

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

September 13, 2016

5:30p.m.

Commissioner Sisser called the meeting to order at 5:34pm.

Present

Commissioners John Sisser, Dave Bouge and Diane Wilhite; Examiner Callahan; HR Director Valerie Biladeau representing administration; Fire Commissioner Ron Schmidt and Mike Pearson. Board Attorney Mike Love has an excused absence.

Pledge of Allegiance

Fire Commissioner Schmidt led those in attendance in the Pledge of Allegiance.

Approval of the Agenda

Commissioner Sisser added two items under new business: CPAT Training 10/10/16 and Information Systems Administrator Posting. Commissioner Wilhite made a motion to approve the agenda for as amended; seconded by Commissioner Bouge. Motion carried.

Approval of the Minutes

Commissioner Bouge made a motion to approve the minutes from the August 9, 2016; seconded by Commissioner Wilhite. 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 – HR Director Biladeau reported that the JPC met on 9/13/2016 to discuss Information Systems Administration posting as well as the revised Inspector Posting.
2. Rule Updates – None.
3. Entry Level Testing – Christine Davidson from National Testing Network gave the board a presentation on their program. Discussion followed.
4. Fire Inspector Posting – Examiner Callahan presented a revised posting for the position of Fire Inspector. The posting that was approved last month resulted in no applications being received. After the JPC met it was decided that the job would be reposted allowing internal and external candidates to apply. Applications will be accepted September 14 through October 20, 2016. The written test will be held on November 9th and the assessment center will be held on November 11th (and 10th if necessary). It was noted that the posting will be open for more than 20 days. Commissioner Wilhite made

a motion to approve the revised posted as submitted; seconded by Commissioner Bouge. Motion carried.

New Business

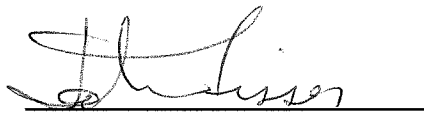
1. CPAT Training 10/10/16 – Commissioner Sisser notified that board members that Public Safety Testing has invited the Civil Service Commissioners, along with the Fire Commissioners, to observe the CPAT testing that will take place on October 10th at Spokane Fire Training.
2. Examiner Callahan presented a posting for the position of Information Systems Administrator. Applications will be accepted September 14 – October 28th, 2016 for both internal and external candidates. Candidates will not have a written test but will be required to answer supplemental questions which will be scored. The assessment center will be held the week of November 28, 2016. Commissioner Wilhite made a motion to approve the posted as submitted; seconded by Commissioner Bouge. Motion carried.

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

Adjournment

There being no further business to come before the Commission the meeting was adjourned at 6:18pm.

The next regularly scheduled meeting will be October 11, 2016 at 5:30pm.



John Sisser, Chairman

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