



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 September 21, 2023, MEETING MINUTES APPROVED: October 19, 2023

CHAIR (PSCSC 2.04)

1. CALL TO ORDER: Commission Chair Stacy Connole called the monthly meeting to order at 10:04 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 Joel Nark, 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.

Exams Unit: Yoshiko Grace Matsui, Fire Exams Analyst, Amy Jo Chamberlain, Fire and Police Exams Analyst. Fire: Sarah Lee, SFD, Director HR. Police: Alyssa Pulliam, SPD, HR Deputy Director. Guest: Andy Engleson

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

DISCUSSION ITEMS

5. APPROVAL OF MINUTES-July 20, 2023, Monthly Meeting: The commission reviewed the July 20, 2023, monthly meeting. Commissioner Connole requested the meeting minutes reflect the commission went into closed session at the end of the meeting. Chair Connole moved to approve the minutes. Commissioner Greene seconded the motion. The motion passed and the minutes were approved with the changes indicated.

6. SAVE THE DATE: 42ND ANNUAL CIVIL SERVICE CONFERENCE: Ms. Scheele announced the Civil Service Conference will be held in October. Information will be sent for registration when it is available.
7. NOVEMBER 2023 CIVIL SERVICE EMPLOYEE ELECTION UPDATE: Operations and Policy Advisor Sarah Butler gave an update on outreach for the employee elections in November. Commissioner Connole thanked the staff for providing informational sessions to give potential candidates an idea of the work of a commissioner.
8. FIRE AND POLICE EXAM UNIT:

Police Exams Update- Amy Jo Chamberlain, F&P Exams Analyst was present on behalf of Rachael Schade, Police Exams Administrator to provide an update on current and future SPD exams. Ms. Chamberlain reported a new lateral register was published with three candidates for hiring consideration. A new entry level police register was developed on September 17th, with ninety candidates. Bibliography materials for the Police Sergeant exam posted on September 15th. Commissioner Nark asked how many police officers have separated and how many hired in 2023. Director Scheele stated she did not have that number but would follow up. Commissioner Nark asked for the following information to be presented at future meetings for SFD and SPD:

- YTD separations
- YTD hires
- # sworn budget position authority
- Current # sworn staffing

SPD Deputy HR Director Pulliam stated she would work with Director Scheele to provide information for SPD.

Fire Exams Update- Yoshiko Grace Matsui, Fire Exams Administrator provided an update on fire exams. 2023 promotional exams have concluded. The practical component of the Fireboat Engineer exam was September 12th and 13th. Ms. Grace Matsui thanked Director Scheele and others for meeting with assessors on behalf of the PSCSC. There were three exam protests to be reviewed by the development committee and any appeals will be presented to the PSCSC at the October 19th meeting. The register will be published December 15th. 2024 Fire Battalion Chief and Captain promotional development committees are determined and will begin meeting in October. Ms. Scheele shared a commendation from an assessor to the Exams Unit on work well done.

9. EXECUTIVE DIRECTOR REPORT

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

Entry Level Police Process: Director Scheele gave an update on work with SPD on testing and hiring for police officer. Director Scheele and Dave Wright Exams Unit Manager took the Frontline National Exam, and she gave an account of that experience and insights. Sarah Lee asked when they started using the Frontline exam, and Director Scheele stated it began twelve years ago and said she would touch base with Ms. Lee if she had any further questions.

Budget: The commission reviewed the budget documents.

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

• *MATILLA-PSCSC NO. 23-05-011RFR-UPDATE*: Director Scheele reported the commission issued an order after the July meeting affirming the Executive Director's decision.

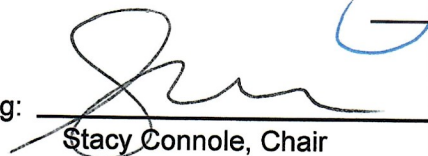
11. OLD/NEW BUSINESS: There was no old/new business.

12. EXECUTIVE SESSION-CLOSED SESSION To discuss Pending, Potential, or Actual Litigation (May be cancelled if not needed): The commission went into Executive Session at 10:50 am. The Executive Session ended at 11:10 am. There was no action taken.

13. ADJOURN: All other business before the Commission having been considered, Commission Chair Connole adjourned the meeting at 11:10 am.

Respectfully Submitted on October 19, 2023, for the PSCSC,

Approved for Publishing:


Stacy Connole, Chair


Teresa Jacobs, Executive Assistant

NEXT PSCSC MEETING: November 16, 2023
(Joint Meeting with CSC @ 10am-Monthly Meeting @ 11 am)

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