

**Civil Service Commission
Spokane Valley Fire Department
2120 N. Wilbur
Spokane, WA 99206
CIVIL SERVICE MEETING MINUTES**

November 8, 2016

5:30p.m.

Commissioner Sisser called the meeting to order at 5:30pm.

Present

Commissioners John Sisser, Dave Bouge and Diane Wilhite; Examiner Callahan; HR Director Valerie Biladeau representing administration and Fire Commissioner Mike Pearson.

Pledge of Allegiance

Commissioner Bouge led those in attendance in the Pledge of Allegiance.

Approval of the Agenda

Commissioner Wilhite made a motion to approve the agenda as presented; seconded by Commissioner Bouge. Motion carried.

Approval of the Minutes

Commissioner Wilhite made a motion to approve the minutes from the October 11, 2016; seconded by Commissioner Bouge. Motion carried.

Expenses

Commissioner Wilhite made a motion to approve the expenses as presented; seconded by Commissioner Bouge. Motion carried.

Old Business

1. JPC Update – None
2. Rule Updates – HR Director Biladeau reported that Chief Collins would like to hold a special civil service meeting to review the current rules. Attendees would include Chief Collins, HR Director Biladeau, 3701 Representative, 876 Representative and Board of Fire Commissioners Representative. Examiner Callahan will schedule this meeting in January of 2017.
3. Entry Level Testing – Examiner Callahan presented a recap of the testing process, including a cost breakdown for both the department and the candidates. Discussion followed.
4. Fire Inspector Posting Update – Examiner Callahan reported that fifteen (15) applications had been accepted for the Fire Inspector position. One candidate did not meet the minimum qualifications, one candidate refused to take the written test and five candidates have withdrawn their application since applying. There are two (2)

candidates who need to take the written test which will be held on November 9th. The assessment center will be held on November 11, 2016.

5. Information Systems Administrator Posting – This position is being reposted since the posting that closed in late October resulted in only five applications, four of which did not meet the minimum qualifications. Commissioner Wilhite made a motion to approve the new Information Systems Administrator posting; seconded by Commissioner Bouge. Motion carried.

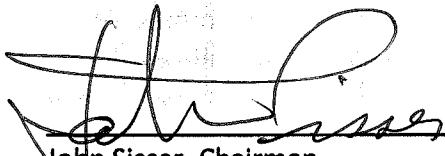
Public Comment *Maximum of three minutes; please state your name and address for the record.*

Examiner Callahan commented on the focus group meeting that was held on Saturday at Station 8. The group included female volunteer fire fighters from around the area. BC Llewellyn also attended.

Adjournment

There being no further business to come before the Commission the meeting was adjourned at 5:46pm.

The next regularly scheduled meeting will be December 13, 2016 at 5:30pm.



John Sisser, Chairman
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