

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

December 11, 2018

5:30pm

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

Present

Commissioners Diane Wilhite and John Sisser; Examiner Peggy Callahan; HR Director Valerie Biladeau representing Administration; Deputy Chief Shawn Arold and Fire Commission Bill Anderson. Commissioner Bouge had an excused absence.

Pledge of Allegiance

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

Approval of the Agenda

Examiner Callahan requested that the agenda be amended adding Community Affairs Manager position under new business. Commissioner Sisser made a motion to approve the agenda as amended; seconded by Commissioner Wilhite. Motion carried.

Approval of the Minutes

Commissioner Sisser made a motion to approve the minutes as presented from the November 11, 2018 meeting; seconded by Commissioner Wilhite. Motion carried.

Expenses

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

Old Business

1. JPC Update – Examiner Callahan reported that the JPC met on December 6, 2018 to discuss Battalion Chief Posting, Community Risk Reduction Specialist Posting and Community Affairs Manager posting. Next meeting is tentatively scheduled for January 18, 2019.
2. Examiner Evaluation – Commissioner Sisser made a motion to increase examiner's salary \$25/month effective 1/1/2019. Seconded by Commissioner Wilhite. Motion carried. HR Director Biladeau requested that the board send a letter to human resources reflecting the decision made by the board.

New Business

1. Community Risk Reduction Posting – Commissioner Sisser made a motion to approve the posting as presented. Seconded by Commissioner Wilhite. Motion carried.

2. **Community Affairs Manager position** – HR Director Biladeau requested that the board approve using an outside agency (Bob Murray and Associates) to recruit for this position. Commissioner Sisser made a motion to approve the use of Bob Murray and Associates to recruit for the Community Affairs Manager position; seconded by Commissioner Wilhite. Motion carried.
3. **Provisional Appointment** – Captain Hedebeck presented information regarding rule 6.6 (Provisional Appointments) and requested that the board provide an interpretation of the rule. Discussion followed. Tabled until the January meeting.

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 6:00pm.

The next regularly scheduled meeting will be held on January 8, 2019 at 5:30pm.



Diana Wilhite, Chairman

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