



City of Seattle

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 July 20, 2023, MEETING MINUTES APPROVED: September 21, 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 introduced the commissioners, staff, and guests.

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;

Exams Unit: Rachael Schade, Police Exams Analyst, Adelaide Alderks, Fire and Police Exams Analyst, Amy Jo Chamberlain, Fire and Police Exams Analyst. Fire: Hannah Kosten, HR, SFD Unions: Kenny Stuart, President, IAFF Local 27. Guests: Brent Matilla, Jeff Guenther. Not Present: Commissioner Joel Nark,

4. PUBLIC COMMENT: Mr. Guenther was allowed five minutes to address the commission on the matter of Brent Matilla.

DISCUSSION ITEMS

5. APPROVAL OF MINUTES

June 22, 2023, Monthly Meeting- The commission reviewed the June 22, 2023, monthly meeting. Commissioner Connole moved to approve the minutes. Commissioner Greene seconded the motion. The motion passed and the minutes were approved by acclamation.

6. REQUESTS FOR REVIEW OR RECONSIDERATION OF DECISIONS OF THE EXECUTIVE DIRECTOR-Brent Matilla PSCSC #23-05-011RFR: Mr. Matilla was present to address the

commission regarding reconsideration of the Executive Director's April 21, 2023, determination that he did not meet the criteria of PSCSC rule 10.03. The commission allowed Mr. Matilla five minutes to speak on his request. Commissioner Greene asked one question. No other commissioner had questions. The commission planned to go into closed session at the conclusion of the meeting to consider the information provided and expected to render a decision in writing in a reasonable period.

7. CASE STATUS REPORT: The commission reviewed the July Case Status Report.
8. JUNE 20, 2023, FIREBOAT ENGINEER WRITTEN EXAM PROTEST APPEALS: There were no exam protest appeals before the PSCSC.
9. FIRE AND POLICE EXAM UNIT:

- Police Exams Update- Rachael Schade, Police Exams Administrator was present to give an update on current and future SPD exams: Ms. Schade reported that the oral board for lateral entry police officer took place. Four individuals participated and passed, and their names were put on the eligibility register. The eligibility register for entry level police officer was put together this week at the conclusion of last week's exam. There were 68 individuals added to that list. The police Sergeant development committee has assembled and will produce the final bibliography to be published on September 1st. The written exam will be administered March 2, 2024.
- Fire Exams Update- Amy Jo Chamberlain, F&P Exams Analyst was present on behalf of Yoshiko Grace Matsui, Fire Exams Administrator to provide an update on current and future SFD exams. The practical component of the fireboat engineer exam will be held the week of September 11th. Four candidates are expected to take the test. The solicitation memo for Battalion Chief and Captain's promotional exam development committee will be going out shortly.

10. EXECUTIVE DIRECTOR REPORT

Budget: The commission reviewed the budget documents.

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

11. OLD/NEW BUSINESS: There was no old/new business.
12. EXECUTIVE SESSION-CLOSED SESSION To discuss Pending, Potential, or Actual Litigation (May be cancelled if not needed): The commission did not go into an Executive Session.
 - The commission held a closed session after the meeting adjourned.
13. ADJOURN: All other business before the Commission having been considered, Commission Chair Connole adjourned the meeting at 10:44 am.

Respectfully Submitted on September 21, 2023, for the PSCSC,

Teresa R. Jacobs

Teresa Jacobs. Executive Assistant

Approved for Publishing: 
Commissioner.Stacy Connole (Sep 24, 2023 10:34 PDT)
Stacy Connole, Chair

NEXT PSCSC MEETING: October 19, 2023
(Potential Exam Appeals-Fireboat Engineer Practical)

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