



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark
Commissioner Christian M. Halliburton
Commissioner Sam Pailca

Public Safety Civil Service Commission

January 21, 2016

Approved February 18, 2016

Call to Order: Commission Chair Joel Nark, called the Public Safety Civil Service Commission meeting to order at 10:00 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commissioner Chair Joel Nark
Commissioner Christian Halliburton
Commissioner Sam Pailca
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Jeff Slayton, Assistant City Attorney

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

December 17, 2015 Joint Meeting of the Public Safety and Civil Service Commissions:

The Commission reviewed the minutes of December 17, 2015 joint meeting. Commission Chair Nark moved to accept the minutes as written. Commissioners Halliburton and Pailca voted in favor to accept the minutes. The motion passed and the minutes were approved by acclamation and signed by the Chair.

December 17, 2015 Commission Meeting: The Commission reviewed the minutes of the December 17, 2015 regular meeting. Commission Chair Nark moved to accept the minutes as written. Commissioners Halliburton and Pailca voted in favor to accept the minutes. The motion passed and the minutes were approved by acclamation and signed by the Chair.

Case Status Report

The commission reviewed the Case Status Report.

- 2. Leutz v. SPD-#15-01-002-Motions:** Assistant City Attorney Carolyn Boies Nitta was present on the behalf of the Seattle Police Department. The Appellant Mr. Leutz was not present. Ms. Boies Nitta presented the department's Motion in Limine and Motion to the Commission to compel the appellant to meet his Discovery obligations.

- Executive Session:** The Commission went into Executive Session at 10:15 am. The Executive Session ended at 10:44 am.

City of Seattle Civil Service Commissions

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Leutz v. SPD:

The Commission granted the City's Motion in Limine.
The Commission denied the City's Motion to Compel.

The Commission will contact Mr. Leutz and inform him that he must participate in the process or risk his appeal being dismissed.

3. **Arbogast v. SPD-#15-01-009-Motions:** Assistant City Attorney Carolyn Boies Nitta was present on behalf of the Seattle Police Department to address the Commission regarding the City's Motion to Consolidate. Appellant, Officer Autumn Arbogast was present to request the Commission not grant the Motion to Consolidate. Commissioner Pailca stated on the record that she was employed at the Office of Professional Accountability until February 2007 and to find out if the parties had an issue with her presiding over the appeal. Ms. Boies Nitta and Officer Arbogast stated they had no issue.
4. **Said v. SPD-#15-01-023-Request to File Late Appeal:** Mr. Said was present to address the Commission regarding an appeal he filed on December 31, 2015 that was beyond the 10 day window to appeal his dismissal. Mr. Said was probationary at the time of his dismissal. Assistant City Attorney, Amy Lowen was present on behalf of the Seattle Police Department.
5. **Executive Directors Report:**
 - **Monthly Summit (Budget) Report:** The Commission reviewed the budget for year end 2015. The Executive Director reported 2016 budget has not been uploaded.
 - **City Training for Boards & Commissions:** The Executive Director presented to the Commission the dates for the next City Training for Boards and Commission members. The training includes an overview of the City of Seattle Governance, RSJI, Ethics, Open Meetings Act and Public Records. Commission Chair Nark will attend the February 9 session.
6. **Old Business/New Business:**
 - **SFD Fireboat Pilot:** The Executive Director notified the Commission on behalf of Collen Lafferty, Exams Analyst that the Fireboat Pilot application period will be reopened for two weeks.
 - **Executive Session:** The Commission went into Executive Session at 12:00 pm. The Executive Session ended at 12:21 am.

Arbogast v. SPD:

The Commission denied the City's Motion to consolidate. The hearing scheduled in April will proceed.

Said v. SPD:

The Commission denied Mr. Said's request for late filing. The Commission will issue a letter to SPD regarding their procedures for terminating probationary employment.

Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 12:24 pm.

Respectfully Submitted By:

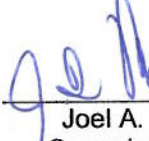
/s/ Teresa R. Jacobs 2/18/2016



Date: 2.18.16

Teresa R. Jacobs
Administrative Staff Assistant

/s/ Joel A. Nark 2/18/2016



Date: 2.18.16

Joel A. Nark
Commission Chair



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark
Commissioner Christian M. Halliburton
Commissioner Sam Pailca

Public Safety Civil Service Commission
February 18, 2016
Approved March 17, 2016

Call to Order: Commission Chair Joel Nark, called the Public Safety Civil Service Commission meeting to order at 10:10 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commissioner Chair Joel Nark
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Jeff Slayton Assistant City Attorney

In Attendance by Phone:

Commissioner Christian Halliburton
Commissioner Sam Pailca

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

January 21, 2016: The Commission reviewed the minutes of January 21, 2016. Commissioner Halliburton moved to accept the minutes as written. Commissioner Pailca seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

2. Firefighter Oral Board

Paul Joseph Denning
Richard James Alicia
Cody Walker
Karen Dickson

Dalton Darmody
Demaris Davis-Galloway
Rebecca Farnsworth
Jacob La Boren

The commission reviewed the requests for exceptions submitted by candidates who for various reasons arrived late or could not attend the Firefighter Oral Boards. Colleen Lafferty was present to provide information on the process when candidates are late and provided to the Commission the number of applicants who were scheduled to take the exam. Ms. Lafferty stated the candidates are informed that if they arrive late, they will be able to take the test, but they must sign a waiver that states their test has to be appealed to the Commission for approval. 2,685 candidates were invited to take the exam. 2,377 sat for the exam. On average 90-95% candidates attend the Oral Boards once they pass the written exam.

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3. **Exam Updates:** Colleen Lafferty, Fire Exams Analyst and Rachael Schade, Police Exams Analyst provided updates on the Fire and Police Exams.

Firefighter: There were 7,185 applicants, 23% higher than in 2014. 50% were present to take the exam, 80% passed.

Fireboat Pilot: There were 6 applicants. Due to an administrative error, an additional 2 week filing period was reopened after the initial 2 week filing period ran.

Fire Captain: 64 candidates applied

Fire Battalion: 20 Candidates applied. The exam date is scheduled for April 9th.

Police: 340 sat in January for exams.

Lateral Entry Exams: 52 were scheduled for testing in February.

Police Sergeant: There were 103 applicants, eight more than last. March 26 is the written exam. May 14 & 15 are scheduled for Oral Boards.

4. **Case Status Report/Appeals Update:**

The commission reviewed the Case Status Report and received updates on the following appeals:

- **Leutz v. SPD 15-01-002:** The Appellant withdrew his appeal. A Dismissal Order was issued.
- **Arbogast v. SPD 15-01-009/022:** The Commission agreed to commence the hearing on April 13th and will consider the Commissions availability later in April or in May to continue.
- **Said v. SPD 15-01-023:** An Order of Dismissal was issued to the Appellant.
- **Zerr v. SPD 16-01-001:** A new appeal was filed by a Seattle Police Officer regarding suspension. The Executive Director will schedule a First Prehearing with the parties.

5. **Executive Directors Report:**

- **Monthly Summit (Budget) Report:** The Commission reviewed the budget that was loaded for January 2016. The Executive Director stated the budget is on track for January.
- **Uniform Retirement Projections:** At the January meeting, Commission Chair Nark asked Rachael Schade to provide the number of uniform officers that were eligible for retirement. Ms. Schade stated there are 217 officers at 30 years of service or more who are eligible.

6. **Old Business/New Business:** None

Executive Session: The Commission went into Executive Session at 11:10 am. The Executive Session ended at 11:16 am.


- **Oral Boards:** The Commission denied all the candidates who appealed for exceptions.
- **Said:** The Commission reviewed and approved the letter that will be sent to Chief O'Toole and Assistant City Attorney Amy Lowen.

Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 11:19 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 3/17/2016

/s/ Joel A. Nark 3/17/2016


Date: 3-17-16
Teresa R. Jacobs
Administrative Staff Assistant


Date: 3/17/16
Joel A. Nark
Commission Chair



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark
Commissioner Christian M. Halliburton
Commissioner Sam Pailca

Public Safety Civil Service Commission

March 17, 2016

Approved April 21, 2016

Call to Order: Acting Commission Chair Christian Halliburton, called the Public Safety Civil Service Commission meeting to order at 10:00 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commissioner Christian Halliburton
Commissioner Sam Pailca
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Jeff Slayton Assistant City Attorney

In Attendance by Phone:

Commission Chair Joel Nark

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

February 18, 2016: The Commission reviewed the minutes of February 18, 2016. Commissioner Nark moved to accept the minutes as written. Commissioner Pailca seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Acting Chair.

2. Firefighter Oral Board & Fireboat Pilot

FF Oral Board

- **Niklas Bardor:** Mr. Bardor who was not present, submitted an appeal to the Commission to consider his request to take the Firefighter Oral Board after missing it due to illness. Colleen Lafferty was present to speak to the Commission about the process when candidates are late or absent for exams and to notify the Commission that the last three exams were two years apart.

Fireboat Pilot

- **Jose Parra:** The Commission reviewed the request submitted by Mr. Parra who was not present. Mr. Parra is a Firefighter/Deckhand for the Seattle Fire Department Fireboats. Mr. Parra requested the Commission rescind the second application period for the 2016 Fireboat Pilot Exam and only consider the first application period valid for applicants to sit for the exam. Due to an administrative error, the registration period was reopened an additional two weeks.

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- **Lance Michael Kent:** Firefighter Lance Michael Kent was present to address the Commission and request their consideration to allow him to be eligible to take the Fireboat Pilot Exam based on prior experience.

Executive Session: The Executive Session began at 10:55 am. The Executive Session ended at 11:07 am

- **Fire Fighter Oral Board:** Mr. Bardor's request to sit for the FF Oral Board was *denied*.
- **Fireboat Pilot Exam:** Firefighter Parra's request to rescind the second filing period for the exam was *denied*. Firefighter Kent's request to sit for the Fireboat Pilot Exam was *granted*.

3. Case Status Report/Appeals Update:

The commission reviewed the Case Status Report and received updates on the following appeals:

- **Lowe v. SPD 13-01-007/15-2-17479-7:** Mr. Lowe a former Seattle Police Officer filed an appeal with the PSCSC in July 2013. The appeal was heard in February 2015. The Commission issued a Decision in June 2015. The Appellant filed a Writ of Review at King County Superior Court and the hearing date was set for March 2016. King County Superior Court issued an Order of Dismissal without prejudice on February 29, 2016.
- **Arbogast v. SPD 15-01-009/022:** A Scheduling Order will go out to parties regarding the hearing to commence on June 1.
- **Zerr v. SPD 16-01-001:** The appellant withdrew his appeal. A Dismissal Order was issued February 23, 2016.

4. Executive Directors Report:

- **Monthly Summit (Budget) Report:** The Commission reviewed the budget. The Executive Director stated the budget is on track for the month.
- **Financial Interest Statements:** The Executive Director notified the Commission that Financial Interest Statements will be due on April 15, 2016.

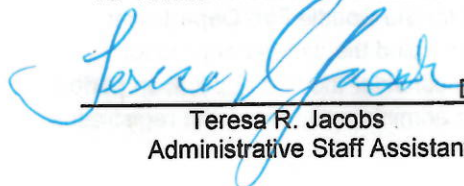
5. Old Business/New Business: None

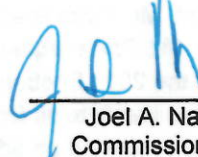
Adjourn: All other business before the Commission having been considered, Acting Chair Commissioner Halliburton adjourned the meeting at 11:19 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 4/21/2016

/s/ Joel A. Nark 4/21/2016


 _____ Date: 4.21.16
 Teresa R. Jacobs
 Administrative Staff Assistant


 _____ Date: 4.21.16
 Joel A. Nark
 Commission Chair



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark
Commissioner Christian M. Halliburton
Commissioner Sam Pailca

Public Safety Civil Service Commission

April 21, 2016

Approved May 19, 2016

Call to Order: Commission Chair Joel Nark, called the Public Safety Civil Service Commission meeting to order at 10:08 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Joel Nark
Commissioner Christian Halliburton
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Jeff Slayton Assistant City Attorney

Not In Attendance:

Commissioner Sam Pailca

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

March 17, 2016: The Commission reviewed the minutes of March 17, 2016. Commissioner Halliburton moved to approve the minutes. Commissioners Nark and Halliburton voted in favor to accept the minutes as written. The motion passed and the minutes were approved by acclamation and signed by the Chair.

2. Case Status Report/Appeal Update:

- **Arbogast v. SPD 15-01-009 Motion to Compel Discovery:** Josh Johnson, Assistant City Attorney was present to address the Commission and give background in the Arbogast appeal. Mr. Johnson requested the Commission compel Officer Arbogast to respond to discovery or risk the appeal being dismissed.

- #### **3. Erwin Chappel-SFD Captain Promotional Exam:**
- Officer Chappel submitted a request by email to the Executive Director requesting the Commission consider his request to have his scores counted for the 2016 SFD Captain Promotional Exam. Officer Chappel arrived to the testing at 10:15 after the 10:00 published start time. Collen Lafferty, Exams Analyst, who was not present, stated via email to the Commission that when Officer Chappel arrived she was still reading instructions to the candidates.

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4. SPD Sgt. Written Exam Protest Appeals:

- One candidate was present to address the Commission regarding the SPD Sgt. Written exam appeals. There were seven questions appealed.

5. Executive Director's Report:

- **Monthly Summit (Budget) Report:** The Commission reviewed the budget. The Executive Director stated the budget is on track for the month.

6. Old Business/New Business:

- **2016 Civil Service Conference:** The Executive Director reported a Save the Date for September 12-13 was received announcing the Civil Service Conference in Wenatchee Washington.
- **New Door:** The Executive Director reported the Commission office will have a new door installed in the coming months.

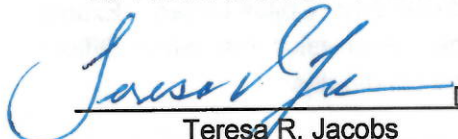
Executive Session: The Executive Session began at 10:50 am. The Executive Session ended at 11:32 am

- **Arbogast:** The Commission via Order will compel Officer Arbogast to respond to Respondent's interrogatories by May 6, 2016. If Officer Arbogast does not respond, the Commission will consider dismissing her appeal. She is also required to respond to email from the City Attorney's Office. The parties will have until May 10, 2016 to file motions to be heard at the May meeting.
- **E. Chappell-SFD Captain Promotional Exam:** The Commission *granted* Officer Chappell's scores to be counted.
- **SPD Sgt. Written Exam:**
Questions 1, 13, 14, & 172: *Denied*
Questions 134 & 165: *Granted*
Question 104: Protest *withdrawn* by candidate.

Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 11:35 am.


Respectfully Submitted By:

/s/ Teresa R. Jacobs 5/19/2016



Teresa R. Jacobs
Administrative Staff Assistant

/s/ Joel A. Nark 5/19/2016



Joel A. Nark
Commission Chair



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark
Commissioner Christian M. Halliburton
Commissioner Sam Pailca

Public Safety Civil Service Commission

May 19, 2016

Approved June 16, 2016

Call to Order: Acting Commission Chair Christian Halliburton, called the Public Safety Civil Service Commission meeting to order at 10:08 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commissioner Christian Halliburton
Commissioner Sam Pailca
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Jeff Slayton Assistant City Attorney

Not In Attendance:

Commission Chair Joel Nark

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

April 21, 2016: The Commission reviewed the minutes of April 21, 2016. Commissioner Halliburton moved to approve the minutes. Commissioner Pailca seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Acting Chair.

2. SPD - Amy Lowen, Assistant City Attorney & Brian Maxey, SPD Senior Counsel

Assistant City Attorney Amy Lowen and Seattle Police Department Senior Counsel, Brian Maxey were present to address the Commission on standard procedures regarding discipline and notification to SPD student officers regarding their rights.

3. Case Status Report/Appeal Update:

- **Arbogast v. SPD 15-01-009-Motions:** The City submitted a Motion to Dismiss. Officer Arbogast notified the Commission by email that she no longer wished to pursue her appeal.
- **Arbogast v. SPD 15-01-022:** The Commission agreed to hold a 1st Prehearing on June 16 regarding the second appeal filed by Officer Arbogast.

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4. **SFD Captain Written Exam Protest Appeals:** Colleen Lafferty, Fire Exams Analyst was present to represent the City regarding the 5 appeals that were filed. There were three candidates present to address the Commission.

- **Motion for Reconsideration-N. Bardor:** *A motion for reconsideration was requested after the agenda was published.* Nikolas Bardor was present to request the Commission reconsider its March decision which denied his request to make up the Fire Oral Board Exams that he missed in January due to illness. Ms. Lafferty stated that had Mr. Bardor contacted her in advance, she possibly could have made accommodations for him.

5. **Executive Director's Report:**

- **Monthly Summit (Budget) Report:** The Commission reviewed the budget. The Executive Director stated the budget is on track for the month and at 32% used for the year.
- **SFD Testing:** Ms. Lafferty addressed the Commission regarding concerns raters may have regarding the behavior of candidates. Ms. Lafferty stated a formal process is being prepared to assist raters to note any concerns they may have about a candidate.

6. **Old Business/New Business:** There was no Old or New Business.

Executive Session: The Executive Session began at 12:05 pm. The Executive Session ended at 12:40 pm

- **Arbogast:** The Commission granted the city's motion to dismiss. A Dismissal Order will be issued.
- **SPD Captain Written Exam:**
Question 71: *Accepted*
Question 81 (Two Appeals): *Accepted (Both Answers)*
Question 142: *Accepted*
Question 189: *Denied*
- **Motion to Reconsider-FF Oral Boards-N. Bardor:** *Denied*


Adjourn: All other business before the Commission having been considered, Acting Commission Chair Halliburton adjourned the meeting at 12:45 pm.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 6/16/2016


Date: 6.16.16
Teresa R. Jacobs
Administrative Staff Assistant

/s/ Joel A. Nark 6/16/2016


Date: 6.16.16
Joel A. Nark
Commission Chair



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark
Commissioner Christian M. Halliburton
Commissioner Sam Pailca

Public Safety Civil Service Commission

June 16, 2016

Approved July 14, 2016

Call to Order: Commission Chair Joel Nark, called the Public Safety Civil Service Commission meeting to order at 10:00 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Joel Nark
Commissioner Christian Halliburton
Commissioner Sam Pailca
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Jeff Slayton Assistant City Attorney

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

May 19, 2016: The Commission reviewed the minutes of May 19, 2016. Commissioner Halliburton moved to approve the minutes. Commissioner Pailca seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

2. Case Status Report/Appeal Update:

- **Arbogast v. SPD 15-01-022:** Assistant City Attorney Josh Johnson was present, representing the department. The appellant, Officer Arbogast was not present. The Executive Director informed the Commission that Officer Arbogast contacted her requesting to reschedule the first prehearing due to scheduling conflicts. The Commission discussed their availability to hold the 1st Prehearing in July and agreed that Officer Arbogast should be allowed to reschedule the prehearing, with the condition that she appear in person or telephonically, otherwise the appeal will be dismissed.

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3. Executive Director's Report:

- **Monthly Summit (Budget) Report:** The Commission reviewed the budget. The Executive Director stated the budget is on track and under budget.

4. Old Business/New Business:


- **July Meeting Date:** The Commission agreed to move the monthly meeting to July 14, 2016

Request for Eligibility: Mark Rawlins was present to request the Commission allow him to take the Seattle Police Department Entry Level Exam on July 9th. Mr. Rawlins tested on January 30th and will be a few weeks short of the six month limit between test dates. The next entry level exam will be in October, at which time he will be away for Washington National Guard training. The Commission *granted* Mr. Rawlins request.

Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 10:30 am.

Respectfully Submitted By:

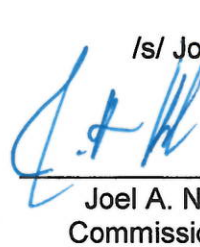
/s/ Teresa R. Jacobs 7/14/2016



Teresa R. Jacobs
Administrative Staff Assistant

Date: 7-14-16

/s/ Joel A. Nark 7/14/2016



Joel A. Nark
Commission Chair

Date: 7-14-16



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark
Commissioner Christian M. Halliburton
Commissioner Sam Pailca

Public Safety Civil Service Commission

July 14, 2016

Approved September 15, 2016

Call to Order: Commission Chair Joel Nark, called the Public Safety Civil Service Commission meeting to order at 10:00 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Joel Nark
Commissioner Christian Halliburton
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Jeff Slayton Assistant City Attorney

In Attendance by Phone

Commissioner Sam Pailca
(until 11:00 am)

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

June 16, 2016: The Commission reviewed the minutes of June 16, 2016. Commissioner Halliburton moved to approve the minutes. Commissioner Pailca seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

2. Case Status Report/Appeal Update:

- **Arbogast v. SPD 15-01-022:** The Commission agreed to schedule hearing dates for November 16 & 17, 2016. Oral Arguments on motions are scheduled for September 15, 2016.

3. **SFD Battalion Chief Oral Board Exam Protest Appeals:** The Commission received two protest appeals from candidates who took the exam in June 2016. Chief Harold Scoggins, SFD, Colleen Lafferty, Fire Exams Analyst, and Exam Committee representatives, Battalion Chief Negretto and Verlinde were present.

4. Executive Director's Report:

- **Monthly Summit (Budget) Report:** The Commission reviewed the budget. The

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Executive Director stated the budget is on track at 45% at half way through the year.

5. Old Business/New Business:

- **Civil Service Conference:** The Executive Director informed the Commission that registration will open at the end of July.
- **August Meeting Date:** The Commission agreed if there are no matters that need immediate attending, the August monthly meeting will be cancelled.

Executive Session: The Commission went into Executive Session at 11:30 am. The Executive Session ended at 11:43 am.

Oral Board Exam Protest Appeals:

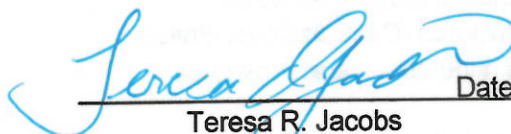
11121076: The Commission *granted* unanimously the appeal to remove ratings 1-7 of Board A and Rating #3 of Board C.

11133416: The Commission *denied* the appeal to remove the entire oral board and additional relief.

Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 11:46 am.

Respectfully Submitted by:

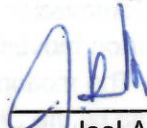
/s/ Teresa R. Jacobs 9/15/2016



Teresa R. Jacobs
Administrative Staff Assistant

Date: 9.15.16

/s/ Joel A. Nark 9/15/2016



Joel A. Nark
Commission Chair

Date: 9.15.16



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission
Commission Chair Joel A. Nark
Commissioner Christian M. Halliburton
Commissioner Sam Pailca

Public Safety Civil Service Commission
September 15, 2016
Approved October 20, 2016

Call to Order: Commission Chair Joel Nark, called the Public Safety Civil Service Commission meeting to order at 10:00 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Joel Nark
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Jeff Slayton Assistant City Attorney

In Attendance by Phone

Commissioner Christian Halliburton
Commissioner Sam Pailca

PUBLIC COMMENT: No one signed up to speak

1. Case Status Report/Appeal Update:

Case Status Report: The Commission reviewed the monthly Case Status Report.

Arbogast v. SPD 15-01-022-Oral Arguments on Motion: Assistant City Attorney Josh Johnson was present, representing the Seattle Police Department. Appellant Autumn Arbogast was not in attendance. Mr. Johnson requested the Commission consider its Motion that it acted in good faith for cause, imposing Appellant's prior two-day suspension. Officer Arbogast filed separate appeals on June 23, 2015 and November 16, 2015. The department filed a motion to have the appeals consolidated, the Commission denied the request. The department later filed a Motion to dismiss the first appeal, which was granted by the Commission. The Commission will hold the hearing in November.

2. Approval of Minutes:

July 14, 2016: The Commission reviewed the minutes of July 14, 2016. Commissioner Halliburton moved to approve the minutes. Commissioner Pailca seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

City of Seattle Civil Service Commissions

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3. Executive Director's Report:

- **Monthly Summit (Budget) Report:** The Commission reviewed the budget. The Executive Director stated the budget is on track and the department is awaiting the invoice for the tenant improvements for installation of the hearing room door.

4. Old Business/New Business:

- **Summary of 2016 Civil Service Conference-Commission Chair Nark:** Commission Chair Nark attended the Civil Service Conference and provided a summary of the day's events. Commissioner Nark stated it would be beneficial for the Commission to revisit use of personal cell phones to receive Commission business via email and the implications of a Public Disclosure request. The Executive Director will look into the cost of licensing and assignment of Commissioner emails through Outlook.
- **Boards & Commissions Appreciation Event-October 27th a King Street Station:** The Executive Director notified the Commission of the upcoming event.
- **Battalion Chief Protests:** Rachael Schaade, Police Exams Analyst was present to address the Commission regarding the coordination of the testing process, and impartiality of the assessors and staff while conducting the Police and Fire exams.

Executive Session: The Commission went into Executive Session at 10:50 am. The Executive Session ended at 11:03 am.

Respondents Motion-Arbogast v. SPD-PSCSC No. 15-01-022

The Commission *granted* in part and *denied* in part the Respondent's Motion. An Order will be issued.

Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 11:05 am.

Respectfully Submitted by:

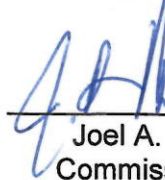
/s/ Teresa R. Jacobs 10/20/2016



Date: 10.20.16

Teresa R. Jacobs
Administrative Staff Assistant

/s/ Joel A. Nark 10/20/2016



Date: 10.20.16

Joel A. Nark
Commission Chair



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark
Commissioner Christian M. Halliburton
Commissioner Sam Pailca

Public Safety Civil Service Commission

October 20, 2016

Approved December 14, 2016

Call to Order: Commission Chair Joel Nark, called the Public Safety Civil Service Commission meeting to order at 10:02 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Joel Nark
Commissioner Christian Halliburton
Commissioner Sam Pailca
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Jeff Slayton Assistant City Attorney

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

September 15, 2016: The Commission reviewed the minutes of September 15, 2016. Commissioner Pailca moved to approve the minutes. Commissioner Halliburton seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

- 2. Fire and Police Entry Level Hiring Equity Analysis:** Bailey Hinckley and Deena Correll from Seattle Department of Human Resources (SDHR), Equity Unit addressed the commission regarding the partnership with the SPD and SFD for the equity analysis for the hiring process. An RFP has been submitted to hire a consultant. Ms. Hinckley stated the three key targets for the analysis are: Mapping of the hiring process for police and fire; equity analysis of the hiring process including written testing and oral boards; and preselection evaluations and recommendations on how to remove barriers in the hiring process. The hiring of the consultant is to take place before year end 2016 and the majority of the work is scheduled to be performed the first quarter of 2017.

3. Case Status Report/Appeals Update:

Arbogast v. SPD 15-01-022-Hearing November 16, 2016: Assistant City Attorney Josh Johnson was present, representing the Seattle Police Department. Appellant Autumn Arbogast was not in attendance. The Commission discussed the hearing and suggested

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the Executive Director send a letter to the appellant seeking clarification of the testimony of the witnesses she intends to call.

Knight v. SPD-PSCSC No. 16-01-030: The Executive Director reported a new appeal was filed appealing suspension without pay. The Executive Director will schedule and conduct the first prehearing.

Earthquake Drill: The Commission had a brief pause for the SMT Earthquake Drill at 10:20 am.

4. Executive Director's Report:

- **Monthly Summit (Budget) Report:** The Commission reviewed the budget. The Executive Director stated the budget is on track at 70%.
- **O365 Licenses:** Ms. Greenlee notified the Commission that the licenses for email for 6 Commissioners has been allocated at \$144 per year for each license. The Commissioners agreed it was reasonable. Ms. Greenlee will move forward with working with Seattle IT to get the licenses issued.

5. Old Business/New Business:

- **Fire Exams Analyst Position:** Colleen Lafferty, Fire Exams Analyst was present and announced to the Commission that she will be retiring from the City in December. The Commission commended Colleen on her work with the Commission and institutional knowledge of the exams process.
- **Fireboat Engineer Exam:** Ms. Lafferty notified the Commission that the Fireboat Engineer exam will take place in 2017. She stated the last one was given in 2005.
- **Language and Community Service Preferences:** Commissioner Pailca proposed the Commission look into where the City is at with this matter and inquired whether anyone in the City is working on this and will the RFP for the hiring Equity Analysis cover this issue? The Executive Director will contact the SDHR Equity contacts, Bailey Hinckley, and Deena Correll requesting they add Language and Community Service Preferences to their analysis.
- **2016 Joint Meeting with Civil Service Commission:** The dates proposed for the meeting are December 14 or 15. Ms. Greenlee will coordinate the dates between the Commissions.
- **Brochure Review:** Staff presented to the Commission a draft of the PSCSC Guide to the Appeals and Hearing Process for distribution. Commissioner Pailca submitted her edits to staff. Staff will also update the tri-fold general information brochure that can be distributed throughout the City.
- **Boards & Commission Appreciation Event-October 27th at City Hall:** The Executive Director updated the Commission on the event and requested Commissioners let her know whether they are attending so she could RSVP.



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Christian M. Halliburton

Commissioner Sam Pailca

Public Safety Civil Service Commission

Special Meeting

December 14, 2016

Approved January 19, 2017

Call to Order: Commission Chair Joel Nark, called the Public Safety Civil Service Commission special meeting to order at 11:06 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Joel Nark

Commissioner Christian Halliburton

Commissioner Sam Pailca

Jennifer A. Greenlee, Executive Director

Teresa R. Jacobs, Administrative Staff Assistant

Jeff Slayton Assistant City Attorney

PUBLIC COMMENT: No one signed up to speak

1. Approval of Minutes:

October 20, 2016: The Commission reviewed the minutes of October 20, 2016.

Commissioner Halliburton moved to approve the minutes. Commissioner Pailca seconded the motion.

The motion passed and the minutes were approved by acclamation and signed by the Chair.

- 2. Recognition for Colleen Lafferty:** Commissioner Nark read a proclamation and plaque that was presented to Fire Exams Analyst, Colleen Lafferty who retired from the City of Seattle after thirty-three years of service. The Commissioners each made statements to Colleen thanking her for her dedication and service to the City, Fire candidates and the Commission.

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3. **Case Status Report/Appeals Update:** The Commission reviewed the year end Case Status Report. Jennifer Greenlee, Executive Director stated the last three appeals filed have been withdrawn including one that was a day away from hearing and there were no new appeals filed. Commissioner Pailca stated that in the future there should be more clarity, given to parties regarding the hearing process and preparing for a hearing to expedite the process and have it move efficiently.
4. **2017 Chair:** Commissioner Hallburton nominated Commission Chair Nark to serve a second term as the Public Safety Civil Service Commission Chair. Commissioner Pailca seconded the motion. Commissioner Nark accepted. The motion passed.
5. **2017 Meeting Schedule:** The Commission reviewed the meeting dates for 2017 and agreed to continue to hold the meetings on the third Thursday of the month with the start time remaining the same at 10:00 am. The meeting scheduled was approved by acclamation.
6. **Executive Director's Report:**
- **Monthly Summit (Budget) Report: Monthly Summit (Budget) Report:** The Commission reviewed the budget. The Executive Director stated the budget is on track and there will be funds to cover the "Exit" sign that is required to be installed above the new door.
 - **Office 365:** The Executive Director reported to the Commission that the Public Safety Civil Service and Civil Service Commissions can access Commission email via their City Outlook email accounts as well as SharePoint. The Executive Director also reported that she has requested an exception from Seattle IT to extend the password expiration to longer than ninety-days.

Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 11:35 am.

Respectfully Submitted by:

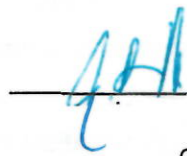
/s/ Teresa R. Jacobs 1/19/2017

/s/ Joel A. Nark 1/19/2017



Teresa R. Jacobs
Administrative Staff Assistant

Date: 1-19-17



Joel A. Nark
Commission Chair

Date: 1-19-17



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commission Chair Eric de los Santos
Commissioner Amy S. Bonfrisco
Commissioner Angelique M. Davis

Public Safety Civil Service Commission

Commission Chair Joel A. Nark
Commissioner Christian M. Halliburton
Commissioner Sam Pailca

Combined Special Meeting of Public Safety and Civil Service Commissions

December 14, 2016

Approved January 19, 2017 (PSCSC)

Approved February 15, 2017 (CSC)

Call to Order: Public Safety and Civil Service Commission Chairs Joel Nark and Angelique Davis called the Special Joint meeting to order at 10:40 AM. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Angelique Davis (CSC)
Commission Chair Joel Nark (PSCSC)
Commissioner Eric de los Santos (CSC)
Commissioner Christian Halliburton (PSCSC)
Commissioner Sam Pailca (PSCSC)
Gary Smith, Assistant City Attorney (CSC)
Jeff Slayton, Assistant City Attorney (PSCSC)
Jennifer A. Greenlee, Executive Director
Teresa Jacobs, Administrative Staff Assistant

Not in Attendance:

Commissioner Amy S. Bonfrisco (CSC)

Public Comment: No one signed up to speak.

1. Executive Session

• Executive Director Performance/Salary Adjustment/ Merit Leave:

The Commissions went into Executive Session at 10:40 am to discuss a possible Salary Adjustment and Merit Leave award for the Executive Director. The Executive Session ended at 11:00 am.

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Upon returning on the record Commission Chairs Nark and Davis on behalf of the Commissions, thanked the Executive Director and the Administrative Staff Assistant for their service to the Commissions.

Commissioner Nark moved to grant the Executive Director the maximum of 6 days Merit Leave and an Annual Wage Increase. The motion passed and was approved by acclamation.

Adjourn: No other business was before the Commissions. Commission Chairs Davis and Nark adjourned the meeting at 11:02 am.

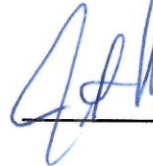
Respectfully Submitted By:

/s/ Teresa R. Jacobs 1/19/2017

 Date: 1-19-17

Teresa R. Jacobs
Administrative Staff Assistant

/s/ Joel A. Nark 1/19/2017

 Date: 1.19.17

Joel A. Nark, Chair
Public Safety Civil Service Commission

Respectfully Submitted By:

/s/ Teresa R. Jacobs ²⁻¹⁵ 1/25/2017

 Date: 2-15-17

Teresa R. Jacobs
Administrative Staff Assistant

/s/ Eric de los Santos ^{2/15} 1/25/2017

 Date: 2/15/17

Eric de los Santos, Chair
Civil Service Commission