



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

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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

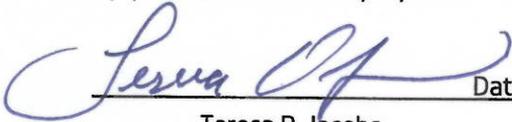
Holtman: The commission dismissed Lt. Holtman's appeal without prejudice to allow time for the rulemaking process to progress. The commission thanked Lieutenant's Holtman and Pyle for presenting and encourage them both to share their views with SFHR (Seattle Fire Human Resources) at the scheduled rule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

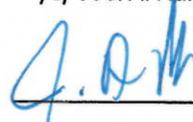
Adjourn: All other business before the Commission having been considered, Commission Chair Nark adjourned the meeting at 10:55 am.

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