



# City of Seattle

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## Public Safety Civil Service Commission

Commissioner Joel A. Nark  
Commissioner Terry Carroll  
Commissioner Christian M. Halliburton  
Executive Director Mary E. Effertz

### Public Safety Civil Service Commission Special Meeting Minutes

February 25, 2011

#### 1. Introductions:

The Public Safety Civil Service Commission opened the monthly meeting on Friday, February 25, 2011, called to order by Acting Chair Joel Nark at 10 a.m., in the Seattle Municipal Tower, 700 Fifth Avenue, Hearing Room 1679, Seattle, Washington.

#### In Attendance:

Commissioner Joel Nark  
Mary E. Effertz, Executive Director  
Lt. Mike Teeter, SPD  
Rachael Schade, Personnel Dept.

Commissioner Christian Halliburton  
Jeff Slayton, Assistant City Attorney  
Joe Sheputis, SFD  
Colleen Lafferty, Personnel Dept.

#### 2. Approval of Minutes:

Minutes from the meeting held December 16, 2010 were reviewed. Commissioner Halliburton moved to approve the minutes as written, seconded by Commissioner Nark, all in favor and the minutes were approved and signed.

#### 3. Certification Extension:

Lieutenant Mike Teeter, SPD, requested that the Commission the entry level and lateral police officer certification lists be extended to August 25, 2011. Jeff Slayton noted that the PSCSC Rules (11.09) allows the Director to issue an extension for 30 days without having to come to the full Commission. Commissioner Halliburton suggested requests for a six-month extension, as before the Commission today, be a part of the current Rules' review.

Commissioner Halliburton offered a motion to extend the Certification Extension for Entry Level and Lateral Police Officer be extended for six months, seconded by Commissioner Nark, all in favor and the motion passed.

#### 4. Request for Waiver to take Fire Lieutenant Exam:

Firefighter Joe Sheputis requested he be allowed to take the exam for lieutenant, as he missed the deadline for filing by one day because of problems he had with his work email. Colleen Lafferty, Fire Exams Analyst, Personnel Dept., informed the Commission of the timeline for this exam, when notices were sent to eligible candidates.

**5. Executive Session:**

Acting Chair Nark announced they will be going into Executive Session for approximately 15 minutes.

**6. Return to the Record:**

Acting Chair Nark announced that the request for a waiver to take the Fire Lieutenant Exam is denied.

**7. Case Status Report:**

Director Effertz updated the Commissioners on appeals before the Commission:  
• Eric Smith v. SPD: New appeal that Appellant contends there was not just cause for a one-day suspension.

**8. Budget:**

Director Effertz provided the 2010 monthly summit report for year-end showing a surplus of more than \$10,000 for the year, in large part because of the furlough days she took voluntarily. She also provided a summit report for 2011 to date showing expenditures at 8%.

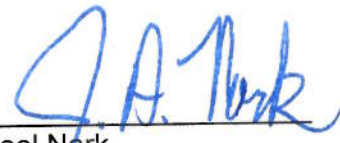
**9. Adjournment:**

All other business before the Commission having been considered, the meeting was adjourned at 10:45 a.m. The next Commission meeting has been changed to Friday, March 25, 2011.

Respectfully Submitted,

  
\_\_\_\_\_  
Mary E. Effertz  
Executive Director

March 25, 2011  
(date signed)

  
\_\_\_\_\_  
Joel Nark  
Acting Commission Chair



# City of Seattle

## Public Safety Civil Service Commission

Commissioner Joel A. Nark  
Commissioner Terry Carroll  
Commissioner Christian M. Halliburton  
Executive Director Mary E. Effertz

### Public Safety Civil Service Commission Special Meeting Minutes

March 25, 2011

#### 1. Introductions:

The Public Safety Civil Service Commission opened the monthly meeting on Friday, March 25, 2011, called to order by Chair Terrence Carroll at 10 a.m., in the Seattle Municipal Tower, 700 Fifth Avenue, Suite 1660, Seattle, Washington.

#### In Attendance:

Chair Terrence Carroll	Commissioner Joel Nark
Commissioner Christian Halliburton	Mary E. Effertz, Executive Director
Jeff Slayton, Assistant City Attorney	Assistant Chief Bill Hepburn, SFD
Pam Inch, Personnel Dept.	

#### 2. Approval of Minutes:

Minutes from the meeting held February 25, 2011 were reviewed. Commissioner Nark moved to approve the minutes as written, seconded by Commissioner Halliburton, all in favor and the minutes were approved and signed.

#### 3. Rule 9.27 Service Credit:

Assistant Chief Bill Hepburn explained that the unions have been working with labor relations to approve and change the service credit rule and asked the Commission to ratify this agreement by reflecting it in its rules. Pam Inch, Personnel Dept., indicated that it would be easier to administer the exam results if this change is in place before the exam is given.

Commissioner Nark offered a motion to accept the change as proposed, changing the service credit from a yearly to a monthly basis, seconded by Commissioner Halliburton, all in favor and the motion passed.

#### 4. Fire Lieutenant Exam Appeal Process:

Director Effertz, pointed to the March 10, 2011 letter from Shaun Schenkelberg provided to the Commissioners in advance. Also, she provided a response to the letter from Colleen Lafferty, Exams Analyst, in response to this request.

There was considerable discussion about the exam process and its relationship to the collective bargaining agreement (CBA), and uncertainty about what firefighter

Schenkelberg was requesting, as he was not in attendance. After further discussion, the Commissioners believe he generally wants test candidates to be able to object to the questions on the oral boards before the rater reviews the answers (in this exam, on videotape). Pam Inch, Personnel Dept., indicated she believes he is also concerned with the criteria given to the assessors, and that the anchors are not as robust as he wanted. Jeff Slayton, attorney for the Commission, pointed to PSCSC Rule 9.29(a) that doesn't really address protesting the actual process of timing, especially during the exam period.

The Commissioners were inclined to meet this timeline, even if they have to call a special meeting together to rule on the questions before the raters see the videotapes, but would like to discuss the timeline further, and whether or not this accommodation would disrupt the process currently underway. Further consideration was given whether any scheduling change could be accommodated at this late date. Slayton reminded the Commissioners that any change in this practice would have to be bargained for with the Unions.

The Commission agreed it would like the unions involved to weigh in on the issue and keep it on the agenda for further discussion.

**5. Case Status Report:**

Director Effertz updated the Commissioners on appeals before the Commission:

- Arlandi Muhammad v. SPD: New appeal that Appellant contends there was not just cause for a termination.
- Eric A. Smith v. SPD: Appellant withdrew appeal, Order of Dismissal issued 3/24/11.
- Oral argument in Eric Werner Court of Appeals was changed to April 12, 2011.

**6. Budget:**

Director Effertz provided the 2011 monthly summit report for March showing expenditures as of March 24, 2011 at 15%.

**7. Old Business/New Business:**

- Rules revisions: Commissioner Halliburton reported that the work on Rules could possibly be on the May monthly meeting agenda.
- Director Effertz provided an invitation for the SPD promotional ceremony on March 30 at City Hall.

**8. Adjournment:**

All other business before the Commission having been considered, the meeting was adjourned at 11:05 a.m. The next Commission will be Friday, April 15, 2011.

Respectfully Submitted,

  
\_\_\_\_\_  
Mary E. Effertz  
Executive Director

4/15/11  
(date signed)

  
\_\_\_\_\_  
Terrence Carroll  
Commission Chair



# City of Seattle

## Public Safety Civil Service Commission

Commissioner Joel A. Nark  
Commissioner Terry Carroll  
Commissioner Christian M. Halliburton  
Executive Director Mary E. Effertz

### Public Safety Civil Service Commission Meeting Minutes

April 15, 2011

#### 1. Introductions:

The Public Safety Civil Service Commission opened the monthly meeting on Friday, April 15, 2011, called to order by Chair Terrence Carroll at 10:00 a.m., in the Seattle Municipal Tower, 700 Fifth Avenue, Suite 1660, Seattle, Washington.

#### In Attendance:

Chair Terrence Carroll	Commissioner Joel Nark
Commissioner Christian Halliburton	Mary E. Effertz, Executive Director
Jeff Slayton, Assistant City Attorney	Linda Czeisler, HR Director, SFD
Shaun Schenkelberg, SFD via telephone	Pierre Davis, SPD
Rachael Schade, Personnel Dept.	Dallas Baker, SFD, Local 27

#### 2. Approval of Minutes:

Minutes from the meeting held March 25, 2011 were reviewed. Commissioner Halliburton moved to approve the minutes as written, seconded by Commissioner Nark, all in favor and the minutes were approved and signed.

#### 3. New Business:

Lieutenant Pierre Davis, an applicant for the Police Captain's Promotional Exam, requested a waiver to be able to take the exam. Rachael Schade, Exams Analyst, explained the process for making application on-line using Neogov, which acknowledges receipt of the application. After considerable discussion, Commissioner Nark offered a motion to reopen the application period for one week. All in favor and the motion passed.

#### 4. Fire Lieutenant Exam Appeal Process:

Continued from the March meeting, under discussion was the March 10, 2011 letter from Shaun Schenkelberg, who participated in the discussion via teleconference. Dallas Baker, representing Local 27, was available to answer any questions, as the Commission had requested that the unions weigh in on this matter. Schenkelberg clarified that he wants to be able to protest the oral board questions before the raters

score the answers. Rachael Schade noted that this process is different because of the videotaping rather than in-person interviews.

After further discussion, Chair Carroll suggested that Schenkelberg meet with the Union, and that it not appear as an issue on future agendas.

**5. Police Lieutenant Written Exam Appeals:**

There were ten appeals on the Police Lieutenant written exams for consideration before the Commission. The Commissioners heard from the candidates appealing the questions, and from Rachael Schade, Exams Analyst, Personnel Dept., representing the development committee.

**6. Case Status Report:**

Director Effertz updated the Commissioners on appeals before the Commission:

- Arlandi Muhammad v. SPD: Order of Dismissal issued 3/25/11 after Appellant withdraws.
- Three new appeals filed 4/11/11: Casey Steiger, Corey Williams and Brett Schoenberg.

**7. Budget:**

Director Effertz provided the 2011 monthly summit report for April showing expenditures as of April 14, 2011 at 22%.


**8. Adjourn to Executive Session:**

Chair Carroll estimated it will be approximately 30 minutes.

**9. Return to Record and Adjournment:**

Chair Carroll handed over the decisions on the appeals to Director Effertz. He also announced the Commission's intention to reiterate to the City Council and Mayor that they review the administrative responsibilities of the Commissions' staff and look into the consolidation of support staff. All other business before the Commission having been considered, the meeting was adjourned at 12:15 p.m. The next Commission will be Friday, May 20, 2011.

Respectfully Submitted,

  
\_\_\_\_\_  
Mary E. Effertz  
Executive Director

5/20/11  
(date signed)

  
\_\_\_\_\_  
Terrence Carroll  
Commission Chair



# City of Seattle

## Public Safety Civil Service Commission

Commissioner Joel A. Nark  
Commissioner Terry Carroll  
Commissioner Christian M. Halliburton  
Executive Director Mary E. Effertz

### Public Safety Civil Service Commission Meeting Minutes

May 20, 2011

#### 1. Introductions:

The Public Safety Civil Service Commission opened the monthly meeting on Friday, May 20, 2011, called to order by Chair Terrence Carroll at 10:05 a.m., in the Seattle Municipal Tower, 700 Fifth Avenue, Suite 1660, Seattle, Washington.

#### In Attendance:

Chair Terrence Carroll	Commissioner Joel Nark
Commissioner Christian Halliburton	Mary E. Effertz, Executive Director
Jeff Slayton, Assistant City Attorney	Sumeer Singla, Assistant City Attorney
Chief Rick Verlinda, SFD	Tony Lucero, SFD
Colleen Lafferty, Personnel Dept.	Shaun Schenkelberg, SFD
James Rowe, SFD	

#### 2. Approval of Minutes:

Minutes from the meeting held April 15, 2011 were reviewed. Commissioner Halliburton moved to approve the minutes as written, seconded by Commissioner Nark, all in favor and the minutes were approved and signed.

#### 3. Fire Lieutenant Written Exam Appeals:

The Fire Lieutenant written exam was administered on April 9, 2011, with 124 candidates. Before the Commission were four appeals (#80, 213, 219 and 225) on the exam questions.

After supplemental discussions on the appeals, Chair Carroll informed the parties present that the Commission would deliberate on the appeals in Executive Session and notify them of the results.

#### 4. Case Status Report:

Director Effertz updated the Commissioners on appeals before the Commission:

- New appeal filed: Zsolt Dornay v. SPD, re: suspension.
- Casey Steiger v. SPD: Order of Dismissal was issued on 4/29/11 after Appellant withdraws.

**5. Budget:**

Director Effertz provided the 2011 monthly summit report showing overall expenditures as of May 19, 2011 at 29%. She also noted the mistake in the line item for FICA, and would work with accounting for remedy.

**6. Old Business/New Business:**

- Director Effertz provided a copy of the re-opening of the filing period for Police Captain, as requested by the Commission at their last meeting.
- Colleen Lafferty, Exams Analyst, Personnel Dept., updated the Commission on the oral boards for firefighter, which are currently underway. She said there are approximately 1,300 candidates undergoing the process.
- Commissioner Halliburton reported he had reviewed the proposed PSCSC Rules changes that were discussed in January. As an ongoing review, he went through each of the issues raised and recommended changes to the other Commissioners for their consideration. Organizational and consistency issues were explored and then compared to the RCW and the SMC and he then either proposed action with the language as is, offered new language, or recommended no action.

Jeff Slayton, Law Department, said there are some things that will need to be negotiated with the unions, and that the City's Labor Relations Dept. needs to be involved. He also noted if there's a conflict between the Rule and the SMC, the Commission might want to consider changing the SMC, and that City Council will be open to anything that might be a problem and would be willing to change. Commissioner Halliburton said there are very few provisions that would affect "working conditions, wages" that would require bargaining. The Commissioners will review the recommendations and further consideration will be at the next meeting

**7. Adjourn to Executive Session:**

Chair Carroll announced the Commission would go into closed session to deliberate on the exam appeals and estimated it will be approximately 15 minutes.

**8. Return to Record:**

Chair Carroll provided the hard copy of the decisions on the appeals to Director Effertz and announced they would go back into closed session to discuss legal matters with counsel for approximately 15 minutes

**9. Return to Record and Adjournment:**

Chair Carroll asked Director Effertz to post on the website any ongoing discussion of the Rules conducted through emails prior to adoption. The web link could be titled: "Public Access to Commission Discussion of Proposed Rules." All other business before the Commission having been considered, the meeting was adjourned at 12:00 p.m. The June meeting will be determined after Commissioners check their schedules.

Respectfully Submitted,

  
\_\_\_\_\_  
Mary E. Effertz  
Executive Director

7-15-11  
(date signed)

  
\_\_\_\_\_  
Terrence Carroll  
Commission Chair





# City of Seattle

## Public Safety Civil Service Commission

Commissioner Joel A. Nark  
Commissioner Terry Carroll  
Commissioner Christian M. Halliburton  
Executive Director Mary E. Effertz

### Public Safety Civil Service Commission Meeting Minutes

July 15, 2011

#### 1. Introductions:

The Public Safety Civil Service Commission opened the monthly meeting on Friday, July 15, 2011, called to order by Chair Terrence Carroll at 10:10 a.m., in the Seattle Municipal Tower, 700 Fifth Avenue, Suite 1660, Seattle, Washington.

#### In Attendance:

Chair Terrence Carroll	Commissioner Joel Nark (excused absence)
Commissioner Christian Halliburton	Mary E. Effertz, Executive Director
Mike Katz, City Budget Office	Sumeer Singla, Assistant City Attorney

#### 2. Approval of Minutes:

Minutes from the meeting held May 20, 2011 were reviewed. Commissioner Halliburton moved to approve the minutes as written, the Chair called for a vote, all in favor and the minutes were approved and signed.

#### 3. Case Status Report:

Director Effertz updated the Commissioners on appeals before the Commission:

- Corey Williams' appeal was withdrawn and an Order of Dismissal was issued on 6/24/11.
- Brent Schoenberg withdrew his appeal and an Order of Dismissal was entered on 6/29/11.
- Two reinstatement requests in the Fire Department: Chief Dean approved the request of Melody Benner-Snyder and she was notified by letter dated 6/21/11 that she was added to the reinstatement register. A request from David Corbaley was received and the authorization correspondence was sent to SFD on 7/5/11.

#### 4. Budget:

Director Effertz provided the 2011 monthly summit report for July showing expenditures as of July 14, 2011 at 43 % for the year-to-date.

**5. Discussion of PSCSC Rules Revisions:**

Chair Carroll led the discussion to look at all sections of the Rules to determine which ones are no longer pertinent to the work of the Commission and would look to eliminate those sections. There was further discussion whether the Rules should be broader or more detailed. Commissioner Halliburton agreed that the Rules should reflect what the Commission actually does.

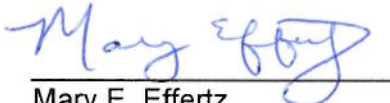
**6. Old Business/New Business:**

None.

**7. Adjournment:**

All other business before the Commission having been considered, the meeting was adjourned at 11:35 a.m. The August meeting will be held on Friday, August 19, 2011.

Respectfully Submitted,

  
\_\_\_\_\_  
Mary E. Effertz  
Executive Director

8-19-11  
(date signed)

  
\_\_\_\_\_  
Terrence Carroll  
Commission Chair



# City of Seattle

## Public Safety Civil Service Commission

Commissioner Joel A. Nark  
Commissioner Terry Carroll  
Commissioner Christian M. Halliburton  
Executive Director Mary E. Effertz

### Public Safety Civil Service Commission Meeting Minutes

August 19, 2011

#### 1. Introductions:

The Public Safety Civil Service Commission opened the monthly meeting on Friday, August 19, 2011, called to order by Chair Terrence Carroll at 10:05 a.m., in the Seattle Municipal Tower, 700 Fifth Avenue, Suite 1660, Seattle, Washington.

#### In Attendance:

Chair Terrence Carroll	Commissioner Joel Nark (excused absence)
Commissioner Christian Halliburton	Mary E. Effertz, Executive Director
Sumeer Singla, Assistant City Attorney	Colleen Lafferty, Exams Analyst, Personnel
Pam Inch, Personnel	Kim Chenault, Personnel
Alan Williams, SPD	Rachael Schaede, Exams Analyst, Pers.
Mike Teeter, SPD	

#### 2. Approval of Minutes:

Minutes from the meeting held July 15, 2011 were reviewed. Commissioner Halliburton moved to approve the minutes as written, the Chair called for a vote, all in favor and the minutes were approved and signed.

#### 3. Seattle Police Department Extension Request:

Lieutenant Mike Teeter, SPD Employment Services, updated the Commission that the current certifications for entry level and lateral are set to expire at the end of the month (8/25/11). There are currently 16 vacancies, however, no authorization to hire because of budget concerns. As a result, and in consideration of the those approved for hire or still in the process, the Department is requesting a 12-month extension of this list. Commissioner Halliburton offered a motion to approve the 12-month extension, seconded by Commissioner Carroll, all in favor and the motion passed.

#### 4. Case Status Report:

Director Effertz updated the Commissioners on matters before the Commission:

- SFD declined reinstatement to the register request of David Corbaley, as it was more than 5 years since resignation. Director Effertz notified requestor accordingly.

#### 5. Budget:

Director Effertz provided the 2011 monthly summit report for August showing expenditures as of 8/18/11 at 53% for the year-to-date. She also noted that Accounting had corrected the line item for FICA, which was erroneously loaded at the beginning of 2011.

**5. Old Business/New Business:**

- Director Effertz reminded the Commission about the 30<sup>th</sup> Annual Civil Service Commission Annual Conference to be held Sept. 19-20, 2011. She noted that past practices have been to include counsel and the exams analysts to attend, if there are funds available in the budget. Chair Carroll asked if there were sufficient funds in the 2011 budget and it was determined there is approximately \$2500 in the budget to cover this. Chair directed the Director to coordinate with the exams analysts and counsel for the Commission to fund their attendance.

- Veteran's Preference: Lt. Alan Williams, SPD, believes he was improperly denied the veteran's preference given on the new Register for Captain. He noted the RCW's 41.04.010 pertinent to veteran's preference and that the law had changed on July 1, 2011, which put him in a "Catch 22" position. At issue is the fact that candidates in promotional exams can use the veteran's preference only once.

Rachael Schade, Exams Analyst, described how over her 15 years, the law has changed continually and to implement any recent change, she solicited advice from Law Dept. and other jurisdictions, to correctly apply any changes in legislation. In 2009, there was one candidate applying for veteran's preference, and in this current cycle, there are five or six.

Chair Carroll suggested seeking legal advice on this issue before making any decisions regarding veteran's preference in the promotional exam process and said it will be revisited at the next meeting.

- Director Effertz reported on her meeting with the City Clerk regarding the upcoming election for Commissioner: Candidates can file the week of Oct. 3-7, 2011 and election will be held Nov. 7-11, 2011.

**6. Discussion of PSCSC Rules Revisions:**

Held over from the July meeting, discussion of the rules revisions was continued. Attorney Sumeer Singla summarized his review of the last meeting's discussions, and reiterated that they be bound by the enabling RCW and SMC and to stick with those responsibilities and requirements. After the changes are considered by the full Commission, he recommended there be significant comment time allowed for all stakeholders, unions and departments. He will prepare a red-lined copy of the changes discussed since May, and suggested the discussion continue with all Commissioners in attendance at next month's meeting and beginning with Rule 7.

**7. Adjournment:**

All other business before the Commission having been considered, the meeting was adjourned at 11:20 a.m. The September meeting will be held on Friday, Sept. 16, 2011.

Respectfully Submitted,

  
Mary E. Effertz  
Executive Director

9/30/11  
(date signed)

  
Terrence Carroll  
Commission Chair



# City of Seattle

## Public Safety Civil Service Commission

Commissioner Joel A. Nark  
Commissioner Terry Carroll  
Commissioner Christian M. Halliburton  
Executive Director Mary E. Effertz

### Public Safety Civil Service Commission Special Meeting Minutes

September 30, 2011

#### 1. Introductions:

The Public Safety Civil Service Commission opened the monthly meeting on Friday, September 30, 2011, called to order by Chair Terrence Carroll at 10:05 a.m., in the Seattle Municipal Tower, 700 Fifth Avenue, Suite 1660, Seattle, Washington.

#### In Attendance:

Chair Terrence Carroll	Commissioner Joel Nark
Commissioner Christian Halliburton	Mary E. Effertz, Executive Director
Sumeer Singla, Assistant City Attorney	Jeff Slayton, Assistant City Attorney
Colleen Lafferty, Personnel Dept.	Linda Czeisler, HR, SFD
Pam Inch, Personnel Dept.	Kim Chenault, Personnel Dept.
Greg Sackman, SPD	Ronald Rasmussen, SPD
Bryan Grenon, SPD	Teresa Jacobs, CSC
Commissioner Gregg Hiramawa, CSC	Rich O'Neill, SPOG President

#### 2. Approval of Minutes:

Minutes from the meeting held August 19, 2011 were reviewed. Commissioner Halliburton moved to approve the minutes as written, seconded by the Commissioner Nark, all in favor and the minutes were approved and signed.

#### 3. Veteran's Preference:

Held over from the August 19 meeting, discussion was continued on Lt. Alan Williams request pursuant to RCW 41.04.010 for veteran's preference scoring. Lt. Gene Sackman, who had also requested veteran's preference via email prior to the meeting on August 19, was in attendance.

Chair Carroll indicated that each of these requests should be treated on a case-by-case basis, as clearly it was a matter of interpretation of the RCW and its amendments. Lt. Sackman provided supplemental materials to the Commission regarding an email exchange with State Rep. Troy Kelly, author of the House Bill clarifying the statute in 2009. He noted that he believed he met the minimum qualifications to use his "one-time" veteran's preference for the Captain's test.

Rich O'Neill, Seattle Police Officer's Guild President, spoke in support of granting veteran's preference to Lt. Sackman, and concurs with his interpretation because of what he believes is the intent of the law regarding veteran's preference.

Lt. Ron Rasmussen, a candidate for the Captain's exam who is not a veteran, addressed the Commission to look at how application of the law directly affects those on the register. He also urged the Commission to get an opinion from the Attorney General. Sumeer Singla, attorney for the Commission, provided the Commissioners with an advisory opinion of the two significant changes to the law in 2007 and 2009. He also shared his research on legislative intent when the Bills passed in both the House and Senate. He also noted that no legislator opposed either Bill.

After further discussion, Commissioner Nark offered a motion to approve Lt. Sackman's award of veteran's points in the Captain's exam, seconded by Commissioner Halliburton. The Chair called for a vote, all were in favor and the motion passed.

Commissioner Nark requested they go into Executive Session to deliberate on Lt. Williams' request.

#### **4. Adjourn to Executive Session:**

Chair Carroll announced they would be going into Executive Session for approximately 10 minutes.

#### **5. Return to the Record:**

Chair Carroll returned to the record and announced he would entertain a motion on the matter. Commissioner Nark moved to accept Alan William's appeal based on the intent of the Legislature and grant him the veteran's preference, seconded by Commissioner Halliburton. The Chair called for a vote, all were in favor and the motion passed.

Chair Carroll stated the Commission would develop a policy regarding veteran's preference as they are interpreting an ambiguous statute, and it will come up again in the next exam cycle. The Commission, by consensus, decided to request that the City put clarification of this statute on its legislative agenda. The Commission also stated they think it is important that a candidate taking a promotional exam declare veteran's preference upon application.

#### **6. Proposed Administrative Reorganization:**

Commissioner Gregg Hirakawa, Civil Service Commission, expressed his concerns about the procedure utilized for the reorganization of the two Commissions' staffs. His Commission will be taking a position on the proposed budget for 2012 at their next meeting. He further stated he opposed this reorganization from a practical standpoint, a policy standpoint and a procedural standpoint. Commissioner Halliburton asked what the practical ramifications would be on the realignment. Commissioner Hirakawa replied that among other things, that .2 FTE will be given to the CSC's executive director, whose current .8 FTE is already earmarked solely for the Civil Service Commission.

Chair Carroll thanked Commissioner Hirakawa for his comments and stated that because it is part of the budget process, it does not require Commission approval. Chair Carroll entertained a motion from his colleagues if they thought action should be taken, none was offered.

#### **7. Case Status Report:**

Director Effertz updated the Commissioners on matters before the Commission:

- The Court of Appeals on 9/19/11 affirmed the Superior Court decision and remand for additional findings in the Eric Werner appeal. The parties have 20 days to file a motion for reconsideration with the PSCSC, and 30 days to file an appeal with the state Supreme Court.

- Former police officer Ryan Keith requested reinstatement to the register on 9/13/11. The Department approved the request and Director Effertz sent correspondence informing him of the Department's decision on 9/22/11.

**8. Budget:**

Director Effertz provided the 2011 monthly summit report for September showing expenditures as of 9/27/11 at 64% for the year-to-date.

**9. Discussion of PSCSC Rules Revisions:**

Held over from the July and August meetings, discussion of the rules revisions was continued.

**10. Adjournment:**

All other business before the Commission having been considered, the meeting was adjourned at 12:15 p.m. The October meeting will be held on Friday, October 21, 2011.

Respectfully Submitted,

  
\_\_\_\_\_  
Mary E. Effertz  
Executive Director

10/4/11  
(date signed)

  
\_\_\_\_\_  
Terrence Carroll  
Commission Chair



# City of Seattle

## Public Safety Civil Service Commission

Commissioner Joel A. Nark  
Commissioner Terry Carroll  
Commissioner Christian M. Halliburton  
Executive Director Mary E. Effertz

### Public Safety Civil Service Commission Special Meeting Minutes

November 4, 2011

#### 1. Introductions:

The Public Safety Civil Service Commission opened the special meeting on Friday, November 4, 2011, called to order by Chair Terrence Carroll at 10:05 a.m., in the Seattle Municipal Tower, 700 Fifth Avenue, Suite 1660, Seattle, Washington.

#### In Attendance:

Chair Terrence Carroll	Commissioner Joel Nark
Commissioner Christian Halliburton	Mary E. Effertz, Executive Director
Sumeer Singla, Assistant City Attorney	Jeff Slayton, Assistant City Attorney
Rachael Schade, Personnel Dept.	Linda Czeisler, HR, SFD
Kim Dow, Personnel Dept.	

#### 2. Approval of Minutes:

Minutes from the meeting held Sept. 30 2011 were reviewed. Commissioner Nark moved to approve the minutes as written, seconded by the Commissioner Halliburton, all in favor and the minutes were approved and signed.

#### 3. Legislative Clarification of Veteran's Preference Benefit:

Chair Carroll acknowledged a letter sent from the Commission to Marco Lowe, Director of the Office of Intergovernmental Relations requesting clarification from the Legislature regarding veteran's preference in RCW 41.04.010(2). (attached)

#### 4. Budget:

Director Effertz provided the summit budget and expenditures report as of 11/1/11 showing total expenditures at 72%.

#### 5. PSCSC Rules Proposed Revisions:

Commissioner Halliburton moved to publish the proposed changes and to give 60 days for comment. Commissioner Nark seconded the motion, all in favor and the motion passed.

#### 6. Pre-Hearing Conference (Eric Werner v. City, SPD):

Alex Higgins appeared for Appellant Eric Werner and Paul Olsen appeared for the City of Seattle, Seattle Police Department.



**7. Adjourn to Executive Session:**

Chair Carroll announced they would be going into Executive Session for approximately 10 minutes.

**8. Return to the Record:**

The Commission returned to the record and Chair Carroll asked the parties to come up with a briefing schedule for the Commission to consider at the next monthly meeting, scheduled for December 16, 2011.

**9. Adjournment:**

All other business before the Commission having been considered, the meeting was adjourned at 10:55 a.m. The November 18 meeting will not be held, the December monthly meeting will be held on Friday, December 16, 2011.

Respectfully Submitted,

  
\_\_\_\_\_  
Mary E. Effertz  
Executive Director

12-16-11  
(date signed)

  
\_\_\_\_\_  
Terrence Carroll  
Commission Chair



# City of Seattle

## Public Safety Civil Service Commission

Commissioner Joel A. Nark  
Commissioner Terry Carroll  
Commissioner Christian M. Halliburton

### Public Safety Civil Service Commission Monthly Meeting Minutes

December 16, 2011

#### 1. Introductions:

The Public Safety Civil Service Commission opened the monthly meeting on Friday, December 16, 2011, called to order by Chair Terrence Carroll at 10:07 a.m., in the Seattle Municipal Tower, 700 Fifth Avenue, Suite 1660, Seattle, Washington.

#### In Attendance:

Chair Terrence Carroll  
Commissioner Christian Halliburton  
Jeff Slayton, Assistant City Attorney  
Alex Higgins, Attorney at Law  
Tommy Howard, SCL  
Dori Towler, SFD

Commissioner Joel Nark  
Mary E. Effertz, Executive Director  
Paul Olsen, Assistant City Attorney  
Pam Inch, Personnel Dept.  
Jennifer Greenlee, SCL

#### 2. Approval of Minutes:

Minutes from the meeting held November 4, 2011 were reviewed. Commissioner Halliburton moved to approve the minutes as written, seconded by the Commissioner Nark, all in favor and the minutes were approved and signed.

#### 3. Eric Werner v. City, SPD:

Alex Higgins appeared for Appellant Eric Werner; Paul Olsen appeared for the City of Seattle, Seattle Police Department. Recent motions regarding the Court of Appeals remand were summarized for the Commissioners.

#### 4. Election of Chair for 2012:

Commissioner Halliburton nominated Commissioner Carroll to be Chair for 2012, seconded by Commissioner Nark. All in favor.

#### 5. Budget:

Director Effertz provided the summit budget and expenditures report as of 12/13/11 showing total expenditures at 82%.

#### 6. Case Status Report:

Director Effertz noted that Paul Campbell is requesting a waiver of Rule 10.05(a) so he can be returned to the register after resignation. After further discussion, the

Commissioners agreed to direct counsel to research provisions for waiving Commission Rules and to revisit the matter at its January 20, 2012 meeting.

**7. Reorganization effective 1/3/12:**

Pam Inch, Employment Services, Personnel Dept., provided the Commissioners with a draft job posting for Executive Director, Civil Service Commissions.

Commissioner Nark offered a motion to request the Directors of both Commissions to stay on at 20 hours per week each beginning Jan. 4, 2012 as Interim Executive Director until the position is filled. The motion was seconded by Commissioner Halliburton, the Chair called for a vote, all in favor.

**8. Adjourn to Executive Session:**

Chair Carroll announced they would be going into Executive Session for approximately 20 minutes.

**10. Return to the Record and Adjournment:**

The Commission returned to the record and all other business before the Commission having been considered, the meeting was adjourned at 12:20 p.m. The January monthly meeting will be held on Friday, January 20, 2011.

Respectfully Submitted,



Mary E. Effertz  
Executive Director

2/17/12  
(date signed)



Terrence Carroll  
Commission Chair