

## CIVIL SERVICE COMMISSIONS

### Public Safety Civil Service Commission

Commission Chair Stacy Connole

Commissioner Dorothy Y. Leggett

Commissioner Joel A. Nark

### Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

**Public Safety Civil Service Commission  
January 19, 2022-Special Meeting  
Approved: February 16, 2022**

- 1. Call to Order:** Commission Chair Stacy Connole called the October 20, 2021, Public Safety Civil Service Commission Special Meeting to order at 10:03 a.m. The meeting was held via WebEx.
- 2. Land Acknowledgement:** Chair Connole read the commission's land acknowledgement.
- 3. Introductions (In Attendance)**

**Commission:** Commission Chair Stacy Connole; Commissioner Dorothy Leggett

**Not in Attendance:** Commissioner Joel Nark, Teresa R. Jacobs, Executive Assistant

**Staff & Counsel:** Andrea Scheele, Executive Director; Teresa Chen, Assistant City Attorney, Mele Hefa, Administrative Assistant (Temporary)

**Exams Unit:** Rachael Schade, Police Exams Analyst; Yoshiko Grace Matsui, Fire Exams Analyst; Adelaide Alderks, F&P Exams Analyst;

**Fire/Police/Guests:** Captain Doug Johnson, SFD/Seattle Black Firefighters; Amanda Righi, Women's Alliance; Helen Fitzpatrick, Executive Director of Administration, Sarah Lee, HR Director, Dori Towler, SFD HR
- 4. Public Comment:** No members of the public requested to give public comment.

## ACTION ITEMS

### 5. APPROVAL OF MINUTES

- **October 20, 2021-Monthly Meeting**
- **November 15, 2021-Special Joint Meeting of the PSCSC & CSC**

The Commission reviewed the minutes of the October 20, 2021, monthly meeting and November 15, 2021, special joint meeting with the CSC. Commissioner Leggett moved to accept the minutes as written. Commissioner Connole seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

## **6. COMMISSION**

- **2022 Chair-**This item is tabled until the February meeting when all commissioners are present.
- **2022 Meeting Dates:** The commission discussed the meeting dates for 2022. Ms. Connole stated she has a conflict for the April meeting date. Ms. Leggett stated she may have conflicts in the upcoming months. Ms. Scheele will contact each commissioner to establish which dates and times would be suitable to hold meetings.

## **DISCUSSION ITEMS**

## **7. FIRE AND POLICE EXAM UNIT**

### **Fire and Police Updates-Yoshiko Grace Matsui, Fire Exams Analyst & Rachael Schade, Police Exams Analyst:**

- **2022 Tentative Exam Overview:** Ms. Grace Matsui presented the dates and timelines for review by the commission of the upcoming promotional exam dates for 2022.
- **Fire Update:** Ms. Grace Matsui stated she is currently working in the development of the Fire Captain, Battalion Chief written exams, and oral boards. The exam bibliographies were completed and made available on December 30. The written exam is tentatively scheduled for April 1. The application period that ran for two weeks has concluded. There are approximately 53 applicants for Fire Captain. 12 applicants for Battalion Chief, and 5 for Fireboat Pilot. The development of Fireboat Pilot is under way. The written exam will take place in the Summer. The practical exam will be held in September.
- **Police Update:** Ms. Schade reported that the Sergeant exam which is the only promotional exam for the year is currently in development and will be administered on March 5. The oral boards will be held over the weekend of March 23 & 24. The application period has been open since January 5 and will close at 11:59 pm on January 19. To date there are 101 applicants, 75 of so will participate. Ms. Schade stated the unit hopes to conduct 4 or 5 exam cycles in 2022 for the position of police officer. Ms. Schade also reported on the Police Officer examination that concluded on December 25. There were over 200 who participated with 158 passing. The physical agility and oral boards were administered for in-state candidates the weekend of January 14&15. The out-of-state was conducted to allow participants enough time to find less costly flights to Seattle. There were 90 candidates on the list, 51 were present, 33 passed the agility test. There were several candidates who didn't pass the preemployment screening. 3 had automatic disqualifications leaving 30 to move forward to oral boards. 60 candidates are signed up for a physical agility and oral board scheduled for January 29 & 30. Lateral entry oral boards will be held on January 22 that has 4 candidates who will participate. Ms. Schade updated the commission on health protocols for indoor testing.
- **Executive Director Update on Exception to PSCSC Rule 9.04 -Fire Captain and Battalion Chief Bibliography:** Ms. Scheele gave an update on the bibliography for battalion Chief and Fire Captain. The bibliography was published on December 30, pursuant to PSCSC rule 9.4. On January 3<sup>rd</sup> the Fire Department contacted Ms. Scheele to request a back date to the bibliography due to the changes of the Policies and Operating Guide (POG). Ms. Scheele interpreted that as a request for exception or extension to the 90 days the candidates are told they will get by Rule 9.4 to study for those exams. The written portions of the Captain and BC exams are scheduled for April 1, 2022. Ms. Scheele sought additional information from SFD, the exams unit, and Local 27 Firefighters' union about anticipated impacts if the exception or extension were to be granted. Ms. Scheele notified the department she will deny the request and send a formal notice of the denial.

## **8. EXECUTIVE DIRECTOR REPORT**

**Departmental Work and Budget Update:** Ms. Scheele reported that staff continues to perform the work of the commission by receiving appeals for the Civil Service Commission and Public Safety Civil Service Commission. Staff is wrapping up the 2021 budget year and loading the 2022 adopted budget for approval. Staff continues to work with the Fire and Police departments,

meeting regularly to discuss their promotional and staffing needs and issuing certifications in the cases of promotions. The commission reviewed the budget to actuals.

## 9. CASE STATUS REPORT

- **Crawford v. PSCSC-COA 82892-4-Update:** Ms. Scheele reported Lt. Crawford filed a motion for a voluntary withdrawal of his appeal at the court of appeals. The matter is concluded.
- **Walter v. SPD-PSCSC No. 21-01-043-New Appeal:** Officer Walter filed a disciplinary appeal. His appeal was timely and within the jurisdiction of the commission. Officer Walter was granted a stay of his appeal while waiting on whether his union would take the matter to arbitration.
- **Young v. Fire-PSCSC No. 22-01-001APS-New Appeal:** Fire Lieutenant Young timely filed an appeal. Ms. Scheele has requested additional information from him about the nature of his claim.
- **Weighting Change Request**

Ms. Scheele reported she spoke with SFD Captain Doug Johnson and Lt. Amina Bakke. They were representing themselves and the Black Firefighter's Union and Women's Alliance. They are requesting a change to the relative weighting of the Fire Captain and Battalion Chief promotional exams. The current relative weights are 60% written and 40% oral. Their request is for the weightings to be changed to 50% written and 50% verbal. Ms. Scheele is in the process of speaking with stakeholders before making a recommendation to change the weighting. Ms. Scheele heard from Local 2898 and Local 27 and is seeking a formal response from the Fire department. The commission opened the meeting for anyone in attendance to speak on the matter. Captain Doug Johnson, President of the Black Firefighters Union, stated he understood that some time in the past, the weighting had been 50/50 he thought it would be more equitable to change it back. Helen Fitzpatrick, Executive Director, Executive Director of Administration for the SFD, stated that she met with Chief Scoggins, and they respond in writing to Ms. Scheele. She also stated that the Fire Department did not have concerns about changing the weighting. Amanda Righi, Firefighter/Paramedic and President of the Women's Alliance reiterated Captain Johnson's statement and that she thought giving the oral board more weight would be more equitable. Captain Johnson requested that the reason for any changes be documented and that people in affinity groups be given access to the information or participate. Chief Moser gave background on the weighting, stating that the weighting has always been 60/40 dating back to his taking exams in the 90's. Chief Moser stated that maybe looking at all the exams to see where Fire is at weighting and eligibility requirements to verify there aren't any inequities.

**10. EXECUTIVE SESSION:** There was no Executive Session.

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

**12. ADJOURN:** All other business before the Commission having been considered, Commission Chair Connole adjourned the meeting at 11:26 a.m.

Respectfully Submitted on February 16, 2022, for the PSCSC

*Teresa R. Jacobs*  
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Teresa Jacobs. Executive Assistant

Approved for Publishing:

*Stacy Connole*  
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Stacy Connole, Chair