



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Richard Greene
Commissioner Stacy Conole
Commissioner Tom Applegate

Staff

Andrea Scheele, Executive Director
Sarah Butler, Operations & Policy Advisor
Teresa Jacobs, Executive Assistant

October 10, 2024

Fire Chief Harold Scoggins
c/o Sarah Lee, SFD Human Resources Director
sarah.lee@seattle.gov

Sent Via Email Only

Dan Dron
[REDACTED]

Re: PSCSC No. 24-02-005A- Dan Dron v. Seattle Fire Department

Dear Mr. Dron and Chief Scoggins:

On September 10, 2024, the Public Safety Civil Service Commission (PSCSC) received Mr. Dron's Notice of Appeal regarding dismissal from the Seattle Fire Department (SFD). This letter is to acknowledge that Mr. Dron's appeal has been received and to notify SFD of the appeal. I reviewed the materials submitted and make the following findings as to timeliness and jurisdiction.

Timeliness: To be timely, "a notice of appeal shall be filed with the Commission within ten (10) days of the action that is the subject of the appeal." PSCSC Rule 6.02. SFD notified Mr. Dron of the dismissal on August 20, 2024. Mr. Dron submitted his Notice of Appeal to the PSCSC Executive Director on September 10, 2024, which is outside the 10-day appeal window for the decision. His appeal is not timely.

Jurisdiction: At the time of his discharge, Mr. Dron was in probationary status. The PSCSC does not have jurisdiction of an appeal filed by a probationary employee, pursuant to PSCSC Rule 6.01.b.

I am dismissing Mr. Dron's appeal for lack of timeliness and lack of jurisdiction.

Sincerely,

Andrea Scheele

Andrea Scheele
Executive Director

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. Accommodations for people with disabilities provided upon request.

Enclosure:

- Notice of Appeal - Filed September 10, 2024
- Separation Information email string between appellant and SFD HR staff

Copy:

- Chief Harold Scoggins
- Sarah Lee, Director, Human Resources, SFD

CERTIFICATE OF SERVICE

I, Sarah Butler, declare under penalty of perjury under the laws of the State of Washington, that on the date below, I caused to be served upon the below-listed parties, via the method of service listed below, a true and correct copy of the foregoing document: Appeal Acknowledgement.

Party	Method of Service
Appellant Dan Dron [REDACTED]	<input checked="" type="checkbox"/> Email
Respondent: Seattle Fire Department Chief Harold Scoggins c/o Sarah Lee, Director, Human Resources, SFD sarah.lee@seattle.gov	<input checked="" type="checkbox"/> Email

DATED: October 10, 2024, at Seattle, Washington

Sarah Butler

Sarah Butler
Operations & Policy Advisor
Public Safety Civil Service Commission



CITY OF SEATTLE CIVIL SERVICE COMMISSIONS

APPEAL NO. 24-02-005A

FILED: September 10, 2024

NOTICE OF APPEAL TO THE PUBLIC SAFETY CIVIL SERVICE COMMISSION

The appeal must be received by the Executive Director **within 10 (ten) days**, following the received date or the postmarked date of the final notice from the department to the appellant.

INSTRUCTIONS: Complete all the pages, sign and attach any documents or correspondence that you have received from the Department related to your appeal. Send by postal or hand deliver to the Executive Director, Civil Service Commissions 700 5th Avenue, Suite 1670, PO Box 94729, Seattle, WA 98124-472 or email to Andrea.Scheele@seattle.gov or Teresa.Jacobs@seattle.gov

An original signature of the appellant or authorized representative is required for appeals.

I. _____

Appellant's Full Name	Work Address	Work Telephone
Residence Address	City /State/Zip	Home Telephone/Email
Job Title/Position	Department/Unit	Immediate Supervisor
Start Date in Position	City Employee Since, Month/Date/Year	Employee ID #

II. ACTION BEING APPEALED: (check one)

- Suspension
 Discharge
 Demotion

Violation of Article XVI of the Charter of the City of Seattle, PSCSC Ordinance or PSCSC Rules (Please list the rule): _____

Other Personnel Related Issue: (Please briefly state the issue): _____

If needed, you may provide the following information on an additional sheet of paper and attach any documents or correspondence that you have received from the Department related to your appeal.

Reason for this appeal (Please include dates, location and action): _____

Remedy Sought (What do you want?): _____

III. **UNION:**

WHAT IS THE NAME OF YOUR UNION ASSOCIATION OR GUILD?

_____ Local Number: _____

I HAVE / I HAVE NOT filed a grievance on the same issues that I identified in this appeal, with my union or bargaining unit.

- This matter IS / IS NOT the subject of arbitration pursuant to a collective bargaining agreement.

IV. **ATTORNEY/AUTHORIZED REPRESENTATIVE:**

An Attorney or a representative is **NOT** required for the appeal process.

- Do you have an attorney or another person representing you for this appeal? YES NO
If yes, please have your attorney submit a **NOTICE OF APPEARANCE** to the Commission Office and Department. All documents and information related to the appeal will go to the attorney or representative.

Name: _____

Firm: _____

Address: _____

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. Accommodations for people with disabilities provided upon request

Email: _____

Signature of Attorney/Representative: (If filling out this form):

Date

A. APPELLANT:

If you **do not** have an attorney or a representative, please enter the address where All documents related to this appeal should be sent:

Mailing Address: _____

Personal Email: _____

Home/Cell Phone (Include Area Code): _____



APPELLANT'S NAME (PLEASE PRINT)

SIGNATURE OF APPELLANT

DATE

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. Accommodations for people with disabilities provided upon request