



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

December 16, 2020-Monthly Meeting

Approved: February 17, 2021

Call to Order: Commission Joel Nark called the November 18, 2020 Public Safety Civil Service Commission Special Meeting to order at 10:00 am. The meeting was held via WebEX.

In Attendance

Commission Chair Joel Nark

Commissioner Stacy Connole

Commissioner Dorothy Leggett

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Executive Assistant

1. APPROVAL OF MINUTES

Approval of Minutes-November 18, 2020 -PSCSC Meeting Minutes

The Commission reviewed the minutes of the November 18, 2020 PSCSC Meeting. Commissioner Connole moved to approve the minutes as corrected. Commissioner Leggett seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

2. EXAM UNIT UPDATES

Yoshiko Grace Matsui, Fire Exams Analyst: Ms. Grace Matsui reported, Fire administration is currently in the development process for the 2021 Fire Lieutenant written exam. The exam is scheduled tentatively for the first weekend in March. Development for the Fireboat Engineer written exam is scheduled for June 16.

Rachael Schade, Police Exams Analyst: Ms. Schade reported that Police administration is currently in the development process for the 2021 Police Lieutenant written exam. The exam is scheduled for March 5. The Police Captain is scheduled for July. The suggested list for reading will be sent out at the

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

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end of December or beginning of January. The application period is January 5 through January 19 and will be advertised via Police and Fire with hiring needs of SPD for 2021 and for candidates to test safely from their homes.

3. **FIRE AND POLICE EXAM ADMINISTRATION TRAINING:** Ms. Schade and Ms. Grace Matsui provided a brief training the Commission on the Fire and Police exams application process and the NeoGov platform for the intake of applications.
4. **COMMISSION DISCUSSION AND VOTE FOR PRO TEM COMMISSIONER TO PRESIDE AT DISCIPLINARY HEARING (PSCSC Rule 2.08-SMC 4.08.200):** Ms. Scheele introduced Judge Terry Carroll as a Pro Tem for a disciplinary matter before the PSCSC. Commissioner Leggett moved to appoint. Commissioner Connoles seconded the motion. The motion passed.
5. **EXECUTIVE DIRECTOR REPORT:** Andrea Scheele, Executive Director gave her report to the commission on the following:

Community Preference Points: Ms. Scheele continues to meet with the committee on the community preference points.

CSC: The Civil Service Commission is in preparation for hearing a disciplinary matter.

Budget Update Ms. Scheele reported she is working on the year end budget and that the hearings and appeals process is being reviewed.

January Meeting Date and Reminder: 2021 PSCSC Chair Nomination and vote to take place after certification of the employee-elected commissioner.

6. **CASE STATUS REPORT**

Nina Jones-PSCSC No. 20-01-019-New Appeal: Ms. Scheele reported the appeal is stayed until the union decides on representation.

Novisedlak v. SPD-PSCSC No. 20-01-011-Update: The parties have been provided a range of dates for hearing in January.

Lt. R. Crawford-PSCSC No. 20-03-014-Request for Decision (Veteran's Preference): A writ filed by the appellant with King County Superior Court is moving forward.

7. **EXECUTIVE SESSION:** There was no Executive Session.

ADJOURN: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 10:00 am.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 2/17/2021

/s/ Stacy Connoles 2/17/2021

Teresa R. Jacobs

Date: 2-17-2021

Teresa R. Jacobs
Administrative Staff Assistant

Stacy Connoles

Date: 2/25/2021

Stacy Connoles
Commission Chair

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Signature: *Commissioner Stacy Connoles*
Commissioner Stacy Connoles (Feb 25, 2021 13:10 PST)

Email: COMMISSIONER.STACY.CONNOLES@SEATTLE.GOV