City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission
Commission Chair Joel A. Nark
Commissioner Stacy Connole

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

Public Safety Civil Service Commission
March 5, 2020-Special Meeting
Approved April 23, 2020

Call to Order: Acting Commission Chair Stacy Connole, called the Public Safety Civil Service Commission special meeting to order at 10:30 a.m. The meeting was in Room 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98104.

In Attendance:
Commissioner Stacy Connole
Teresa Chen, Assistant City Attorney
Andrea Scheele, Executive Director
Teresa R. Jacobs, Administrative Staff Assistant

In Attendance by Phone:
Commission Chair Joel Nark

- **Open Public Meetings Act Training:** Will be scheduled for a later date.

1. **Approval of Minutes:**

- **January 16, 2020-Monthly Meeting of the PSCSC and January 22, 2020-Special Joint Meeting of the PSCSC & CSC:** The Commission reviewed the minutes of the July 16, 2020 PSCSC monthly meeting and January 22, 2020 Special Joint Meeting of the PSCSC & CSC. Commissioner Nark moved to approve the minutes as written. Commissioner Connole seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

2. **Executive Director Council Appointment Update:** Ms. Scheele updated the commission on the potential dates she would be scheduled to go before the City Council for her appointment as the Executive Director of the Civil Service Commissions. Ms. Scheele will send out the date to the Commissioners once it's scheduled with Council.

3. Executive Director Report:

- **Veteran's Preference Rulemaking:** Ms. Scheele updated the commission on the rulemaking and the commission reviewed a draft of the possible language for the rule. Teresa Chen, Commission Counsel, advised the commission regarding language. Ms. Scheele will look at submitting future rewrites before opening the draft rule for public comment.

- **Fireboat Engineer Change in Weighting:** Ms. Scheele reported that the Fire Department and Local 27 met as part of their Labor management meeting and agreed on February 14, 2020 to change the Fireboat Engineer exam weighting, effective 2021 from 60% Written-40% Practical to 50% Written- 50% Practical.

- **Budget:** The commission reviewed the current budget. Ms. Scheele reported there was an unexpected cost for software that was not originally budgeted in the 2019 A/V project. Ms. Scheele reported there were no other significant changes to the budget in the last month.

- **Department Work Plan:** Ms. Scheele reported that staff has scheduled two half-days to begin work on the 2020 workplan.

- **Intern:** Ms. Scheele is currently gathering information on hiring an intern for the department to work on projects for the commissions. Possible work would include compiling data results from the CSC survey and research on community preference points for PSCSC.

- **New Commissioner Appointment Update:** Ms. Scheele reported the person who the Council is looking to appoint is still awaiting clearance from her employer.

- **Financial Interest Statements:** The commission was notified of the filing deadline on April 15.

- **List of Invitees to Commission Meetings:** Staff compiled a list of potential speakers to come to commission meetings when relevant.

- **CSC Updates:** Ms. Scheele provided the commission an update on the work of the Civil Service Commission.

- **COVID-19:** Ms. Scheele reported SDHR and the Mayor will release instruction on reducing the number of people gathering in the City for meetings. Ms. Scheele suggested that Skype will be added to agendas for remote attendance. Staff and Commissioners will follow the King County Public Health guidelines of staying home if sick.

4. **Exam Unit Updates:** Rachael Schade, Police Exam Analyst was present to give updates on Fire and Police exams Ms. Schade gave an update on Fire Exams on behalf of Fire Exams Analyst Yoshiko Grace Matsui, who was not present. **Fire:** Ms. Schade reported to the commission that the Entry Level pass rate was 91.51%. The entry level exams concluded mid-February. There are 1295 candidates on the register. Letters were sent to candidates this week and the first class is anticipated in August. Ms. Grace Matsui is currently meeting with the Fireboat Pilot development committee and has met with the Captain group. The Battalion Chief exam is scheduled for April 5th. **Police:** Ms. Schade reported that the Sergeant exam is scheduled on Saturday March 7th. SDHR is sending notices to the candidates providing information on the King County guidelines for health and precautions. They will have exam accommodations for those that may be unable to attend.

5. **Case Status Report/Appeals Update/Exam Protest/Request for Decision:**
   - **Novisedlak v. SPD-PSCSC No. 20-01-004-New Appeal:** A former police officer filed an appeal that Ms. Scheele determined was timely and within the PSCSC jurisdiction. Mr. Novosedlak is awaiting word from his Union on whether they will hear his case in arbitration.

6. **Old Business/New Business:** Ms. Scheele requested the commission determine what day and time the commission would meet for its monthly meeting. PSCSC Rule 2.01 will be updated in the rulemaking process to be consistent with the commission schedule.

❖ **Executive Session: The Commission went into Executive Session at 10:41 am. for discussion on the Veteran's Preference Draft Rule. The Executive Session ended at 11:36 am**

Adjourn: All other business before the Commission having been considered, acting Commission Chair Connole adjourned the meeting at 11:37 am.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 4/23/2020

Teresa R. Jacobs Date: 4-23-2020

Teresa R. Jacobs
Administrative Staff Assistant

/s/ Joel A. Nark 4/23/2020

J. A. Nark Date: 4/23/2020

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