



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

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

**DATE:** Wednesday, February 19, 2025

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

**LOCATION:** In person @ **SMT Room 1679**-Seattle Municipal Tower, 700 5th Ave, Seattle, WA 98104. At the 4th floor main building entry security desk, request elevator access to 16th floor and follow the signs to 1679.

**Teams Meeting Login**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NjY1YWVmNjUtZjJjNy00NzY5LTg3M2UtMjRhM2ZmNjFIOTFj%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_NjY1YWVmNjUtZjJjNy00NzY5LTg3M2UtMjRhM2ZmNjFIOTFj%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)

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



**City of Seattle**  
**Public Safety Civil Service Commission**  
**February 19, 2025, Monthly Meeting**

- 1. CALL TO ORDER**  
**LAND ACKNOWLEDGEMENT** Commission Chair (PSCSC 2.04)  
**MEETING GUIDELINES**
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- 2. ATTENDEE INTRODUCTIONS**
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- 3. PUBLIC COMMENT**
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- 4. APPROVAL OF MINUTES** January 16, 2025, PSCSC Special Meeting ([Page 3-4](#))
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- 5. UPDATES/DISCUSSION**

- A. UNDERSTANDING ELIGIBLE REGISTERS & CERTIFICATIONS-  
TRAINING** (Director Scheele and Exam Staff)

- B. FIRE AND POLICE EXAM UNIT UPDATES**

1. Police Exams (Rachael Schade, Police Exams Administrator)
2. Fire Exams (Yoshiko Grace Matsui, Fire Exams Administrator)
3. Fire and Police Staffing (Hiring/Attrition Numbers)

- C. EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES**

4. Budget Update
5. Department Update

- D. CASE STATUS REPORT/APPEAL UPDATES** ([Page 5-6 CSR](#))

6. Hill v. SPD-PSCSC No. 24-01-004A
  7. Englund v. SPD-PSCSC No. 24-01-006A
  8. Willis v. SPD-PSCSC No. 24-01-007A ([Page 7-10](#))
  9. Dave v. SPD-PSCSC No. 25-01-001A
  10. Allen v. SPD-PSCSC No. 25-01-004A
  11. Schenkelberg v. SFD-PSCSC No. 24-05-002RPro
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- 6. ACTION ITEMS**
- 

- 7. OPMA TRAINING** Joe Levan, Assistant City Attorney/Commission Counsel  
**PARLIAMENTARY BASICS**
- 

- 8. EXECUTIVE SESSION** May be cancelled if not needed
- 

- 9. OLD/NEW BUSINESS**
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**CITY OF SEATTLE**  
**PUBLIC SAFETY CIVIL SERVICE COMMISSION**  
**Special Meeting Minutes**  
**January 16, 2025 @ 11:00 a.m.**  
Location: Teams & SMT 1679

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|---|--|
| <b>1. CALL TO ORDER</b>                     | Commission Chair (PSCSC 2.04)  |
| <b>LAND ACKNOWLEDGEMENT</b>                 |  |
| <b>MEETING GUIDELINES</b>                   | Commission Chair Greene called the meeting to order at 11:01 a.m.  |
| <b>2. ATTENDEE 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. Shon Branum, Deputy Chief/EMS, SFD. Members of the public were also present. Not in Attendance: Anne Vold, Assistant City Attorney.   |
| <b>WELCOME NEW COMMISSIONER</b>             | The commission welcomed Commissioner Queniya Mays. Commissioner Mays was appointed by the Mayor to serve a three-year term.  |
| <b>3. CIV DEPARTMENT AND PSCSC OVERVIEW</b> | Executive Director Andrea Scheele  |
| <b>4. PUBLIC COMMENT</b>                    | There was no public comment in writing or in person.   |
| <b>5. APPROVAL OF MINUTES</b>               | <b>November 21, 2024, Joint Meeting with CSC &amp; November 21, 2024, PSCSC Special Meeting:</b> Commissioner Greene moved to accept the minutes as written. Commissioner Applegate seconded the motion. The minutes were approved by acclamation.   |
| <b>6. UPDATES/DISCUSSION</b>                | <b>A. FIRE AND POLICE EXAM UNIT UPDATES</b> <ol style="list-style-type: none"><li>1. Lateral Entry Firefighter/Paramedic Hiring (Director Scheele)</li><li>2. Police Exams (Rachael Schade, Police Exams Administrator)</li><li>3. Fire Exams (Yoshiko Grace Matsui, Fire Exams Administrator)</li><li>4. Fire and Police Staffing (Hiring/Attrition Numbers)</li></ol> <b>B. EXECUTIVE DIRECTOR BUDGET &amp; DEPARTMENTAL UPDATES</b> <ol style="list-style-type: none"><li>5. Budget Update</li><li>6. Department Update</li></ol> <b>C. CASE STATUS REPORT/APPEAL UPDATES</b> <ol style="list-style-type: none"><li>7. Hill v. SPD-PSCSC No. 24-01-004A</li><li>8. Englund v. SPD-PSCSC No. 24-01-006A</li><li>9. Willis v. SPD-PSCSC No. 24-01-007A</li><li>10. Dave v. SPD-PSCSC No. 25-01-001A</li></ol> |
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7.	<b>ACTION ITEMS</b>	<b>2025 Commission Meeting Dates-Schedule and Vote</b> The commission reviewed and scheduled the dates for 2025 meetings. Commissioner Greene moved to accept the 2025 meeting dates. Commissioner Applegate seconded the motion passed.
8.		
9.	<b>EXECUTIVE SESSION</b>	The commission went into Executive Session at 1:47 p.m. The Executive Session ended at 1:58 p.m.
10.	<b>OLD/NEW BUSINESS</b>	No old or new business.
11.	<b>ADJOURNMENT</b>	Commission Chair Greene adjourned the meeting at 1:59 p.m.

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Minutes submitted **February 19, 2025**, by: Teresa Jacobs

Minutes  Approved  Amended  
**February 19, 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>

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

Type	CASE NUMBER	APPELLANT	OPEN APPEAL/EXAM PROTEST/REQUEST FOR DECISION/COMPLAINT				Register/Exam/ Position	Issue/Requested Outcome/Status	PRESIDING
			RESPONDENT DEPARTMENT	DATE FILED	ISSUE				
A	25-01-004A	Allen	SPD	2-11-2025	Suspension		Under review of the Executive Director for Timeliness and Jurisdiction.	Executive Director	
R	25-05-002RPro	Schenkelberg	Fire	1-31-2025	Eligible Register Expired	Fire Captain	Under review of the Executive Director.	Executive Director	
A	25-01-001A	Dave	SPD	1-10-2025	Discharge		1st Prehearing TBD Appellant filed a grievance with SPOG.	Executive Director	
A	24-01-004A	Hill	SPD	5-21-2024	Discharge		1 <sup>st</sup> Prehearing was held October 24, 2024. Hearing TBD.	PSCSC	
A	24-01-006A	Englund	SPD	9-23-2024	Suspension		Appellant will move forward with the PSCSC appeal hearing process. Prehearing TBD.	Executive Director	

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	24-01-007A	Willis	SPD	10-1-2024	Suspension		Parties reached a settlement. The suspension hours have been reduced. Appellant withdrew appeal. A dismissal order was issued January 4, 2025.	Executive Director

REQUESTS FOR REINSTATEMENT TO ELIGIBLE REGISTER				
RFR=Request for Reinstatement (PSCSC 10.03)				
CASE NUMBER	DEPT	DATE REQUESTED	POSITION/RANK	DECISION
25-05-002RFR	Police	1-30-2025	Officer	TBD

REQUESTS FOR PROBATIONARY EXTENSION			
RPE= Request for Probationary Extension (PSCSC Rule 12.0)			
DEPT	DATE REQUESTED	POSITION/RANK	APPROVED/DENIED
Fire	1-10-2025	Battalion Chief	Approved
Fire	1-10-2025	Lieutenant	Approved
Fire	1-10-2025	Firefighter	Approved

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**BEFORE THE CITY OF SEATTLE  
PUBLIC SAFETY CIVIL SERVICE COMMISSION**

In the matter of the appeal of

**RONALD WILLIS**

Appellant

V.

**SEATTLE POLICE DEPARTMENT**

Respondent

**DISMISSAL ORDER**

**PSCSC no. 24-01-006A**

On October 1, 2024, the Appellant filed a timely appeal with the Public Safety Civil Service Commission (PSCSC) of a 90-hour disciplinary suspension issued to him by Seattle Police Department (SPD). The first prehearing conference was held on December 5, 2024.

Officer Willis represented himself, the department was represented by Catherine Seelig, Assistant City Attorney.

On January 30, 2025, Assistant City Attorney Catherine Seelig, emailed the PSCSC to notify that Officer Willis and the department entered into a Settlement Agreement. On February 3, 2025, PSCSC received Officer Willis' signed Voluntary Request to Withdraw Appeal form and a copy of the amended Disciplinary Action Report indicating his suspension was reduced to 45-hours. PSCSC Rule 6.07 provides that an appellant may withdraw their appeal prior to hearing.

**ORDER**

Upon reviewing the terms of the settlement agreement and having considered the Appellant's request to withdraw their appeal, I hereby order that the Appellant's appeal is **dismissed**.

Dated this 4th day of February 2025

FOR THE CITY OF SEATTLE PUBLIC SAFETY CIVIL SERVICE COMMISSION

  
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Andrea Scheele, Executive Director

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**BEFORE THE CITY OF SEATTLE  
PUBLIC SAFETY CIVIL SERVICE COMMISSION**

In the matter of the appeal of

**RONALD WILLIS**

Appellant

V.

**SEATTLE POLICE DEPARTMENT**

Respondent

**DECLARATION OF SERVICE**

**PSCSC no. 24-01-006A**

I, Teresa Jacobs, 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 email, a true and correct copy of the foregoing document: **Dismissal Order**.

Party	Method of Service
Appellant: Ofc. Ronald Willis [REDACTED]	<input checked="" type="checkbox"/> E-Mail
Respondent: <i>on behalf of the Seattle Police Department</i> , c/o Catherine Seelig, Assistant City Attorney, Law <a href="mailto:Catherine.Seelig@seattle.gov">Catherine.Seelig@seattle.gov</a> Kim Fabel, Legal Assistant, Law <a href="mailto:Kim.Fabel@seattle.gov">Kim.Fabel@seattle.gov</a>  Cc: Kimberly Loving, Director, SHR <a href="mailto:Kimberly.loving@seattle.gov">Kimberly.loving@seattle.gov</a>	<input checked="" type="checkbox"/> E-Mail

22 DATED: February 4, 2025, at Seattle, Washington.

*Teresa R. Jacobs*

\_\_\_\_\_  
Teresa R. Jacobs, Executive Assistant  
Civil Service Commissions

**SETTLEMENT AGREEMENT PSCSC Case No. 24-01-006A**

Seattle Police Department Officer Ron Willis and Seattle Police Department (SPD) enter into this settlement agreement to fully resolve Officer Willis's appeal of discipline in PSCSC Case No. 24-01-006A, in connection with OPA 23-0523.

The parties agree as follows:

1. This settlement is a compromise of disputed claims. The Parties do not admit any wrongdoing and do not concede their positions regarding this appeal. As this agreement is non-precedent setting and entered into to resolve a specific dispute, it is not intended to alter the collective bargaining agreement (CBA) of the parties.
2. This agreement shall be a fully binding and complete settlement of Willis's disciplinary appeal in PSCSC 24-01-006A. Per SPOG CBA 14.1 and PSCSC Rule 2.14, an employee may not appeal/grieve a disciplinary decision through both the PSCSC and grievance arbitration. Willis therefore agrees that no grievance pursuant to the CBA can be filed related to OPA 23-0523.
3. Forty-Five (45) out of Ninety (90) hours of the suspension ordered in the Final Disciplinary Action Report (DAR) for OPA 23-0523 will be rescinded, and this change will be reflected in both the Final DAR and in SPD personnel records for Ofc. Willis. SPD will make the necessary Payroll adjustments to compensate Ofc. Willis for the rescinded 45 hours suspension at his hourly rate in effect at the time the suspension was served, subject to all regular payroll withholding. All other findings in the OPA 23-0523 Final DAR will remain unchanged.
4. Ofc. Willis agrees to withdraw his appeal in PSCSC Case No 24-01-006A.
5. This settlement agreement is effective following the signature of both parties.

  
\_\_\_\_\_  
INTERIM CHIEF SUE RAHR, SPD

1/29/25  
Date:

SPD OFFICER RON WILLIS  
  
\_\_\_\_\_  
Date:

January 29, 2025



City of Seattle  
Civil Service Commissions

**VOLUNTARY REQUEST TO WITHDRAW APPEAL**

This matter was before the:  Public Safety Civil Service Commission  Civil Service Commission

Appellant Name: <i>Ron M Willis</i>		CSC/PSCSC Case No: <i>24-D1-006A</i>	Date: <i>Feb 1, 2025</i>
Respondent:	Appellant's Authorized Representative:		

*'Denotes required*

Please select the appropriate action

- I am the above-named **Appellant**, and hereby withdraw my appeal in the above-referenced matter. Although you are not required, you may state the reason for withdrawal\*
- I am the above-named **Authorized Representative** of the Appellant, and hereby withdraw the appeal in the above-referenced matter on the Appellant's behalf.
- I am the above-named **Appellant**, Respondent and I have entered into a settlement agreement which resolves the appeal to my satisfaction. (See: CSC Rule 5.22E 1-3). The settlement agreement is attached for the record.
- I am the **Authorized Representative** of the Appellant. Respondent and Appellant have entered into a settlement agreement which resolves the appeal to the satisfaction of the Appellant. (See: CSC Rule 5.22E 1-3). The settlement agreement is attached for the record.

By signing and dating below, I certify that the information on this form is correct.

Signature: *Ron M. Willis* Date: *Feb 1, 2025*

Please submit this completed form via email to [andrea.scheele@seattle.gov](mailto:andrea.scheele@seattle.gov). This form may also be submitted via regular mail to **City of Seattle Civil Service Commission, 700 5th Avenue, Suite 1670-P.O. Box 94729, Seattle, WA 98124-4729** or by fax to (206) 684-0755. If you are sending via regular mail, please notify staff that you are mailing in the document.

A Dismissal Order will be issued by the Presiding Officer or Executive Director.