



City of Seattle

Public Safety Civil Service Commission

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

Public Safety Civil Service Commission Special Meeting Minutes

January 13, 2012

1. Introductions:

The Public Safety Civil Service Commission opened the special meeting on Friday, January 13, 2012, called to order by Chair Terrence Carroll at 10:12 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
Teresa Jacobs, CSC

Commissioner Joel Nark
Mary E. Effertz, Executive Director
Dori Towler, Human Resources, SFD
Pam Inch, Personnel Dept.

2. Discussion of Hiring Process for the Combined Director of the CSC and the PSCSC:

Pam Inch, Personnel Dept., presented the Commissioners with the Position Description Questionnaire (PDQ) for the Executive Director for their approval. After discussion, the Commissioners approved the PDQ and Chair Carroll signed, per motion of Commissioner Nark, seconded by Commissioner Halliburton, all in favor.

Additionally, the Guideline for Interviews of the candidates was distributed to the Commissioners. Ms. Inch described the guidelines and the interview format that would be conducted at the joint meeting of the Commissions on Jan. 20. 2012.

3. Adjourn to Executive Session:


Chair Carroll announced the Commission would go into Executive Session to discuss the applications received for the interview process for approximately 30 minutes.

4. Return to the Record and Adjourn:

Commissioner Nark offered a motion that during the application and interview process for Executive Director, that the Chair be authorized to enter into salary negotiations for the position; and that in any other preliminary matters, to make decisions as Chair on behalf of the Commission. Chair Carroll called for a vote, all in favor.

All other business before the Commission having been considered, the meeting was adjourned at 11:35 a.m. The February monthly meeting will be held on Friday, February 17, 2012.

Respectfully Submitted,



Mary E. Effertz
Executive Director

2/17/12
(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 Special Meeting Minutes

January 20, 2012

1. Introductions:

The Public Safety Civil Service Commission opened the special meeting on Friday, January 20, 2012, called to order by Chair Terrence Carroll at 9:10 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, <i>via teleconference</i>	
Jeff Slayton, Assistant City Attorney	Mary E. Effertz, Executive Director
Dori Towler, Human Resources, SFD	Pam Inch, Personnel Dept.
Battalion Chief Tom Richardson, SFD	Eric Jackson
Paul Campbell	

2. Approval of Minutes:

Minutes from the meetings held 12-16-11 and 01-13-12 were tabled for approval at the February 17, 2012 meeting.

3. Proposed Rule Changes:

Public Comment was called for on the proposed rule changes, pursuant to the Notice distributed on November 17, 2011.

Paul Campbell was present to propose a change to PSCSC Rule 10.03: Return to Eligible Register After Resignation or Retirement. The Rule allows for return one year after resignation, with a provision the Executive Direct "may extend the above time limitation for not to exceed an additional four years upon satisfactory showing that such extension would be to best interests of the City." It has been a little more than six years since his resignation. Mr. Campbell distributed materials to the Commissioners, documenting why a waiver or exception of this rule in his situation would be in the best interests of the City.

Battalion Chief Tom Richardson, asked the Commissioners to seriously consider either extending the timeframe or modifying the rule "to allow individuals, such as Paul,

who have left in good standing and show potential to be of service to the citizens of Seattle.”

Eric Jackson, Seattle resident, also spoke on behalf of Mr. Campbell and his integrity as a first responder.

Chair Carroll indicated it would be helpful if Chief Gregory Dean could weigh in on the proposed rule change and/or waiver to the Rule, and moved it to an action item at the February 17, 2012 meeting. Also present was Dori Towler, SFD Human Resources, who noted she would get feedback from Chief Dean regarding the time limitation.

4. Joint Meeting with the Civil Service Commission:

At 9:40 a.m. the joint session convened to discuss the process to select a director for the new department that staffs both Commissions. Present were Commissioners Steve Jewell and Greg Hiramawa, Commissioner Ellis Casson participated via teleconference.

Gary Smith, Assistant City Attorney, discussed the applicable provisions of the Open Public Meetings Act. He also advised that two members of each Commission must approve the final hiring decision.

Pam Inch, Personnel Department, explained the interview process and distributed interview questions to the Commissioners.

The Commissioners decided that each Commissioner physically present would ask the prepared questions of the candidates and that follow-up questions would be presented at the close of each interview.

At 9:55 a.m. the joint Commissions went into executive session to interview the candidates for the executive director of the new department and to consider their qualifications.

5. Return to the Record:

At 4:35 p.m. the Commissioners came out of executive session. Commissioner Joel Nark moved that Jennifer Greenlee be appointed and that motion was seconded by Steven Jewell. Each Commission voted unanimously to approve the motion. At 4:38 p.m. the Commissioners went into executive session to discuss with legal counsel legal risks concerning the appointment of a new executive director and the termination of the temporary holdover former directors of the two Commissions. At 5:00 p.m. the Commissioners came out of executive session. Commissioner Jewell made a motion to adjourn seconded by Commissioner Nark. The motion was approved unanimously.

All other business before the Commission having been considered, the meeting was adjourned at 5:02 p.m. The February monthly meeting will be held on Friday, February 17, 2012.

Respectfully Submitted,



Mary E. Effertz
Executive Director

2/17/12

(date signed)



Terrence Carroll
Commission Chair



City of Seattle

Michael Patrick McGinn, Mayor
CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Terrence Carroll
Commissioner Christian M. Halliburton
Commissioner Joel A. Nark

February 17, 2012 Public Safety Civil Service Commission Monthly Meeting Minutes

Call to Order: Commission Chair Carroll called the Public Safety Civil Service Commission monthly Meeting to order at 10:00 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commission Chair Terrence Carroll
Commissioner Christian Halliburton
Commissioner Joel Nark
Jeff Slayton, Assistant City Attorney
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Pam Inch, Personnel Dept.
Dori Towler, SFD
Paul Olsen, Assistant City Attorney
Alex Higgins, Attorney at Law

- The Commission welcomed Jennifer Greenlee, the newly appointed Executive Director of the Public Safety Civil Service Commission and Teresa Jacobs, Administrative Staff Assistant.

1. Approval of Minutes:

December 16, 2011, January 13, 2012, and January 20, 2012: Commissioner Nark moved to approve the minutes as written. Commissioner Halliburton seconded the motion. The minutes were approved and signed.

- #### **2. Remand Hearing-Eric Werner v. City, SPD:** Appellant Eric Werner was present and represented by attorney Alex Higgins; Paul Olsen appeared for the City of Seattle, Seattle Police Department. The Commission allowed the parties the opportunity to brief on a single issue.

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

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3. **Request for Reinstatement to the Eligibility Register:** Paul Campbell, formerly employed with the Seattle Fire Department, requested of the Commission to make an exception or change the rule so that he could be reinstated to the register after an absence of over five years to avoid having to reapply and take another exam. Mr. Campbell stated he has served the community in his capacity as firefighter, has received additional training, and believes his years of exceptional service would warrant a change. Dori Towler with the Seattle Fire Department was present and notified the Commission that Mr. Campbell did make the request to Chief Dean. The Chief's position is that it is not in the best interest of the department to have a rule change at this time. Commission Chair Carroll asked of counsel whether under the current rule, an exception could be made. Commission Counsel Jeff Slayton advised the Commission that under the current rules, no exception could be made as it is a procedural rule versus a substantive rule. But the Commission could look at the possibility of making a rule change where Mr. Campbell could be reinstated to the list by either doing away with the limit, which is currently 5 years (1&4), or extending the time limit. Commission Chair Carroll moved to change the rule to 1&6. Commissioner Halliburton seconded the motion. Commissioner Nark stated there needed to be deliberation before moving forward with a motion. Commissioner Halliburton withdrew his motion until a representative from the union could be present to clarify the issue of a time frame or give a perspective on the issue. Commissioner Nark commended Mr. Campbell on his being an asset to the City, but feels the 1&4 is adequate. Commission Chair Carroll stated the issue will be continued with a specific request to the Unions and any other affected City agency to give input and look at the rule of 1&4 changed to 1&6 specifically put to the Unions, and if the rules are to be kept as they are, then give good cause for an exception

4. **Possible Adoption of Rules of Practice and Procedure:** The Commission discussed the current changes to the rules. The rules will be updated to reflect the Appointing Authority of the Executive Director as the Chairs of the Public Safety and Civil Service Commissions. The Commission agreed to adopt the revised rules and work from the new rules for any future amendments. Commissioner Halliburton moved to adopt the rules as revised and amend any new changes. Commissioner Nark seconded the motion. The motion passed.

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

Compensation/Confirmation of Executive Director: Pam Inch notified the Commission the compensation packet for Jennifer Greenlee has been submitted to City Council Government Performance and Finance Committee for review, and a tentative date of confirmation has been scheduled.

6. **Budget:** Commission Chair Carroll informed the Commission he was notified by Mike Katz, Budget Analyst that there was a shortfall in the budget, which will delay the Commissions ability to fill the .6 FTE Administrative position. The payouts for the two abrogated positions of Executive Director, will not affect the budget until March. The

Budget office indicated there is surplus from the PSCSC through 2011, and will apply it to 2012 to offset some of the costs. The Executive Director will provide future updates to the Commission regarding the Budget.

Executive Session: The Commission went into Executive Session at 11:15 a.m. The Executive Session ended at 11:50 a.m.

7. Executive Session: Pursuant to RCW 42.30.110

Deliberation in Werner v. City of Seattle, SPD Remand: The Commission deliberated on this matter in executive session and voted 2 to 1 to agree with the Chiefs decision to terminate Officer Werner. Commissioners Carroll and Halliburton voted to uphold the termination, and Commissioner Nark dissented. A formal order will be issued by the Commission, and Commissioner Nark may write a separate dissent. Commissioners Halliburton and Nark stated for the record, they agreed with the decision that was made in Executive Session.

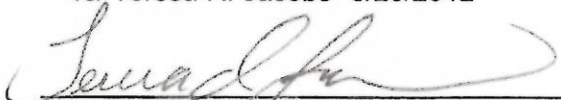
Compensation Package for Executive Director: The Commission deliberated in executive session, the compensation package for the Executive Director. Commissioner Halliburton moved to approve the package. Commissioner Nark seconded the motion. The motion passed. Commission Chair Carroll congratulated Ms. Greenlee on her position and the assistance provided to the Commission.

Next Meeting: Commission Chair Carroll notified the Commission he will be out of the country the better part of March, and would not be available for the next scheduled meeting on March 16, but encouraged the Commissioners to hold a meeting as two would be a quorum. Ms. Inch notified the Commission that due to testing timelines and fireboat pilot exam eligibility that would come before the Commission in March, a carryover would not be possible. Commissioner Halliburton stated he would not be available on the 16th. The Commission agreed to cancel the meeting of March 16, and hold a special meeting on March 9th.

Adjournment: All other business before the Commission having been considered, the meeting was adjourned at 12:00 p.m.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 3/26/2012



Teresa R. Jacobs
Administrative Staff Assistant

/s/ Joel A. Nark 3/26/2012



Joel A. Nark
Commissioner

3-26-2012

Date:



City of Seattle

Michael Patrick McGinn, Mayor
CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Terrence Carroll
Commissioner Christian M. Halliburton
Commissioner Joel A. Nark

March 26, 2012

Public Safety Civil Service Commission Special Meeting Minutes

Call to Order: Acting Chair Commissioner Nark called the Public Safety Civil Service Commission monthly Meeting to order at 10:00 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Christian Halliburton
Commissioner Joel Nark
Jeff Slayton, Assistant City Attorney
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Dori Towler, SFD
Chris Dorsey, SFD

Not in Attendance:

Commission Chair Terrence Carroll

1. Approval of Minutes:

February 17, 2012: Commissioner Halliburton moved to approve the minutes as written. Commissioner Nark seconded the motion. The minutes were approved and signed.

2. Appeals/Exams: *The Commission agreed to move the Exams Protests to the latter part of the Agenda.*

- **Update-Eric Werner v. City, SPD Remand:** The order of the Commission upholding Mr. Werner's termination is awaiting approval of the full Commission. Commissioner Nark who dissented will submit his content.
- **Tom Nelson Letter (Fire-NEOGOV):** Tom Nelson submitted a request by letter for consideration to take the May 8, 2012 Fireboat Pilot written exam. Mr. Nelson stated he submitted the application via NEOGOV, the service the City of Seattle uses for online submissions of applications. Mr. Nelson received notice from Colleen Lafferty, Fire Exams Analyst, that no such application was submitted. Pam Inch, Personnel

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

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Department, was present and clarified to the Commission how the NEOGOV system works. Ms. Inch verified the system was up and there was no record of Mr. Nelson's application. Commissioner Halliburton moved to deny the request. Commissioner Nark seconded the motion. The motion passed.

- **Chris Dorsey-SFD-Fireboat Eligibility:** Chris Dorsey with the SFD, was present to request the Commission grant him the opportunity to compete for Fireboat Pilot based on his eligibility and minimum qualifications. Dori Towler, SFD Personnel was present and stated the SFD accepts the waiver. Commissioner Halliburton moved that Mr. Dorsey meets the eligibility at the time of the application. Commissioner Nark seconded the motion. The motion passed.
 - **Police Sergeants Exam-Protest/Procedure:** There were fourteen protests on the Police Sergeant written exams for consideration before the Commission. Several exam candidates were present and addressed the Commission. Rachael Schade, Police Exams Analyst and Lieutenants Lesley Cordner and Mike Magee representing the development committee, were also present.
3. **Budget:** Jennifer Greenlee, Executive Director notified the Commission that a new Low Org number has been created for the Commissions; however, the combined budget has not yet been loaded.
4. **Old Business/New Business:**
Rules 8 through 11-Applicants & Applicants; Examinations; Registers and Eligibility; Certification and Appointment: Colleen Lafferty and Rachael Schade Exams Analysts will provide proposed rules changes for consideration.

Executive Session: Pursuant to RCW 42.30.110: The Commission went into Executive Session at 11:10 a.m. The Executive Session ended at 11:41 a.m.

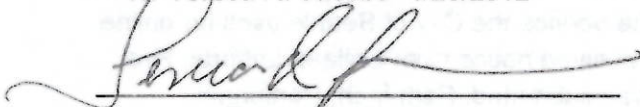
Return to Record:

Sergeant's Exams Protests/Procedures: Commissioner Nark stated the results of the exam questions that were under protest before the Commission.

Adjournment: All other business before the Commission having been considered, the meeting was adjourned at 12:00 p.m.

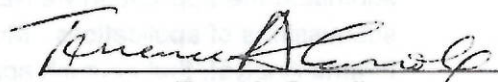
Respectfully Submitted By:

/s/ Teresa R. Jacobs 4/20/2012



Teresa R. Jacobs
Administrative Staff Assis

/s/ Terry A. Carroll 4/20/2012



Terry A. Carroll
Commission Chair

4-20-12

Date:



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Terrence Carroll
Commissioner Christian M. Halliburton
Commissioner Joel A. Nark

April 20, 2012

Public Safety Civil Service Commission Meeting Minutes

Call to Order: Commission Chair Carroll called the Public Safety Civil Service Commission monthly Meeting to order at 10:00 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Terrence Carroll
Commissioner Christian Halliburton
Gary Smith, Assistant City Attorney
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Pam Inch, Personnel

Not in Attendance:

Commissioner Joel Nark
Jeff Slayton, Assistant City Attorney

1. Approval of Minutes:

March 26, 2012: Commissioner Halliburton moved to approve the minutes as written. Commissioner Carroll seconded the motion. The minutes were approved and signed.

2. Commissioner Ethics: Wayne Barnett, Seattle Ethics and Elections Executive Director gave the Commission an overview on the Code of Ethics for City employees and volunteers that serve on City Boards and Commissions.

3. Monthly Case Status Report/Appeals Update:

- **Eric Werner v. SPD Remand:** Ms. Greenlee updated the Commission on the status of the order from the Commission upholding Mr. Werner's termination. The majority opinion has been drafted and Commissioner Nark is working on his dissent.
- **Schmidt v. SPD:** Ms. Greenlee stated the jurisdictional issues of Mr. Schmidt's appeal will be addressed in prehearing. Oral arguments are scheduled for June 21.

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4. **Budget:** Ms. Greenlee notified the Commission that the new org has been created and the funds are now combined and loaded in Summit. At 25% through the year the budget is currently at 27%.

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

Summer Intern: Ms. Greenlee updated the Commission on the hiring of an intern for the summer. Ms. Greenlee will conduct interviews the week of April 23rd. Ms. Greenlee also stated a Budget Issue Paper (BIP) will be submitted for the .6 Administrative Assistant position.

Joint Meeting of the Commissions: Ms. Greenlee proposed a joint meeting between the PSCSC and CSC be held in June and November. November would allow both Commissions to work jointly on Ms. Greenlee's Performance Review and Merit Leave. The Commission agreed to hold a meeting in June. Ms. Greenlee will send a notice to Commissioner's when a date has been selected.

Addition to the Agenda: Commission Chair Carroll suggested an "Executive Director's Report" added to the agenda for Ms. Greenlee to update the Commission on a range of issues.

PSCSC Rules of Practice and Procedure: Ms. Greenlee gave an update on the rules revisions that will be submitted by the exams analysts working with the Police and Fire HR departments. Ms. Inch, suggested August as the target month to submit due to scheduled exams, and to allow further research for the issue of Veteran's Preference. Ms. Inch and Ms. Greenlee will work together on the Veteran's Preference issue.

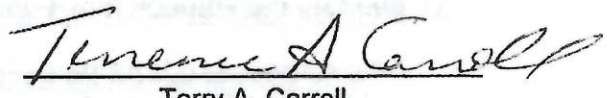
Adjournment: All other business before the Commission having been considered, the meeting was adjourned at 10:35 a.m.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 5/18/2012


Teresa R. Jacobs
Administrative/Staff Assis

/s/ Terry A. Carroll 5/18/2012


Terry A. Carroll
Commission Chair

5/18/12
Date:



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Terrence Carroll
Commissioner Christian M. Halliburton
Commissioner Joel A. Nark

May 18, 2012

Public Safety Civil Service Commission Meeting Minutes

Call to Order: Commission Chair Carroll called the Public Safety Civil Service Commission monthly Meeting to order at 10:00 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Terrence Carroll
Commissioner Christian Halliburton
Commissioner Joel Nark
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Jeff Slayton, Assistant City Attorney

1. Approval of Minutes:

April 20, 2012: Commissioner Halliburton moved to approve the minutes as written. Commissioner Nark seconded the motion. The minutes were approved and signed.

2. Monthly Case Status Report/Appeals Update:

- **Schmidt v. SPD:** Ms. Greenlee stated both parties are represented and Oral Arguments are scheduled for June 21.
- **Eric Werner v. SPD Remand:** Ms. Greenlee updated the Commission on the status of the order from the Commission upholding Mr. Werner's termination. The majority opinion has been drafted and Commissioner Nark is working on his dissent.

3. Executive Directors Report:

- **Monthly Summit Budget Report:** Ms. Greenlee updated the Commission on the combined budgets of the Commissions and noted the Commissions are at 34% and if consistent will remain on track for the year.
- **PSCSC Rules of Practice and Procedure:** Ms. Greenlee notified the Commission she will be meeting with the SFD on additions or updates to the rules.

City of Seattle Civil Service Commissions

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- **Civil Service Conference-September 2012:** The Executive Director informed the Commission that there are limited travel funds for all Commissioners to attend the Civil Service Conference in Yakima. The Commissioners agreed Ms. Greenlee should attend and give a report to the Commission.
- **Intern:** Ms. Greenlee distributed the resume of the college intern who will begin mid-June and remain with the Commission until October. The Commissioners will meet the intern at its joint meeting on June 18.
- **Commission Website:** Ms. Greenlee informed the Commission that staff has been working with DoIT to update the Commission website.

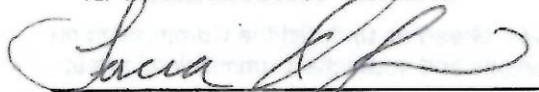
4. Old Business/New Business:

- **Combined Special Meeting of the Commissions:** The joint meeting of the Public Safety and Civil Service Commissions is scheduled for June 18.
- **Veteran's Preference:** Pam Inch addressed the Commission regarding rules recommendations and notified the Commission that the issue of veteran's preference will impact upcoming registers. Commission Chair Carroll suggested language be developed for suggested rule revisions and the possibility of a meeting with labor negotiators and Unions regarding the proposed revisions. Pam Inch plans to meet with Jennifer Greenlee throughout the summer to work on this.

Adjournment: All other business before the Commission having been considered, the meeting was adjourned at 10:34 a.m.

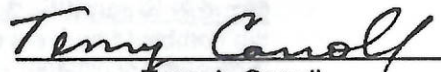
Respectfully Submitted By:

/s/ Teresa R. Jacobs 7/20/2012



Teresa R. Jacobs
Administrative Staff Assis

/s/ Terry A. Carroll 7/20/2012



Terry A. Carroll
Commission Chair

7-20-12
Date:

City of Seattle
Combined Special Meeting of
Public Safety and Civil Service Commissions
June 18, 2012

Call to Order: Commission Chairs Casson and Carroll called the Special Joint meeting of Civil Service Commission and Public Safety Civil Service Commission to order at 10:00 a.m. The meeting was in Suite 1660 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Ellis H. Casson (CSC)

Commission Chair Terry Carroll (PSCSC)

Commissioner Christian Halliburton (PSCSC)

Commissioner Eric de los Santos (CSC)

Jennifer A. Greenlee, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Jeff Slayton, Assistant City Attorney

Not in Attendance:

Commissioner Joel Nark (PSCSC)

Commissioner Steven Jewell (CSC)

Gary Smith, Assistant City Attorney

PUBLIC COMMENT

No one signed up to speak

Call to Order and Introductions: PSCSC Chair Terry Carroll opened the meeting with introductions to commissioners and staff. CSC Chair Casson thanked the commissioners for their participation, and the opportunity for the Commissions to come together for a joint meeting.

1. **Executive Directors Report:** Ms. Greenlee welcomed the Commissioners and notified them this would be the first of two joint meetings for the year. The next meeting would be planned for November.
 - **Intern Welcome:** The Commissioners and staff welcomed college intern, Kristen Gelino. Kristen will be with the Commission through October.
 - **Monthly Summit Budget Report:** Ms. Greenlee updated the Commission on the combined budgets of the Commissions and noted the Commissions are on track for the month of June.
 - **Former Employees/Commissioner Recognition:** Ms. Greenlee requested respective Commissions decide on whether a letter or resolution/proclamation will be sent to the former Executive Directors and CSC Commissioner along with tokens of thank you.

- **Civil Service Conference:** Ms. Greenlee provided the Commission with costs for attending the Civil Service Conference in Wenatchee. Ms. Greenlee stated there are not enough funds in the budget, for all Commissioners to attend. The Commissioners agreed it would be appropriate for the Executive Director to attend and any Commissioner who has not attended. Commissioner de los Santos would look at his availability to attend.
- **Appeals Update:** The Commissioners reviewed their respective Case Status Reports. Ms. Greenlee updated the commissions regarding current appeals.
- **PSCSC-Schmidt v. SPD-Appeal** is scheduled for oral argument.
- **CSC-Hamamoto v. SPU-Appeal** is scheduled for the 1st Prehearing Conference
- **CSC-Manion-Writ of Review**-The CSC will discuss at its July 18 meeting.

2. **Executive Session:** The Commission went into Executive Session at 10:25 to discuss personnel matters. The Executive Session ended at 10:45 and no action was taken.

3. **Old/New Business/Update/Pending:**

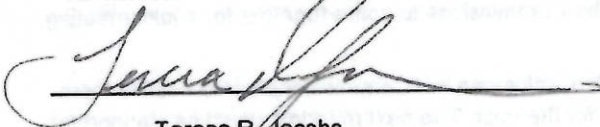
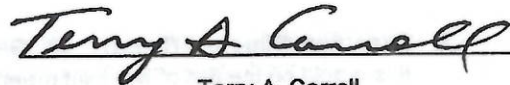
Pam Inch with Personnel Employment Services requested Veteran's Preference for Promotional Exams added to the July PSCSC meeting agenda. in the event there is not an August PSCSC meeting.

Adjourn: All other business before the Commission having been considered, the meeting was adjourned at 10:50 am

Respectfully Submitted By:

/s/ Teresa R. Jacobs 7/20/2012

/s/ Terry A. Carroll 7/20/2012

Teresa R. Jacobs

Terry A. Carroll

Administrative Staff Assistant

Commission Chair

7.20.12

Date



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Terrence Carroll
Commissioner Christian M. Halliburton
Commissioner Joel A. Nark

July 20, 2012

Public Safety Civil Service Commission Meeting Minutes

Approved October 26, 2012

Call to Order: Commission Chair Carroll called the Public Safety Civil Service Commission monthly Meeting to order at 10:00 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Terrence Carroll
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Jeff Slayton, Assistant City Attorney

In Attendance via Telephone:

Commissioner Christian Halliburton
Commissioner Joel Nark (present via phone until 10:18)

1. Approval of Minutes:

- **May 18, 2012:** Commissioner Halliburton moved to approve the minutes as written. Commissioner Carroll seconded the motion. The minutes were approved and signed.
- **June 18, 2012:** Commissioner Halliburton moved to approve the minutes as written. Commissioner Carroll seconded the motion. The minutes were approved and signed.

2. Monthly Case Status Report/Appeals Update:

- **Werner Discussion:** Ms. Greenlee updated the Commission on the status of the order from the Commission upholding Mr. Werner's termination from SPD. The majority opinion and dissent are drafted and awaiting the signature of Commissioner Halliburton.
- **Simmons Appeal:** The Commission reviewed the appeal filed by Ms. Simmons of the SFD and the response filed by the Assistant City Attorney assigned to represent the department. The Commissioners agreed to defer further discussion or action until its next meeting to provide the opportunity for the appellant to respond to the ACA's request for dismissal that a reprimand is not appealable.
- **Schmidt Appeal:** Ms. Greenlee stated a Prehearing Conference for Discovery is

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scheduled for July 26 in the matter of Schmidt v. SPD.

3. SFD

- **Entry Level Firefighters Register Extension Request:** Colleen Lafferty, Fire Exams Analyst updated the Commission on the request for an extension to the register. The current rules only allow for an entry level register to remain in effect for one year. There is no mechanism in the rules to extend an entry level register.
- **Postponement of 2013 Fire Boat Engineer Promotional Exam:** Ms. Lafferty updated the Commission on the request to postpone the promotional exam for Fireboat Engineer and extend the current register another two years. The Personnel Department, Fire Department, and the Seattle Fire Fighters Union, Local 27, have all signed agreement to the two year extension.
- **Fireboat Pilot Written Exam Appeal:** A Fireboat Pilot Candidate addressed the Commission regarding his protest of a portion of the written exam.
- **Fire Captain Oral Board Appeal:** A Fire Captain Oral Board candidate, who could not be present, requested a colleague read her appeal statement before the Commission. Commissioner Carroll entered her statement into the record.

4. SPD (this section was postponed)

- **Introduction of Tim Collins, HR Director:** Tim Collins, newly appointed Human Resources Director of the Seattle Police Department was unable to attend. The Commission will look to meet with Mr. Collins in the future.
- **Exam Update-Entry Level & Sergeant: (this was postponed until the August meeting)**

5. Executive Directors Report:

- **Monthly Summit Budget Report:** Ms. Greenlee updated the Commission on the combined budgets of the Commissions and noted the Commissions are on track for the month.
- **November Joint Meeting Date:** Ms. Greenlee notified the Commission that she has spoken with the CSC and they are on board for a date in November to hold the joint meeting. Ms. Greenlee will coordinate the meeting date and time.
- **Former Executive Director Recognition:** Ms. Greenlee presented to the Commission for review, the resolution that will accompany the plaque that will be sent to the former PSCSC Executive Director, Mary Effertz. Commission Chair Terry Carroll signed the resolution on behalf of the Commission.

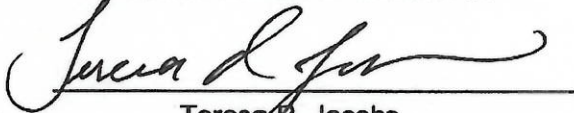
6. Old Business/New Business:

- **Veteran's Preference:** Pam Inch notified the Commission of the criteria that Personnel will be applying for veterans' scoring.
- **Executive Session:** The Executive Session began at 10:50 a.m. and ended at 11:00 a.m regarding the Fireboat Pilot Written Exam and Fire Captain Oral Board Appeals.
- **Return to Record: Fireboat Pilot Written Exam/Fire Captain Oral Board Appeal:** Commissioner Carroll stated the results of the written exam and oral board appeals that were under protest before the Commission.

Adjournment: All other business before the Commission having been considered, the meeting was adjourned at 10:34 a.m.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 10/26/2012

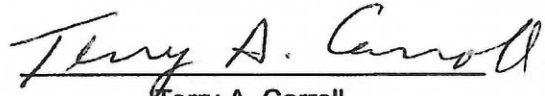


Teresa R. Jacobs
Administrative Staff Assistant

10-26-12

Date:

/s/ Terry A. Carroll 10/26/2012



Terry A. Carroll
Commission Chair



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Terrence Carroll

Commissioner Christian M. Halliburton

Commissioner Joel A. Nark

August 17, 2012

Public Safety Civil Service Commission Meeting Minutes

Approved October 26, 2012

Call to Order: Commission Chair Carroll called the Public Safety Civil Service Commission monthly Meeting to order at 10:15 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Terrence Carroll

Jennifer A. Greenlee, Executive Director

Teresa R. Jacobs, Administrative Staff Assistant

Jeff Slayton, Assistant City Attorney

Not In Attendance

Commissioner Christian Halliburton

Commissioner Joel Nark

1. Approval of Minutes:

- **July 20, 2012:** Approval of minutes were deferred to the next meeting of the Commission.

2. Monthly Case Status Report/Appeals Update:

- **Simmons Appeal:** An appeal filed by Ms. Simmons of the SFD was reviewed by the Commission at its July meeting and deferred for further review and response by the parties. On July 31, 2012 Ms. Simmons sent a declaration stating she did not wish to proceed with appealing the reprimand. The appeal will be dismissed.
- **Schmidt Appeal:** Ms. Greenlee stated the appeal is still in the Discovery process.

3. SPD:

- **Introduction of Tim Collins, HR Director:** Tim Collins, newly appointed Human Resources Director of the Seattle Police Department was in attendance and welcomed by the Commission Chair.
- **Exam Update-Entry Level & Sergeant:** Rachael Schade, SPD Exams Analyst was in attendance to update the Commission on future openings for Entry Level officers.

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

Tel (206) 386-1301, Fax: (206) 684-0755, <http://www.seattle.gov>

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Ms. Schade stated there hadn't been testing for 2 years. An exam is scheduled for November at which time the department hopes to hire the target number of 40 to 50 officers. Ms. Schade also gave an update on the Police Sergeant exam. There were 95 applicants. At the end of the process 46 candidates were successful in placement on the register.

4. Executive Directors Report:

- **Monthly Summit Budget Report:** Ms. Greenlee updated the Commission on the combined budgets of the Commissions and noted the Commissions are on track for the month.
- **November Joint Meeting Date:** The date of November 16, 2012 has been set to hold the joint meeting of the Commissions.

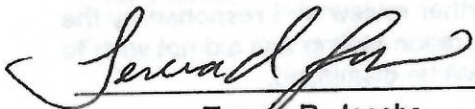
5. Old Business/New Business:

- **PSCSC Rules Revisions Schedule:** The topic will be on the October agenda. The Executive Director inquired whether to put off until the new year.
- **Public Comment:** Paul Campbell with SFD addressed the Commission regarding reasons he would like the current rule for eligibility register, which is 1 and 4, extended to 1 and 6 which is the proposed change. No action was taken by the Commission.

Adjournment: All other business before the Commission having been considered, the meeting was adjourned at 10:44 a.m.

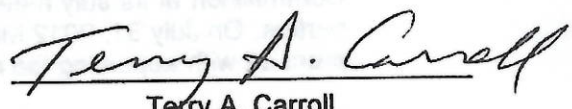
Respectfully Submitted By:

/s/ Teresa R. Jacobs 10/26/2012



Teresa R. Jacobs
Administrative Staff Assistant

/s/ Terry A. Carroll 10/26/2012



Terry A. Carroll
Commission Chair

10-26-12

Date:



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Terrence Carroll
Commissioner Christian M. Halliburton
Commissioner Joel A. Nark

October 26, 2012

Public Safety Civil Service Commission Meeting Minutes

Approved February 15, 2013

Call to Order: Commission Chair Carroll called the Public Safety Civil Service Commission monthly Meeting to order at 10:15 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Terrence Carroll
Commissioner Christian Halliburton
Commissioner Joel Nark
Jennifer A. Greenlee, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant
Jeff Slayton, Assistant City Attorney

1. Approval of Minutes:

- **July 20, 2012:** Commissioner Nark moved to approve the minutes as written. Commissioner Halliburton seconded the motion. The minutes were approved and signed.
- **August 17, 2012:** Commissioner Nark moved to approve the minutes as written. Commissioner Halliburton seconded the motion. The minutes were approved and signed.

2. SFD

- **Introduction of Greg Roberts, HR Director (Fire):** Mr. Roberts was present and introduced himself to the Commission. The Commission welcomed Mr. Roberts to the City of Seattle.

3. SPD

- **Eligibility for Lieutenant Exam**
 - **Yvonne Tovar & Brian Stampfl:** Sergeants' Tovar and Stampfl were present to request an exception to the Delayed Experience requirement in order to have the opportunity to take the Lieutenant Promotional Exam in March 2013. Both Sergeants will meet the minimum requirement of experience during the life of the register promulgated from the exam. Pam Inch was present to

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clarify the issue and recommended that the Commission grant the request. Commissioner Nark moved to grant the exception. Commissioner Halliburton seconded the motion. The motion passed.

4. Executive Directors Report:

Monthly Case Status Report/Appeals Update:

- **Schmidt Appeal:** Ms. Greenlee stated the appeal is still in the Discovery process and the parties will agree on hearing dates after Discovery.
- **Werner Writ of Review:** A Writ of Review was filed by counsel for the appellant in the matter of Eric Werner v. SPD to review the final decision of the Commission issued September 17, 2012. The writ was filed on grounds that the Commission failed to issue a final decision within 90 days of the close of record; the Commission refused to reopen the record to admit new evidence and failure to reappoint the Commissioner who heard relevant evidence in hearing in 2009. Staff will organize the record for filing.
- **Monthly Summit Budget Report:** Ms. Greenlee updated the Commission on the combined budgets of the Commissions and noted the Commissions are on track for the month.
- **Civil Service Conference-Wenatchee, WA:** Ms. Greenlee gave an update on her attendance at the Civil Service Conference.
- **Joint Meeting of the Public Safety and Civil Service Commissions:** The joint meeting of the Commissions will be held on November 16, 2012.

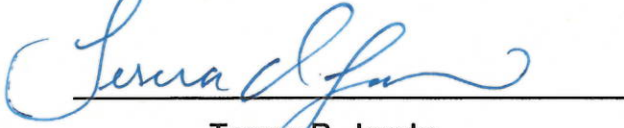
5. Old Business/New Business:

- **Public Comment:** Pam Inch addressed the Commission regarding the Mayor's proposed 2013-2014 Budget that will eliminate the Employment Manager position in the Personnel Department. Ms. Inch presented information on how the elimination of the position she currently holds will affect the City. The Commissioners stated they would submit a letter to the Council in support of Ms. Inch requesting that the position be reinstated. Commissioner Carroll moved to submit a letter. Commissioner Nark seconded motion. The motion passed.

Adjournment: All other business before the Commission having been considered, the meeting was adjourned at 10:44 a.m.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 2/15/2013



Teresa R. Jacobs
Administrative Staff Assistant

/s/ Terry A. Carroll 2/15/2013



Terry A. Carroll,
Commission Chair

2-15-2013

Date