



**PUBLIC SAFETY CIVIL SERVICE COMMISSION**  
**MEETING AGENDA**

*The agenda is subject to change to address immediate Commission concerns.*

**DATE:** Thursday, June 12, 2025

**TIME:** 10:00 a.m.

**LOCATION:** In person @ **SMT Room 1679** and Remote Attendance via **Teams**

**Directions to SMT 1679**-Seattle Municipal Tower, 700 5th Ave, Seattle, WA 98104.

In person attendance: Call (206) 233-7118 or (206) 586-1991 to be escorted to the 16th floor from the 4th floor lobby.

**Teams Meeting Public Login:**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NjU1YzA3NzktZGVhYy00ZTZjLTg4OWUtYjEzZTVkMDU5NmIw%40thread.v2/0?context=%7b%22Tid%22%3a%2278e61e45-6beb-4009-8f99-359d8b54f41b%22%2c%22Oid%22%3a%220cc67185-726d-44dc-b9dc-4e989f1dfbad%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjU1YzA3NzktZGVhYy00ZTZjLTg4OWUtYjEzZTVkMDU5NmIw%40thread.v2/0?context=%7b%22Tid%22%3a%2278e61e45-6beb-4009-8f99-359d8b54f41b%22%2c%22Oid%22%3a%220cc67185-726d-44dc-b9dc-4e989f1dfbad%22%7d)

**Commissioners, staff, and guest presenters Login:**

Please JOIN via the Teams invitation.

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<https://www.seattle.gov/public-safety-civil-service-commission>

**Public Safety Civil Service Commission**

**Monthly Meeting Agenda**

**June 12, 2025 @ 10:00 a.m.**

Seattle Municipal Tower Room 1679 and Teams

1.	<b>CALL TO ORDER LAND ACKNOWLEDGEMENT</b>	Commission Chair (PSCSC 2.04)
2.	<b>COMMISSIONER AND STAFF INTRODUCTIONS</b>	
3.	<b>PUBLIC COMMENT</b>	
4.	<b>APPROVAL OF MINUTES</b>	May 15, 2025, PSCSC Monthly Meeting
5.	<b>ACTION ITEMS</b>	<b>A. POSSIBLE EXAM PROTEST REVIEWS</b> <ul style="list-style-type: none"><li>• Fire Lieutenant Oral Board- <i>None were filed.</i></li></ul>
6.	<b>UPDATES/DISCUSSION</b>	<b>B. FIRE AND POLICE EXAM UNIT UPDATES</b> <ol style="list-style-type: none"><li>1. Police Exams (Rachael Schade, Police Exams Administrator)</li><li>2. Fire Exams (Yoshiko Grace Matsui, Fire Exams Administrator)</li><li>3. Fire and Police Staffing (Hiring/Attrition Numbers)</li><li>4. Entry Police and Fire, Application and Testing Report, 2024-2025 (Adelaide Alderks, Sr. Public Safety Exams Analyst, Amy Jo Snowberger, Public Safety Exams Analyst)</li><li>5. Staffing Update (Andrea Scheele, Executive Director)</li></ol> <b>C. EXECUTIVE DIRECTOR BUDGET &amp; DEPARTMENTAL UPDATES</b> <ol style="list-style-type: none"><li>6. Department Update</li><li>7. Budget Update</li></ol> <b>D. CASE STATUS REPORT/APPEAL UPDATES</b> <ol style="list-style-type: none"><li>8. Hill v. SPD-PSCSC No. 24-01-004A</li><li>9. Englund v. SPD-PSCSC No. 24-01-006A</li></ol>
6.	<b>EXECUTIVE SESSION</b>	May be cancelled if not needed
7.	<b>OLD/NEW BUSINESS</b>	
8.	<b>ADJOURNMENT</b>	<b>Next Meeting Date:</b> Thursday, July 17, 2025-Monthly Meeting at SMT 1679



**Public Safety Civil Service Commission  
Monthly Meeting Minutes**

**May 15, 2025 @ 10:00 a.m.**

Seattle Municipal Tower Room 1679 and Teams

1.	<b>CALL TO ORDER</b> Commission Chair (PSCSC 2.04)	Commissioner Greene called the meeting to order at 10:01 am.
<b>LAND ACKNOWLEDGEMENT</b>		
2.	<b>COMMISSIONER AND STAFF INTRODUCTIONS</b>	Commissioner Greene gave attendees an opportunity to introduce themselves. The following people were present: PSCSC Commissioners: Tom Applegate and Queniya Mays. Commission Staff: Andrea Scheele, Executive Director; Sarah Butler, Operations & Policy Advisor; Mike Nelson, Public Safety Exams Manager; Staff of the Public Safety Exams Unit; and Teresa Jacobs, Executive Assistant. Joe Levan, Assistant City Attorney/Commission Counsel. Representatives of Seattle Fire HR and Seattle Police HR. Members of the public were also present. Not in Attendance: Anne Vold, Assistant City Attorney
3.	<b>PUBLIC COMMENT (GENERAL)</b>	There was no public comment in person or in writing.
4.	<b>APPROVAL OF MINUTES</b>	<b>April 18, 2025, PSCSC Monthly Meeting:</b> Commissioner Greene moved to accept the minutes as written. Commissioner Applegate seconded the motion. The minutes were approved by acclamation.
5.	<b>UPDATES/DISCUSSION</b>	<p><b>A. FIRE AND POLICE EXAM UNIT UPDATES</b></p> <ol style="list-style-type: none"> <li>1. Police Exams (Rachael Schade, Police Exams Administrator)</li> <li>2. Fire Exams (Yoshiko Grace Matsui, Fire Exams Administrator)</li> <li>3. Fire and Police Staffing (Hiring/Attrition Numbers)</li> </ol> <p><b>B. EXECUTIVE DIRECTOR BUDGET &amp; DEPARTMENTAL UPDATES</b></p> <ol style="list-style-type: none"> <li>4. Budget Update</li> <li>5. Department Update</li> </ol>

		<b>C. CASE STATUS REPORT/APEAL UPDATES</b> 6. Hill v. SPD-PSCSC No. 24-01-004A 7. Englund v. SPD-PSCSC No. 24-01-006A
<b>6.</b>	<b>ACTION ITEMS</b>	<b>D. POSSIBLE EXAM PROTEST REVIEWS-</b> There were no Police Captain or Police Lieutenant protests submitted.
<b>7.</b>	<b>EXECUTIVE SESSION</b>	The commission went into Executive Session at 10:35 a.m. Commissioner Greene stated the meeting would adjourn at the conclusion of the Executive Session. The Executive Session ended at 10:44 a.m.
<b>8.</b>	<b>OLD/NEW BUSINESS</b>	There was no Old/New Business.
<b>9.</b>	<b>ADJOURNMENT</b>	The meeting adjourned at 10:44 a.m.

Minutes submitted **June 12, 2025**, by: Teresa Jacobs

Minutes  Approved  Amended

**June 12, 2025**, by: PSCSC

Signed by PSCSC Commission Chair, Richard Greene

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Monthly meetings are recorded, they can be found at:  
<https://www.youtube.com/channel/UCgIMkgpm-XFGWnnYfMRL4tQ>

Previous recordings may be requested via the public records portal at  
<https://www.seattle.gov/public-records>

**Civil Service Department  
Monthly Expenditures  
June 2025**

**Department Expenditures by Account and Month**

Year 2025  
 City Department ID And Nar VC000 - Civil Service Commissions Dept  
 BSL - Budget Program - Mas All  
 Fund ID And Name All

**Version 8.2**

Account Grouping Level		Adopted	Revised	01 -	02 -	03 -	04 -	05 -	06 -	YTD Expenses	Encumbrances	Available Bal	Percent Used
One	Account Grouping Level Two	Budget	Budget	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses				
<b>Expenditures</b>	Labor	2,098,041	2,098,041	151,145	167,261	154,104	159,235	85,874	-	717,619	-	1,380,422	34.2%
	Non-Labor	719,609	719,609	16,325	40,640	121,730	95,422	65,986	3,190	343,293	14,405	361,912	49.7%
<b>Grand Total</b>		<b>2,817,650</b>	<b>2,817,650</b>	<b>167,469</b>	<b>207,902</b>	<b>275,834</b>	<b>254,657</b>	<b>151,860</b>	<b>3,190</b>	<b>1,060,912</b>	<b>14,405</b>	<b>1,742,333</b>	<b>38.2%</b>

**PUBLIC SAFETY CIVIL SERVICE COMMISSION  
CASE STATUS REPORT  
June 2025**

OPEN APPEAL/EXAM PROTEST/REQUEST FOR DECISION/COMPLAINT								
Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	ISSUE	Register/Exam/ Position	Issue/Requested Outcome/Status	PRESIDING
A	24-01-004A	Hill	SPD	5-21-2024	Discharge		1 <sup>st</sup> Prehearing was held October 24, 2024. Hearing scheduled for September 22-26, 2025.	PSCSC
A	24-01-006A	Englund	SPD	9-23-2024	Suspension		1 <sup>st</sup> Prehearing was held February 10. Hearing TBD.	PSCSC

A=Appeal (PSCSC 6) E=Exam Protest (PSCSC 9.22) C=Complaint RRM=Request to Review or Modify (PSCSC 2.13.b)  
RPro=Register-Promotional

CLOSED APPEAL/EXAM PROTEST/REQUEST FOR DECISION								
Type	CASE NUMBER	APPELLANT/ REQUESTOR	RESPONDENT DEPARTMENT	DATE FILED	ISSUE	Register/Exam/ Position	Issue/Requested Outcome/Status	PRESIDED
A	25-01-004A	Allen	SPD	2-11-2025	Suspension		Appellant requested to withdraw the appeal on 3-5-2025.	Executive Director
A	25-01-001A	Dave	SPD	1-10-2025	Discharge		Appellant requested to withdraw the appeal on 3-11-2025.	Executive Director

R	25-05-002RPro	Schenkelberg	Fire	1-31-2025	Eligible Register Expired	Fire Captain	Dismissed for lack of timeliness. Dismissal Order issued 2-21-2025	Executive Director
A	24-01-007A	Willis	SPD	10-1-2024	Suspension		Appellant requested to withdraw the appeal, because the parties reached a settlement. A dismissal order was issued 1-4-2025.	Executive Director

<b>REQUESTS FOR REINSTATEMENT TO ELIGIBLE REGISTER</b>				
RFR=Request for Reinstatement (PSCSC 10.03)				
<b>CASE NUMBER</b>	<b>DEPT</b>	<b>DATE REQUESTED</b>	<b>POSITION/RANK</b>	<b>DECISION</b>
25-05-002RFR	Police	1-30-2025	Officer	Requester Withdrew
25-05-004RFR	Police	3-7-2025	Officer	Approved
25-05-008RFR	Police	3-11-2025	Officer	Approved
25-05-010RFR	Police	3-27-2025	Officer	Approved
25-05-011RFR	Fire	4-2-2025	Firefighter	TBD
25-05-012RFR	Fire	4-11-2025	Firefighter	TBD
25-05-013RFR	Police	4-16-2025	Lieutenant	Approved at Rank of Police Officer
25-05-014RFR	Fire	4-19-2025	Firefighter	TBD
25-05-015RFR	Police	4-28-2025	Sergeant	Approved at Rank of Police Officer
25-05-016RFR	Police	4-30-2025	Officer	Approved
25-05-017RFR	Fire	4-29-2025	Firefighter	TBD

	<b>REQUESTS FOR PROBATIONARY EXTENSION</b> RPE= Request for Probationary Extension (PSCSC Rule 12.0)			
<b>DEPT</b>	<b>DATE REQUESTED</b>	<b>POSITION/RANK</b>	<b>APPROVED/DENIED</b>	
Fire	1-10-2025	Battalion Chief	Approved	
Fire	1-10-2025	Lieutenant	Approved	
Fire	1-10-2025	Firefighter	Approved	
Fire	2-3-2025	Firefighter	Approved	
Police	2-18-2025	Officer	Approved	
Police	2-24-2025	Officer	Approved	
Police	4-14-2025	Officer	Approved	
Fire	4-27-2025	Firefighter	Approved	
Police	4-29-2025	Sergeant	Approved	
Police	5-5-2025	Police	TBD	
Police	5-29-2025	Police	TBD	