



# City of Seattle

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## CIVIL SERVICE COMMISSIONS

### Public Safety Civil Service Commission

#### Commissioners

Commission Chair Stacy Connole  
Commissioner Dorothy Y. Leggett  
Commissioner Joel A. Nark

#### Staff

Andrea Scheele, Executive Director  
Teresa Jacobs, Executive Assistant

## PUBLIC SAFETY CIVIL SERVICE COMMISSION January 23, 2023, MEETING MINUTES APPROVED: March 23, 2023

### CHAIR (PSCSC 2.04)

1. CALL TO ORDER: Commission Chair Stacy Connole called the monthly meeting to order at 10:02 a.m.
2. LAND ACKNOWLEDGEMENT: Commission Chair Connole read the land acknowledgement.
3. INTRODUCTIONS: Commission Chair Connole introduced the commissioners, staff, and guests.  
PSCSC: Commissioner Dorothy Leggett, Commissioner Joel Nark. Commission Staff and Counsel: Andrea Scheele Executive Director; Teresa Jacobs, Executive Assistant. Commission Counsel: Gary Smith, Assistant City Attorney; Anne Vold, Assistant City Attorney  
Exams Unit: Rachael Schade, Police Exams Analyst. Fire: Helen Fitzpatrick, Executive Director Administration, SFD; Dori Towler, Personnel Manager, SFD; Hannah Kosten, Personnel Specialist, SFD. Police: Alyssa Pulliam, HR Deputy Director, SPD
4. PUBLIC COMMENT: There was no public comment given in person or written.

### DISCUSSION ITEMS

#### 5. APPROVAL OF MINUTES

November 7, 2022, Joint Meeting with CSC- The commission reviewed the November 7, 2022, joint meeting with the Civil Service Commission. Commissioner Connole moved to approve the minutes. Commissioner Nark seconded the motion. The motion passed and the minutes were approved by acclamation.

November 16, 2022, Monthly Meeting- The commission reviewed the November 16, 2022, monthly meeting. Commissioner Connole moved to approve the minutes. Commissioner Leggett seconded the motion. The motion passed and the minutes were approved by acclamation.

## 6. FIRE AND POLICE EXAM UNIT

Fire Update- Rachael Schade reported on the Fire Exams update on behalf of Ms. Grace Matsui. Ms. Schade reported on the development of promotional exams for Fireboat Lieutenant and Fireboat Engineer. The Fire Lieutenant written exam will be March 4 and assessments on May 20. The application period occurred the first two weeks in January. There were 82 applicants for Fire Lieutenant. The written exam for Fireboat Engineer will be June 20, and the practical exam will be September 11-15. Commissioner Nark inquired on vacancies in Fire. Sarah Lee, HR Director stated that there were vacancies due to continuing retirements in the Fire department. Ms. Lee stated that Fire was preparing for the start of a recruit class of 52 at the beginning of February. Dori Towler reported that the current vacancy count for Fire is 82. Ms. Lee alerted the commission that she looked forward to discussing the Fireboat Pilot issues that haven't abated and requested the assistance of Executive Director Scheele, who stated that she would be a part of that discussion.

Police Update-Rachael Schade, Police Exams Administrator: Rachael Schade that an entry level police officer test cycle closes on February 8<sup>th</sup> and candidates may test until February 10. There are 164 applicants, a small group. Ms. Schade reported that a virtual lateral oral board will take place on January 28 for one applicant. Ms. Schade reported the current lateral exam cycle will close on February 15, and on February 17 for testing. 3 applicants are scheduled to take the test. Promotional exams are in development for Police Lieutenant and Captain. The application period was the first two weeks in January. Police Lieutenant written is scheduled for March 3<sup>rd</sup> and assessments on April 24-28. Police Captain exam consists of six separate assessment exercises and will take place March 27-April 1. Ms. Schade reported that while in development for the exams they are currently assembling assessors who come from around the Western US. Ms. Schade reported there was approval for a fourth analyst in the Exams Unit. Interviews were conducted last Thursday.

## 7. EXECUTIVE DIRECTOR REPORT

Departmental Work Updates: Police Recruitment: Ms. Scheele reported that she is meeting with the exam unit and multiple stakeholders several times a week to address testing and recruiting.

Budget: The commission reviewed the budget documents. Ms. Scheele reported the adopted budget has not been uploaded, but a snapshot of the December spending was available.

2023 Commission: Ms. Scheele stated she was very grateful to Commissioner Leggett for staying on while awaiting appointment of replacement.

2023 Commission-Commission Vacancy; Meetings: The commission set the meeting schedule for 2023 and scheduled meeting dates for possible exam protest appeals. Chair: The commission agreed to table the discussion on the 2023 chair until the February 27 meeting.

Council Confirmation of Executive Director Scheele: Ms. Scheele will go before the Human Services and Public Safety Committee January 24<sup>th</sup> for confirmation of her position for three more years.

Fire and Police Commendation: Sarah Lee, Fire HR Director and Alyssa Pulliam, SPD HR Deputy Director commended the commissioners for their volunteer service and also to the staff for their assistance.

8. CASE STATUS REPORT: The commission reviewed the Case Status Report.
  - *Constantin v. SPD*, PSCSC No. 22-01-003- Case Update: The appellant notified Ms. Scheele that he was currently seeking an attorney. The scheduling of his hearing is postponed until there is notification of representation.
  - *Moore v. SPD*, PSCSC No. 22-01-004- Case Update: The commission took no action.
9. EXECUTIVE SESSION- To discuss Pending, Potential, or Actual Litigation (*May be cancelled if not needed*): The commission did not go into an Executive Session.
10. OLD/NEW BUSINESS
11. ADJOURN: All other business before the Commission having been considered, Commission Chair Connole adjourned the meeting at 11:05 am.

Respectfully Submitted on March 23, 2023, for the PSCSC,

*Teresa R. Jacobs*

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Teresa Jacobs, Executive Assistant

Approved for Publishing: *Stacy Connole*  
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Stacy Connole, Chair

**NEXT PSCSC MEETING: April 17, 2023 @ 10:00 a.m.  
(Potential Exam Appeals-Police Captain Oral Board)**

*\*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>.*