



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connoles

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Administrative Staff Assistant

AGENDA*

PUBLIC SAFETY CIVIL SERVICE COMMISSION

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

DATE: Thursday July 30, 2020

TIME: 10:00 am

LOCATION: Skype

Skype Link: <https://meet.seattle.gov/teresa.jacobs/VFM5R651>

206-386-1200,,547433# (US) English (United States)

844-386-1200,,547433# (US) English (United States)

206-684-5900,,547433# (US) English (United States)

Conference ID: **547433**

Should you receive a busy signal when dialing 206-386-1200, you are encouraged to hang up and dial 206- 684-5900. Regardless of which number is dialed, the conference ID within the meeting invite will remain the same.

Meeting documents will be posted to the commission website the morning of the meeting. <http://www.seattle.gov/public-safety-civil-service-commission/monthly-meetings>

CALL TO ORDER-INTRODUCTIONS

1. APPROVAL OF MINUTES

- **July 2, 2020-Special Meeting**
- **July 18, 2020-Monthly Meeting**

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/>

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2. EXAM PROTEST APPEALS

- **Fireboat Pilot Exam Protest Appeal-PSCSC No. 20-04-015**

3. EXAM UNIT UPDATES

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

4. EXECUTIVE DIRECTOR REPORT

- **COVID-19 Update**
- **Budget Update**

5. CASE STATUS REPORT

- **Novisedlak v. SPD-PSCSC No. 20-01-011-Update**
- **Lt. R. Crawford-PSCSC No. 20-03-014-Request for Decision (Veteran's Preference)**

6. EXECUTIVE SESSION

- **Written Exam Protest**
- **Potential Litigation**

ADJOURN

Next Meeting August 20, 2020, 10:00 am Location TBD

*You may sign up at the PSCSC website <http://www.seattle.gov/public-safety-civil-service-commission> to receive regular and special meeting notices and agendas.

Request for public records can be made through the City Public Records Request Center:
<http://www.seattle.gov/public-records>



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Public Safety Civil Service Commission

June 18, 2020-Monthly Meeting

Approved: July 30, 2020

Call to Order: Commission Chair Joel Nark called the Public Safety Civil Service Commission meeting to order at 10:07 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 Connoles

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Administrative Staff Assistant

1. Approval of Minutes-May 18, 2020 -PSCS Special Meeting

The Commission reviewed the minutes of the May 18, 2020 Special Meeting. Commissioner Connoles 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.

Approval of Minutes-May 21, 2020 -PSCS Monthly Meeting

The Commission reviewed the minutes of the May 21, 2020 Monthly Meeting. Commissioner Connoles 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. Proclamation and Plaque Presentation

- **Retirement of Kim Dow, Exams Unit, Personnel Analyst:** Commissioner Nark read a proclamation and a plaque was presented to Kim Dow who is retiring from the City after twenty years (20) of service.

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3. Exam Unit Updates:

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

Ms. Schade reported that the SPD lateral was held on June 13th at the SPD Training Center. There were six (6) candidates. Ms. Schade reported that a Sergeant Exam will be administered on June 22nd for an officer who will be deployed on June 23rd. Ms. Schade also reported the Sergeant promotional written assessment exam will be held on July 11 and 12 at SMT and Entry level exams will be administered frequently with smaller groups starting in September.

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

Ms. Grace Matsui reported that the Battalion Chief written exam was held on Monday, June 15th. There were 11 participants. The Fireboat Pilot exam is July 8. There are 5 participants signed up. The Fire Captain written exam is scheduled for July 14 and the Fire Battalion Oral Board is scheduled July 22-24.

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

- **COVID-19-Update:** Ms. Scheele notified the commission that the Governor's Proclamation 20-28 has been extended to July 1. The commission will hold meetings remotely until further notice. The Mayor extended the Work from Home Order. Staff continues to gather PPE for return to work. Ms. Scheele continues to meet with HR and other Department Heads for discussion on what returning to work would entail.
- **Executive Director Council Confirmation Update:** Ms. Scheele informed the commission that she was confirmed by the full City Council on June 1st.
- **Budget Update:** Ms. Scheele reported the commission is currently at 57.5% spending for the year. Ms. Scheele continues to work with the Commission's Budget Analyst on the 2021-2022 Budget, that forecasts a 5% budget cut in operations. Ms. Scheele will work with Civil Service Commissioner Mary Wideman-Williams to write a budget proposal for the Commissions.

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 meeting with his Union and will determine whether he will move forward with his PSCSC appeal.

Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 10:37 am.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 7/30/2020

/s/ Joel A. Nark 7/30/2020

Date:

Teresa R. Jacobs
Administrative Staff Assistant

Date:

Joel A. Nark
Commission Chair

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DRAFT



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Public Safety Civil Service Commission

July 2, 2020-Special Meeting

Approved: July 30, 2020

Call to Order: Commission Chair Joel Nark called the Public Safety Civil Service Commission Special Meeting to order at 10:07 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 Connoles

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Administrative Staff Assistant

1. EXAM PROTEST APPEAL

BATTALION CHIEF WRITTEN EXAM: The Battalion Chief exams were held on June 15, 2020. One candidate was present via Skype to protest a portion of the written exam. The Battalion Chief Development Committee earlier concurred with the candidate Appeal and supports the remedy that letter b is the correct answer. Commission Nark moved to accept the answer and the decision of the Development Committee. Commissioner Connoles seconded the motion. The motion passed.

2. EXECUTIVE DIRECTOR REPORT: Andrea Scheele, Executive Director gave a report that the Budget was submitted with requested cuts. Ms. Scheele will provide the Commission with updates.

3. OLD/NEW BUSINESS: No Old/New Business.

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

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Respectfully Submitted by:

/s/ Teresa R. Jacobs 7/30/2020

/s/ Joel A. Nark 7/30/2020

Date:

Teresa R. Jacobs
Administrative Staff Assistant

Date:

Joel A. Nark
Commission Chair

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Civil Service Commissions-July 2020

Account Subcategory	Account And Name	Adopted Budget	Revised Budget	YTD Expenses	Encumbrances	Available Balance	Percent Used
General Government	341900 - General Government-Other Rev	0	0	0	0	0	
		0	0	0	0	0	
		0	0	0	0	0	
Personnel Benefits	520010 - Fica	19,157	19,712	726	0	18,986	3.7 %
	520011 - Fica Fsa Dcap & Health	0	0	198	0	(198)	
	520020 - Medicare	4,794	4,924	170	0	4,754	3.4 %
	520070 - Insurance Prem-Health & Dental	33,852	33,852	19,747	0	14,105	58.3 %
	520080 - Insurance-Wash St FML	374	374	(216)	0	590	(57.7) %
	520090 - Insurance-Group Fund Life	263	263	0	0	263	0.0 %
	520100 - Insurance-Longterm Disability	50	50	0	0	50	0.0 %
	520110 - Insurance-Death Benefit Pay	24	24	0	0	24	0.0 %
	520300 - Pension-City Retirement Sys	46,230	47,593	1,875	0	45,719	3.9 %
	520320 - Employee Assistance Premium	48	48	47	0	1	98.2 %
Salaries & Wages Summary	510010 - Salaries & Wages	245,645	254,597	21,309	0	233,288	8.4 %
	510020 - Holiday	0	0	551	0	(551)	
	510030 - Sick Leave	0	0	432	0	(432)	
	510040 - Vacation	0	0	774	0	(774)	
	510060 - Termination Pay-Other	0	0	251	0	(251)	
	510070 - Part Time-Salaries & Wages	33,615	33,615	0	0	33,615	0.0 %
	510110 - Salaries & Wages-Temp/Intermit	1,151	1,151	0	0	1,151	0.0 %
	510170 - Overtime	0	0	40	0	(40)	
	510240 - Executive Leave Used	0	0	369	0	(369)	
	510300 - Other Paid Time Off	0	0	20	0	(20)	
		385,203	396,203	46,293	0	349,910	11.7 %
Services	541120 - Services-Technology	0	0	3,751	0	(3,751)	
	541300 - Services-Advertising	0	0	1,200	0	(1,200)	
	541310 - Services-Legal Notices	500	500	0	0	500	0.0 %
	541320 - Services-Court Reporters	500	500	0	0	500	0.0 %
	541340 - Services-Copying & Printing	0	0	71	0	(71)	
	541550 - Services-Parking	200	200	0	0	200	0.0 %
	542020 - Rentals-Parking	0	0	700	0	(700)	
	542900 - Rentals-Other	3,350	3,350	2,085	0	1,265	62.2 %

Civil Service Commissions-July 2020

Account Subcategory	Account And Name	Adopted Budget	Revised Budget	YTD Expenses	Encumbrances	Available Balance	Percent Used
Services	544010 - Reimburse-Conf,Seminar,Reg Fee	600	600	0	0	600	0.0 %
	544050 - Reimburse-Meetin Refresh&Meals	500	500	0	0	500	0.0 %
	545010 - Travel Costs-Out-Of-City	2,100	2,100	0	0	2,100	0.0 %
	545030 - Travel Costs-Conf, Conv, Sem	1,533	1,533	0	0	1,533	0.0 %
	546010 - Fees-Dues & Memberships	1,000	1,000	0	0	1,000	0.0 %
	549020 - Isf-Fas Alloc	92,568	92,568	53,998	0	38,570	58.3 %
	549070 - Isf-Itld Alloc	26,567	26,567	15,463	0	11,104	58.2 %
	549080 - Isf-Itld Billed	2,305	2,305	2,826	0	(521)	122.6 %
	549100 - SDHR Allocation	6,421	6,421	3,210	0	3,211	50.0 %
	531010 - Supplies-Subscrips/Pubs/Books	0	0	10	0	(10)	
Supplies	531030 - Supplies-Office Supplies	2,700	2,700	303	0	2,397	11.2 %
	532020 - Equipment-Software Purchases	0	0	107	0	(107)	
	532900 - Equipment-Other	0	0	1,030	0	(1,030)	
Intergov Services And Paym 550070 - Intergov-Licenses & Permits		50	50	0	0	50	0.0 %
		140,894	140,894	84,755	0	56,139	60.2 %
		526,097	537,097	131,048	0	406,049	24.4 %
Personnel Benefits	520010 - Fica	0	0	6,604	0	(6,604)	
	520020 - Medicare	0	0	1,545	0	(1,545)	
	520080 - Insurance-Wash St FML	0	0	161	0	(161)	
	520090 - Insurance-Group Fund Life	0	0	55	0	(55)	
	520100 - Insurance-Longterm Disability	0	0	21	0	(21)	
	520110 - Insurance-Death Benefit Pay	0	0	12	0	(12)	
	520300 - Pension-City Retirement Sys	0	0	15,735	0	(15,735)	
	510010 - Salaries & Wages	0	0	87,419	0	(87,419)	
	510020 - Holiday	0	0	2,301	0	(2,301)	
	510030 - Sick Leave	0	0	878	0	(878)	
Salaries & Wages Summary	510040 - Vacation	0	0	2,844	0	(2,844)	
	510070 - Part Time-Salaries & Wages	0	0	12,600	0	(12,600)	
	510110 - Salaries & Wages-Temp/Intermit	0	0	45	0	(45)	
	510240 - Executive Leave Used	0	0	3,239	0	(3,239)	
	510300 - Other Paid Time Off	0	0	537	0	(537)	
		0	0	133,997	0	(133,997)	
Services	541310 - Services-Legal Notices	0	0	485	0	(485)	

Civil Service Commissions-July 2020

Account Subcategory	Account And Name	Adopted Budget	Revised Budget	YTD Expenses	Encumbrances	Available Balance	Percent Used
		0	0	485	0	(485)	
		0	0	134,481	0	(134,481)	
		526,097	537,097	265,529	0	271,568	49.4 %

PUBLIC SAFETY CIVIL SERVICE COMMISSION
CASE STATUS REPORT
JULY 2020

OPEN APPEAL/EXAM PROTEST/REQUEST FOR DECISION:

Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	ISSUE	Register/Exam/ Position	Issue/Requested Outcome	PRESIDING
A	20-01-011	Novisedlak	Police	2-21-2020	Discharge	Officer	Request to Return to Duty Union Will Not Represent Appellant. Pursuing Appeal through PSCSC. Awaiting Scheduling of 1st Prehearing with Executive Director Presiding.	PSCSC
E	20-04-012		Fire	7-22-2020	Chartlet/Bibliography	Fireboat Pilot Exam	Strike Questions Pertaining to Chartlet from the Exam	PSCSC
RFD	20-03-014	Crawford	Fire	7-1-2020	Veteran's Preference	Captain	Points Awarded from a Second Promotion Removed from the Current List	PSCSC

A=Appeal

E=Exam Protest

RFD=Request for Decision

PUBLIC SAFETY CIVIL SERVICE COMMISSION
CASE STATUS REPORT
JULY 2020

DISMISSED/CLOSED:

Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	APPEAL	ISSUE/REQUESTED OUTCOME	DECISION/DATE DISMISSED	PRESIDING
RFD	20-03-010	Holtman	Fire	3-24-2020	Veteran's Preference Points	Remove Lt. Pyle's VPP and Republish Fire Captain Register	Executive Director Denied RFD April 14, 2020	EXECUTIVE DIRECTOR
RFD	20-03-012	Geoghagan	Police	3-5-2020	Service Credit Miscalculation	2017 & 2019 Police Promotional Exam	Appellant Withdrew RFD. Dismissal Order Sent April 15, 2020	EXECUTIVE DIRECTOR
RFD	20-03-001	Adams	Fire	1-9-2020	Request for Decision/Veteran's Preference Points	Remove VPP from Lt. Pyle Fire Captain Register	Request denied by the Commission 1-16-2020	PSCSC
A	19-01-032	Goodman	Police	11-26-2019	Appellant Alleges Chief Changed OPA Reprimand to Termination	Termination	Appellant Withdrew Appeal Dismissed 1-31-2020	PSCSC

A=Appeal

E=Exam Protest

RFD=Request for Decision