



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission
Commission Chair Stacy Connole
Commissioner Dorothy Y. Leggett
Commissioner Joel A. Nark

Staff
Andrea Scheele, Executive Director
Teresa Jacobs, Executive Assistant

Special **AGENDA**

PUBLIC SAFETY CIVIL SERVICE COMMISSION

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

DATE: Wednesday, June 23, 2021

TIME: 10:00 am

LOCATION: WebEx

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=m5100a1130d562ef89ad32f939207ce9e>

Join by meeting number

Meeting number (access code): [1874 44 5804](#) Meeting password: [bMfu9uVWS57](#)

Tap to join from a mobile device (attendees only)

+1-206-207-1700,,1874445804## United States Toll (Seattle)

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Join by phone

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You can also dial [173.243.2.68](tel:173.243.2.68) and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial [1874445804.seattle@lync.webex.com](tel:1874445804.seattle@lync.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/>

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AGENDA

Public Safety Civil Service Commission

June 23, 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>

AUDIO/VIDEO TECH CHECK

CHAIR (PSCSC 2.04)

1. CALL TO ORDER
2. INTRODUCTIONS
3. PUBLIC COMMENT
4. APPROVAL OF MEETING MINUTES
May 19, 2021
5. FIRE LIEUTENANT EXAMS PROTEST
A.B.-PSCSC No. 21-04-024
6. FIRE AND POLICE EXAM UNIT
 - Fire Update-Yoshiko Grace Matsui, Fire Exams Analyst
 - Police Update-Rachael Schade, Police Exams Analyst
7. PSCSC ADMINISTRATION
8. EXECUTIVE DIRECTOR REPORT
 - Departmental Work Update
 - Budget
9. CASE STATUS REPORT
 - Moss & Rivera/SPD Captain Certification-Update
 - Jones v. SPD-PSCSC No.20-01-019-Update
 - Crawford-Writ of Review-KCSC-Update
10. EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED)

ADJOURN

NEXT MEETING: July 21, 2021 @ 10:00 AM

CHAIR (PSCSC 2.04)

1. CALL TO ORDER

2. INTRODUCTIONS

3. PUBLIC COMMENT

4. APPROVAL OF MEETING MINUTES
May 19, 2021

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission
Commission Chair Stacy Connole
Commissioner Dorothy Y. Leggett
Commissioner Joel A. Nark

Staff

Andrea Scheele, Executive Director
Teresa Jacobs, Executive Assistant

Public Safety Civil Service Commission
May 19, 2021-Monthly Meeting
Approved: June 23, 2021

1. Call to Order: Commission Chair Stacy Connole called the May 19, 2021 Public Safety Civil Service Commission Meeting to order at 10:03 a.m. The meeting was held via WebEX.

2. Introductions

Commission Chair Stacy Connole
Commissioner Dorothy Leggett
Commissioner Joel Nark
Andrea Scheele, Executive Director
Teresa Chen, Assistant City Attorney
Teresa R. Jacobs, Executive Assistant

3. Public Comment: No members of the public requested to give public comment.

4. APPROVAL OF MINUTES

Approval of Minutes April 21, 2021 Monthly Meeting

The Commission reviewed the minutes of the April. 21, 2021 monthly meeting. Commissioner Leggett moved to approve the minutes. Commissioner Nark seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

5. FIRE AND POLICE EXAMUNIT

Fire and Police Updates-Yoshiko Grace Matsui, Fire Exams Analyst & Rachael Schade, Police

Exams Analyst: Fire Update: Yoshiko Grace Matsui provided a Fire exam update to the Commission. Ms. Grace Matsui reported that the Fire Lieutenant Oral Boards will be held June 5. The Fireboat Engineer Exams is currently in development, the written exam will be held June 16, and the practical exam will take place in September.

Police Update: Rachael Schade provided a Police exam update to the Commission. Ms. Schade reported that scoring for Police Lieutenant oral boards exams is complete. There were 20 participants. Ms. Schade reported the Captain exam is in development. Over 300 people have applied to participate in the second quarter entry level police officer exam. Ms. Schade informed the commission that she is working with SPD to help applicants complete all elements of the exam.

Mini Training-Registers & Certifications-Yoshiko Grace Matsui: Ms. Grace Matsui conducted a training on Fire and Police Registers and Certifications.

- 6. PSCSC ADMINISTRATION-Meeting Dates/Exam Protest Appeals:** The commission discussed upcoming meeting dates to accommodate protest appeals and hearings. The commission will hold its June meeting on June 23 (adjourning the regular meeting which was scheduled for June 15) and adjourn/postpone the September 15 meeting because the Commission will be conducting a disciplinary hearing scheduled to begin the week of September 13.

7. EXECUTIVE DIRECTOR REPORT

Departmental Work Update: Staff continues to work from home. CIV is operating as usual, planning for eventual return to open public meetings with remote attendance as an option.

Budget: The commission reviewed the May budget report. There were no significant updates. Staff is planning budget needs for 2022.

8. CASE STATUS REPORT

Moss & Rivera/SPD Captain Certification-Update-Ms. Scheele updated the commission that the matter has been postponed at SPD's request, in order to request additional positions through an alternative process.

Jones v. SPD-PSCSC No.20-01-019-Update-Discovery is in progress. The hearing is scheduled for September 2021.

Novisedlak v. SPD-PSCSC No.20-01-011-Update-The appeal/hearing in this matter has concluded. The Findings of Fact, Decision and Order is posted on the PSCSC website and shared with the parties.

Crawford-Writ of Review-KCSC-Update-Oral argument on the writ of review will occur before King County Presiding Judge Spector on June 4. The argument will be heard telephonically and anyone who wishes to attend may contact staff for more information.

- 9. EXECUTIVE SESSION:** No Executive Session.

- 10. ADJOURN:** All other business before the Commission having been considered, Commission Chair Connole adjourned the meeting at 11:11 a.m.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 6/23/2021

/s/ Stacy Connole 6/23/2021

Date:

Date:

Teresa R. Jacobs
Executive Assistant

Stacy Connole
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>

5. FIRE LIEUTENANT EXAMS PROTEST

Fire Lt. Exams Protest Appeal

A.B.-PSCSC No. 21-04-023

6. FIRE AND POLICE EXAM UNIT

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

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

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

7. PSCSC ADMINISTRATION

8. EXECUTIVE DIRECTOR REPORT

- Departmental Work Update
- Budget

- **Departmental Work Update**

- **Budget**

**June 2021
CIV Budget**

TRANS_TYPE

EXPENSE_CATEGORY	PROJECT_DESCR	ACCOUNT_DESCR	Adopted Budget	Actuals	Supplemental Budget	Balance before		% Spent	% Available	
						Encumbrances	Available Balance		(After	Encumbrances)
Nonpersonnel Svcs	VCADMIN - Leadersh	531030 - Supplies-Office Supplies	2,700.00	87.45		2,612.55	2,612.55	3.2%	96.8%	
		549020 - Isf-Fas Alloc	108,285.00	54,142.26		54,142.74	54,142.74	50.0%	50.0%	
		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	800.11		1,199.89	1,199.89	40.0%	60.0%	
		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	10,362.00		10,336.00	10,336.00	50.1%	49.9%	
		549080 - Isf-ltd Billed	353.00	1,255.53		(902.53)	(902.53)	355.7%	-255.7%	
		549100 - SDHR Allocation	10,287.00	4,286.25		6,000.75	6,000.75	41.7%	58.3%	
		542020 - Rentals-Parking	600.00			600.00	600.00	0.0%	100.0%	
		541120 - Services-Technology		769.60		(769.60)	(769.60)			
		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		1,784.24		(1,784.24)	(1,784.24)			
		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	74,000.77		80,405.23	80,405.23	47.9%	52.1%	
Personnel Svcs	VCADMIN - Leadersh	510010 - Salaries & Wages	248,874.00		27,935.00	276,809.00	276,809.00	0.0%	100.0%	
		510020 - Holiday		2,813.28		(2,813.28)	(2,813.28)			
		520010 - Fica	19,409.00	365.28		19,043.72	19,043.72	1.9%	98.1%	
		520020 - Medicare	4,857.00	85.42		4,771.58	4,771.58	1.8%	98.2%	
		520070 - Insurance Prem-Health & Dental	12,876.00	18,120.00		(5,244.00)	(5,244.00)	140.7%	-40.7%	

**June 2021
CIV Budget**

Personnel Svcs	VADMIN - Leadersh	520090 - Insurance-Group Fund Life	263.00	4.34	258.66	258.66	1.7%	98.3%		
		520100 - Insurance-Longterm Disability	50.00	0.69	49.31	49.31	1.4%	98.6%		
		520300 - Pension-City Retirement Sys		994.74	(994.74)	(994.74)				
		520080 - Insurance-Wash St FML	379.00	8.99	370.01	370.01	2.4%	97.6%		
		520110 - Insurance-Death Benefit Pay	24.00	3.15	20.85	20.85	13.1%	86.9%		
		520320 - Employee Assistance Premium	48.00	44.88	3.12	3.12	93.5%	6.5%		
		510030 - Sick Leave		1,254.95	(1,254.95)	(1,254.95)				
		520011 - Fica Fsa Dcap & Health		261.70	(261.70)	(261.70)				
		510040 - Vacation		296.00	(296.00)	(296.00)				
		510240 - Executive Leave Used		1,776.00	(1,776.00)	(1,776.00)				
		520120 - Allowances-Special		1,296.00	(1,296.00)	(1,296.00)				
		VCCIVILSV - Civil Serv	510010 - Salaries & Wages		91,494.40	(91,494.40)	(91,494.40)			
			510070 - Part Time-Salaries & Wages	34,057.00	16,400.00	17,657.00	17,657.00	48.2%	51.8%	
			520010 - Fica		6,628.96	(6,628.96)	(6,628.96)			
			520020 - Medicare		1,550.34	(1,550.34)	(1,550.34)			
			520090 - Insurance-Group Fund Life		52.70	(52.70)	(52.70)			
			520100 - Insurance-Longterm Disability		8.81	(8.81)	(8.81)			
			520300 - Pension-City Retirement Sys	46,322.00	15,112.67	31,209.33	31,209.33	32.6%	67.4%	
			520080 - Insurance-Wash St FML		160.65	(160.65)	(160.65)			
			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		285.54	(285.54)	(285.54)			
			510040 - Vacation		1,508.08	(1,508.08)	(1,508.08)			
	Personnel Svcs Total			368,325.00	160,548.42	27,935.00	235,711.58	235,711.58	40.5%	59.5%
				522,731.00	234,549.19	27,935.00	316,116.81	316,116.81	42.6%	57.4%
				522,731.00	234,549.19	27,935.00	316,116.81	316,116.81	42.6%	57.4%

9. CASE STATUS REPORT

- **Moss & Rivera/SPD Captain Certification-Update**
- **Jones v. SPD-PSCSC No.20-01-019-Update**
- **Crawford-Writ of Review-KCSC-Update**

**PUBLIC SAFETY CIVIL SERVICE COMMISSION
CASE STATUS REPORT
JUNE 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	Order Denying Writ of Review Issued by KCSC June 14, 2021	PSCSC
RRM	21-05-012	Moss	Police	4-20-2021	Certification	Captain Promotional	Director did not issue certifications for rank of captain /May 17 Special Meeting Postponed	PSCSC
RRM	21-05-013	Rivera	Police	4-20-2021	Certification	Captain Promotional	Director did not issue certifications for rank of captain/May 17 Special Meeting Postponed	PSCSC
A	20-01-019	Jones	Police	10-14-2020	Discharge		2 nd Prehearing was held on 4-29-21. Hearing scheduled for September 14, 21-22	PSCSC

DISMISSED/CLOSED:

A=Appeal

E=Exam Protest

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

PUBLIC SAFETY CIVIL SERVICE COMMISSION

CASE STATUS REPORT

JUNE 2021

Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	APPEAL	ISSUE/REQUESTED OUTCOME	DECISION/DATE DISMISSED	PRESIDING
A	20-01-011	Novisedlak	Police	2-21-2020	Discharge		The commission issued Findings of Fact, Decision and Order on May 5, 2021.	PSCSC

A=Appeal

E=Exam Protest

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

- **Moss & Rivera/SPD Captain Certification-Update**

- **Jones v. SPD-PSCSC No.20-01-019-Update**

- **Crawford-Writ of Review-KCSC-Update**

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IN THE SUPERIOR COURT OF THE STATE OF WASHINGTON
FOR KING COUNTY

ROBERT CRAWFORD,

Petitioner,

v.

CITY OF SEATTLE, PUBLIC SAFETY
CIVIL SERVICE COMMISSION,

Respondents.

No. 20-2-13614-0 SEA

**ORDER DENYING WRIT OF
REVIEW**

[CLERK’S ACTION REQUIRED]

The Court, having considered Petitioner’s Opening and Reply Briefs, the City’s Answering Brief, the record of the proceedings before the Public Safety Civil Service Commission, and the argument of counsel, finds that:

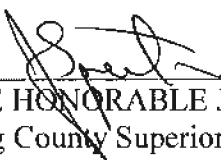
1. Petitioner Crawford’s Application for Writ of Review was not timely filed;
2. Matters at issue in Petitioner Crawford’s appeal are moot; and
3. The Public Safety Civil Service Commission’s actions and decisions below were not arbitrary, capricious, or illegal, and, alternatively, were not contrary to law.

NOW, THEREFORE, the Court hereby orders that:



- 1 1. The Seattle Public Safety Civil Service Commission's "Order Denying Appellant's
2 Request to Modify Decision of Executive Director" in PSCSC No. 20-03-014, dated
3 August 11, 2020 is affirmed, and Petitioner's writ of review of denied.
4 2. Each party shall bear its own costs and fees.

5 DATED this 14th day of June, 2021.
6

7 
8 THE HONORABLE JULIE SPECTOR
9 King County Superior Court
10

11 Presented by:

12 PETER S. HOLMES
13 Seattle City Attorney

14 By:

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15 Assistant City Attorney
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23 Attorneys for Respondents