

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

March 14, 2017

5:30p.m.

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

**Present**

Commissioners John Sisser, Dave Bouge and Diana Wilhite; Examiner Callahan; HR Director Biladeau representing Administration and Fire Commissioner Ron Schmidt.

**Pledge of Allegiance**

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

**Approval of the Agenda**

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

**Approval of the Minutes**

Commissioner Sisser made a motion to approve the minutes from the February 15, 2017 meetings; seconded by Commissioner Bouge. Motion carried.

**Expenses**

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

**Old Business**

1. JPC Update –The JPC met on March 6, 2017 to discuss Engineer Testing, Fire Data Analyst posting and Help Desk Technician posting. Next meeting is scheduled for July 6th.
2. Rule Updates – Proposed rule changes will be presented at the April meeting.

**New Business**

1. Help Desk Technician Posting – Examiner Callahan presented a posting for a Help Desk Technician. Applications will open on March 15 and close on April 10<sup>th</sup>. Commissioner Sisser made a motion to approve the posting; seconded by Commissioner Bouge. Motion carried.
2. Fire Data Analyst Posting – Examiner Callahan presented a posting for a Fire Data Analyst. Applications will open on March 15 and close on May 1st. Commissioner Bouge made a motion to approve the posting; seconded by Commissioner Sisser. Motion carried.

3. Engineer Study Material List –HR Director Biladeau presented a study material list for Engineer testing. Commissioner Bouge made a motion to approve the list; seconded by Commissioner Sisser. Motion carried.

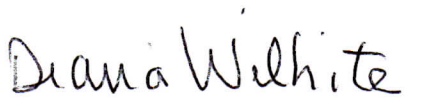
**Public Comment** *Maximum of three minutes; please state your name and address for the record.*

Commissioner Bouge made a comment about the news story on the firefighters from Station 8 attending the birthday party of a boy who lives in the area. All commissioners thought it was a great story.

**Adjournment**

There being no further business to come before the Commission the meeting was adjourned at 5:49pm.

The next regularly scheduled meeting will be April 11, 2017 at 5:30pm.



Diana Wilhite, Chairman

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