



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commissioners

Commission Chair Stacy Connole

Commissioner Joel A. Nark

Commissioner Richard Greene

Staff

Andrea Scheele, Executive Director

Sarah Butler, Operations & Policy Analyst

Teresa Jacobs, Executive Assistant

PUBLIC SAFETY CIVIL SERVICE COMMISSION

June 22, 2023, MEETING MINUTES

APPROVED: July 20, 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 welcomed those in attendance.

PSCSC: Commission Chair Stacy Connole, Commissioner Joel Nark, Commissioner Richard Greene. Commission Staff and Counsel: Andrea Scheele Executive Director; Sarah Butler, Operations and Policy Analyst, Teresa Jacobs, Executive Assistant. Commission Counsel: Joe Levan, Assistant City Attorney.

Exams Unit: Rachael Schade, Police Exams Analyst, Adelaide Alderks and Amy Jo Chamberlain, Public Safety Exams Analysts, Fire: Sarah Lee, HR Director, Dori Towler, HR, Fire, Hannah Kosten, HR, Fire.

4. PUBLIC COMMENT: There was no public comment written or in person.

DISCUSSION ITEMS

5. APPROVAL OF MEETING MINUTES-April 20, 2023-Special Meeting & May 17, 2023-Special Meeting: Commissioner Greene moved to approve the April 20, 2023, minutes. Commissioner Nark seconded the motion. The minutes were approved by acclamation. Commission Chair Connole moved to approve the minutes of May 27, 2023, with two minor changes. Commissioner Greene seconded the motion. The minutes were approved, with changes, by acclamation.

6. REQUESTS FOR REVIEW OR RECONSIDERATION OF DECISIONS OF THE EXECUTIVE DIRECTOR

Brent Mattila PSCSC #23-05-011RFR: The Requestor, a former Firefighter, requested review or reconsideration of the Executive Director's determination that his request to be placed on the eligible register did not meet the criteria of PSCSC Rules 10.03.

Mr. Mattila was not present. Director Scheele recommended the Commission postpone the hearing on this item until the next meeting: 1) to provide Mr. Mattila with the opportunity to be present, and to 2) ensure that the requestor had adequate notice that his request was filed timely.

Commission Chair Connoles moved to accept the recommendation. Commissioner Greene seconded the motion. Commissioner Nark voted in favor of the motion. The motion was approved, and the agenda item will be carried over to the July 20, 2023, meeting.

7. *PRO TEM* APPOINTMENT OF DOROTHY LEGGETT, for the limited purpose of hearing and decision in matter of *Constantin v. SPD*, PSCSC no. 22-01-003: Commissioner Greene moved to appoint Dorothy Leggett for the limited purpose. Commission Chair Connoles seconded. The motion passed. Commission Chair Connoles thanked Commissioner Leggett for her service to the City of Seattle.

8. FIRE LT. ORAL BOARDS EXAM PROTEST APPEALS: There were no exam protests filed during the protest period, and no appeals.

9. FIRE AND POLICE EXAM UNIT

Police Exams Update- Rachael Schade, Police Exams Administrator, gave an update on the current entry-police officer exam cycle. Entry-level and lateral entry applications are open. June 26 is the close date for the lateral exam applications. Captain and Lieutenant exam registers were published May 19. The Sergeant exam development committee has begun work on the 2024 Police Sergeant exam. The bibliography will be published on or before September 1.

Fire Update- Ms. Schade provided the Fire update. The Fireboat Engineer written exam was held on June 20. The practical exam will be in early September.

Community Service Preference Points: Adelaide Alderks, Public Safety Exams Analyst did a presentation on development and implementation of the Community Service Preference Points program. PSCSC Rule 9.21 will be effective for the first cycle beginning after June 1, 2023, in July 2023. The rule only applies to Police Officer classifications of entry level and lateral police officer.

Hannah Kosten of the Fire department inquired about the possibility of implementing a similar program for the Fire department. Director Scheele stated there was no plan to implement such a program for SFD but she would engage in conversation if SFD expressed interest.

10. EXECUTIVE DIRECTOR REPORT- Departmental Work and Budget Update: Executive Director Andrea Scheele gave an update on department work.

Constantin Hearing: There will be a two-day hearing on June 27 and 28.

Staff Retreat: Commission staff will have a half-day retreat in July.

Outreach: Staff is working on developing outreach programs for the Public Safety Civil Service Commission and the Civil Service Commission.

Employee Elections: Director Scheele reported on elections for the PSCSC and CSC which will be held in the Fall. Staff will work with the City Clerk's office on outreach to City employees to promote participation in both elections.

Budget: Director Scheele shared the department budget report.

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

- *Constantin v. SPD, PSCSC No. 22-01-003*- Case Update: No further updates.

12. OLD/NEW BUSINESS: There was no old or new business.

13. EXECUTIVE SESSION- *To discuss pending, potential, or actual litigation* (May be cancelled if not needed): There was no executive session.

14. ADJOURN: All other business before the Commission having been considered, Commission Chair Connoles adjourned the meeting at 10:49 am.

Respectfully Submitted on July 20, 2023, for the PSCSC,

Teresa R. Jacobs

Teresa Jacobs, Executive Assistant

Approved for Publishing: 
Commissioner Stacy Connoles (Oct 12, 2023 16:23 PDT)
Stacy Connoles, Chair

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NEXT PSCSC MEETING: August 17, 2023