

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connole

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Public Safety Civil Service Commission

May 21, 2020-Montly Meeting

Approved: June 18, 2020

Call to Order: Commission Joel Nark called the Public Safety Civil Service Commission meeting to order at 10:04 am. The meeting was held via Skype per the Washington Governor's Proclamation No. 20-28

In Attendance via Skype

Commission Chair Joel Nark

Commissioner Stacy Connole

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Administrative Staff Assistant

1. **Approval of Minutes-April 23, 2020-PSCS Monthly Meeting**

The Commission reviewed the minutes of the April 23, 2020 meeting. Commissioner Connole moved to approve the minutes as written. Commissioner Nark seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

2. **Notice of Proposed Rulemaking/Public Comment: *The commission took public comment on the following proposed rules. The Chair allotted time for individuals to speak. Commission Chair Nark stated the commission received and reviewed written comment. Written (redacted) comments are available to review in the meeting documents posted in the "Monthly Meeting" section on the website.***

- **2.01 Commission-Meetings-Quorum-**There were no public comments.
- **9.17 Veteran's Scoring Criteria Status:** **a.** Initial Appointment; **b.** Promotional Examinations; **c.** Maximum number of preference points allowed; **d.** Veterans' scoring criteria may be applied any time during the life of the examination register.

Lt. Tim Taylor with the SFD and an Air Force Veteran and currently serving Air Force Reservist was present by phone to comment on the process and proposal in addition to the written comments he submitted.

Lt. Richard Holtman with SFD was present by phone to comment on the Veteran's Scoring Criteria Status.

18.02 Veteran's Preference In Examination: There were no public comments.

3. Exam Unit Updates:

- **Fire-Yoshiko Grace Matsui, Fire Exams Analyst**

Ms. Grace Matsui reported that the Exams Unit is currently finalizing the exams that are in development for the Fireboat Pilot Exam taking place later this year. The revised dates went out for Battalion Chief written exam schedule in mid-June and Fire Captain written and oral boards.

- **Police-Rachael Schade, Police Exams Analyst**

Ms. Schade reported that exams candidates were notified that the promotional exam written assessment would be scheduled for July 11 and 12. Entry level Police exams that were canceled have been communicated to the applicants. The application process will open in July. Entry level exams will be administered frequently with smaller groups starting in September.

Commissioners Connole and Nark thanked the Exams Unit for their hard work and were appreciative of their depth of expertise and thought given to the logistical and strategic decisions being made during these unprecedented times.

4. Executive Director Report: Andrea Scheele, Executive Director gave a report on the following:

- **COVID-19 response:** Ms. Scheele notified the commission that she continues in talks with the Exams Unit regarding administering entry level, lateral and promotional exams. Ms. Scheele thanked the Exams Unit and Commission staff for their hard work. **PPE:** Ms. Scheele informed the Commission that City departments are working on providing PPE for employees returning to or currently working in city buildings.
- **Executive Director Council Confirmation Update:** Ms. Scheele informed the commission that she has a tentative date of June 1st for confirmation by the full City Council.
- **Budget Update:** Ms. Scheele reported she will provide the commission with an easier to read budget sheet. The commission is currently at 37% of our yearly budget for the year. Due to COVID-19 the Mayor has asked all departments to limit spending and submit proposed budget cuts. Ms. Scheele stated she submitted line items Travel and Training for proposed budget cuts. The City Budget Office accepted the submission.

- **Financial Interest Statements Update:** All commissioners returned their signed FIS. Public Safety Civil Service Commission is 100% compliant.
- **Commission Meeting Dates:** Due to the revised exams schedule, some commission meeting dates will be changed to meet the needs for the exam protests. The Commission reviewed upcoming proposed commission dates. The commission agreed to hold special meetings on the following dates:

Proposed Meeting Date	Exam Protest
July 2, 2020	SFD Battalion Chief Written Exam
July 30, 2020	SFD Fire Captain Written Exam
August 6, 2020	Fireboat Pilot/Battalion Chief Assessment Center
August 27, 2020	Fire Captain Oral Board

5. Case Status Report

- **Appeals Update/Exam Protest/Request for Decision:** The Commission reviewed the Case Status Report. Ms. Scheele reported Officer Novisedlak (SPD), is currently awaiting a meeting with his Union and will determine whether he will move forward with his PSCSC appeal.
 - ❖ **Retirement of Kim Dow, SDHR Personnel Analyst, Exams Unit:** Rachael Schade announced Kim Dow, Personnel Analyst for the Exams Unit will be retiring on June 17. The commission thanked Ms. Dow for her hard work and service to the City.
6. **Executive Session on Proposed Rulemaking:** The commission went into Executive Session at 10:46 am. The Executive Session ended at 11:02 am. The commissioners ruled on the following:

Rule	Move	Seconded	Approved
2.01 Commission Meetings-Quorum	Commissioner Connole	Commissioner Nark	Motion Passed
9.17 Veteran's Scoring Criteria Status a. Initial Appointment; b. Promotional Examinations; c. Maximum number of preference points allowed; d. Veterans' scoring criteria may be	Commissioner Connole	Commissioner Nark	Motion Passed

applied any time during the life of the examination register.			
18.02 Veteran's Preference In Examination	Commissioner Connoles	Commissioner Nark	Motion Passed

Chair Nark stated the commission proposed to amend the language to Rule 9.17 as follows: "Amendments to Rule 9.17 shall not apply to registers with an initial publication date before August 1, 2020." Ms. Scheele clarified the language.

Commissioner Connoles stated she carefully reviewed several times the written comments and/or verbal comments that were submitted by FF Boehmer (SFD), Lt. Schenkelberg (SFD), Captain Branum (SFD), Lt. Taylor (SFD), Lt. Pyle (SFD), Captain Sasse (SFD), and Lt. Holtman (SFD). Commissioner Connoles found they were helpful and everyone who provided input through the rulemaking process, their comments are valuable, and they all come from places of expertise, and the commission took the comments very seriously.

Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 11:03 am.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 6/18/2020

/s/ Joel A. Nark 6/18/2020

Teresa R. Jacobs

Date: **6-18-20**

J. A. Nark

Date: 02/22/2021

Teresa R. Jacobs
Administrative Staff Assistant

Joel A. Nark
Commission Chair

*Request for public records, including audio recording of meetings can be made through the City Public Records Request Center <http://www.seattle.gov/public-records>

Signature: 
J. A. Nark (Feb 22, 2021 16:45 PST)

Email: j.nark@comcast.net