

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

March 14, 2019

5:30pm

Commissioner Bouge the meeting to order at 5:30 pm.

**Present**

Commissioners Diana Wilhite, Dave Bouge and John Sisser; Examiner Peggy Callahan; HR Director Valerie Biladeau representing Administration; and Fire Commission Bill Anderson.

**Pledge of Allegiance**

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

**Approval of the Agenda**

Agenda was amended to include New Business Item #2 – Administrative Assistant Posting. Commissioner Sisser made a motion to approve the agenda as amended; seconded by Commissioner Wilhite Motion carried.

**Approval of the Minutes**

Commissioner Wilhite made a motion to approve the minutes as presented from the February 12 and February 19, 2019 meetings; seconded by Commissioner Sisser carried.

**Expenses**

Expenses not presented.

**Old Business**

1. JPC Update – Examiner Callahan reported that the JPC will be meeting on March 22<sup>nd</sup> at 10am to discuss Deputy Fire Marshal posting.

**New Business**

1. Paramedic Interest Exam Posting – Examiner Callahan presented a posting for Paramedic Interest Exam. This is an internal posting for candidates who are interested in attending Paramedic School at INHS. Posting will open March 15, 2019 and close April 12, 2019. Commissioner Sisser made a motion to approve the posting as presented; seconded by Commissioner Wilhite. Motion carried.
2. Administrative Assistant Posting – Examiner Callahan presented posting for an Administrative Assistant – Payroll Specialty position. Posting will open on March 15, 2019 and close on April 25, 2019. An assessment center consisting of a panel interview and in-basket exercise will be held the week of April 29<sup>th</sup>. Commissioner Wilhite made a


motion to approve the posting as presented; 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 5:38pm.

The next regularly scheduled meeting will be held on April 9, 2019 at 5:30pm.



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Dave Bouge, Chairman

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