



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

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

Public Safety Civil Service Commission

January 18, 2013

Approved February 15, 2013

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

PUBLIC COMMENT

No public comment.

1. Approval of Minutes of December 19, 2012:

Commissioner Halliburton moved to accept the meeting minutes. Commissioner Nark seconded the motion. The minutes were approved by acclamation and signed by the chair.

2. Fireboat Pilot Exam: Colleen Lafferty was present to give the Commission a background on the Fireboat Pilot Exam. Ms. Lafferty stated the exam takes place every two years. The last written exam was in May of 2012. The practical portion of the exam includes a simulator portion and testing on the Fireboat. A cut score of 63.09% was developed in consultation with PMI and subject matter experts. Four of the five candidates failed the exam.

- **Greg Anderson** addressed the Commission by letter that was entered into the record.
- **Randall Ichiyama** addressed the Commission regarding the high number of failures of the test in 2012. Mr. Ichiyama acknowledged that the simulator portion of the exam may be valuable but in this instance requested the simulator portion of the testing be thrown out.

3. Educational Substitution-Battalion Chief: Captain Jonathan Larsen was present to request the Commission's consideration to substitute one year of the required experience with his educational experience of Mobile Intensive Care Paramedic Training. Capt. Larsen stated his education exceeds the number of credits needed to qualify for a degree.

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4. Executive Directors Report:

- **Monthly Case Status Report/Appeals Update:** The Commissioners reviewed the Case Status Report. Ms. Greenlee updated the commissions regarding current appeals.
- **PSCSC-Schmidt v. SPD** - Still in discovery. Appellant has requested and received subpoenas signed by the Executive Director.
- **Monthly Summit Budget Report:** Ms. Greenlee updated the Commission on the combined budgets of the Commissions for year-end 2012. Ms. Greenlee also provided the Commission the Civil Service Commissions page from CBO that is included in the 2013-2014 City Budget manual and informed the Commission that the 2013 budget has not been uploaded into Summit at this time.

5. Old/New Business:

- **Rules:** Ms. Greenlee notified the Commission that she plans to meet with Commission Counsel to go over rules updates and provide draft revisions to the Commission at a future meeting.

Executive Session: The Executive Session began at 11:00 a.m. and ended at 11:30 a.m. regarding the Fireboat Pilot Exam and Educational Substitution-Battalion Chief.

Return to Record:

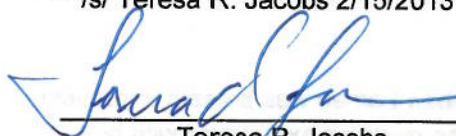
- **Fireboat Pilot Exam:** The Commissioners unanimously decided to have a new Fireboat Pilot register developed excluding the simulator portion of the practical exam from the scoring process. The passing/cut score will be calculated using 70% of the top score. A new register will be posted.
- **Educational Substitution-Battalion Chief:** The Commission denied Capt. Larsen's request for educational substitution and will not make the requested exception for Capt. Larsen's paramedic training.

Adjourn: All other business before the Commission having been considered, Commission Chair Carroll adjourned the meeting at 11:40 AM.

Respectfully Submitted By:

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

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

 Date: 2.15.13

Teresa R. Jacobs
Administrative Staff Assistant

 Date: 2.15.13

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

Public Safety Civil Service Commission

February 15, 2013

Approved March 29, 2013

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 Terry Carroll
Commissioner Joel Nark
Jennifer A. Greenlee, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Jeff Slayton, Assistant City Attorney

Not in Attendance:

Commissioner Christian Halliburton

PUBLIC COMMENT

No public comment.

1. Approval of Minutes

- **October 26, 2012:** Commissioner Nark moved to accept the meeting minutes. Commissioner Carroll seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.
- **January 18, 2013:** Commissioner Nark moved to accept the meeting minutes. Commissioner Carroll seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

- The following items were taken out of order

- #### 3. Fire Lieutenant Exam-Steven Wilkins:
- Steven Wilkins was present and addressed the Commission regarding extenuating circumstances, which caused him to miss the application process to take the Fire Lieutenant Exam. The exam is given every two years. Mr. Wilkins requested an exception to take the test. The commission took into consideration Mr. Wilkins issue.

- #### 2. Schmidt v. SPD:
- Assistant City Attorney Paul Olsen was present representing Respondent, SPD. Benjamin VandenBerghe was present representing appellant Greg Schmidt. The City submitted a Motion to Quash a Subpoena by Mr. Schmidt requesting the City to produce

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documents. Mr. Olsen stated on behalf of the City that it believed the document request was irrelevant and replicated previous requests and requiring a response would use a significant amount of City time and resources. Mr. VandenBerghe addressed the Commission, stated the relevance of requesting the subpoena, and stated the City did not respond timely to the request.

4. Executive Directors Report:

- **Monthly Case Status Report/Appeals Update:** The Commissioners reviewed the Case Status Report. Ms. Greenlee updated the commissions regarding current appeals.
- **Monthly Summit Budget Report:** Ms. Greenlee informed the Commission that the 2013 budget has been uploaded into Summit and the budget is on track for January.

5. Old/New Business:

- **Fireboat Pilot Exam:** Colleen Lafferty, Fire Exams Analyst notified the Commission that after the exclusion of the simulator portion of the practical exam from the scoring process, three names appear on the register. (The Commission unanimously decided on this issue at its January 18, 2013 meeting)
- **Rules:** Ms. Greenlee notified the Commission that she is currently working on draft revisions and hopes to have a draft ready for review at the March meeting.

Executive Session: The Executive Session began at 10:50 a.m. and ended at 11:23 a.m. regarding the Fire Lieutenant Exam and Schmidt v. SPD Motion to Quash Subpoena.

Return to Record:


- **Fire Lieutenant Exam:** The Commission denied Steven Wilkins' request to be added to the Lieutenant's exam list and will not make the requested exception.
- **Schmidt v. SPD-Motion to Quash Subpoena:** The Commissioners took issue with the City's delay of response to the Subpoena requested by the appellant. The City's delay was unnecessary and the Commission will look at requirements that attorney's confer prior to coming before the Commission. The Commission denied Respondent's motion to items 1 through 6 and finds the information requested reasonable and relevant and deferred item 7.


Adjourn: All other business before the Commission having been considered, Commission Chair Carroll adjourned the meeting at 11:28 AM.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 3/29/2013

/s/ Terry A. Carroll 3/29/2013


Teresa R. Jacobs
Administrative Staff Assistant
Date: 3-29-13


Terry A. Carroll
Commission Chair
Date: 3/29/13

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City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

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

Public Safety Civil Service Commission

March 29, 2013

Approved April 19, 2013

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

PUBLIC COMMENT

No public comment.

1. Approval of Minutes

- **February 15, 2013:** Commissioner Halliburton moved to accept the meeting minutes. Commissioner Nark seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

2. **Proposed Legislation:** Daryl Smith, Deputy Mayor was present to introduce and seek support from the Commission for proposed legislation regarding removal of the twenty-five dollar fee for entry-level police and fire exams. Mr. Smith stated that removal of the fee is a step toward accomplishing the goal the City has to recruit officers that are representative of the community by removing a financial barrier. Commissioner Halliburton moved to support the legislation. Commissioner Carroll seconded the motion. The motion passed.

3. Executive Director Report:

Monthly Case Status Report/Appeals Update: The Commission reviewed the Monthly Case Status Report.

Schmidt v. SPD: The Executive Director notified the Commission the department was still producing documents requested by the appellant.

Werner v. SPD: Commission Counsel Jeff Slayton informed the Commission the Writ of Review filed at King County Superior Court by Mr. Werner, was being heard the afternoon of March 29

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at King County Superior Court. Counsel will provide the Commission an update on the matter.

Monthly Summit Budget Report: Ms. Greenlee informed the Commission the budget is on track for March.

Commissioner Email: Ms. Greenlee informed the Commission that she is working with Dept of Information Technology to keep passwords current and encouraged the Commissioners to use the Seattle.gov emails for Commission business.

Summer Intern: Ms. Greenlee informed the Commission she has submitted a request to the Personnel Department for a Summer Intern.

4. Old/New Business:

Rules: Ms. Greenlee updated the Commission on the progress of rules revisions. Ms. Greenlee informed the Commission she would send a draft of the revisions for Commissioner review prior to the next meeting.


Meeting Dates/Joint Meetings: The Commission discussed possible conflicts for upcoming meetings. The Commission suggested having one joint meeting per year with the Civil Service Commission will look at scheduling the next joint meeting in October.

Adjourn: All other business before the Commission having been considered, Commission Chair Carroll adjourned the meeting at 10:36 AM.

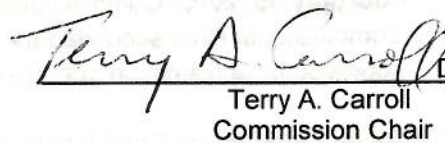
Respectfully Submitted By:

/s/ Teresa R. Jacobs 4/19/2013

/s/ Terry A. Carroll 4/19/2013


Teresa R. Jacobs
Administrative Staff Assistant

Date: 4.19.13


Terry A. Carroll
Commission Chair

Date: 4/19/2013

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City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

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

Public Safety Civil Service Commission

April 19, 2013

Approved May 17, 2013

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

PUBLIC COMMENT

No public comment.

1. Approval of Minutes

- **March 29, 2013:** Commissioner Halliburton moved to accept the meeting minutes. Commissioner Nark seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

2. Fire Lieutenant Written Exam Appeals: Two candidates for Fire Lieutenant were present to address the Commission on portions of the exam they were protesting.

3. Police Lieutenant Written Exam Appeal: A candidate for Police Lieutenant was present to address the Commission on a portion of the exam he was protesting.

4. Executive Director Report:

Monthly Case Status Report/Appeals Update: The Commission reviewed the Monthly Case Status Report.

- **Fox v. SPD:** The Executive Director notified the Commission that a new appeal was filed.
- **Schmidt v. SPD:** The Commissioners inquired about the status of the Schmidt case and production of documents. The Executive Director informed the Commission the department was still producing documents requested by the appellant. The Commission raised concerns on the movement of the case and instructed the Executive Director to send out an

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inquiry as to where the parties are in the process and notify parties that the Commission may set its own calendar for proceedings.

- **Monthly Summit Budget Report:** Ms. Greenlee informed the Commission the budget is on track for March and April.
- **Summer Intern:** Ms. Greenlee informed the Commission she would interview candidates next week.

5. Old/New Business:

Rules: Ms. Greenlee updated the Commission on the progress of rules revisions. Commission counsel raised the issue of wording in section 9.21 and recommended the removal of "or appeal." Commissioner Halliburton moved to remove the words from the section. Commissioner Nark seconded the motion. The motion passed. The Commission directed Ms. Greenlee to contact Labor Relations (Personnel Department) for next steps in notifying the unions of the proposed rule changes.

Agenda: The Commission instructed staff to use the term "protest" rather than "appeal" on the monthly agenda for Fire and Police Exams.

- **Executive Session:** The Commission went into executive session at 10:55 am to deliberate on Fire and Police Written Exam Appeals. The Executive Session ended at 11:25 am

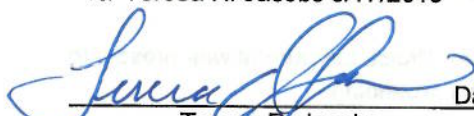
Upcoming Meetings: The next meeting is scheduled for May 17. The Commission discussed the possibility of not holding a June 21 meeting due to conflicts. The July meeting will be scheduled tentatively for July 26.

Adjourn: All other business before the Commission having been considered, Commission Chair Carroll adjourned the meeting at 11:25 AM.

Respectfully Submitted By:

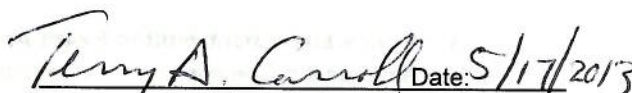
/s/ Teresa R. Jacobs 5/17/2013

/s/ Terry A. Carroll 5/17/2013



Teresa R. Jacobs
Administrative Staff Assistant

Date: 5-17-13



Terry A. Carroll
Commission Chair

Date: 5/17/2013



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

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

Public Safety Civil Service Commission

May 17, 2013

Approved July 22, 2013

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

PUBLIC COMMENT: See Item #3

1. Approval of Minutes

- **April 19, 2013:** Commissioner Nark moved to accept the meeting minutes. Commissioner Halliburton seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

2. Executive Director Report:

Monthly Case Status Report/Appeals Update: The Commission reviewed the Monthly Case Status Report.

- **Schmidt v. SPD:** The Executive Director informed the Commission that she contacted the appellant to schedule oral argument at the July meeting.
- **Monthly Summit Budget Report:** Ms. Greenlee informed the Commission the budget is on track for July.
- **Summer Intern:** The Executive Director reported to the Commission that Jean Bailey the Commission's summer intern will begin on June 10.
- **2012 Annual Report:** Ms. Greenlee presented the 2012 Annual Report of the Commissions (PSCSC & CSC). The report will be distributed to City departments.

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- **PSCSC Rule Revisions:** The Executive Director is awaiting comments from the Unions/Labor Relations

3. Old/New Business:

- **June and July Meeting Schedules:** The Commissioners decided to cancel the June meeting and schedule a meeting for July 24.
- **Personnel Dept. BIP re Police & Fire Exams:** Assistant Chief Dick Reed; Seattle Police Management Representative Joe Kessler (speaking on his own behalf and not officially representing SPM); Greg Roberts, HR Director, SFD- All addressed the commission on the Fire and Police Exam study that is being proposed by the Personnel department. The study will look at entry level and lateral processes, methods and results.

Adjourn: All other business before the Commission having been considered, Commission Chair Carroll adjourned the meeting at 10:30 AM.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 7/22/2013

/s/ Terry A. Carroll 7/22/2013



Teresa R. Jacobs
Administrative Staff Assistant

Date: 7-22-13  Date: 7/23/13

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

Public Safety Civil Service Commission

July 22, 2013

Approved August 16, 2013

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 Terry Carroll
Commissioner Joel Nark
Commissioner Christian Halliburton
Jennifer A. Greenlee, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Carlton Seu, Assistant City Attorney

Not in Attendance:

Jeff Slayton, Assistant City Attorney

PUBLIC COMMENT: No One Signed up to Speak

1. Approval of Minutes

- **May 17, 2013:** Commissioner Halliburton moved to accept the meeting minutes. Commissioner Nark seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

2. Executive Director Report:

Monthly Case Status Report/Appeals Update: The Commission reviewed the Monthly Case Status Report.

- **Schmidt v. SPD:** The Executive Director informed the Commission that the respondent filed a Summary Motion Judgment and the appellant is working on a response. The Executive Director will send the motion and response to Commissioners for review.
- **New Appeals:** The Executive Director updated the Commission on the new appeals that have been filed.
- **Monthly Summit Budget Report:** Ms. Greenlee informed the Commission the budget is at 40% and on track for July.

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- **Microsoft Office 365 Licensing & Seattle.gov Email:** Ms. Greenlee updated the Commission on the City's changes to the Microsoft licensing. Previously licensing was based on per computer. The new process would require any employee or Commissioner who has a *seattle.gov* email to be licensed. The Executive Director will look at the per person cost of licensing and report to the Commission.


3. Old/New Business:

- **2013 Civil Service Conference:** The 2013 Civil Service Conference will be September 30-October 1 in Yakima, WA. Ms. Greenlee informed the Commission there are enough funds in the budget for Commissioner's to attend. Commissioner Nark will attend and staff will decide who will attend.
- **Summer Intern:** The Executive Director introduced Jean Bailey, the Commission's summer intern who is working on the Commissions operations manual.


Adjourn: All other business before the Commission having been considered, Commission Chair Carroll adjourned the meeting at 10:30 AM.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 8/16/2013


Date: 8/16/13
Teresa R. Jacobs
Administrative Staff Assistant

/s/ Terry A. Carroll 8/16/2013


Date: 8/16/13
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

Public Safety Civil Service Commission

August 16, 2013

Approved October 25, 2013

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

PUBLIC COMMENT: No One Signed up to Speak

1. Approval of Minutes

- **July 22, 2013:** Commissioner Halliburton moved to accept the meeting minutes. Commissioner Nark seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

2. Executive Director Report:

Monthly Case Status Report/Appeals Update: The Commission reviewed the Monthly Case Status Report.

- **New Appeals:** The Executive Director updated the Commission on the three new appeals that have been filed and will confirm with the filing party on whether they will go through the public safety civil service appeal process or the grievance procedure provided for in their collective bargaining agreement.
- **Monthly Summit Budget Report:** Ms. Greenlee informed the Commission the budget is at 50% and on track for July.
- **2013 Civil Service Conference:** The 2013 Civil Service Conference will be September 30-October 1 in Yakima, WA. Ms. Greenlee confirmed with the Commission that Commissioner Nark, Exams Analysts Colleen and Rachael, Administrative Specialist Kim Dow and one Commissioner from Civil Service will attend.

- **PSCSC Rules Revisions:** The Executive Director informed the Commission that the rules revisions received no comment from the Labor Unions. The next steps are to make the rules available for public comment. The Commission motioned to publish the rules for comment. Commissioner Halliburton moved, Commissioner Nark seconded the motion. The motion passed. The notice of the revisions to the rules will be published in the Daily Journal of Commerce.

Item Taken Out of Order-

4. Old/New Business:

September Meeting Date: The Commission agreed to cancel the September meeting and reschedule the October meeting. Barring no occurring issues or conflicts, the meeting will be scheduled for October 25.

3. Hearing

- **Schmidt v. SPD:** The Commission heard oral argument in the matter of Greg Schmidt v. Seattle Police Department. Mr. Schmidt, the appellant was present and represented by Ben VandenBerghe, Attorney. Paul Olsen, Assistant City Attorney was present and represented the Respondent, SPD.

Executive Session: The Commission went into executive session at 11:00 am. The executive session ended at 11:45 am.

The Commissioners unanimously voted to deny Respondent's Motion for Summary Judgment and reserved ruling on Respondent's objection to Appellant's inclusion of additional rule violations for the hearing.

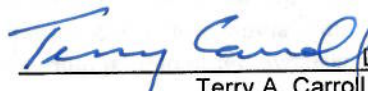
Adjourn: All other business before the Commission having been considered, Commission Chair Carroll adjourned the meeting at 11:46 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 10/25/2013

/s/ Terry A. Carroll 10/25/2013

Date:
Teresa R. Jacobs
Administrative Staff Assistant


Date: 10/25/13
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

Public Safety Civil Service Commission

October 25, 2013

Approved November 15, 2013

Call to Order: Commission Chair Carroll called the Public Safety Civil Service Commission monthly meeting to order at 9:05 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

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

PUBLIC COMMENT: No One Signed up to Speak

1. Approval of Minutes

- **August 16, 2013:** Commissioner Halliburton moved to accept the meeting minutes. Commissioner Nark seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

2. Executive Director Report:

Monthly Case Status Report/Appeals Update: The Commission reviewed the Monthly Case Status Report.

- **Monthly Summit Budget Report:** Ms. Greenlee informed the Commission the budget is on track for October. The Commission inquired about the use of Court Reporters for transcribing hearings and the use of a backup recorder in hearing proceedings. Staff will look into the cost of a court reporter and a backup recording system.
- **2013 Civil Service Conference:** The 2013 Civil Service Conference was held September 30 through October 1 in Yakima, WA. Commissioner Nark attended.
- **PSCSC Rules Revisions:** The Executive Director informed the Commission that the notification of the rule revisions were published in the Daily Journal of Commerce and a copy of the revised rules made available for review in the Commission's office. No comments have been received.

3. Old/New Business:

- **Year End Joint Meeting of PSCSC & CSC?** Ms. Greenlee suggested a joint meeting of the Commissions take place in November. The Commissioners agreed it would be a good idea to hold the meeting on November 15 when the PSCSC would meet for its monthly meeting.

4. Hearing

- **Schmidt v. SPD:** Following adjournment of the meeting.

Adjourn: All other business before the Commission having been considered, Commission Chair Carroll adjourned the meeting at 9:25 am.

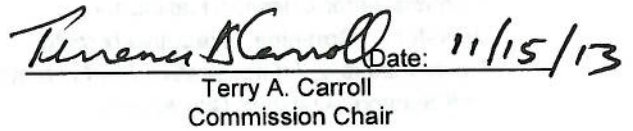
Respectfully Submitted By:

/s/ Teresa R. Jacobs 11/15/2013

/s/ Terry A. Carroll 11/15/2013


Teresa R. Jacobs
Administrative Staff Assistant

Date: 11-15-13


Terry A. Carroll
Commission Chair

Date: 11/15/13



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

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

**Public Safety Civil Service Commission
Special Meeting
November 15, 2013
Approved December 20, 2013**

Call to Order: Commission Chair Carroll called the Public Safety Civil Service Commission special monthly meeting to order at 9:00 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

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

PUBLIC COMMENT: No One Signed up to Speak

1. Approval of Minutes

- **October 25, 2013:** Commissioner Nark moved to accept the meeting minutes. Commissioner Halliburton seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

2. Hearing

- **Lowe v. SPD-PSCSC No. 13-01-007-Prehearing Motions:** Mr. Lowe was represented by attorney Mark McCarty and Assistant City Attorney Jennifer Schubert appeared on behalf of the City. Ms. Schubert presented to the Commission the City's motion to disqualify Mr. McCarty as counsel for appellant. Mr. McCarty responded. The Commission will issue a decision after considering the parties briefing and oral argument.

3. SFD

- **Preference Points for Cadet Graduates:** Travis Taylor, EEO/Strategic Advisor of SFD Human Resources presented to the Commission a proposed rule addition which would award cadets a 5% credit added to their grade. The Commission will take into consideration the proposal.
- **Veteran's Preference Use for Application:** The Commission discussed whether there was any tracking in place for the number of times a Veteran uses their points for a successful hiring across multiple agencies or municipalities. The discussion will be deferred

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to the next meeting to allow counsel the opportunity to research the state statute.

- **Reinstatement for February Recruitment:** Greg Roberts, SFD, Human Resources Director presented a list of entry level fire candidates who completed the pre-employment selection process and were appointed to the position of Firefighter, began recruit training and subsequently resigned. The register is expired making the candidates unable to request reinstatement to the current register. Mr. Roberts requested the Commission consider extending the certification of the names for appointment. Commissioner Nark motioned to extend the certification of the former employees until the next class starts. Commissioner Halliburton seconded the motion with an amendment for the Executive Director to grant four 30 day extensions of the certification.
4. **PSCSC Rules Revisions:** The Commission will review the draft rules and public comments at the next monthly meeting.
 5. **Executive Director Report:**
Monthly Case Status Report/Appeals Update: The Commission reviewed the Monthly Case Status Report.
 6. **Old/New Business:** Colleen Lafferty introduced Justin Natali, Talent & Staffing, Personnel.
- **Adjourn:** All other business before the Commission having been considered, Commission Chair Carroll adjourned the meeting at 10:05 am.

Respectfully Submitted By:

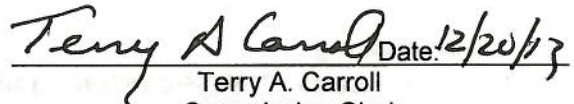
/s/ Teresa R. Jacobs 12/20/2013

/s/ Terry A. Carroll 12/20/2013



Date: 12-20-13

Teresa R. Jacobs
Administrative Staff Assistant



Date: 12/20/13

Terry A. Carroll
Commission Chair



City of Seattle

CIVIL SERVICE COMMISSIONS

Civil Service Commission

Commission Chair Steven A. Jewell
Commissioner Angelique M. Davis
Commissioner Eric de los Santos

Public Safety Civil Service Commission

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

**Combined Special Meeting of
Public Safety and Civil Service Commissions
November 15, 2013
Approved December 18, 2013 (CSC)
Approved December 20, 2013 (PSCSC)**

Call to Order: Public Safety and Civil Service Commission Chairs Terry Carroll and Steven Jewell called the Special Joint meeting to order at 10:20 AM. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Terry Carroll (PSCSC)
Commissioner Christian Halliburton (PSCSC)
Commissioner Joel Nark (PSCSC)
Commission Chair Steven Jewell (CSC)
Commissioner Angelique Davis (CSC)
Commissioner Eric de los Santos (CSC)
Jeff Slayton, Assistant City Attorney
Gary Smith, Assistant City Attorney
Jennifer A. Greenlee, Executive Director
Teresa Jacobs, Administrative Staff Assistant

PUBLIC COMMENT

No public comment.

Call to Order and Introductions: The Chairs opened the meeting with introductions to commissioners and staff.

1. Executive Directors Report:

- **Monthly Summit Budget Report:** Ms. Greenlee updated the Commission on the combined budgets of the Commissions and Cost of Living Adjustments (COLA). Ms. Greenlee noted the Commissions are on track and under budget and the COLA's are delayed until unions have reached a settlement in collective bargaining.
- **Civil Service Conference:** Commissioners Davis and Nark gave a review of their attendance at the Conference. Both stated the conference was valuable and would be inclined to attend again, but would like to attend conferences geared more toward

training on the role and duties of commissioners and where the conference is sponsored by a neutral party instead of one with a financial or commercial interest.

2. Commissioner Discussion:

Executive Session: The Commission went into Executive Session at 10:45 AM to discuss personnel matters. The Executive Session ended at 11:00 AM.

- **Executive Director Performance/Merit Leave:** Commission Chair Carroll moved to grant the Executive Director 6 days of Merit Leave. Commissioner Halliburton seconded the motion. The motion passed unanimously. The Commission also approved a 360 Peer Review of the Executive Director. Justin Natali of the Personnel department will assist with implementing the review.

3. Old/New Business/Update/Pending: No old, new updates or pending business.

Adjourn: Commissioner Carroll motioned to adjourn. Commissioner Halliburton seconded. All other business before the Commission having been considered, the meeting was adjourned at 11:05 AM.

Respectfully Submitted By:

/s/ Teresa R. Jacobs

 Date: 12-20-13

Teresa R. Jacobs
Administrative Staff Assistant

/s/ Steven A. Jewell 12/18/2013



Steven A. Jewell
CSC Commission Chair

/s/Terry A. Carroll 12/20/2013



Terry A. Carroll
PSCSC 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

Public Safety Civil Service Commission December 20, 2013

Approved January 23, 2014

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

In Attendance:

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

PUBLIC COMMENT: No One Signed up to Speak

1. Approval of Minutes

Approval of Special Combined Meeting Minutes-November 15, 2013: The Commission reviewed the minutes of the November 15, 2013 joint meeting of the Commissions. Commissioner Halliburton moved to accept the minutes as written. Commissioner Nark seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

Approval of Special Meeting Minutes-November 15, 2013: The Commission reviewed the minutes of the special meeting held on November 15, 2013. Commissioner Halliburton moved to accept the minutes as written. Commissioner Nark seconded the motion. The motion passed and the minutes were approved by acclamation and signed by the Chair.

2. Executive Director Report:

- **Monthly Summit (Budget) Report:** The Executive Director reported the budget is under for the remainder of the year. Ms. Greenlee reported the .6 vacant Admin position has not been filled because the workload has not been enough to justify filling the .6 position, but the funds have been used to bring in summer interns to do projects. There were no major changes to the budget that was approved for 2014.

3. Monthly Case Status Report/Appeals Update: The Commission reviewed the Monthly Case Status Report.

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729
Tel (206) 233-7118, Fax: (206) 684-0755, <http://www.seattle.gov/CivilServiceCommissions/>
An equal employment opportunity employer. Accommodatons for people with disabilities provided upon request

- **Lowe v. SPD-PSCSC No. 13-01-007-Notice of Appearance (Appellant):** The Executive Director notified the Commission that the appellant's new counsel submitted a Notice of Appearance. Ms. Greenlee inquired whether the Commission wanted her and Assistant City Attorney Jeff Slayton to conduct the prehearing conference. The Commission Chair advised to make contact with parties and move forward with the prehearing conference.
- **Schmidt v. SPD-PSCSC No. 12-002-Decision:** The proposed decision and order was presented to the Commission for review. The Commissioners reviewed a track change and clean copy of the decision. All Commissioners were in agreement that there were no modifications or amendments. Each commissioner signed the decision. It will be made available to the parties.

4. Police/Fire

- **Veteran's Preference-Applications to Multiple Jurisdictions:** At its special meeting in November, the Commission discussed whether there was any tracking in place for the number of times a Veteran uses their points for a successful hiring across multiple agencies or municipalities. The Commission deferred the issue to December's meeting to allow counsel time to research the issue. Colleen Lafferty contacted the State of Washington and Ms. Greenlee contacted the Municipal Research Services Center it was stated by both agencies that the Veteran's Preference could only be used once. It is recommended that applicants be asked whether they previously used the preference when hired by the former agency or municipality. The Exams Analysts, Colleen Lafferty and Rachael Schaade stated there are points in the application process (polygraphs, questions on applications) where the candidates could be asked if they have already used their points.

5. PSCSC Rules Revisions: Review/Draft & Public Comments:

- **Multilingual & Community/Work Service Preference in Examination and Promotion:** Judge Anne Levinson (ret.) addressed the Commission in her capacity as the Auditor of Office of Professional Accountability. In her role in addition to reviewing complaints and investigations of police misconduct, Ms. Levinson is also charged with making recommendations in policy training and systemic reforms that may move toward best practices in the police department. There is a concern that veteran's preference points might be having the unintended consequence of a disparate impact on women since disproportionality fewer women have that veteran's status Ms. Levinson stated that she reviewed King County's rule that provides preference points for being bilingual or for having served in the Peace Corp. Ms. Levinson put forward proposed rules to get the discussion going for the Commissions consideration in an effort to increase diversity and specifically gender equity. She also stated the Law Department has reviewed it and assigned people to work on it.

The Commission Chair opened the discussion for further public comment. Rachael Schade, Police Exams Analyst and Colleen Lafferty, Fire Exams Analyst, brought forth concerns about the administration and implementation of the rules and ensuring that applicants view the process as fair. Representatives from SPD and SFD were not present. Another concern raised was whether the proposals would need to be bargained, specifically if the rule is applied to promotional exams. Commission Chair Carroll thanked Ms. Levinson for her time and considered the input. It was suggested that Personnel develop a work group with representatives from the appropriate departments to look into the proposed rules. The Commission would like regular status checks, the first to be in February.

- **Preference for Service as a Fire Cadet:**

Colleen Lafferty addressed the Commission for clarification of the rule 9.20. The proposed rule revision was submitted by Fire as Rule 9.19. The Executive Director stated it was Fire's suggested location for the rule but not binding. Commissioner Nark expressed his reservations regarding allowing cadets to be given 5%. Commissioner Nark stated the SPD has cadets and they are not given preference points. Commission Chair Carroll stated this issue is worthy of further discussion. After due deliberation, the issue will be deferred for further consideration in February.

- **Rule 6.14 Decision:**

The Commission discussed the issue of whether it would serve parties best to have a shorter duration between the closing of a record and the decision issued by the Commission. Commissioner Nark stated he had no issue with the time being at 60 days to issue a decision with the option to extend. Commissioner Halliburton stated he would prefer the 90 day timeline; as it is currently written in the rules, but using best practice of promptness to issue a decision. There was no further discussion. The rules will remain as written.

- **Grammatical Changes:**

The Commission took into advisement the email sent by Rennison Bispham, SPD, Legal Advisor, regarding grammatical changes to the rules. The Executive Director will go through the rules and make any changes that are grammatical but not substantive and the rules will be ready for publishing. Commissioner Nark motioned to approve the rules with exception that any grammatical corrections will not affect the substance of the rules. Commissioner Halliburton seconded the motion. The motion passed.

6. 2014 Commission

- **Commissioner Carroll Thank You:**

Commission Chair Carroll acknowledged his colleagues Commissioners Nark and Halliburton, and staff, Executive Director Jennifer Greenlee and Administrative Staff Assistant Teresa Jacobs, as well as Exams Analysts Rachael Schaade and Colleen Lafferty for the opportunity and pleasure to work with everyone. Commissioner Carroll was presented with a card and will receive a plaque acknowledging and thanking Commissioner Carroll for his time on the Commission.

- **Selection of 2014 Chair:** Commissioner Nark moved to nominate Commissioner Halliburton to serve a one year term as the Commission Chair. Commissioner Carroll seconded the motion. The motion passed.

- **2014 Commission Meeting Schedule:**

The Commission will move their monthly meetings to the third Thursday of the month, except for the first meeting in January which will be held on the fourth Thursday, the 23rd.

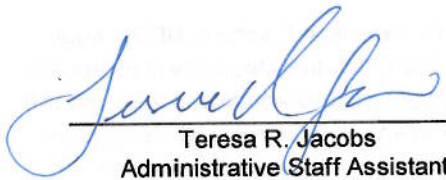
7. Old/New Business:

- **360 Peer Review:** Ms. Greenlee updated the Commission on the Executive Director's 360 Peer Review. Justin Natali in Personnel who was present at the November 15 joint meeting agreed to work with the Commissions on the review. He anticipates having it completed in February at a cost of around \$250.

- **Commissioner Training:** At the November 15 joint meeting of the Commission, the question of additional training for Commissioners was discussed. The Executive Director researched and found training courses provided by the National Judicial College. Each Commissioner was given a handout with available courses.
- **Fire Boat Pilot Exam:** Ms. Lafferty notified the Commission preparations were underway for the 2014 exam. Ms. Lafferty stated a subject matter expert and consultant were interested in using a simulator. Ms. Lafferty inquired whether the Commission would be interested in having them present at a future meeting. The Commission agreed it wouldn't be necessary at this time.
- **Adjourn:** All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 11:35 am.

Respectfully Submitted By:

/s/ Teresa R. Jacobs 1/23/2014


Date: 1/23/14
Teresa R. Jacobs
Administrative Staff Assistant

/s/ Christian M. Halliburton 1/23/2014


Date: 1/23/14
Christian M. Halliburton
Commission Chair