98104.

In person attendance: Call (206) 233-7118 or (206) 586-1991 to be escorted to the 16th floor from the 4th floor lobby.

### **Teams Meeting Public Login:**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NTJjYTBINjctNDBiZi00NGlwLTg0MmEtYzA5NDdiODBiNmJl%40thread.v2/0?context=%7b%22id%22%3a%2278e61e45-6beb-4009-8f99-359d8b54f41b%22%2c%22oid%22%3a%220cc67185-726d-44dc-b9dc-4e989f1dfbad%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTJjYTBINjctNDBiZi00NGlwLTg0MmEtYzA5NDdiODBiNmJl%40thread.v2/0?context=%7b%22id%22%3a%2278e61e45-6beb-4009-8f99-359d8b54f41b%22%2c%22oid%22%3a%220cc67185-726d-44dc-b9dc-4e989f1dfbad%22%7d)

### **Commissioners, staff, and guest presenters Login:**

Please JOIN via the Teams invitation.

### **Subscribe to receive PSCSC Meeting Agendas, Notices, and News:**

<https://www.seattle.gov/public-safety-civil-service-commission>

**Public Safety Civil Service Commission**

**Monthly Meeting Agenda**

**May 15, 2025 @ 10:00 a.m.**

Seattle Municipal Tower Room 1679 and Teams

1.	<b>CALL TO ORDER LAND ACKNOWLEDGEMENT</b>	Commission Chair (PSCSC 2.04)
2.	<b>COMMISSIONER AND STAFF INTRODUCTIONS</b>	
3.	<b>PUBLIC COMMENT</b>	
4.	<b>APPROVAL OF MINUTES</b>	April 18, 2025, PSCSC Monthly Meeting ( <a href="#">Pages 1-3</a> )
5.	<b>UPDATES/DISCUSSION</b>	<p><b>A. FIRE AND POLICE EXAM UNIT UPDATES</b></p> <ol style="list-style-type: none"><li>1. Police Exams (Rachael Schade, Police Exams Administrator)</li><li>2. Fire Exams (Yoshiko Grace Matsui, Fire Exams Administrator)</li><li>3. Fire and Police Staffing (Hiring/Attrition Numbers)</li></ol> <p><b>B. EXECUTIVE DIRECTOR BUDGET &amp; DEPARTMENTAL UPDATES</b></p> <ol style="list-style-type: none"><li>4. Department Update</li><li>5. Budget Update (<a href="#">Page 4</a>)</li><li>6. Staffing Update, Mike Nelson, Public Safety Exams Manager</li></ol> <p><b>C. CASE STATUS REPORT/APPEAL UPDATES</b> (<a href="#">Pages 5-7 CSR</a>)</p> <ol style="list-style-type: none"><li>7. Hill v. SPD-PSCSC No. 24-01-004A</li><li>8. Englund v. SPD-PSCSC No. 24-01-006A</li></ol>
6.	<b>ACTION ITEMS</b>	<p><b>D. POSSIBLE EXAM PROTEST REVIEWS</b></p> <p>There were no Police Captain or Police Lieutenant protests submitted.</p>
7.	<b>EXECUTIVE SESSION</b>	May be cancelled if not needed
8.	<b>OLD/NEW BUSINESS</b>	
9.	<b>ADJOURNMENT</b>	<p><b>Next Meeting Date:</b> Thursday, June 12, 2025-Monthly Meeting at <b><u>SMT 1679</u></b> (Possible Fire Lieutenant Oral Board Protest Review)</p> <p>This meeting will no longer be held at City Hall Boards and Commission Room L280.</p>



**Public Safety Civil Service Commission  
Monthly Meeting Minutes**

**April 18, 2025 @ 10:00 a.m.**

Seattle Municipal Tower Room 1679 and Teams

1.	<b>CALL TO ORDER</b> Commission Chair (PSCSC 2.04)	Commissioner Greene called the meeting to order at 10:00 am.
	<b>LAND ACKNOWLEDGEMENT</b>	
2.	<b>COMMISSIONER AND STAFF INTRODUCTIONS</b>	Commissioner Greene gave attendees an opportunity to introduce themselves. The following people were present: PSCSC Commissioners: Tom Applegate and Queniya Mays. Commission Staff: Andrea Scheele, Executive Director; Mike Nelson, Public Safety Exams Manager; Staff of the Public Safety Exams Unit; and Teresa Jacobs, Executive Assistant. Joe Levan and Anne Vold, Assistant City Attorneys/Commission Counsel. Seattle Fire HR: Sarah Lee, Director and Dori Towler, Personnel Manager. Seattle Police HR: Allen McKenzie, Labor and Employment Advisor. Members of the public were also present. Not in Attendance: Sarah Butler, Operations & Policy Advisor
3.	<b>PUBLIC COMMENT (GENERAL)</b>	Captain Doug Johnson, Seattle Fire Department, gave public comment.  There was no other public comment in person or in writing.
4.	<b>PUBLIC RECORDS ACT TRAINING</b>	Aaron Valla, Assistant City Attorney
5.	<b>APPROVAL OF MINUTES</b>	<b>March 19, 2025, PSCSC Monthly Meeting:</b> Commissioner Greene moved to accept the minutes as written. Commissioner Mayes seconded the motion. The minutes were approved by acclamation.
6.	<b>UPDATES/DISCUSSION</b>	<b>A. FIRE AND POLICE EXAM UNIT UPDATES</b> <ol style="list-style-type: none"><li>1. Police Exams (Rachael Schade, Police Exams Administrator)</li><li>2. Fire Exams (Yoshiko Grace Matsui, Fire Exams Administrator)</li><li>3. Fire and Police Staffing (Hiring/Attrition Numbers)</li></ol>

		<p><b>B. EXECUTIVE DIRECTOR BUDGET &amp; DEPARTMENTAL UPDATES</b></p> <p>4. April 2025 Rulemaking</p> <p>5. Budget Update</p> <p>6. Department Update</p> <p><b>C. CASE STATUS REPORT/APPEAL UPDATES</b></p> <p>7. Hill v. SPD-PSCSC No. 24-01-004A</p> <p>8. Englund v. SPD-PSCSC No. 24-01-006A</p>
7.	<p><b>PUBLIC COMMENT ON PROPOSED RULEMAKING</b></p> <p><b>DISCUSSION</b></p> <p><b>POTENTIAL VOTE</b></p>	<p><b>D. PSCSC PROPOSED RULEMAKING</b></p> <ul style="list-style-type: none"> <li>○ <b>Rule 2.13 Review and Reconsideration of Actions or Decisions of the Director:</b> Commissioner Greene moved to accept rule 2.13 as amended. Commissioner Mays seconded the motion. The was approved by acclamation.</li> <li>○ <b>Rule 8.07 Admission to Examination Pending Appeal:</b> Commissioner Greene moved to accept rule 8.07 as amended. Commissioner Mays seconded the motion. The was approved by acclamation.</li> <li>○ <b>Rule 9.09 Promotional Development Committee:</b> Commissioner Greene moved to accept rule 9.09 as amended. Commissioner Mays seconded the motion. The was approved by acclamation.</li> <li>○ <b>Rule 9.15 Military Personnel and Promotional Exams:</b> Commissioner Greene moved to accept rule 9.15 as amended. Commissioner Mays seconded the motion. The was approved by acclamation.</li> <li>○ <b>Rule 9.20 Preference for Multilingual Candidates:</b> Commissioner Greene moved to accept rule 9.20 as amended. Commissioner Mays seconded the motion. The was approved by acclamation.</li> </ul> <p>9. Executive Director Briefing on Proposals</p> <p>10. Public Comment on Proposals: Captain Doug Johnson, Seattle Fire Department, gave public comment on proposed rulemaking. There was no other public comment in person or in writing.</p> <p>11. Discussion and Possible Vote</p> <p><b>August 21, 2025, Retreat/Hearing Prep Training</b></p>
8.	<b>EXECUTIVE SESSION</b>	The commission did not go into Executive Session.

9.	OLD/NEW BUSINESS	There was no Old/New Business.
10.	ADJOURNMENT	Commission Chair Green adjourned the meeting at 11:16 a.m.

Minutes submitted **May 15, 2025**, by: Teresa Jacobs

Minutes ☐ Approved ☐ Amended

**May 15, 2025**, by: PSCSC

Signed by PSCSC Commission Chair, Richard Greene

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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>

CIV Department 2025 Monthly Expenditures

2025  
VC000 - Civil Service Commissions Dept  
All  
All

#REF!

Values															
Account Grouping Level	Adopted Budget	Revised Budget	01 - Expenses	02 - Expenses	03 - Expenses	04 - Expenses	05 - Expenses	06 - Expens	07 - Expen	08 - Expen	09 - Expen	10 - Expen	11 - Expen	12 - Expen	
Two															
Labor	2,098,041	2,098,041	151,145	167,261	154,104	159,235	19,780	-	-	-	-	-	-	-	651,524
Non-Labor	719,609	719,609	16,325	40,640	121,730	95,422	45,866	-	-	-	-	-	-	-	319,983
	2,817,650	2,817,650	167,469	207,902	275,834	254,657	65,646	-	-	-	-	-	-	-	971,507

**PUBLIC SAFETY CIVIL SERVICE COMMISSION  
CASE STATUS REPORT  
May 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	24-01-004A	Hill	SPD	5-21-2024	Discharge		1 <sup>st</sup> Prehearing was held October 24, 2024. Hearing scheduled for September 22-26, 2025.	PSCSC
A	24-01-006A	Englund	SPD	9-23-2024	Suspension		1 <sup>st</sup> Prehearing was held February 10. Hearing TBD.	PSCSC

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

			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
A	25-01-004A	Allen	SPD	2-11-2025	Suspension		Appellant requested to withdraw the appeal on 3-5-2025.	Executive Director
A	25-01-001A	Dave	SPD	1-10-2025	Discharge		Appellant requested to withdraw the appeal on 3-11-2025.	Executive Director

R	25-05-002RPro	Schenkelberg	Fire	1-31-2025	Eligible Register Expired	Fire Captain	Dismissed for lack of timeliness. Dismissal Order issued 2-21-2025	Executive Director
A	24-01-007A	Willis	SPD	10-1-2024	Suspension		Appellant requested to withdraw the appeal, because the parties reached a settlement. A dismissal order was issued 1-4-2025.	Executive Director

REQUESTS FOR REINSTATEMENT TO ELIGIBLE REGISTER RFR=Request for Reinstatement (PSCSC 10.03)				
CASE NUMBER	DEPT	DATE REQUESTED	POSITION/RANK	DECISION
25-05-002RFR	Police	1-30-2025	Officer	Requester Withdrew
25-05-004RFR	Police	3-7-2025	Officer	Approved
25-05-008RFR	Police	3-11-2025	Officer	Approved
25-05-010RFR	Police	3-27-2025	Officer	Approved
25-05-011RFR	Fire	4-2-2025	Firefighter	TBD
25-05-012RFR	Fire	4-11-2025	Firefighter	TBD
25-05-013RFR	Police	4-16-2025	Lieutenant	Approved at Rank of Police Officer
25-05-014RFR	Fire	4-19-2025	Firefighter	TBD
25-05-015RFR	Police	4-28-2025	Sergeant	Approved at Rank of Police Officer

REQUESTS FOR PROBATIONARY EXTENSION RPE= Request for Probationary Extension (PSCSC Rule 12.0)			
DEPT	DATE REQUESTED	POSITION/RANK	APPROVED/DENIED
Fire	1-10-2025	Battalion Chief	Approved



Fire	1-10-2025	Lieutenant	Approved
Fire	1-10-2025	Firefighter	Approved
Fire	2-3-2025	Firefighter	Approved
Police	2-18-2025	Officer	Approved
Police	2-24-2025	Officer	Approved
Police	4-14-2025	Officer	Approved
Fire	4-27-2025	Firefighter	Approved
Police	4-29-2025	Sergeant	Approved
Police	5-5-2025	Police	TBD