

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

June 8, 2021

5:30pm

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

**Present via Zoom**

Commissioners Dave Bouge and John Sisser; Examiner Peggy Callahan; HR Director Valerie Biladeau representing Administration; Deputy Chief Frank Soto; Captain George Hedebeck; Captain Shawn Pichette and Fire Commissioner Mike Kester

**Pledge of Allegiance**

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

**Approval of the Agenda**

Agenda was amended to include new business #2 (Office Assistant Interest List) and new business #3 (Public Safety Testing Written Test Contract). Commissioner Sisser made a motion to approve the agenda as amended; seconded by Commissioner Bouge. Motion carried.

**Approval of the Minutes**

Commissioner Sisser a motion to approve the minutes from the April 13, 2021 meeting; seconded by Commissioner Bouge. Motion carried.

**Correspondence**

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

**Old Business**

1. JPC Update – Examiner Callahan reported that the JPC last met on June 3<sup>rd</sup> 2021 to finalize the Engineer Posting and to start working on Captain and Battalion Chief testing scheduled for Spring of 2022.

**New Business –**

1. Engineer Posting – Examiner Callahan presented a posting for Engineer. Applications will be accepted through June 29<sup>th</sup>. Written test will be held on July 9<sup>th</sup> and practical will be held on July 22 and 23 (if necessary). Commissioner Bouge made a motion to approve the postings presented; seconded by Commissioner Sisser. Motion carried.
2. Office Assistant Interest List – Examiner Callahan presented an Interest List for the Office Assistant position. The posting opened on April 13 and closed on May 14. The written test will be held on June 3, 2021. 26 people applied for the position, but only 15

showed up for the written test. The top ten scorers are on the list presented and will be turned in to HR for follow-up. Commission Sisser made a motion to approve the list as presented; seconded by Commissioner Bouge. Motion carried.

3. Public Safety Testing Written Test Contract – Examiner Callahan presented a contract for Public Safety Testing (PST) to write a test from material provided by JPC for our Engineer testing. Commissioner Sisser made a motion to approve the contract as presented; seconded by Commissioner Bouge. Motion carried.

**Public Comment** – Commissioner Sisser reported that Commissioner Wilhite has resigned her Civil Service position and he wanted to thank Commissioner Wilhite for her service to the board. The Board of Fire Commissioners will search for a replacement for Commissioner Wilhite.

**Adjournment**

Next regularly scheduled meeting will be July 13, 2021 at 5:30pm.

There being no further business to come before the Commission the meeting was adjourned at 5:39pm.

*John Sisser*

John Sisser (Jul 14, 2021 15:23 PDT)

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John Sisser, Chairman

July 14,2021