



CITY OF SEATTLE  
PUBLIC SAFETY CIVIL SERVICE COMMISSION  
MEETING-MINUTES  
March 21, 2024

Location: WebEx and at SMT 1679

1. CALL TO ORDER  
LAND ACKNOWLEDGEMENT

Commission Chair (PSCSC 2.04)

Commission Chair Richard Greene called the March 21, 2024, PSCSC Special meeting to order at 10:00 am.

2. ATTENDEE INTRODUCTIONS:

Commissioner Greene gave attendees an opportunity to introduce themselves. The following people were present: PSCSC Commissioners: Stacy Connole and Tom Applegate. 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. Members of the public were also present.

3. PUBLIC COMMENT

There was no public comment in person or in writing.

4. APPROVAL OF MINUTES

**January 25, 2024-Special Meeting**-Commissioner Greene moved to accept the minutes as written. Commissioner Connole seconded the motion. The January minutes were approved by acclamation.  
**February 13, 2024-PSCSC Working Retreat**: Commissioner Greene moved to accept the minutes. Commissioner Connole seconded the motion. The February minutes were approved by acclamation.

5. HONORING THE SERVICE OF  
COMMISSIONER JOEL NARK  
2003-2023

The commission honored Commissioner Joel Nark who served as the PSCSC's employee elected commissioner for twenty years. Chair Greene read a resolution and presented Commissioner Nark with a plaque.

6. ACTION ITEMS

**PROMOTIONAL EXAM PROTEST REVIEW:**

Police Sergeant Written Exam (March 2, 2024). There were no protests submitted for review.

**PROPOSED ADVISORY OPINION 2024-01**-This item was deferred for additional consideration.

EXECUTIVE SESSION

The commission went into Executive Session for consultation with legal counsel at 10:20 a.m. The Executive Session ended at 10:30 a.m. The Commission extended the Executive Session at 10:35 a.m. The Executive Session ended at 10:50 a.m. The commission extended the Executive Session at 10: 50 a.m. The Executive Session ended at 11:03 a.m.

7. UPDATES/DISCUSSION

**EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES**

a. Budget and Department Update: Director Scheele provided the monthly budget update.

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b. Department Update: Director Scheele provided the department update.

c. Financial Interest Statements: The commission was notified of the Financial Interest Statements and due date.

**CASE STATUS REPORT/APPEAL UPDATES:** The commission reviewed the January case status report and Director Scheele gave an update on open appeals.

d. Willis v. SPD-PSCSC No. 23-01-004A

e. Swartz v. SPD-PSCSC No. 24-01-001A

**FIRE AND POLICE EXAM UNIT UPDATES**

f. Fire Exams (Yoshiko Grace Matsui, Fire Exams Administrator)

g. Police Exams (Rachael Schade, Police Exams Administrator)

The Exam Unit administrators provided updates on the Fire and Police Promotional exams, Development Committees, Registers, and Bibliographies.

h. Fire and Police Staffing (Hiring/Attrition Numbers): Director Scheele provided the current staffing numbers for SPD and SFD.

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**8. OTHER**

i. Collins Complaint-PSCSC No. 24-07-001C. A status update was given.

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**9. OLD/NEW BUSINESS**

There was no old/new business.

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**10. ADJOURNMENT**

Commission Chair Greene adjourned the meeting at 12:04 pm

Minutes submitted **April 24, 2024**, by: Teresa Jacobs

Minutes  Approved  Amended

**April 24, 2024**, by: PSCSC

Signed by PSCSC Commission Chair, Richard Greene

Richard Greene

Monthly meetings are recorded, they can be found at:

<https://www.youtube.com/channel/UCgIMkgpm-XFGWnnYfMRL4tQ>

Previous recordings may be requested via the public records portal at

<https://www.seattle.gov/public-records>