



City of Seattle

CIVIL SERVICE COMMISSIONS

PUBLIC SAFETY CIVIL SERVICE COMMISSION

Commission Chair Christian M. Halliburton
Commissioner Joel A. Nark
Commissioner Sam Pailca

Public Safety Civil Service Commission

January 17, 2019

Approved March 21, 2019

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

In Attendance:

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

In Attendance by Phone

Commissioner Sam Pailca

1. Approval of Minutes:

December 20, 2018 PSCSC Special Meeting: The Commission reviewed the minutes of the December 20, 2018 special meeting. Commissioner Pailca moved to accept the minutes as written. Commission Chair Halliburton seconded the motion. The minutes were approved by acclamation and signed by the chair.

December 20, 2018 Joint PSCSC/CSC Meeting: The Commission reviewed the minutes of the December 20, 2018 Joint PSCSC/CSC meeting. Commissioner Pailca moved to accept the minutes as written. Commission Chair Halliburton seconded the motion. The minutes were approved by acclamation and signed by the chair.

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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2. **2019 Chair:** Commissioner Pailca moved to nominate Commissioner Halliburton to serve as the 2019 Chair of the Public Safety Civil Service Commission. Commissioner Halliburton accepted the nomination. Commissioner Nark seconded the motion. The motion was passed.
3. **E3 Presentation - Bailey Spingola, SDHR:** Bailey Spingola of the Seattle Department of Human Resources presented to the Commission the E3 Performance Management Program as a possible option for the Civil Service Commissions. The City is implementing this system in phases throughout departments for employee performance evaluations. Ms. Spingola outlined the components of E3 and notified the commission that they would have access online to perform the annual review of the Executive Director. The annual cycle begins in January with goal setting and concludes with the performance appraisal at the end of the year.
4. **PSCSC Rule for Language Preference Points:** The Commission reviewed the December 6, 2018 letter received from the Community Police Commission (CPC). Karen Chung, Policy Advisor with CPC was present to address the commission. Ms. Chung stated that a significant aspect of the rule does not sufficiently or accurately, capture the mandate of the ordinance. The Commission took into consideration and provided motions for the following points that were included in the rule language/CPC comments:

Commissioner Halliburton moved to adopt the language previously published and open to public comment.

- the Commission "may" implement a language preference points program
Changed to: the commission **shall** implement a language preference points program.
- Remove Ordinance 118969
Corrected to: Ordinance 125315.

Greg Doss, Council Central Staff was present and stated the councilmembers would agree to the language change proposed by CPC of "may" to "shall" granting it proposes no risk to the City.

Michelle Chen, Counsel to the Mayor was present and stated the mayor is in support of the language/rule change and looks forward to working with the PSCSC to implement the rule.

Dave Wright, SDHR Workforce Development Manager, stated the rule could be implemented for the SPD summer hiring cycle.

Commissioner Nark seconded the motion. The motion was passed.

5. Exam Unit Updates: Yoshiko Grace Matsui, Fire Exams Analyst and Dave Wright, SDHR Workforce Development Manager were present to provide an update to the Commission. The Commission reviewed the memo provided by SDHR outlining changes to the entry fire exam. The changes will begin with the next cycle:

- **Scheduling:** Maintain the current bi-annual entry fire-testing schedule occurring on odd numbered years (beginning again in Fall 2019). SDHR recently asked the PSCSC to approve annual testing; however, after additional research, SDHR realized that this is not financially feasible given the high-cost of administering oral boards and their staffing resources.
- **FireTEAM Score Transfers:** In addition to offering free testing to candidates during the exam window, the City will accept FireTEAM score transfers from exams taken within the state and within a 6-month window of the last day of the video exam period. These transfers will be at no cost to the test taker.
- **Additional Process Improvements:** SDHR worked with numerous stakeholders to identify a variety of other smaller process improvements that will be implemented based on capacity and resources.

Rachael Schade, Police Exams Analyst will provide SPD updates at the next meeting.

6. Executive Director's Report:

- **Case Status Report:** The Commission reviewed the monthly Case Status Report. The Executive Director reported there were no new appeals filed.
- **Budget:** Ms. Greenlee notified the commission that she is awaiting the budget load and finalized budget book for 2019.

7. Old Business/New Business: None

Adjourn: All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 11:20 am

Respectfully Submitted by:

/s/ Teresa R. Jacobs 3/21/2019

 Date: 3-21-19

Teresa R. Jacobs
Administrative Staff Assistant

/s/ Christian M. Halliburton 3/21/2019

 Date: 3/21/19

Christian M. Halliburton
Commission Chair



City of Seattle

CIVIL SERVICE COMMISSIONS

PUBLIC SAFETY CIVIL SERVICE COMMISSION

Commission Chair Christian M. Halliburton
Commissioner Joel A. Nark
Commissioner Sam Pailca

Public Safety Civil Service Commission

March 21, 2019

Approved June 20, 2019

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

In Attendance:

Commission Chair Christian M. Halliburton
Commissioner Sam Pailca
Teresa R. Jacobs, Administrative Staff Assistant

In Attendance by Phone:

Commissioner Joel Nark

Not In Attendance:

Jennifer A. Greenlee, Executive Director
Jeff Slayton Assistant City Attorney

1. Approval of Minutes:

January 17, 2019 PSCSC Meeting: The Commission reviewed the minutes of the January 17, 2019 monthly meeting. The Commission accepted the minutes as written. The minutes were approved by acclamation and signed by the chair.

2. OPMA Training: Postponed until April

The Following Items Were Taken Out of Order

4. Exam Unit Updates:

Police: Rachael Schade, Police Exams Analyst notified the Commission that the Exams Analysts and other staff from SDHR would travel to Houston and Atlanta to administer entry

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level and lateral police exams. Ms. Schade stated the hiring incentive pay was approved and signed by the Mayor. Ms. Schade notified the commission that there are 100 applicants for the Atlanta entry exam, and 27 for the lateral exam. Fifty-one (51) applicants for the Houston entry exam and seventeen (17) for the lateral exam. The Police Lieutenant exam took place March 15. There were thirty-eight (38) applicants and twenty-six (26) participated. Ms. Schade gave an overview of the hiring incentives: Lateral Bonus is \$15,000; Entry-level Bonus is \$7,500. The stipulations are 50% paid with first check, 50% upon completion of 1-year probationary period and a three (3) year commitment or must pay back pro-rated.

3. Case Status Report: The Commission reviewed the monthly Case Status Report. There was one request for reinstatement after resignation and two requests for decisions regarding exams.

- **Havner (SFD)-PSCSC No. 19-05-001:** Firefighter Havner was present to request the commission reinstate him to the Supplemental Battalion Chief Register. FF Havner resigned as a Battalion Chief.
- **Jacobowitz (SFD)-PSCSC No. 19-03-003** Firefighter Jacobowitz was present to address the commission and request to take the promotional exam for fire Lieutenant. FF Jacobowitz believed he had submitted an application through NeoGov and there was a date error.
- **Robinson (SFD)-PSCSC No. 19-03-004:** Paramedic Robinson was present to address the commission and request to take the promotional exam for fire Lieutenant. Paramedic Robinson missed the application deadline and believed there was an error on NeoGov.

Fire Exams Analyst Yoshiko Grace Matsui was present to address the Commission and provide evidence that Firefighters Jacobowitz and Robinson did not apply for the exam. Ms. Grace Matsui provided information to the Commission on NeoGov's capacity to audit and track applications, the practice and procedures the exams unit uses to notify applicants of deadlines for submissions, and providing information for issues during the application period. The commission took into consideration the parties statements.

4. Exam Update:

Fire: Ms. Grace Matsui notified the Commission that preparation for the Fireboat Engineer Exam is in process. The Final Bibliography is online, the written exam is scheduled for June, and the practical exam is tentatively scheduled in September. The Fire Lieutenant exam was held on March 16 and the protest period ended on March 20. If there are appeals, they will be heard in April and scoring

will go out after the April meeting. The Oral Boards are tentatively scheduled in June.

5. Executive Director Report:

- **Budget:** The Commission reviewed the monthly budget.
- **Financial Interest Statements:** The Commissioners, who did not send in FIS ahead of the meeting, filled out and submitted the forms at the meeting.

6. Old Business/New Business: None

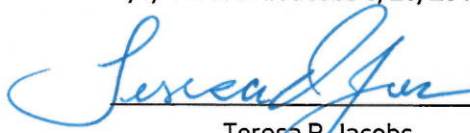
Executive Session: The Executive Session began at 10:58 am. The Executive Session ended at 11: 22 am.

- **Havner-Reinstatement:** The Commission **granted** Firefighter Havner's reinstatement to the Supplemental Battalion Chief Register.
- **Jacobowitz-Exam Request:** The Commission **denied** Firefighter Jacobowitz's request to take the Fire Lieutenant Promotional Exam.
- **Robinson-Exam Request:** The Commission **denied** Paramedic Robinson's request to take the Fire Lieutenant Promotional Exam.

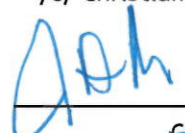
Adjourn: All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 11:30 am

Respectfully Submitted by:

/s/ Teresa R. Jacobs 6/20/2019


Date: 6-20-19
Teresa R. Jacobs
Administrative Staff Assistant

^{JOEL WALK}
/s/ Christian M. Halliburton 6/20/2019


Date: 6-20-19
Christian M. Halliburton
Commission Chair



City of Seattle

CIVIL SERVICE COMMISSIONS

PUBLIC SAFETY CIVIL SERVICE COMMISSION

Commission Chair Christian M. Halliburton

Commissioner Joel A. Nark

Commissioner Sam Pailca

Public Safety Civil Service Commission

June 20, 2019

Approved July 18, 2019

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

In Attendance:

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

In Attendance by Phone:

Commission Chair Christian M. Halliburton
Commissioner Sam Pailca (10:16 am)

1. Approval of Minutes:

March 21, 2019 PSCSC Meeting: The Commission reviewed the minutes of the March 21, 2019 monthly meeting. The Commission accepted the minutes as written. The minutes were approved by acclamation and signed by the chair.

2. **Workforce Equity Report Update:** Bailey Hinckley, SDHR Workforce Equity Project Manager presented to the Commission the Workforce Equity Update Report. The report is a review of the implementation of the Workforce Equity Strategic Plan, issued by the Seattle Department of Human Resources (SDHR) and the Seattle Office for Civil Rights (SOCR) in July 2016. The strategic plan outlines a path for the City as it strives to reduce institutional and structural barriers to City of Seattle employment and support the well-being and inclusion of all employees. The report can be found at <https://www.seattle.gov/human-resources/our-commitment-to-workforce-equity>

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3. **OPMA Training:** Postponed

4. **Case Status Report:** The Commission reviewed the monthly Case Status Report. There were two appeals filed regarding discipline, two requests for decisions regarding exams, and one request for decision regarding Veteran's Preference Points.

<ul style="list-style-type: none">• Poblocki Appeal PSCSC No. 19-01-007: Officer Poblocki filed an appeal on April 10, 2019. The appellant withdrew the appeal to pursue the issue through SPOG. The appeal was dismissed May 10, 2019.
<ul style="list-style-type: none">• Kerby Appeal PSCSC No. 19-01-009: Officer Kerby filed an appeal on May 10, 2019. The appeal is pending.
<ul style="list-style-type: none">• Berry (SFD)-PSCSC No. 19-03-017: Firefighter Berry was present to address the commission regarding the improper application of Veteran's Preference Points and requesting Amendment of the current Captain Promotional Register.
<ul style="list-style-type: none">• Lujan (SFD)-PSCSC No. 19-04-016 Firefighter Lujan was present to protest the ratings for the Fire Lieutenant Oral Board Exam/Assessment Center.
<ul style="list-style-type: none">• Patterson (SFD)-PSCSC No. 19-04-015: Firefighter Patterson was present to protest the ratings for the Fire Lieutenant Oral Board Exam/Assessment Center.

Fire Exams Analyst Yoshiko Grace Matsui and Exam Development Committee members Rick Verlinda and Doug Windle, were present to address the Commission regarding the exam protests.

5. **Exam Unit Updates:** There were no Police/Fire updates.

6. **Executive Director Report:**

- **Budget:** Deferred to July

7. **Old Business/New Business:** None

Executive Session: The Executive Session began at 11:00 am. The Executive Session ended at 11:45 am. Commissioner Nark left the meeting after the Executive Session ended.

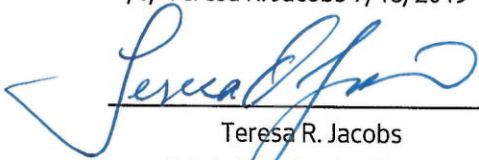
- **Patterson/Lujan** - The Commission decided not to render a decision on these exam protest appeals. The Commission is remanding these exam protests back to SDHR to revisit the settlement articulated in the meeting and implement a mutually acceptable decision on the exam protests.
- **Berry** - The Commission believes this to be a unique situation where the military deployment itself occurred after successful completion of the exam. The Commission will do further research into the matter and give Lt. Collins an opportunity to appear and respond to the appeal. This agenda item will be revisited at a special meeting or at the regular meeting in July.

Adjourn: All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 11:55 am

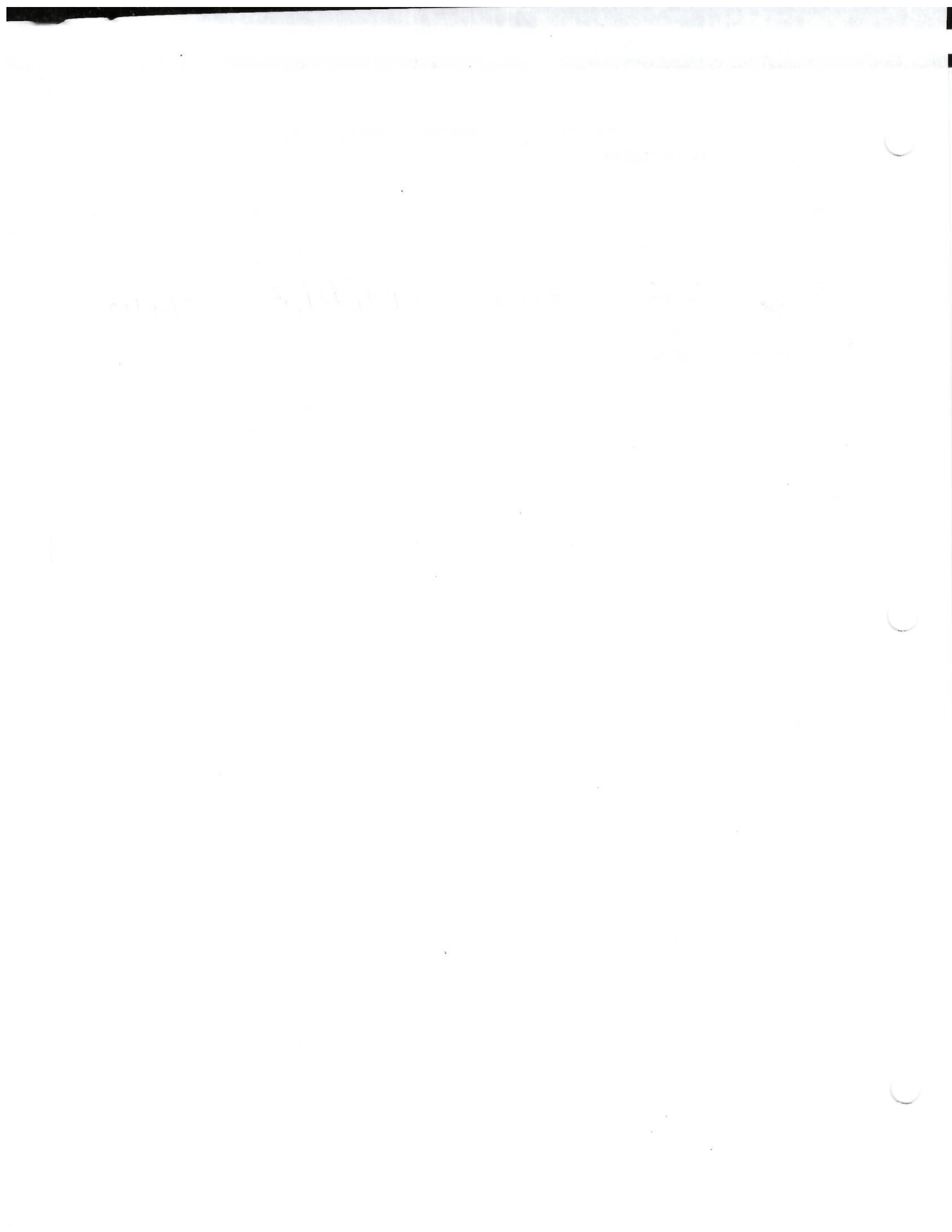
Respectfully Submitted by:

/s/ Teresa R. Jacobs 7/18/2019

/s/ Christian M. Halliburton 7/18/2019


Date: 7/18/19
Teresa R. Jacobs
Administrative Staff Assistant


Date: 7/18/19
Christian M. Halliburton
Commission Chair





City of Seattle

CIVIL SERVICE COMMISSIONS

PUBLIC SAFETY CIVIL SERVICE COMMISSION

Commission Chair Christian M. Halliburton
Commissioner Joel A. Nark
Commissioner Sam Pailca

Public Safety Civil Service Commission

July 18, 2019

Approved September 19, 2019

Call to Order: Commission Chair Christian Halliburton, called the Public Safety Civil Service Commission meeting to order at 10:11 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Christian M. Halliburton
Jeff Slayton, Assistant City Attorney
Teresa R. Jacobs, Administrative Staff Assistant

In Attendance by Phone:

Commissioner Joel Nark

Not in Attendance

Commissioner Sam Pailca
Jennifer A. Greenlee, Executive Director

1. Approval of Minutes:

June 20, 2019: The Commission reviewed the minutes of the June 20, 2019 monthly meeting. Commissioner Halliburton moved to approve the minutes as written. Commissioner Nark seconded the motion. The Commission accepted the minutes as written. The minutes were approved by acclamation and signed by the chair.

2. Case Status Report: The Commission reviewed the monthly Case Status Report.

- **Berry (SFD)-PSCSC No. 19-03-017:** At its June 18, 2019 meeting, Fire Lieutenant Berry was present to address the commission regarding the improper application of Veteran's Preference Points and requesting Amendment of the current Captain Promotional Register. Lt. James Collins who received the preference points for active military service was present to address the Commission on the events that led up to the Request for Decision submitted by Lt. Berry

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3. Exam Unit Updates:

- **Fire:** Yoshiko Grace Matsui Fire Exams Analyst reported that the promotional examination for Fire Lieutenant will be scored and the application of Veteran's Preference Service Credit will be applied before publication of the August 15 register. The written exam for the Fireboat Engineer was completed, four candidates moved forward for the practical exam, which will take place (tentatively) September 9-13. The appeal period will immediately follow September 16-18.
- **Police:** There were no Police Exams updates.

4. Executive Director Report:

- **Budget:** Deferred to August

5. Old Business/New Business:

- **Executive Director Annual Wage Increase:** The Commission unanimously agreed to award the citywide AWI when it is determined and approved by the Coalition of the City Unions and City Council. If there are any concerns, a special joint meeting will be scheduled with the Civil Service Commission.

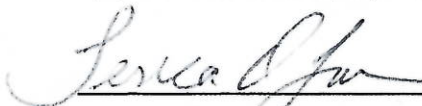
Executive Session: The Executive Session began at 10:41 am. The Executive Session ended at 10:47 am.

- **Berry -** The Commission *denied* the appeal of Lt. Berry.

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

Respectfully Submitted by:

/s/ Teresa R. Jacobs 9/19/2019



Teresa R. Jacobs
Administrative Staff Assistant

Date: 9-19-19

/s/ Christian M. Halliburton 9/19/2019



Christian M. Halliburton
Commission Chair

Date: 9/19/19



City of Seattle

CIVIL SERVICE COMMISSIONS

PUBLIC SAFETY CIVIL SERVICE COMMISSION

Commission Chair Joel A. Nark
Commissioner Stacy Connole
Commissioner Sam Pailca

Public Safety Civil Service Commission

September 19, 2019

Approved October 17, 2019

Call to Order: Commission Chair Christian Halliburton, called the Public Safety Civil Service Commission meeting to order at 10:09 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

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

In Attendance by Phone:

Commissioner Sam Pailca

Commissioner Halliburton announced that today's meeting would be his last serving on the Public Safety Civil Service Commission.

1. Approval of Minutes:

July 18, 2019: The Commission reviewed the minutes of the July 18, 2019 monthly meeting.

Commissioner Nark moved to approve the minutes as written. Commissioner Halliburton seconded the motion. Commissioner Pailca abstained due to her absence from the July meeting. The Commission accepted the minutes as written and they were signed by the chair.

2. Case Status Report: The Commission reviewed the monthly Case Status Report.

- **Harris v. SPD-PSCSC No. 19-01-023:** The Executive Director reported a Seattle Police Officer filed an appeal regarding suspension. The Executive Director will notify the appellant whether he wants to move forward with a First Prehearing.

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3. Veteran's Preference Points/Captain's Promotional Register

• **Berry • Woolsey • Goins • Wolfork:** Fire Lieutenants David Berry, Jon Goins, John Wolfork, and Melissa Woolsey were present to address the commission on the issue of Veterans Preference points. The parties each filed Requests for Reconsideration and subsequently submitted Affidavit's for Reconsideration of the July 18, 2019 decision of the Commission that denied Lt. Berry's request to amend the Captains Promotional register alleging the improper application of Veterans Preference points to Captain James Collins. The parties believed that the points were awarded illegally under SMC 4.04.160. and that testimony given by Fire Exams Analyst Yoshiko Grace Matsui at the PSCSC July meeting created a misconception of the facts of veteran's preference awarded to a firefighter in 2009. Ms. Grace Matsui and Rachel Schade, Police Exams Analyst were also present to address the Commission on past practices and process.

The Commission went off the record at 11:12 am and returned to the record at 11:20 am

Executive Session: The Commission went into Executive Session at 11:35 am. The Executive Session ended at: 12:25 pm.

• **Berry • Woolsey • Goins • Wolfork:** The commission returned on the record from Executive Session with a vote on whether the commission should reconsider or reverse the decision that was made on July 18, 2019. Commissioner's Halliburton and Pailca voted in favor of reversing the decision. Commissioner Nark was opposed. The motion passed with a vote of 2 in favor to reverse and 1 opposed.

4. **Exam Unit Updates:** Postponed until the next meeting.

5. Executive Director Report:

- **Budget:** Ms. Greenlee reported the budget is on track for September with no significant changes.

6. Old Business/New Business:

- **Civil Service Conference:** Ms. Greenlee gave the Commission an update on the 37th Annual Civil Service Commission conference she attended in Yakima. Ms. Greenlee referred the commissioners to the conference materials they received via email.
- **October-December Meeting Schedule:** The Commission reviewed the upcoming meeting schedule. No action was taken.

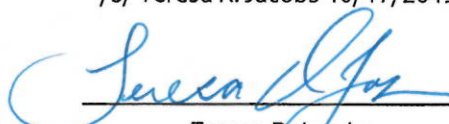
• **Chair:** Commissioner Halliburton moved to nominate Commissioner Nark to serve as the Chair for the remainder of the year. Commissioner Pailca withheld a second to the motion due to the reference in the Accountability Ordinance. Commissioner Nark seconded the motion. The motion passed with a vote of 2 in favor and 1 opposed.

• **Commissioner Halliburton:** Commissioner Nark presented a card and proclamation on behalf of the employees of the City of Seattle, the Commissioners and staff, commending Commissioner Halliburton for his nine years of service on the Public Safety Civil Service Commission.

Adjourn: All other business before the Commission having been considered, Commission Chair Halliburton adjourned the meeting at 12:47 pm.

Respectfully Submitted by:

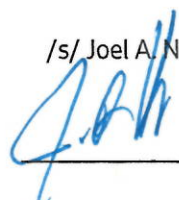
/s/ Teresa R. Jacobs 10/17/2019



Teresa R. Jacobs
Administrative Staff Assistant

Date: 10-17-19

/s/ Joel A. Nark 10/17/2019



Joel A. Nark
Commission Chair

Date: 10/17/2019

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City of Seattle

CIVIL SERVICE COMMISSIONS

PUBLIC SAFETY CIVIL SERVICE COMMISSION

Commission Chair Joel A. Nark
Commissioner Stacy Connole
Commissioner Sam Pailca

Public Safety Civil Service Commission

October 17, 2019

Approved November 21, 2019

Call to Order: Commission Chair Joel Nark, called the Public Safety Civil Service Commission meeting to order at 10:05 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Joel Nark
Commissioner Stacy Connole
Carolyn Boies, Assistant City Attorney
Jeff Slayton, Assistant City Attorney
Teresa R. Jacobs, Administrative Staff Assistant

Not in Attendance:

Commissioner Sam Pailca

1. Approval of Minutes:

September 19, 2019: The Commission reviewed the minutes of the September 19, 2019 monthly meeting. Commissioner Nark moved to approve the minutes as written. Commissioner Connole seconded the motion. The Commission accepted the minutes as written and they were signed by the chair.

2. Case Status Report: The Commission reviewed the monthly Case Status Report.

- **Harris v. SPD-PSCSC No. 19-01-023:** Seattle Police Officer Harris requested to withdraw his appeal. He will seek a resolution through the Union Collective Bargaining Agreement.

Veteran's Preference Implementation-Dave Wright, SDHR: Dave Wright of SDHR was present to address the commission and seek guidance for Veteran's Preference implementation. Mr. Wright stated that, in the interest of maintaining consistency across all candidates, SDHR seeks clarification from the

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PSCSC regarding the Commission's vision for implementation of their decision to ensure it's implementing the commission's decision in accordance with its intent, and proposing a rules clarification process to ensure all stakeholders have clarity on the decision. It was agreed that SDHR will write a proposed rule that will be open for public comment.

The clarification is in response to its September 19, 2019 meeting where the Commission decided to reverse the decision of its July 18, 2019 meeting. The motion that passed with a vote of 2 in favor to reverse and 1 opposed, was in response to Lt. Berry's request to amend the Captains Promotional register alleging the improper application of Veterans Preference points to Captain James Collins. Lieutenant's Berry, Goins and Wolfork, who gave testimony at the September meeting, were present to address the commission on preference points and promotional list updates. Lt. Kelly Pyle was also present to address the commission on the same issues and the impact of their decision. The commission listened to the parties concerns then went into Executive Session.

Executive Session Re: Veteran's Preference: The Commission went into Executive Session at 10:35 am. The Executive Session ended at: 11:15 am.

The Commission went off the record to confer with counsel at 11:23. The record reopened at 11:28.

Commission Chair Nark stated "The September decision stands. Collins points will be taken away. But, because the intent behind that decision is not clear because nothing is written, I don't know what they were thinking. I did vote the other way. Because of that, we are doing rule making with the intent of giving one bite at the apple from here on. With that said, the lists that are in existence will be governed under, since 2011, the way we have handled it, until those lists run out. We're pretty sure the rule will be made by then and it will cover it from there on." The commission intends to have a rule out by the expiration of the list in July 2020. The 2011 standard applies until the list expires.

3. Exam Unit Updates: Police: Rachael Schade notified the commission that entry level exams will take place at the UW on Saturday. There are over 900 applicants. The SPD website has been updated with bibliographies for Sergeant exam. **Fire:** Yoshiko Grace Matsui updated the commission that the Fireboat Engineer exams have been completed and the Fire Fighter application period is open and will close in December.

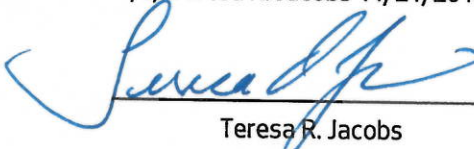
4. Budget: The Commission reviewed the October budget.

5. Old Business/New Business: None


Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 11:39 am.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 11/21/2019


Date: 11-21-19
Teresa R. Jacobs
Administrative Staff Assistant

/s/ Joel A. Nark 11/21/2019


Date: 11/21/2019
Joel A. Nark
Commission Chair



City of Seattle

CIVIL SERVICE COMMISSIONS

Andrea Scheele, Interim Executive Director

Public Safety Civil Service Commission

Commission Chair Joel A. Nark

Commissioner Stacy Connole

Commissioner Sam Pailca

Public Safety Civil Service Commission

Monthly Meeting

November 21, 2019

Approved December 19, 2019

Call to Order: Commission Chair Joel Nark, called the Public Safety Civil Service Commission meeting to order at 10:08 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Joel Nark

Commissioner Stacy Connole

Commissioner Sam Pailca

Jeff Slayton, Assistant City Attorney

Teresa R. Jacobs, Administrative Staff Assistant

Not in Attendance:

Carolyn Boies, Assistant City Attorney

The Agenda was taken out of order.

3. Approval of Minutes:

- **October 17, 2019-PSCSC Monthly Meeting:** The Commission reviewed the minutes of the October 17, 2019 monthly meeting. Commissioner Connole moved to approve the minutes as written. The minutes were approved by acclamation and were signed by the chair.
- **October 2, 2019-Special Joint Meeting:** The Commission reviewed the minutes of the October 2, 2019 Special Joint Meeting with the Civil Service Commission. Commissioner Pailca moved to approve the minutes as written. The minutes were approved by acclamation and were signed by the chair.
- **October 17, 2019-Special Joint Meeting:** The Commission reviewed the minutes of the October 17, 2019 Special Joint Meeting with the Civil Service Commission. Commissioner Connole moved to approve the minutes as written. The minutes were approved by acclamation and were signed by the chair.

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/>

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1. **Veteran's Preference Issue-Chief Scoggins, SFD:** Chief Scoggins was present to address the commission in response to the commission's decision of an appeal filed by four Fire Lieutenants requesting to amend the Captains Promotional register alleging the improper application of Veterans Preference points. The commission denied the request at its July 18 meeting. The Lieutenant then filed an appeal for reconsideration. At its September 19 meeting, the commission reversed the July decision. Chief Scoggins requested from the commission that future decisions could be made with an inclusive view that could create a way to provide flexibility and consistency. The commission took Chief Scoggins statements into consideration and thanked him for being present and providing the background. The commission intends to do a rulemaking in the coming months that would include input of stakeholders from the Fire Department, Labor, SDHR, and others. The rulemaking will be open for public comment.

2. **Executive Director Report: Budget:** Kara Main-Hester the City Budget Office, Fiscal and Policy Analyst was present to provide the commission with information on the budget spreadsheet. Ms. Main-Hester notified the commission that there is end of the year savings. Andrea Scheele, Interim Executive Director requested approval from the commission to use the cost savings to purchase A/V equipment for the hearing room. Ms. Scheele met with Seattle IT and received information on outfitting the hearing room with equipment that is needed to conduct hearings and meetings. Seattle IT will provide a quote which Ms. Scheele said she hopes to get paid out of the 2019 budget with the work commencing in the new year. The Civil Service Commission approved the request at its November 20th meeting. Commissioner Pailca moved to approve the cost savings to purchase A/V equipment. Commissioner Connole seconded the motion. Commission Chair Nark moved to amend the purchase threshold to 20K. Commissioner Pailca seconded the motion. The motion passed.

6. **Executive Director Recruitment-Pam Inch, Executive Recruiter, SDHR:**

Ms. Inch was present to provide information to the Commission regarding the recruitment of the Executive Director. The recruitment plan was updated and input from the stakeholders would be beneficial before finalizing the job posting and description. Ms. Inch also notified the commission that the 120-day clock for the Interim position is based on Ms. Scheele's start date as the Interim. The appointment was originally to be made by February 14; the date is now February 26. Ms. Scheele's loan from FAS ends on February 14. The commission was informed of the feedback Ms. Inch has received from stakeholders on what they are looking for in an Executive Director. The Commissioners were provided the stakeholder survey to fill out or they can provide their input by phone with Ms. Inch. The commission was also informed that an equity analysis will need to be performed for the salary based on comparable positions. The

commission will schedule a joint meeting with CSC in December to review PDQ's and schedule candidate presentations and interviews.

The commission went off the record at 11:07 am. The commission returned to the record at 11:20 am.

4. Case Status Report/Appeals Update/Exam Protest/Request for Decision:

- **Harris v. SPD-PSCSC No. 19-01-023:** Ms. Scheele reported a dismissal order was sent to Seattle Police Officer Harris who requested to withdraw his appeal.
- **Lt. R. Holtman-PSCSC No. 19-01-030- Request for Decision (Veteran's Preference):** The commission heard testimony from Seattle Fire Fighter Lt. Holtman regarding preference points. Lt. Holtman requested the points for Lt. O. Pyle be removed and the register amended. Lt. Pyle also addressed the commission.

- 5. Exam Unit Updates:** Yoshiko Grace Matsui, Fire Exam Analyst was present to provide updates for Police (Ms. Schade is on vacation) and Fire testing. **Police:** Lateral Exams were conducted the past week. There were 8 (eight) candidates who took and passed the exams. 4 (four) are in background checks, 4 (four) have dropped. Entry level exams will take place in January. Ms. Schade has met with the Promotional Development Committee for the Sergeant Exam Oral Board in May. **Fire:** Ms. Grace Matsui updated the commission that the application and video testing for entry level is currently taking place. The application period will close November 26 and applicants will have until December 10 to complete testing. Oral Boards will be held in January. Video testing locations throughout the state have had 3300 applicants. 1200 have completed and 600 are in the queue to finish. Promotional exams include Fireboat Pilot, Battalion Chief and Fire Captain.

- 7. Old Business/New Business:** Ms. Scheele gave the commission an update on her work since she began with the Commission in October. She reported she has worked on the Veteran's Preference, met with several stakeholders including the CPC and consulting firm 21CP regarding the Police Accountability Ordinance. Her intent to meet with the Commissioners individually to go over values, goals, and expectations, and she spoke about long term goals to include a work plan and a commission retreat, and her short-term goals of working with SDHR, Fire and other stakeholders on rules beginning in January.

Executive Session: The Commission went into Executive Session at 12:10 pm. The Executive Session ended at 1:11 pm

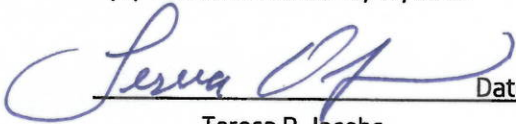
Holtman: The commission dismissed Lt. Holtman's appeal without prejudice to allow time for the rulemaking process to progress. The commission thanked Lieutenant's Holtman and Pyle for presenting and encourage them both to share their views with SFHR (Seattle Fire Human Resources) at the scheduled rule making process to begin in January, and encourage the prompt attention and effort of the SFHR of that important process

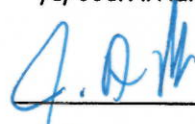
Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 10:55 am.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 12/19/2019

/s/ Joel A. Nark 12/19/2019


_____ Date: 12/19/19


_____ Date: 12/19/2019

Teresa R. Jacobs
Administrative Staff Assistant

Joel A. Nark
Commission Chair



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Joel A. Nark
Commissioner Stacy Connole
Commissioner Sam Pailca

Staff

Andrea Scheele, Interim Executive Director
Teresa Jacobs, Administrative Staff Assistant

Public Safety Civil Service Commission

Special Meeting*

December 19, 2019

Approved January 16, 2020

Call to Order: Commission Chair Joel Nark, called the Public Safety Civil Service Commission special meeting to order at 11:35 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:

Commission Chair Joel Nark
Teresa Chen, Assistant City Attorney
Jeff Slayton, Assistant City Attorney
Andrea Scheele, Interim Executive Director
Teresa R. Jacobs, Administrative Staff Assistant

In Attendance by phone:

Commissioner Stacy Connole

Not in Attendance:

Commissioner Sam Pailca

The Agenda was taken out of order.

1. Approval of Minutes:

- **November 21, 2019-PSCSC Monthly Meeting:** The Commission reviewed the minutes of the November 21, 2019 monthly meeting. Commissioner Connole moved to approve the minutes as written. Commission Chair Nark seconded the motion. The minutes were approved by acclamation and were signed by the chair.

4. Case Status Report/Appeals Update/Exam Protest/Request for Decision:

- **New Appeal-Goodman v. SPD-PSCSC No. 19-01-032:** Ms. Scheele reported Officer Goodman requested to withdraw his PSCSC appeal to pursue it through his union. A dismissal order will be issued.

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- **Request for Reconsideration-Lt. R. Holtman-PSCSC No. 19-01-030- Request for Reconsideration (Veteran's Preference):** Lieutenant Holtman filed a Request for Reconsideration of the commissions November 21, 2019 decision to deny his appeal without prejudice to allow time for the rulemaking process to progress. The commission heard testimony from Lt. Holtman and took comment from Lt. Osmant Pyle, Lt. Tim Taylor (via telephone), Lt. Paul Adams and Lt. Chris Carter also provided statements on the issue.

3. Exam Unit Updates: Yoshiko Grace Matsui, Fire Exam Analyst and Rachel Schade, Police Exam Analyst were present to give updates on exams **Fire:** Ms. Grace Matsui reported to the commission that the Fireboat Engineer register posted on December 16th. The Firefighter application period received 3700 applications during the eight-week open application period; 2100 applicants finished one or both components of the video testing. The statistical analysis is being done to determine who will be invited to take part in the Oral Boards taking place tentatively January 21 through February 14. The open application period for Captain, Battalion Chief and Fireboat Pilot will run tentatively from January 2 through January 16. **Police:** Ms. Schade reported to the commission that statistics for entry level and lateral testing are being compiled. Ms. Schade reported that there are 4 entry level and 4 lateral exams scheduled for 2020. The first lateral exam will be held on January 11, 2020; 600 people signed up for the exam. The Police Sergeant application period is January 2 through January 16. The written exam is scheduled for the first week in March and the Skills Assessment is the last week in April. Ms. Schade also reported that there were 106 hires for 2019. The goal was 110.

2. Executive Director Report:

- **Veteran's Preference Rulemaking:** Ms. Scheele updated the commission on the rulemaking committee meeting that will include representatives from Fire, Police, Labor, Veteran's, and Law. The meeting is scheduled to take place January 17, 2020. Ms. Scheele reported there is a draft agenda that will be sent to stakeholders prior to final posting.
- **Budget:** The commission reviewed the budget printout. Ms. Scheele reported the printout the commission is reviewing is the budget in real time. The commission will receive this budget sheet moving forward.
- **Hearing Room IT Project Update:** Ms. Scheele reported the Hearing room audio/video project is moving forward to get a firm bid on the hardware and labor. FAS is working with staff to get the PO set up to order the equipment by year end for funds to come from the 2019 budget. The commission chair requested staff to find out about a back up for the recording in the event a recording stops during a hearing or meeting. Staff will contact the vendor and make a request for backup.

- **New Commissioner Appointment:** Ms. Scheele reported she is sourcing candidates and working with the council representative for commission appointments, to fill the vacancy for the Council appointed commission position that will be vacant at the end of 2019.

5. Old Business/New Business:

- **2020 PSCSC Chair:** Commissioner Connoles moved for Commissioner Nark to serve as the 2020 PSCSC chair. Commissioner Nark seconded the motion. The motion passed.

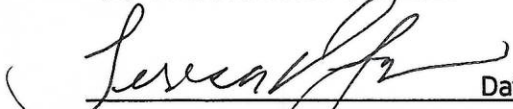
Executive Session: The Commission went into Executive Session at 12:30 pm. The Executive Session ended at 1:50 pm

Holtman: While a quorum was present and considered the two Commissioners who were present could not agree on a decision, Therefore, the earlier decision and Order stands, and the matter remains dismissed without prejudice.

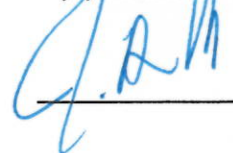
Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 1:52 pm.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 1/16/2020


Date: 1-16-20
Teresa R. Jacobs
Administrative Staff Assistant

/s/ Joel A. Nark 1/16/2020


Date: 1/16/2020
Joel A. Nark
Commission Chair

*Request for public records, including audio recording of meetings can be made through the City Public Records Request Center <http://www.seattle.gov/public-records>