



# City of Seattle

## CIVIL SERVICE COMMISSIONS

### Public Safety Civil Service Commission

Commissioner Richard Greene, Chair  
Commissioner Stacy Connole  
Commissioner Tom Applegate

### Staff

Andrea Scheele, Executive Director  
Sarah Butler, Operations & Policy Advisor  
Teresa Jacobs, Executive Assistant

## PUBLIC SAFETY CIVIL SERVICE COMMISSION MEETING AGENDA

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

**DATE:** Thursday, January 25, 2024  
**TIME:** 10:00 a.m.  
**LOCATION:** Hybrid meeting- In person or via Webex

**In Person:** Seattle Municipal Tower, 700 5th Ave #1679, Seattle, WA 98104. At the 4th floor main building entry security desk, request elevator access to 16th floor and follow the signs to the Commission Hearing Room.

#### Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=mb5b50ebe91185d6268393e61ba8a4a82>

#### Join by meeting number

**Meeting number (access code):** 2488 429 3832 **Meeting password:** 2hM9qGmd2hx

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

+1-206-207-1700,,24884293832## United States Toll (Seattle)

+1-408-418-9388,,24884293832## United States Toll

#### Join by phone

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#### Join from a video system or application

Dial [24884293832@seattle.webex.com](tel:24884293832@seattle.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

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**CITY OF SEATTLE  
PUBLIC SAFETY CIVIL SERVICE COMMISSION  
MEETING AGENDA**

**January 25, 2024 @ 10:00 AM**

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

- 1. CALL TO ORDER** Commission Chair (PSCSC 2.04)  
**LAND ACKNOWLEDGEMENT**

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- 2. ATTENDEE INTRODUCTIONS**

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- 3. WELCOME NEW COMMISSIONER**  
**TOM APPLGATE**

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- 4. PUBLIC COMMENT**

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- 5. APPROVAL OF MINUTES** December 14, 2023, PSCSC Monthly Meeting

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- 6. ACTION ITEMS** 2024 Meeting Schedule ([Pages 3-8](#))

**EXECUTIVE SESSION** May be cancelled if not needed

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- 7. UPDATES/DISCUSSION** **OPEN PUBLIC MEETINGS ACT AND PUBLIC RECORDS ACT TRAINING**  
Presenters: Assistant City Attorneys Joe Levan & Aaron Valla

**FIRE AND POLICE EXAM UNIT UPDATES**

- Police Exams (Rachael Schade, Police Exams Administrator)
- Fire Exams (Yoshiko Grace Matsui, Fire Exams Administrator)
- Fire and Police Staffing (Hiring/Attrition Numbers)

**EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES**

- Budget Update
- Department Update

**CASE STATUS REPORT/APPEAL UPDATES** ([Pages 9-14](#))

- Willis v. SPD-PSCSC No. 23-01-004A

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- 8. OLD/NEW BUSINESS**

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- 9. ADJOURNMENT**

**Next Meeting Date: TBD**



**CITY OF SEATTLE**  
**PUBLIC SAFETY CIVIL SERVICE COMMISSION**  
**SPECIAL MEETING MINUTES**  
**December 14, 2023**  
**Location: WebEx and at SMT 1679**

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|----|---|--|
| 1. | <b>CALL TO ORDER</b><br><b>LAND ACKNOWLEDGEMENT</b><br><b>INTRODUCTIONS</b> | Commission Chair Stacy Connole called to order the special meeting of the Public Safety Civil Service Commission at 10:04 am on December 14, 2023. |
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| 2. | <b>ATTENDEE INTRODUCTIONS</b> | Commissioner Connole gave attendees an opportunity to introduce themselves. The following people were present: <u>PSCSC Commissioners</u> : Joel Nark and Richard Greene. <u>Commission Staff</u> : Andrea Scheele, Executive Director, Sarah Butler, Operations & Policy Advisor, and Teresa Jacobs, Executive Assistant. <u>Commission Counsel/ Assistant City Attorneys</u> : Joe Levan and Anne Vold. And members of the public. |
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| 3. | <b>PUBLIC COMMENT</b> | There was public comment on Rulemaking 10.03 |
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| 4. | <b>APPROVAL OF MINUTES</b> | Commissioners reviewed the minutes from the Joint Meeting with CSC and the Special Meeting of the PSCSC both held on <b><u>November 16, 2023</u></b> . Commissioner Connole moved to accept the minutes. Commissioner Greene seconded the motion. The minutes were approved as written. |
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| 5. | <b>ACTION ITEMS</b><br><br><b>EXECUTIVE SESSION</b><br><br><b>VOTE</b> | <b>PSCSC Rulemaking-10.03 Return to Eligible Register After Separation-Reinstatement Register</b> : The chair opened public comment on rulemaking at 10:23 a.m. and heard from current and former members of SFD and Local 27. Public comment closed at 10:46 a.m. <u>Executive Session began at 10:48 am</u> . The <u>Executive Session ended at 11:16 am</u> . Commissioner Greene moved to adopt the rules as recommended. Commissioner Connole seconded the motion. The rules were adopted by acclamation and will be signed by all commissioners and filed with the Office of the City Clerk.<br><br><b>2024 CHAIR NOMINATION &amp; VOTE (PSCSC 2.03)</b> : Commissioner Nark moved to nominate Commissioner Greene to serve as the 2024 PSCSC Chair. Commissioner Connole seconded the motion. The motion was approved. |
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| 6. | <b>UPDATES/DISCUSSION</b> | <ol style="list-style-type: none"><li>a. <b>Fire and Police Exam Unit</b>: Rachael Schaade, Police Exams Analyst and Yoshiko Grace Matsui, Fire Exams Analyst, gave updates on the Police and Fire Promotional exams, 2024 Development Committees, Registers, and Bibliographies.</li><li>b. <b>Fire and Police Staffing</b>: Director Scheele gave an update on the Fire and Police staffing.</li><li>c. <b>Executive Director Departmental and Budget Update</b>: Director Scheele provided the monthly department and budget update.</li><li>d. <b>Case Status Report</b>: The commission reviewed the case status report.</li></ol> |
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7. **OLD/NEW BUSINESS** **ACTION MINUTES UPDATE:** The commission reviewed the format for the commission meeting minutes.

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8. **ADJOURNMENT** Commission Chair Connole adjourned the meeting at 11:58 am

**January 25, 2024**

**Minutes submitted by:** Teresa Jacobs

**Minutes approved by:** Commissioner Richard Greene, Chair

**Signed:** \_\_\_\_\_

Monthly meetings are recorded; after January 1, 2024, they may be found at:

<https://www.youtube.com/channel/UCgIMkgpm-XFGWnnYfMRL4tQ>

Previous recordings may be requested via the public records portal at <https://www.seattle.gov/public-records>

# Memo

To: Public Safety Civil Service Commissioners

From: Teresa R. Jacobs

Date: January 2024

Re: 2024 PSCSC Meeting Dates

Commissioners:

Below please find proposed 2024 PSCSC meeting dates and PSCSC Rule 2.01, for your consideration.

- 
- Meetings begin at 10:00 am unless otherwise noted.
  - \* A special meeting not on the third Thursday because of a scheduling conflict/ need
  - # Indicates potential exam protest appeals

**Thursday, 1/25**

**Tuesday, 2/13**

**Thursday, 3/21 #**

**Wednesday, 4/24\* #**

**Thursday, 5/16**

**Thursday, 6/20 #**

**Thursday, 7/18 #**

**Thursday, 7/25\* #**

**Thursday, 8/22 (May be cancelled if there are no commission action items)**

**Thursday, 9/19**

**Thursday, 10/17 #**

**Thursday, 11/21 (Regular PSCSC Meeting after Joint Meeting with CSC @ 10:00 a.m.)**

**Wednesday, 12/18\***

**2.01 COMMISSION – MEETINGS – QUORUM.** In the necessary conduct of its work, the Commission shall meet as described on the calendar on its website, in the Commission offices unless there is no pending business requiring Commission action. Commissioners may attend by electronic means. Notice of special meetings shall be provided as required by the Open Public Meetings Act (Chapter 42.30 RCW, as amended). The Commission shall conduct hearings as required. Notice of hearings shall be provided as required by the City's Administrative Code. Two members of the Commission shall constitute a quorum. No action of the Commission shall be effective unless two members concur therein.

## City of Seattle Fire & Police Exams Unit

### Examination Dates and Timelines

#### Calendar Year 2024

#### Open Application for Promotional Exams

January 3 –16, 2024

#### Police Sergeant – Written Exam

- Written Exams: March 2
- Protest Period: March 4 -6
- Appeal Period: March 7-13
- PSCSC Meeting (Appeal Review): March 21

#### Fire Captain and Fire Battalion Chief – Written Exam

- Written Exams: March 23
- Protest Period: March 25 - 27
- Appeal Period: March 29 – April 2
- PSCSC Meeting (Appeal Review): April 18

#### Police Sergeant – Oral Board

- Oral Board Exam: April 6
- Protest Period: April 8 - 10
- Appeal Period: April 11 – 17
- PSCSC Meeting (Appeal Review): April 24 *\*pending approval of alternate PSCSC meeting date*
- Assessor Review: April 29 – May 3
- Register: July 14, 2024

#### Fire Captain – Oral Board

- Oral Board Exam: May 20 – 24
- Protest Period: May 28 – 30
- Appeal Period: June 3-6
- PSCSC Meeting (Appeal Review): June 20
- Register: August 15, 2024

#### Fire Battalion Chief – Oral Board

- Oral Board Exam: June 10 – 13 \*may be shorter
- Writing exercise: June 14
- Protest Period: June 17, 18, 20
- Appeal Period: June 25 -July 2
- PSCSC Meeting (Appeal Review): July 18
- Register: August 15, 2024

### **Fireboat Pilot – Written Exam**

- Written Exam: July 8
- Protest Period: July 9 - 11
- Appeal Period: July 15 - 17
- PSCSC Meeting (Appeal Review): July 25 *\*pending approval of alternate PSCSC meeting date*

### **Fireboat Pilot – Practical Exam**

- Practical Exam: September 9 - 13
- Protest Period: September 16 -18
- Appeal Period: September 23 - 25
- PSCSC Meeting (Appeal Review): October 17
- Register: December 15, 2024

### **Firefighter– Application, Testing, Oral Boards**

- Application Period: October 4 – November 29
- NTN Video & PSSA 1 Exams: October 11 – December 6
- Oral Boards: Jan 21 - Feb 14, 2025 (no Sundays)
- Register Published: Tentatively March 3, 2025



**PUBLIC SAFETY CIVIL SERVICE COMMISSION  
CASE STATUS REPORT  
January 2024**

<b>OPEN APPEAL/EXAM PROTEST/REQUEST FOR DECISION</b>								
<b>Type</b>	<b>CASE NUMBER</b>	<b>APPELLANT</b>	<b>RESPONDENT DEPARTMENT</b>	<b>DATE FILED</b>	<b>ISSUE</b>	<b>Register/Exam/ Position</b>	<b>Issue/Requested Outcome/Status</b>	<b>PRESIDING</b>
A	23-01-004A	Willis	SPD	11-13-2023	Suspension		Appellant alleges the length of suspension is excessive. Requests shorter suspension. 1 <sup>st</sup> Prehearing February 2	PSCSC

<b>CLOSED APPEAL/EXAM PROTEST/REQUEST FOR DECISION</b>								
<b>Type</b>	<b>CASE NUMBER</b>	<b>APPELLANT/ REQUESTOR</b>	<b>RESPONDENT DEPARTMENT</b>	<b>DATE FILED</b>	<b>ISSUE</b>	<b>Register/Exam/ Position</b>	<b>Issue/Requested Outcome/Status</b>	<b>PRESIDED</b>

A=Appeal (PSCSC 6)  
 E=Exam Protest (PSCSC 9.22)  
 RRM=Request to Review or Modify (PSCSC 2.13.b)

**REQUESTS FOR PROBATIONARY EXTENSION**

RPE= Request for Probationary Extension (PSCSC 12.0)

<b>CASE NUMBER</b>	<b>DEPT</b>	<b>DATE REQUESTED</b>	<b>POSITION/RANK</b>	<b>APPROVED/DENIED</b>

**REQUESTS FOR REINSTATEMENT**

RFR=Request for Reinstatement (PSCSC 10.03)

<b>CASE NUMBER</b>	<b>DEPT</b>	<b>DATE REQUESTED</b>	<b>POSITION/RANK</b>	<b>CHIEF DECISION</b>
24-05-001RFR	Fire	12-14-2023	Lieutenant	TBD
24-05-002RFR	Fire	12-20-2023	Firefighter-Recruit	Recommended Reinstatement
24-05-003RFR	Police	12-14-2023	Sergeant	Recommended Reinstatement
24-05-004RFR	Fire	1-5-2024	Firefighter	TBD
24-05-005RFR	Police	1-14-2024	Officer	Recommended Reinstatement
24-05-006RFR	Fire	1-11-2024	Firefighter	TBD
24-05-007RFR	Fire	1-16-2024	Firefighter	TBD

1 **BEFORE THE CITY OF SEATTLE**  
2 **PUBLIC SAFETY CIVIL SERVICE COMMISSION**

3 In the matter of the appeal of

4 **RON WILLIS,**

5 Appellant

6 v.

7 **SEATTLE POLICE DEPARTMENT**

8 Respondent

**Amended**  
**PREHEARING CONFERENCE**  
**SCHEDULING ORDER**

**PSCSC no. 23-01-004A**

9 On November 13, 2023, the Public Safety Civil Service Commission (PSCSC) received  
10 Officer Willis' Notice of Appeal to the Public Safety Civil Service Commission. He was notified on  
11 November 2, 2023 of a three day disciplinary suspension related to OPA 23-0024. The Executive  
12 Director reviewed the Notice of Appeal and determined that it was timely filed. A disciplinary  
13 suspension of a Police Officer is within the Public Safety Civil Service Commission's jurisdiction.

14 Officer Willis stated he did not request a grievance with SPOG on the matter, therefore,  
15 Ofc. Willis' appeal, PSCSC No. 23-01-004A, may proceed to hearing in this venue. The Executive  
16 Director received a request on January 17, 2024, from Catherine Seelig, Assistant City Attorney,  
17 representing Respondent Seattle Police Department, to postpone the scheduled first  
18 prehearing for two weeks. Appellant Willis did not object. Director Scheele granted the  
19 request. The first prehearing conference via WebEx will be held on Friday, February 2, 2024, at  
20 2:00 p.m. Director Scheele will preside. The appeal will be heard and decided by the Public  
21 Safety Civil Service commissioners at a future date. The purpose of the prehearing conference is  
22 to clarify the issue on appeal, determine the scope of the proceeding, and discuss procedural

1 matters. PSCSC hearings are governed by the PSCSC Rules of Practice & Procedure and can be  
2 found [here](#) and at the PSCSC website.

### 3 4 5 **PRELIMINARY WITNESS AND EXHIBIT LISTS**

6 The parties are instructed to exchange Preliminary Witness and Exhibit Lists prior to the  
7 prehearing conference **via email, no later than 4:00 p.m., January 30, 2024, and copies of the**  
8 **same for PSCSC to [PublicSafety@seattle.gov](mailto:PublicSafety@seattle.gov).** The parties will have the opportunity to  
9 supplement or otherwise modify their lists later and prior to the hearing.

10  
11 Preliminary Witness List: For each witness that the party presently intends to introduce at the  
12 hearing, provide their name, contact information, and a brief description of what they may  
13 testify about.

14 Preliminary Exhibit List: For each item of documentary evidence that the party intends to  
15 introduce at hearing, provide a title or description, date, name of author. After the prehearing  
16 conference, the parties will exchange copies of their exhibits, preferably in electronic format.

### 17 **PREHEARING CONFERENCE TOPICS**

18 The parties should be ready to discuss the following topics at the prehearing conference:

- 19 • Issue identification, simplification, clarification;
- 20 • Potential for medication or settlement;
- 21 • Discovery, including Preliminary Witness and Exhibit Lists;

- Scheduling the hearing and prehearing deadlines. Please note that hearings are usually scheduled several months out, depending on the availability of the parties and commissioners;
- Stipulations to facts and of genuineness of documents;
- Admissibility of evidence;
- Prehearing and hearing procedures;
- Prehearing and post hearing briefs.

Please have your calendars for the next six months available at the prehearing to look at possible hearing and other dates and deadlines.

No evidence or sworn testimony will be given by either party at the prehearing conference.

Dated this 22nd day of January 2024,

FOR THE CITY OF SEATTLE SAFETY CIVIL SERVICE COMMISSION

*Andrea Scheele*

Andrea Scheele, Executive Director

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CERTIFICATE OF SERVICE

I, Teresa R. Jacobs, declare under penalty of perjury under the laws of the State of Washington, that on the date below, I caused to be served upon the below-listed parties, via the method of service listed below, a true and correct copy of the foregoing document: **Amended-Prehearing Conference Scheduling Order**

Party	Method of Service
Appellant: Ofc. Ron Willis [REDACTED]	<input checked="" type="checkbox"/> E-Mail
Respondent: Seattle Police Department c/o Catherine Seelig, Assistant City Attorney <a href="mailto:Catherine.Seelig@seattle.gov">Catherine.Seelig@seattle.gov</a> Bibi Shairulla, Legal Assistant, Law <a href="mailto:Bibi.Shairulla@seattle.gov">Bibi.Shairulla@seattle.gov</a>	<input checked="" type="checkbox"/> E-Mail

DATED: January 22, 2024, at Seattle, Washington.

*Teresa R. Jacobs*

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Teresa R. Jacobs, Executive Assistant