



**CITY OF SEATTLE**  
**PUBLIC SAFETY CIVIL SERVICE COMMISSION**  
**SPECIAL MEETING MINUTES**  
**November 16, 2023**  
**Location: WebEx and at SMT 1679**

**CALL TO ORDER** Commission Chair Stacy Connole called to order the special meeting  
**LAND ACKNOWLEDGEMENT** of the Public Safety Civil Service Commission at 11:17 am on  
**INTRODUCTIONS** November 16, 2023.

**PUBLIC COMMENT** There was public comment on Rulemaking 10.03

**1. ATTENDEES** Commissioner Connole gave attendees an opportunity to introduce themselves. The following people were present: PSCSC Commissioners: Joel Nark and Richard Greene. Commission Staff: Andrea Scheele, Executive Director, Sarah Butler, Operations & Policy Advisor, and Teresa Jacobs, Executive Assistant. Commission Counsel/ Assistant City Attorneys: Joe Levan and Anne Vold. And members of the public.

**2. APPROVAL OF MINUTES** Commissioners reviewed the minutes from the last meeting held on October 19, 2023. Commissioner Connole moved to accept the minutes. Commissioner Greene seconded the motion. The minutes were approved as written.

**3. ACTION ITEMS** **PSCSC Rulemaking-10.03 Return to Eligible Register After Separation-Reinstatement Register**: The commission heard public comment until 12:07 pm. Executive Session began at 12:08 pm. The Executive Session ended at 12:30 pm. The commission is extending the public comment period for rulemaking and will take the matter up at its next meeting on December 14, 2023, at 10:00 am.

**EXECUTIVE SESSION**

**4. UPDATES/DISCUSSION**

- a. **42<sup>nd</sup> Annual Civil Service Conference**: Director Scheele gave an update on the October 2023 conference.
- b. **November 2023 Civil Service Employee Election**: Sarah Butler gave an update.
- c. **Fire and Police Exam Unit**: 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.
- d. **Fire and Police Staffing**: Director Scheele gave an update on the Fire and Police staffing.
- e. **Executive Director Departmental and Budget Update**: Director Scheele provided the monthly department and budget update.
- f. **Case Status Report**: The commission reviewed the case status report. There is one new appeal: *Willis v. SPD-PSCSC 23-01-004A*

**5. OLD/NEW BUSINESS** There was no Old/New Business.

**6. ADJOURNMENT** Commission Chair Connole adjourned the meeting at 12:54 pm  
**Minutes submitted by**: Teresa Jacobs  
**Minutes approved by**: Commissioner Stacy Connole, Chair

**Signed:**   
Commissioner.Stacy.Connole (Mar 29, 2024 13:03 PDT)