

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

February 11, 2020

5:30pm

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

Present

Commissioners Dave Bouge, Diana Wilhite and John Sisser; Examiner Peggy Callahan; HR Director Valerie Biladeau representing Administration; Fire Commissioner Mike Hester and Deputy Chief Shaun Arold.

Approval of the Agenda

Agenda was amended to include item #2 under new business Public Safety Testing contract for promotional testing and item #3 under new business Election of Chairperson: Commissioner Sisser made a motion to approve the agenda as amended; seconded by Commissioner Sisser. Motion carried.

Approval of the Minutes

Commissioner Wilhite made a motion to approve the minutes from the January 14, 2020 meeting; seconded by Commissioner Sisser. Motion carried.

Correspondence

Commissioner Sisser 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 last met on December 6, 2019; next meeting is scheduled for February 12th at 3pm.

New Business

1. Fire Inspector Eligibility List – Examiner Callahan presented the list for Fire Inspector. The opening was posted on November 13, 2019 and revised on December 17, 2019. Posting closed on January 6, 2020. Interviews were held on February 7, 2020. There were four candidates who expressed interest; three of which submitted an application. One candidate withdrew their application prior to written projects being submitted. Two candidates submitted written projects and went through interviews. Only one of the candidates hit the 80% threshold for a passing score. Commissioner Wilhite made a motion to approve the list as presented; seconded by Commissioner Sisser. Motion carried.

2. Public Safety Testing Contract – DC Arold presented a subscriber agreement between Spokane Valley Fire and Public Safety Testing for Battalion Chief Testing. This is the same contact the board signed in 2018. Commission will sign the contract and DC Arold will select options. Discussion followed. Commissioner Sisser made a motion to approve the contract as presented; seconded by Commissioner Bouge. Motion carried.
3. Election of Board Chairperson – Commission Sisser made a motion to have Commissioner Bouge remain as Chairperson for another year; seconded by Commissioner Wilhite. Motion carried.

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

Adjournment

Next regularly scheduled meeting will be March 17th at 5:30pm.

There being no further business to come before the Commission the meeting was adjourned at 5:38pm.



Dave Bouge, Chairman

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

March 4, 2020

5:00pm

Commissioner Bouge called the meeting to order at 5:00pm

Present

Examiner Peggy Callahan; HR Director Valerie Biladeau; Deputy Chief Shawn Arold; Captain George Hedebeck and FF Shawn Pichette. Commissioners John Sisser and Dave Bouge called in via conference call. Commissioner Wilhite had an excused absence.

Approval of the Agenda

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

New Business

1. Public Safety Testing Contract for Captain's Assessment Center and Written Test. DC Arold presented a contract from Public Safety Testing that allows them to facilitate our Assessment Center for captain's promotion and to write an exam for captain's promotion testing. Discussion followed. Commissioner Sisser made a motion to approve the contact as presented; seconded by Commissioner Bouge.
2. Proposed Rule Change to rule 5.7; 5.9; 5.11 and 5.14 – DC Arold presented proposed rule changes. These proposed changes have been approved by Labor and Management and posted by the department for company wide review. Discussion followed. Commissioner Sisser made a motion to approve the rule changes 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 5:06pm.



Dave Bouge, Chairman

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