

## CIVIL SERVICE COMMISSIONS

### Public Safety Civil Service Commission

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**  
**September 22, 2021-Special Meeting**  
**Approved: October 20, 2021**

- 1. Call to Order:** Commission Chair Stacy Connole called the September 22, 2021, Public Safety Civil Service Commission Special Meeting to order at 10:01 a.m. The meeting was held via WebEx.
- 2. Introductions (In Attendance)**  
**Commission:** Commission Chair Stacy Connole; Commissioner Dorothy Leggett; Commissioner Joel Nark  
**Staff & Counsel:** Andrea Scheele, Executive Director; Teresa Chen, Assistant City Attorney  
Teresa R. Jacobs, Executive Assistant  
**Exams Unit:** Rachael Schade, Police Exams Analyst; Yoshiko Grace Matsui, Fire Exams Analyst;  
Adelaide Alderks, F&P Exams Analyst; Kwang Kim, F&P Exams, Administrative Specialist  
**Fire/Police/Guests:** Dori Towler, Fire; Alyssa Pulliam, Police  
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- 3. PUBLIC COMMENT**  
No members of the public requested to give public comment.

## 4. APPROVAL OF MINUTES

### Approval of Minutes July 21, 2021, Special Meeting

The Commission reviewed the minutes of the July 21, 2021, special meeting. Commissioner Nark moved to accept the minutes as written. Commissioner Leggett seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

## 5. FIRE AND POLICE EXAM UNIT

### Fire and Police Updates-Yoshiko Grace Matsui, Fire Exams Analyst & Rachael Schade, Police Exams Analyst:

- Police Update:** Ms. Schade provided a Police exam update, reporting that the Lateral Police Officer exam was administered, and all four (4) candidates will proceed to the oral board on October 9. Ms. Schade reported the entry level application period closes on October 1. There are 469 applicants who signed up, 147 took the test. There are an additional 48 scheduled to take the test before the closing date. The Sergeant exam study bibliography was published on September 10. The Lieutenant and Captain registers re posted to the PSCSC website.

- **Fire Update:** Ms. Matsui provided a Fire exam update, reporting that the fire Lieutenant promotional exams were completed with 51 names on the register that was posted on August 15. Fireboat Engineer practical exam was held the week of September 13. There were two participants. Development will begin for exams for Battalion Chief, Fire Captain, Fireboat Pilot, and Firefighter will begin in Fall of 2022.
- **Mini Training: Public Safety Exam Development:** Ms. Grace Matsui and Ms. Schade conducted a mini training on the development of Promotional Exams and the Development Committee.

## 6. EXECUTIVE DIRECTOR REPORT

**Departmental Work Update:** The Executive Director reported on the following- **Outreach:** Staff has been working on the outreach and education to improve communication with departments on processes within the PSCSC. Ms. Scheele reported that there will be a regular meeting between the exam's unit, PSCSC, and the City's Fire negotiator, Michael South, and Police negotiator, Ned Burke. Ms. Scheele reported she continues to meet with the Fire and Police Exams Unit on remote testing to take place through 2022 but also looking at return to in-person testing. Discussions with SFD continue with planned improvements to the entry level fire exam to reduce and eliminate testing barriers for in-state and out of state candidates. **Budget:** The Mayor will announce her budget on September 27<sup>th</sup>. Ms. Scheele reported the purchase of new staff and commissioner chairs will come from the current budget. **Rules:** Ms. Scheele reported she is aiming for a rulemaking process to clean-up and clarify PSCSC rules toward the end of this year or early 2022. **Joint Meeting with CSC:** Ms. Scheele informed the commission that a joint meeting of the PSCSC with the CSC is tentatively scheduled to be held on the CSC's regular meeting date of November 15. The commissions will review and vote on the Executive Director's Merit leave and Annual Wage Increase. All PSCSC commissioners indicated that the November 15 date would work for them to attend. **2022 Exams Protest:** Ms. Schade and Ms. Grace Matsui informed the commission that there are meeting dates in 2022 that they would like to be adjusted to accommodate potential review of decision rendered on protest. Ms. Scheele stated the topic would be added to the October meeting agenda for discussion and scheduling.

## 7. CASE STATUS REPORT

- **Christopher Gregorio v. SPD, PSCSC No. 21-01-031-Update-**Officer Gregorio withdrew his appeal. His union will take up the matter.
- **Jones v. SPD-PSCSC No. 21-01-019-Update-**Ms. Jones withdrew her appeal.

8. **EXECUTIVE SESSION:** There was no executive session.

9. **ADJOURN:** All other business before the Commission having been considered, Commission Chair Connoles adjourned the meeting at 11:31 a.m.

Stacy Connoles

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Stacy Connoles,  
PSCSC Chair

*Teresa R. Jacobs*

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Teresa R. Jacobs  
Executive Assistant