

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

February 13, 2018

5:30pm

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

Present

Commissioners John Sisser, Dave Bouge and Diana Wilhite; Examiner Peggy Callahan; Chief Collins, Deputy Chief Arold and HR Director Valerie Biladeau representing Administration.

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 submitted; seconded by Commissioner Bouge. Motion carried.

Approval of the Minutes

Commissioner Bouge made a motion to approve the minutes as presented from the January 16, 2018 meeting; seconded by Commissioner Sisser. Motion carried.

Expenses

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

Old Business

1. JPC Update –JPC met February 9th with Ron Hiraki to discuss captain and battalion chief testing. Next meeting is scheduled for April 5th, 2018 with Ron Hiraki to discuss captain and battalion chief testing which will take place in April/May 2018.
2. Mechanic Eligibility List – Examiner Callahan presented an eligibility list for mechanics. The job was reposted on January 11, 2018. Applications closed on February 2, 2018 and interviews were held on February 8th, 2018. Six candidates applied, only five met the minimum qualifications. Those five were interviewed on February 8th and only two scored high enough to be placed on the eligibility list. Commissioner Bouge made a motion to approve the list as presented; seconded by Commissioner Wilhite. Motion carried.

New Business

1. Captain Posting - Examiner Callahan presented a posting for the captain, step 1 promotional exam. If approved, the posting will be effective 2/14/2018, Applications will close on 3/6/2018, Candidate orientation will be 4/6/2018, Written test will be

4/17/2018 and the assessment center will be held the week of April 23 and April 30, 2018. Commissioner Sisser made a motion to approve the posting as submitted; seconded by Commissioner Bouge. Motion carried.

2. Battalion Chief Posting - Examiner Callahan presented a posting for the Battalion Chief promotional exam. If approved, the posting will be effective 2/14/2018, Applications will close on 3/6/2018, Candidate orientation will be 4/6/2018, the assessment center will be held the week of April 23 and April 30, 2018. Commissioner Bouge made a motion to approve the posting as submitted; seconded by Commissioner Sisser. Motion carried.

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

FF Nokes requested a onetime variance to the minimum qualification requirement for the Captain Step 1 promotional exam. FF Nokes is currently taking a class that is required in order to apply for the position. He will not have his certification prior to the close of applications and is requesting that the board allow him to present his certificate at the time of the written test.

Captain Hedebeck commented on the procedure for taking required courses and the options available to employees through the Training Division.

Discussion followed.

Commissioner Bouge made a motion to hold a special meeting in order to discuss FF Nokes' request; seconded by Commissioner Sisser. Motion carried – the board will hold a special meeting on February 27th at 5:30pm.

Adjournment

There being no further business to come before the Commission the meeting was adjourned at 5:50pm.

The next regularly scheduled meeting will March 13, 2018 at 5:30pm.



Diana Wilhite, Chairman

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