



CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commissioners

Commission Chair Stacy Connole
Commissioner Richard Greene
Commissioner Joel A. Nark

Staff

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

PUBLIC SAFETY CIVIL SERVICE COMMISSION October 19, 2023, MEETING MINUTES APPROVED: November 16, 2023

CHAIR (PSCSC 2.04)

1. CALL TO ORDER: Commission Chair Stacy Connole called the monthly meeting to order at 10:00 a.m.
2. LAND ACKNOWLEDGEMENT: Commission Chair Connole read the land acknowledgement.
3. INTRODUCTIONS: Commission Chair Connole gave attendees an opportunity to introduce themselves.
PSCSC: Commissioner Richard Greene. Commission Staff and Counsel: Andrea Scheele Executive Director, Sarah Butler, Operations & Policy Advisor, Teresa Jacobs, Executive Assistant. Commission Counsel: Joe Levan, Assistant City Attorney; Anne Vold, Assistant City Attorney. Not Present: Commissioner Joel Nark,
Exams Unit: Yoshiko Grace Matsui, Fire Exams Analyst, Amy Jo Chamberlain and Adelaide Alderks, Fire and Police Exams Analysts. SFD HR: Sarah Lee, Director, Helen Fitzpatrick, Executive Director Administration, Hannah Kosten, Personnel Specialist, Sr. SPD HR: Alyssa Pulliam, SPD, HR Deputy Director. Exam Committee Member (Fire Boat): Brian Bauer, Fireboat Engineer Exam Appellants: Ben Bergstrom & Mark Starll Guests: Firefighter Tom Applegate, Fire Lt. Deborah Williams
4. PUBLIC COMMENT: Sarah Lee, Director of SFD HR commented on the proposed rulemaking of PSCSC Rule 10.03. Ms. Lee stated the proposed language could potentially impact a lawsuit in which she and others are personally named. Ms. Lee stated her concern that it may be a remedial action if the proposed change were to be adopted and if it were retroactive. Ms. Lee stated she wanted to get ahead of it before things got cemented and she wanted to state there were specific concerns. The commission thanked Ms. Lee for her comment.

DISCUSSION ITEMS

5. APPROVAL OF MINUTES-September 21, 2023, Monthly Meeting: The commission reviewed the September 21, 2023, monthly meeting. Chair Connole moved to approve the minutes. Commissioner Greene seconded the motion. The motion passed and the minutes were approved.
6. SAVE THE DATE: 42ND ANNUAL CIVIL SERVICE CONFERENCE: Ms. Scheele announced the Civil Service Conference will be held in October. Commissioner Greene requested registration information. Chair Connole gave information on the CLE credit days.
7. NOVEMBER 2023 CIVIL SERVICE EMPLOYEE ELECTION UPDATE: Operations and Policy Advisor Sarah Butler gave an update on the employee elections being held November 6-13. Chair Connole asked when the term for the newly elected commissioner begins. Ms. Scheele stated January 1, 2024.
8. FIREBOAT ENGINEER PRACTICAL EXAM APPEALS: • PSCSC #23-04-001E (Task 5) • PSCSC #23-04-002E (Task 1) • PSCSC #23-04-003E Task 2): Chair Connole gave guidelines to the appellants on presenting their appeals. Chair Connole stated the commission would deliberate in a closed session after hearing from the appellants. The Commission heard three Fireboat Engineer Practical Exam Appeals. The exam was held September 12 & 13. Yoshiko Grace Matsui, Fire Exams Analyst gave background on the practical exam and introduced Development Committee member and Fireboat Engineer Brian Bauer. *The commission went off the record for 10 seconds for the building earthquake drill.* Chair Connole asked whether the candidates were provided with the Development Committee response. Ms. Grace Matsui stated she believed they were provided with the packet. Ms. Grace Matsui stated there were three protests, all three were denied, and the Development Committee's recommendation to the commission is to deny the appeals.
 - PSCSC #23-04-001E (Leschi, Task 5): Ben Bergstrom stated his appeal for Task 5. Commissioners Connole and Greene asked questions about the task of the exam being appealed. The appellant gave his explanation. Ms. Grace Matsui provided the position of the Development Committee. Commissioner Greene made a comment on the testing process.
 - PSCSC #23-04-002E (Fireboat 1, Task 1) Mark Starll stated his appeal for Task 1. Commissioners Connole and Greene asked questions about the task of the exam being appealed. The appellant gave his explanation. Ms. Grace Matsui provided the position of the Development Committee.
 - PSCSC #23-04-003E (Fireboat 1, Task 2) Mark Starll stated his appeal for Task 2. Commissioners Connole and Greene asked questions about the task of the exam being

appealed. The appellant gave his explanation. Ms. Grace Matsui provided the position of the Development Committee. Fireboat Engineer Brian Bauer provided an explanation regarding a question asked about Task 2.

The commission went into closed session at 11:32 a.m. The closed session ended at 11:51 a.m.

- **Appeal 1-Leschi, Task 5:** The requested remedy was to remove rating. The Development Committee's recommendation was to deny the request. The request was denied by a unanimous vote of the commission.
- **Appeal 2-Fireboat 1, Task 1:** The requested remedy was to remove rating. The Development Committee's recommendation was to deny the request. The request was denied by a unanimous vote of the commission.
- **Appeal 3-Fireboat 1, Task 2:** The requested remedy was to remove rating. The Development Committee's recommendation was to deny the request. The request was denied by a unanimous vote of the commission.

9. FIRE AND POLICE EXAM UNIT:

Police Exams Update- Rachael Schade, F&P Exams Analyst was present to provide an update on current and future SPD exams. Ms. Schade reported the current exam cycle closes October 23rd. There are currently 221 applicants. Ms. Schade reported the written lateral exam process closed this last week. Four individuals participated in part one of the test. Three passed and are preparing for lateral oral boards. Part two of the exam is being held October 28th. The Police Sergeant development is underway, in preparation for the Police Sergeant written exam to be administered March 2, 2024.

Fire and Police Separation and Hires: Ms. Scheele reported the following:

SPD: YTD separations: 79 YTD hires: 52

SFD: YTD separations: 82 YTD hires: 94 hires. SFD is 66 individuals away from being at fully authorized staffing.

Fire Exams Update- Yoshiko Grace Matsui, Fire Exams Administrator provided an update on fire exams. Ms. Grace Matsui reported the Fireboat Engineer register will be published December 15th. The combined Battalion Chief and Captain development committee and the Fireboat Pilot development committee are underway. In October 2024 there will be an open application and testing process for Firefighter. Chair Connole asked Ms. Grace Matsui the last exams for Firefighter occurred. Ms. Grace Matsui stated there was an emergency off-cycle firefighter exam in 2022 and the most recent exam that included an oral board was in 2019.

10. EXECUTIVE DIRECTOR REPORT

Commission Work: Ms. Scheele reported on the work of staff for PSCSC and CSC.

Budget: The commission reviewed the budget documents.

11. CASE STATUS REPORT: The commission reviewed the October Case Status Report.

12. OPMA TRAINING (*Tentative*)-Joe Levan, ACA/Commission Counsel: The Commission will reschedule this training at the beginning of the year, when the newly elected commissioner is onboarded.

13. OLD/NEW BUSINESS: Ms. Scheele reported that the commission will propose rulemaking and changes to PSCSC Rule 10.03. Ms. Scheele will circulate information to the Fire and Police departments, unions, and stakeholders. Public comment will be at the November 16th special meeting at 11:15 am.

14. EXECUTIVE SESSION-CLOSED SESSION To discuss Pending, Potential, or Actual Litigation (May be cancelled if not needed): The commission went into Executive Session at 12:15 am. The Executive Session ended at 12:25 am. There was no action taken.

15. ADJOURN: All other business before the Commission having been considered, Commission Chair Connole adjourned the meeting at 12:25 am.

Respectfully Submitted on November 16, 2023, for the PSCSC,

Teresa R. Jacobs

Teresa Jacobs, Executive Assistant

Approved for Publishing:  Commissioner.Stacy Connole (Nov 16, 2023 15:11 PST)

Stacy Connole, Chair

NEXT PSCSC MEETING: December 14, 2023 @ 10:00 a.m.

*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>.