



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connoles

Commissioner Dorothy Y. Leggett

### 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, February 17, 2021

**TIME:** 10:00 am

**LOCATION:** WebEx

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=ma084a6e29e66eb0ec523d69b36eb7687>

**Meeting number (access code): 146 829 3915 Meeting password: 75D3w2qG2TU**

#### Tap to join from a mobile device (attendees only)

+1-206-207-1700,,1468293915## United States Toll (Seattle)

+1-408-418-9388,,1468293915## United States Toll

#### Join by phone

+1-206-207-1700 United States Toll (Seattle)

+1-408-418-9388 United States Toll

Global call-in numbers

Join from a video system or application

Dial [1468293915@seattle.webex.com](tel:1468293915@seattle.webex.com)

You can also dial **173.243.2.68** and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial [1468293915.seattle@lync.webex.com](tel:1468293915.seattle@lync.webex.com)

Need help? Go to <https://help.webex.com>

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#### City of Seattle Civil Service Commissions

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

Tel (206) 233-7118, Fax: (206) 684-0755, <http://www.seattle.gov/CivilServiceCommissions/>

**An equal employment opportunity employer. Accommodations for people with disabilities provided upon request**

# AGENDA

## Public Safety Civil Service Commission

February 17, 2021

Meeting documents will be posted to the commission website the day of the meeting.

<http://www.seattle.gov/public-safety-civil-service-commission/monthly-meetings>

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### CALL TO ORDER-INTRODUCTIONS-PUBLIC COMMENT

#### % APPROVAL OF MEETING MINUTES

- December 16, 2020-Joint Meeting
- December 16, 2020-PSCSC Special Meeting

#### &" CASE STATUS REPORT

- Jones v. SPD-PSCSC No. 20-01-019-Update
- Novisedlak v. SPD-PSCSC No. 20-01-011-Update
- Crawford-Writ of Review-KCSC-Update

#### ' " FIRE AND POLICE EXAM UNIT

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

#### (" EXAM PROTESTS

- None were filed

#### )" PSCSC ADMINISTRATION AND LEADERSHIP

- 2021 Commission Chair
- 2021 Meeting Dates

#### \*" EXECUTIVE DIRECTOR REPORT

- Budget
- Departmental Work Update

#### + " POSSIBLE EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED)

ADJOURN

NEXT MEETING: TBD



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### The Civil Service Commission

Commission Chair Amy S. Bonfrisco

Commissioner Angelique M. Davis

Commissioner Mary Wideman-Williams

### Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connole

Commissioner Dorothy Leggett

### Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

**December 16, 2020**

**Special Joint Meeting of the**

**Civil Service Commission and Public Safety Civil Service Commission**

***Approved: January 11, 2021 (CSC)***

***February 17, 2021 (PSCSC)***

**Call to Order:** CSC Chair Amy Bonfrisco called the meeting to order at 10:14 am. The meeting was held via WebEx per the Washington Governor's Proclamation No. 20-28.

#### **In Attendance:**

CSC Commission Chair Amy S. Bonfrisco

CSC Commissioner Angelique M. Davis

CSC Commissioner Mary Wideman-Williams

PSCSC Commissioner Stacy Connole

PSCSC Commissioner Dorothy Leggett

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Executive Assistant

#### **In Attendance:**

PSCSC Commission Chair Joel Nark

#### **Commission Chair Bonfrisco opened the meeting with the Land Acknowledgement:**

*The City of Seattle Civil Service Commission acknowledges that we are on the traditional land of the first people of Seattle, the Duwamish, Stillaguamish, and Coast Salish peoples. We honor with gratitude the land, and the native peoples, past and present.*

**PUBLIC COMMENT:** No one signed up to speak

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## **1. EXECUTIVE DIRECTOR REPORT**

- **2020 Civil Service Commissions Year-End Review:** Ms. Scheele gave an update on the commissions' work in 2020. Ms.; Scheele provided information on disciplinary appeals that will be heard by each commission, the appointments of CSC Commissioner Wideman-Williams and PSCSC Commissioner Dorothy Leggett, Public Disclosure Requests, Civil Service outreach, the possibility of out of order layoff in SPD, and Fire and Police Exams.
- **2021 Budget Update:** Ms. Scheele updated the commissions that the commissions budget analyst would seek a carryover for the reclassification and change in salaries of the Executive Director and Executive Assistant.

## **2. EXECUTIVE SESSION**

- **Executive Director Merit Leave:** The commissioners went into Executive Session at 10:45 am. The commissioners came out of Executive Session at 11:05 and announced an extension of the Executive Session at 11:05. The Executive Session ended at 11:12 am. Commissioner Connoles moved to award Ms. Scheele five (5) days of the Merit Leave. Commissioner Wideman-Williams and Commission Chair Bonfrisco seconded the motion. The motion was approved by acclamation.

## **3. OLD/NEW BUSINESS:** There was no Old/New Business.

**ADJOURN:** All other business before the Commissions having been considered, CSC Chair Bonfrisco adjourned the meeting at approximately 11:14 am

Respectfully Submitted By:  
/s/ Teresa R. Jacobs 1/11/2021

/s/ Amy S. Bonfrisco 1/11/2021

*Teresa R. Jacobs* Date: 1-11-2021

*Amy S. Bonfrisco* Date: 1-11-2021

Teresa R. Jacobs  
Executive Assistant

Amy S. Bonfrisco  
CSC Chair

Respectfully Submitted By:  
/s/ Teresa R. Jacobs 2/17/2021

/s/ Joel Nark 2/17/2021

Date:

Date:

Teresa R. Jacobs  
Executive Assistant

Joel Nark  
PSCSC 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>



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connoles

Commissioner Dorothy Y. Leggett

### 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 Chair 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 Connoles

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 Connoles 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

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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/ Joel A. Nark 2/17/2021

\_\_\_\_\_  
Date:

Teresa R. Jacobs  
Administrative Staff Assistant

\_\_\_\_\_  
Date:

Joel A. Nark  
Commission Chair

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**PUBLIC SAFETY CIVIL SERVICE COMMISSION**  
**CASE STATUS REPORT**  
**JANUARY 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
A	20-01-019	Jones	Police	10-14-2020	Discharge		1 <sup>st</sup> Prehearing Held February 3. Commission to determine hearing dates at its 2/17 meeting.	PSCSC
A	20-01-011	Novisedlak	Police	2-21-2020	Discharge		Pending Decision of the Commission	PSCSC
RFD	20-03-014	Crawford	Fire	7-1-2020	Veteran's Preference	Captain	Appellant filed a Writ with KCSC	PSCSC

**DISMISSED/CLOSED:**

Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	APPEAL	ISSUE/REQUESTED OUTCOME	DECISION/DATE DISMISSED	PRESIDING
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A=Appeal

E=Exam Protest

RFD=Request for Decision

# **PUBLIC SAFETY CIVIL SERVICE COMMISSION**

## **RULES OF PRACTICE AND PROCEDURE**

**Approved December 20, 2013**

*Amended November 20, 2014*

- 2.03 **SELECTION OF CHAIR.** The Chair shall be elected from among the Commissioners by majority vote for a one- year term.
- 2.04 **DUTIES OF THE CHAIR - The Chair:**
- A. Shall preside over Commission meetings.
  - B. Shall rule on matters of parliamentary procedure.
  - C. Shall act as hiring authority and primary supervisor for the Executive Director.
  - D. May sign correspondence on behalf of the Commission.
- 2.05 **ACTIONS OF THE CHAIR**  
The Chair's actions are subject to review and modification by a majority vote of the full Commission.
- 2.06 **DELEGATION OF CHAIR'S DUTIES**  
In the absence of the Chair, the Chair's authority shall be delegated to another member of the Commission.