

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

April 13, 2021

5:30pm

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

**Present via Zoom**

Commissioners Dave Bouge and John Sisser; Examiner Peggy Callahan; HR Director Valerie Biladeau representing Administration; Deputy Chief Frank Soto; Captain Shawn Pichette and Fire Commissioners Bill Anderson and Mike Kester. Commissioner Wilhite was absent without excuse.

**Pledge of Allegiance**

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

**Approval of the Agenda**

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

**Approval of the Minutes**

Commissioner Bouge a motion to approve the minutes from the March 9, 2021 meeting; seconded by Commissioner Sisser. Motion carried.

**Correspondence**

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

**Old Business**

1. JPC Update – Examiner Callahan reported that the JPC has not met since the last Civil Service meeting.

**New Business –**

1. Fire Inspector Eligibility List – Examiner Callahan presented an eligibility list for Fire Inspector. This was an internal process only. Four candidates applied for the position, none were required to take the written exam, one candidate dropped out prior to the assessment center. Three candidates went through the assessment center and only two (2) received passing scores. Commissioner Bouge made a motion to approve the list as presented; seconded by Commissioner Sisser. Motion carried.
2. Office Assistant Job Posting – Examiner Callahan presented a posting for the new Office Assistant position. The posting will open on April 13 and close on May 14. A written test will be held the week of June 1, 2021. Candidates are required to get a score of 80% or

higher in order to be considered a passing score. The top ten scoring candidates (written test score + military preference points if applicable) will be invited to an interview panel which will be held the week of June 14, 2021. Commission Bouge made a motion to approve the posting as presented; seconded by Commissioner Sisser. Motion carried.

**Public Comment** – Captain Pichette issued a thank you to Examiner Callahan for work she’s done in the past twelve months.

**Adjournment**

Next regularly scheduled meeting will be May 11, 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 (Jun 9, 2021 08:46 PDT)

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John Sisser, Chairman