



# 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:** Wednesday, March 19, 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. At the 4th floor main building entry security desk, request elevator access to 16th floor and follow the signs to 1679.

### Teams Meeting Public Login:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZjVINjM3NTQtNjRkMS00Nzg1LTliZmUtYWQ3OTYxNjllNzFl%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_ZjVINjM3NTQtNjRkMS00Nzg1LTliZmUtYWQ3OTYxNjllNzFl%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 guests 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**

**March 19, 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>ATTENDEE INTRODUCTIONS</b>	
3.	<b>PUBLIC COMMENT</b>	
4.	<b>APPROVAL OF MINUTES</b>	February 19, 2025, PSCSC Monthly Meeting ( <a href="#">Pages 4-5</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. April 2025 Rulemaking Preview and Timeline</li><li>5. Budget Update (<a href="#">Page 6</a>)</li><li>6. Department Update</li><li>7. Financial Interest Statements (SMC 4.16.080)</li></ol> <p><b>C. CASE STATUS REPORT/APPEAL UPDATES</b> (<a href="#">Pages 7-9</a>)</p> <ol style="list-style-type: none"><li>8. Hill v. SPD-PSCSC No. 24-01-004A</li><li>9. Englund v. SPD-PSCSC No. 24-01-006A</li><li>10. Willis v. SPD-PSCSC No. 24-01-007A</li><li>11. Dave v. SPD-PSCSC No. 25-01-001A (<a href="#">Pages 10-12</a>)</li><li>12. Allen v. SPD-PSCSC No. 25-01-004A (<a href="#">Pages 13-15</a>)</li><li>13. Schenkelberg v. SPD-PSCSC No. 25-05-002RPro</li></ol>
6.	<b>ACTION ITEMS</b>	
7.	<b>EXECUTIVE SESSION</b>	May be cancelled if not needed
8.	<b>OLD/NEW BUSINESS</b>	

<b>9.</b>	<b>ADJOURNMENT</b>	Next Meeting Date: Friday, April 18, 2025-Monthly Meeting
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**Public Safety Civil Service Commission  
Monthly Meeting Minutes**

**February 19, 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 10:02 am.
	<b>LAND ACKNOWLEDGEMENT</b>	
2.	<b>ATTENDEE 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; Sarah Butler, Operations & Policy Advisor; Mike Nelson, Public Safety Exams Manager; Staff of the Public Safety Exams Unit; and Teresa Jacobs, Executive Assistant. Joe Levan, Assistant City Attorney/ Commission Counsel. Seattle Fire HR: Sarah Lee, Director and Hannah Kosten, Personnel Specialist, Sr. Seattle Police HR: Allen McKenzie, SA2. Members of the public were also present. Not in Attendance: Anne Vold, Assistant City Attorney.
3.	<b>PUBLIC COMMENT</b>	Sarah Lee introduced herself and welcomed new commissioner Queniya Mays.
4.	<b>APPROVAL OF MINUTES</b>	<b>January 16, 2025, PSCSC Monthly Meeting:</b> Commissioner Greene moved to accept the minutes as written. Commissioner Applegate seconded the motion. The minutes were approved by acclamation.
5.	<b>UPDATES/DISCUSSION</b>	<b>A. UNDERSTANDING ELIGIBLE REGISTERS &amp; CERTIFICATIONS-TRAINING</b> (Director Scheele and Exam Staff)  <b>B. FIRE AND POLICE EXAM UNIT UPDATES</b> 1. Police Exams (Rachael Schade, Police Exams Administrator) 2. Fire Exams (Yoshiko Grace Matsui, Fire Exams Administrator) 3. Fire and Police Staffing (Hiring/Attrition Numbers)

		<b>C. EXECUTIVE DIRECTOR BUDGET &amp; DEPARTMENTAL UPDATES</b> 4. Budget Update 5. Department Update  <b>D. CASE STATUS REPORT/APPEAL UPDATES</b> 6. Hill v. SPD-PSCSC No. 24-01-004A 7. Englund v. SPD-PSCSC No. 24-01-006A 8. Willis v. SPD-PSCSC No. 24-01-007A 9. Dave v. SPD-PSCSC No. 25-01-001A 10. Allen v. SPD-PSCSC No. 25-01-004A 11. Schenkelberg v. SPD-PSCSC No. 24-05-002RPro
6.	<b>ACTION ITEMS</b>	There were no action items.
7.	<b>OPMA TRAINING PARLIAMENTARY BASICS</b>	Joe Levan, Assistant City Attorney/Commission Counsel
8.	<b>EXECUTIVE SESSION</b>	The commission went into Executive Session at 12:20 pm. The Executive Session ended at 12:25 pm.
9.	<b>OLD/NEW BUSINESS</b>	There was no old/new business.
10.	<b>ADJOURNMENT</b>	Commission Chair Greene adjourned the meeting at 12:30 pm.

Minutes submitted **March 19, 2025,** by: Teresa Jacobs

Minutes ☐ Approved ☐ Amended

**March 19, 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 Budet to Actuals- As of 3/12/2025

				Avail. Bal. Before	Avail. Bal. After	% Spent	
				Encum	Encum	Before	%
				[a]+[b]+[c]+[d]-[e]	[a]+[b]+[c]+[d]-[e]	Encum.=[	Available
BSL_DESCI PROJECT_DESCR	ACCOUNT_ Budget [a]	Sum of Actuals [e]		[a]+[b]+[c]+[d]-[e]	[f]	+ [c]+[d])	After
<b>BO-VC-V1C</b> VCADMIN - Leadership and Administration	964,071.68	153,340.67		810,731.01	810,731.01	16%	84%
VCCIV-FIREEXAMS - PUBLIC SAFETY CIVIL SVC EXAMS	907,412.34	3,880.37		903,531.97	903,531.97	0%	100%
VCCIVILSV - Civil Service Commissions	38,753.52	50,452.74		(11,699.22)	(11,699.22)	130%	-30%
VCCIV-POLEXAMS - Police Civil Service Exams	907,412.46	-		907,412.46	907,412.46	0%	100%
<b>Grand Total</b>	<b>2,817,650.00</b>	<b>207,673.78</b>		<b>2,609,976.22</b>	<b>2,609,976.22</b>	<b>7.37%</b>	<b>92.63%</b>

**PUBLIC SAFETY CIVIL SERVICE COMMISSION  
CASE STATUS REPORT  
March 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	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
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.	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
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	TBD By Chief
25-05-004RFR	Police	3-7-2025	Officer	TBD By Chief

		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
Fired	2-3-2025	Firefighter	Approved



<b>Police</b>	<b>2-18-2025</b>	<b>Officer</b>	<b>Approved</b>
<b>Police</b>	<b>2-24-2025</b>	<b>Officer</b>	<b>Approved</b>

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**BEFORE THE CITY OF SEATTLE  
PUBLIC SAFETY CIVIL SERVICE COMMISSION**

In the matter of the appeal of

**KEVIN DAVE**  
Appellant

V.

**SEATTLE POLICE DEPARTMENT**

Respondent

**DISMISSAL ORDER**

**PSCSC no. 25-01-001A**

On January 10, 2025, the Appellant filed an appeal with the Public Safety Civil Service Commission (PSCSC) of a disciplinary discharge issued to him by Seattle Police Department (SPD).

On February 20, 2025, the Appellant emailed the PSCSC giving notice that his grievance would proceed to arbitration with the Seattle Police Officer Guild (SPOG). The appellant submitted a signed voluntary withdrawal form on March 11, 2025.

**ORDER**

Upon reviewing the Appellant's request to withdraw their appeal, I hereby order that the Appellant's appeal is **dismissed**.

Dated this 13<sup>th</sup> day of March 2025,

FOR THE CITY OF SEATTLE PUBLIC SAFETY CIVIL SERVICE COMMISSION

*Andrea Scheele*

Andrea Scheele, Executive Director

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**BEFORE THE CITY OF SEATTLE  
PUBLIC SAFETY CIVIL SERVICE COMMISSION**

In the matter of the appeal of

**KEVIN DAVE**

Appellant

V.

**SEATTLE POLICE DEPARTMENT**

Respondent

**DECLARATION OF SERVICE**

**PSCSC no. 25-01-001A**

I, Teresa Jacobs, declare under penalty of perjury under the laws of the State of Washington, that on the date below, I caused to be served upon the below-listed parties, via email, a true and correct copy of the foregoing document: **Dismissal Order**.

Party	Method of Service
Appellant: Kevin Dave [REDACTED]	<input checked="" type="checkbox"/> E-Mail
Respondent: <i>On behalf of the Seattle Police Department</i> Molly Daily, Assistant City Attorney <a href="mailto:Molly.Daily@seattle.gov">Molly.Daily@seattle.gov</a>  Kim Fabel, Legal Assistant <a href="mailto:Kim.Fabel@seattle.gov">Kim.Fabel@seattle.gov</a>  Brian Strobel, Paralegal <a href="mailto:Brian.Strobel@seattle.gov">Brian.Strobel@seattle.gov</a>  Cc: Kimberly Loving, Interim Director, SDHR <a href="mailto:Kimberly.loving@seattle.gov">Kimberly.loving@seattle.gov</a>	<input checked="" type="checkbox"/> E-Mail

DATED: March 13, 2025, at Seattle, Washington.

*Teresa R. Jacobs*

Teresa R. Jacobs, Executive Assistant  
Civil Service Department



City of Seattle  
Civil Service Commissions

**VOLUNTARY REQUEST TO WITHDRAW APPEAL**

This matter was before the: ☒ **Public Safety Civil Service Commission** ☐ **Civil Service Commission**

<sup>1</sup> Appellant Name: Kevin Dave		<sup>1</sup> CSC/PSCSC Case No: 25-01-001A	<sup>1</sup> Date: 2/22/25
<sup>1</sup> Respondent:		Appellant's Authorized Representative:	

<sup>1</sup> Denotes required field

Please select the appropriate action below:

☒ I am the above-named **Appellant**, and hereby withdraw my appeal in the above-referenced matter.

Although you are not required, you may state the reason for withdrawal: **Appealing through SPOG via CBA**

☐ I am the above-named **Authorized Representative** of the Appellant, and hereby withdraw the appeal in the above-referenced matter on the Appellant's behalf.

☐ I am the above-named **Appellant**, Respondent and I have entered into a settlement agreement which resolves the appeal to my satisfaction. (See: CSC Rule 5.22E 1-3). The settlement agreement is attached for the record.

☐ I am the **Authorized Representative** of the Appellant. Respondent and Appellant have entered into a settlement agreement which resolves the appeal to the satisfaction of the Appellant. (See: CSC Rule 5.22E 1-3). The settlement agreement is attached for the record.

By signing and dating below, I certify that the information on this form is correct.

Signature: Kevin Dave

Date: 2/22/25

Please submit this completed form via email to [andrea.scheele@seattle.gov](mailto:andrea.scheele@seattle.gov). This form may also be submitted via regular mail to **City of Seattle Civil Service Commission, 700 5th Avenue, Suite 1670-P.O. Box 94729, Seattle, WA 98124-4729** or by fax to (206) 684-0755. If you are sending via regular mail, please notify staff that you are mailing in the document.

A Dismissal Order will be issued by the Presiding Officer or Executive Director.

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**BEFORE THE CITY OF SEATTLE  
PUBLIC SAFETY CIVIL SERVICE COMMISSION**

In the matter of the appeal of

**JEFFREY ALLEN**

Appellant

V.

**SEATTLE POLICE DEPARTMENT**

Respondent

**DISMISSAL ORDER**

**PSCSC no. 25-01-004A**

On February 11, 2025, the Appellant filed an appeal with the Public Safety Civil Service Commission (PSCSC) of a 45-hour disciplinary suspension issued to him by Seattle Police Department (SPD).

On March 5, 2025, the Appellant emailed the PSCSC giving notice that his grievance would proceed to arbitration with the Seattle Police Officer Guild (SPOG) and submitted a signed voluntary withdrawal form.

**ORDER**

Upon reviewing the Appellant's request to withdraw their appeal, I hereby order that the Appellant's appeal is **dismissed**.

Dated this 13<sup>th</sup> day of March 2025,

FOR THE CITY OF SEATTLE PUBLIC SAFETY CIVIL SERVICE COMMISSION



Andrea Scheele, Executive Director

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3 **BEFORE THE CITY OF SEATTLE**  
**PUBLIC SAFETY CIVIL SERVICE COMMISSION**

4 In the matter of the appeal of

5 **JEFFREY ALLEN**

6 Appellant

7 V.

8 **SEATTLE POLICE DEPARTMENT**


9 Respondent

**DECLARATION OF SERVICE**

**PSCSC no. 25-01-004A**

10 I, Teresa Jacobs, declare under penalty of perjury under the laws of the State of Washington,  
11 that on the date below, I caused to be served upon the below-listed parties, via email, a true and  
12 correct copy of the foregoing document: **Dismissal Order**.

13

Party	Method of Service
14 Appellant: Ofc. Jeffrey Allen 15 	<input checked="" type="checkbox"/> E-Mail
16 17 Respondent: Seattle Police Department Michael R. Fields, Executive Director, SPD HR <a href="mailto:Michaelr.fields@seattle.gov">Michaelr.fields@seattle.gov</a> 18 Allen McKenzie, SA2, SPD HR <a href="mailto:Allen.McKenzie@seattle.gov">Allen.McKenzie@seattle.gov</a> 19 Cc: Kimberly Loving, Interim Director, SDHR <a href="mailto:Kimberly.loving@seattle.gov">Kimberly.loving@seattle.gov</a> 20 21 22	<input checked="" type="checkbox"/> E-Mail

23 DATED: March 13, 2025, at Seattle, Washington.

*Teresa R. Jacobs*

Teresa R. Jacobs, Executive Assistant  
Civil Service Department



City of Seattle  
Civil Service Commissions

**VOLUNTARY REQUEST TO WITHDRAW APPEAL**

This matter was before the: ☒ Public Safety Civil Service Commission ☐ Civil Service Commission

<sup>1</sup> Appellant Name: Jeffrey Allen		<sup>1</sup> CSC/PSCSC Case No.: 25-01-004A	<sup>1</sup> Date: 3/5/2025
<sup>1</sup> Respondent:		Appellant's Authorized Representative:	

<sup>1</sup> Denotes required

Please select the appropriate action

☒ I am the above-named **Appellant**, and hereby withdraw my appeal in the above-referenced matter.  
Although you are not required, you may state the reason for withdrawal\*

☐ I am the above-named **Authorized Representative** of the Appellant, and hereby withdraw the appeal in the above-referenced matter on the Appellant's behalf.

☐ I am the above-named **Appellant**, Respondent and I have entered into a settlement agreement which resolves the appeal to my satisfaction. (See: CSC Rule 5.22E 1-3). The settlement agreement is attached for the record.

☐ I am the **Authorized Representative** of the Appellant. Respondent and Appellant have entered into a settlement agreement which resolves the appeal to the satisfaction of the Appellant. (See: CSC Rule 5.22E 1-3). The settlement agreement is attached for the record.

By signing and dating below, I certify that the information on this form is correct.

Signature: Jeffrey D Allen

Date: 03/05/2025

Please submit this completed form via email to [andrea.scheele@seattle.gov](mailto:andrea.scheele@seattle.gov). This form may also be submitted via regular mail to **City of Seattle Civil Service Commission, 700 5th Avenue, Suite 1670-P.O. Box 94729, Seattle, WA 98124-4729** or by fax to (206) 684-0755. If you are sending via regular mail, please notify staff that you are mailing in the document.

A Dismissal Order will be issued by the Presiding Officer or Executive Director.