



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Stacy Connoles

Commissioner Dorothy Y. Leggett

Commissioner Joel A. Nark

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

AGENDA

PUBLIC SAFETY CIVIL SERVICE COMMISSION

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

DATE: Wednesday, October 20, 2021

TIME: 10:00 am

LOCATION: WebEx

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=m72f744dfb3bd4165e3f1c5fa0b17c0f0>

Join by meeting number

Meeting number (access code): 1876 65 5979 Meeting password: mpBwGqr2h32

Tap to join from a mobile device (attendees only)

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AGENDA
Public Safety Civil Service Commission
October 20, 2021

AUDIO/VIDEO TECH CHECK

CHAIR (PSCSC 2.04)

4. CALL TO ORDER

5. INTRODUCTIONS

6. PUBLIC COMMENT

7. APPROVAL OF MEETING MINUTES

- **September 22, 2021-Special Meeting**

8. FIRE AND POLICE EXAM UNIT

- **Fire Update-Yoshiko Grace Matsui, Fire Exams Analyst**
- **Police Update-Rachael Schade, Police Exams Analyst**

9. EXECUTIVE DIRECTOR REPORT

- **Departmental Work**
- **Budget**

10. CASE STATUS REPORT

- **Crawford v. PSCSC-COA 82892-4-Update**

11. EXECUTIVE SESSION (May be cancelled if not needed)

- **Discuss performance of a public employee**

9. OLD/NEW BUSINESS

10. ADJOURN

NEXT MEETING:

Special Joint Meeting with the CSC-November 15, 2021 @ 2:00 p.m.

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, W98124-4729 Tel (206) 233-7118, Fax: (206) 684-0755,

<http://www.seattle.gov/CivilServiceCommissions/>

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CHAIR (PSCSC 2.04)

1. CALL TO ORDER

2. INTRODUCTIONS

3. PUBLIC COMMENT

4. APPROVAL OF MEETING MINUTES

- **September 22, 2021-Special Meeting**



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Public Safety Civil Service Commission September 22, 2021-Special Meeting Approved: October 20, 2021

1. **Call to Order:** Commission Chair Stacy Connoles called the September 22, 2021, Public Safety Civil Service Commission Special Meeting to order at 10:01 a.m. The meeting was held via WebEx.
2. **Introductions (In Attendance)**
Commission: Commission Chair Stacy Connoles; Commissioner Dorothy Leggett; Commissioner Joel Nark
Staff & Counsel: Andrea Scheele, Executive Director; Teresa Chen, Assistant City Attorney
Teresa R. Jacobs, Executive Assistant
Exams Unit: Rachael Schade, Police Exams Analyst; Yoshiko Grace Matsui, Fire Exams Analyst;
Adelaide Alderks, F&P Exams Analyst; Kwang Kim, F&P Exams, Administrative Specialist
Fire/Police/Guests: Dori Towler, Fire; Alyssa Pulliam, Police
b
3. **PUBLIC COMMENT**
No members of the public requested to give public comment.
4. **APPROVAL OF MINUTES**
Approval of Minutes July 21, 2021, Special Meeting
The Commission reviewed the minutes of the July 21, 2021, special meeting. Commissioner Nark moved to accept the minutes as written. Commissioner Leggett seconded the motion. The minutes were approved by acclamation and will be signed by the chair.
5. **FIRE AND POLICE EXAM UNIT**
Fire and Police Updates-Yoshiko Grace Matsui, Fire Exams Analyst & Rachael Schade, Police Exams Analyst:
 - **Police Update:** Ms. Schade provided a Police exam update, reporting that the Lateral Police Officer exam was administered, and all four (4) candidates will proceed to the oral board on October 9. Ms. Schade reported the entry level application period closes on October 1. There are 469 applicants who signed up, 147 took the test. There are an additional 48 scheduled to take the test before the closing date. The Sergeant exam study bibliography was published on September 10. The Lieutenant and Captain registers re posted to the PSCSC website.

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- **Fire Update:** Ms. Matsui provided a Fire exam update, reporting that the fire Lieutenant promotional exams were completed with 51 names on the register that was posted on August 15. Fireboat Engineer practical exam was held the week of September 13. There were two participants. Development will begin for exams for Battalion Chief, Fire Captain, Fireboat Pilot, and Firefighter will begin in Fall of 2022.
- **Mini Training: Public Safety Exam Development:** Ms. Grace Matsui and Ms. Schade conducted a mini training on the development of Promotional Exams and the Development Committee.

6. EXECUTIVE DIRECTOR REPORT

Departmental Work Update: The Executive Director reported on the following- **Outreach:** Staff has been working on the outreach and education to improve communication with departments on processes within the PSCSC. Ms. Scheele reported that there will be a regular meeting between the exam's unit, PSCSC, and the City's Fire negotiator, Michael South, and Police negotiator, Ned Burke. Ms. Scheele reported she continues to meet with the Fire and Police Exams Unit on remote testing to take place through 2022 but also looking at return to in-person testing. Discussions with SFD continue with planned improvements to the entry level fire exam to reduce and eliminate testing barriers for in-state and out of state candidates. **Budget:** The Mayor will announce her budget on September 27th. Ms. Scheele reported the purchase of new staff and commissioner chairs will come from the current budget. **Rules:** Ms. Scheele reported she is aiming for a rulemaking process to clean-up and clarify PSCSC rules toward the end of this year or early 2022. **Joint Meeting with CSC:** Ms. Scheele informed the commission that a joint meeting of the PSCSC with the CSC is tentatively scheduled to be held on the CSC's regular meeting date of November 15. The commissions will review and vote on the Executive Director's Merit leave and Annual Wage Increase. All PSCSC commissioners indicated that the November 15 date would work for them to attend. **2022 Exams Protest:** Ms. Schade and Ms. Grace Matsui informed the commission that there are meeting dates in 2022 that they would like to be adjusted to accommodate potential review of decision rendered on protest. Ms. Scheele stated the topic would be added to the October meeting agenda for discussion and scheduling.

7. CASE STATUS REPORT

- **Christopher Gregorio v. SPD, PSCSC No. 21-01-031-Update-**Officer Gregorio withdrew his appeal. His union will take up the matter.
- **Jones v. SPD-PSCSC No. 21-01-019-Update-**Ms. Jones withdrew her appeal.

8. EXECUTIVE SESSION: There was no executive session.

9. ADJOURN: All other business before the Commission having been considered, Commission Chair Connoles adjourned the meeting at 11:31 a.m.

Stacy Connoles,
PSCSC Chair

Teresa R. Jacobs
Executive Assistant

*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>

5. FIRE AND POLICE EXAM UNIT

- **Fire Update-Yoshiko Grace Matsui, Fire Exams Analyst**
- **Police Update-Rachael Schade, Police Exams Analyst**

6. EXECUTIVE DIRECTOR REPORT

- **Departmental Work**
- **Budget**

CIV
Budget
October 2021

TRANS_TYPE										
						Balance before		% Available		
EXPENSE_CATEGORY	PROJECT_DESCR	ACCOUNT_DESCR	Adopted Budget	Actuals	Supplemental Budget	Encumbrances	Available Balance	(After Encumbrances)		
Nonpersonnel Svcs	VCADMIN - Leadersh	531030 - Supplies-Office Supplies	2,700.00	117.47		2,582.53	2,582.53	4.4%	95.6%	
		549020 - Isf-Fas Alloc	108,285.00	90,237.10		18,047.90	18,047.90	83.3%	16.7%	
		541310 - Services-Legal Notices	500.00			500.00	500.00	0.0%	100.0%	
		541320 - Services-Court Reporters	500.00			500.00	500.00	0.0%	100.0%	
		541550 - Services-Parking	500.00			500.00	500.00	0.0%	100.0%	
		542900 - Rentals-Other	2,000.00	1,589.99		410.01	410.01	79.5%	20.5%	
		544050 - Reimburse-Meetin Refresh&Meals	200.00			200.00	200.00	0.0%	100.0%	
		545010 - Travel Costs-Out-Of-City	1,500.00			1,500.00	1,500.00	0.0%	100.0%	
		545030 - Travel Costs-Conf, Conv, Sem	1,533.00			1,533.00	1,533.00	0.0%	100.0%	
		546010 - Fees-Dues & Memberships	1,000.00	87.50		912.50	912.50	8.8%	91.3%	
		549070 - Isf-ltd Alloc	20,698.00	17,270.00		3,428.00	3,428.00	83.4%	16.6%	
		549080 - Isf-ltd Billed	353.00	1,807.16		(1,454.16)	(1,454.16)	511.9%	-411.9%	
		549100 - SDHR Allocation	10,287.00	7,715.25		2,571.75	2,571.75	75.0%	25.0%	
		542020 - Rentals-Parking	600.00			600.00	600.00	0.0%	100.0%	
		541120 - Services-Technology		1,059.01		(1,059.01)	(1,059.01)			
		532020 - Equipment-Software Purchases	1,000.00			1,000.00	1,000.00	0.0%	100.0%	
		533900 - Inventory-Other		115.83		(115.83)	(115.83)			
		545040 - Travel Costs-In City	600.00			600.00	600.00	0.0%	100.0%	
		541280 - Services-Courier And Delivery	500.00			500.00	500.00	0.0%	100.0%	
		541380 - Services-Admin Charges	1,550.00			1,550.00	1,550.00	0.0%	100.0%	
		541140 - Services-Legal Services		35.00		(35.00)	(35.00)			
		531010 - Supplies-Subscrips/Pubs/Books		3,702.60		(3,702.60)	(3,702.60)			
		544010 - Reimburse-Conf,Seminar,Reg Fee		275.00		(275.00)	(275.00)			
		VCCIVILSV - Civil Serv	541250 - Services-Recycling	50.00			50.00	50.00	0.0%	100.0%
			541260 - Services-Disposal Of Materials	50.00			50.00	50.00	0.0%	100.0%
Nonpersonnel Svcs Total			154,406.00	124,011.91		30,394.09	30,394.09	80.3%	19.7%	
Personnel Svcs	VCADMIN - Leadersh	510010 - Salaries & Wages	248,874.00		27,935.00	276,809.00	276,809.00	0.0%	100.0%	

		CIV Budget October 2021							
Personnel Svcs	VCADMIN - Leadersh	510020 - Holiday	5,773.28	(5,773.28)	(5,773.28)				
		520010 - Fica	19,409.00	920.67	18,488.33	18,488.33	4.7%	95.3%	
		520020 - Medicare	4,857.00	215.34	4,641.66	4,641.66	4.4%	95.6%	
		520070 - Insurance Prem-Health & Dental	12,876.00	30,200.00	(17,324.00)	(17,324.00)	234.5%	-134.5%	
		520090 - Insurance-Group Fund Life	263.00	8.61	254.39	254.39	3.3%	96.7%	
		520100 - Insurance-Longterm Disability	50.00	1.27	48.73	48.73	2.5%	97.5%	
		520300 - Pension-City Retirement Sys		2,577.21	(2,577.21)	(2,577.21)			
		520080 - Insurance-Wash St FML	379.00	23.32	355.68	355.68	6.2%	93.8%	
		520110 - Insurance-Death Benefit Pay	24.00	15.15	8.85	8.85	63.1%	36.9%	
		520320 - Employee Assistance Premium	48.00	44.88	3.12	3.12	93.5%	6.5%	
		510030 - Sick Leave		2,068.95	(2,068.95)	(2,068.95)			
		520011 - Fica Fsa Dcap & Health		598.74	(598.74)	(598.74)			
		510040 - Vacation		2,738.00	(2,738.00)	(2,738.00)			
		510240 - Executive Leave Used		5,328.00	(5,328.00)	(5,328.00)			
		520120 - Allowances-Special		1,680.00	(1,680.00)	(1,680.00)			
		VCCIVILSV - Civil Serv	510010 - Salaries & Wages		161,609.21	(161,609.21)	(161,609.21)		
			510020 - Holiday		1,903.60	(1,903.60)	(1,903.60)		
	510070 - Part Time-Salaries & Wages		34,057.00	27,200.00	6,857.00	6,857.00	79.9%	20.1%	
	520010 - Fica			11,899.87	(11,899.87)	(11,899.87)			
	520020 - Medicare			2,783.01	(2,783.01)	(2,783.01)			
	520090 - Insurance-Group Fund Life			94.35	(94.35)	(94.35)			
	520100 - Insurance-Longterm Disability			15.83	(15.83)	(15.83)			
	520300 - Pension-City Retirement Sys		46,322.00	27,712.49	18,609.51	18,609.51	59.8%	40.2%	
	520080 - Insurance-Wash St FML			290.77	(290.77)	(290.77)			
	510110 - Salaries & Wages-Temp/Intermit		1,166.00		1,166.00	1,166.00	0.0%	100.0%	
	520110 - Insurance-Death Benefit Pay			20.85	(20.85)	(20.85)			
	510030 - Sick Leave			1,665.65	(1,665.65)	(1,665.65)			
	510040 - Vacation			5,505.64	(5,505.64)	(5,505.64)			
	510240 - Executive Leave Used		380.72	(380.72)	(380.72)				
	Personnel Svcs Total		368,325.00	293,275.41	27,935.00	102,984.59	102,984.59	74.0%	26.0%
		522,731.00	417,287.32	27,935.00	133,378.68	133,378.68	75.8%	24.2%	
		522,731.00	417,287.32	27,935.00	133,378.68	133,378.68	75.8%	24.2%	

7. CASE STATUS REPORT

- **Crawford v. PSCSC-COA 82892-4-Update**

PUBLIC SAFETY CIVIL SERVICE COMMISSION
CASE STATUS REPORT
OCTOBER 2021

OPEN APPEAL/EXAM PROTEST/REQUEST FOR DECISION:

Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	ISSUE	Register/Exam/ Position	Issue/Requested Outcome/Status	PRESIDING
RRM	20-03-014	Crawford	Fire	7-1-2020	Veteran's Preference	Captain	June 11 King County Superior Court Judge Spector issued an order denying the Writ of Review. Appeal filed with the WA State Court of Appeals	PSCSC

DISMISSED/CLOSED:

Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	APPEAL	ISSUE/REQUESTED OUTCOME	DECISION/DATE DISMISSED	PRESIDING
RRM	21-05-012	Moss	Police	4-20-2021	Certification	Captain Promotional	Director did not issue certifications for rank of captain/Case Disposition entered into record 7-21-21	PSCSC

A=Appeal

E=Exam Protest

RRM=Request to Review or Modify (PSCSC 2.13.b)

**PUBLIC SAFETY CIVIL SERVICE COMMISSION
CASE STATUS REPORT
OCTOBER 2021**

RRM	21-05-013	Rivera	Police	4-20-2021	Certification	Captain Promotional	Director did not issue certifications for rank of captain/Case Disposition entered into record 7-21-21	PSCSC
A	21-01-031	Gregorio	Police	8-17-2021	Suspension		Appellant withdrew his appeal September 13, 2021	PSCSC
A	20-01-019	Jones	Police	10-14-2020	Discharge		Appeal withdrew Appeal August 16, 2021	PSCSC

A	20-01-011	Novisedlak	Police	2-21-2020	Discharge		The commission issued Findings of Fact, Decision and Order on May 5, 2021.	PSCSC
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A=Appeal

E=Exam Protest

RRM=Request to Review or Modify (PSCSC 2.13.b)

8. **EXECUTIVE SESSION (May be cancelled if not needed)**
- Discuss performance of a public employee

9. OLD/NEW BUSINESS

10. ADJOURN