

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

March 7, 2022

4:30pm

Commissioner Sisser called the meeting to order at 4:30pm via Zoom.

Present via Zoom

Commissioners Brittany Webster and John Sisser; Examiner Peggy Callahan; HR Director Valerie Biladeau representing administration; Fire Commissioners Bill Anderson and Mike Kester; and Captain Shawn Pichette. Commissioner Bouge had an excused absence.

Pledge of Allegiance

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

Approval of the Agenda

Commissioner Webster a motion to approve the agenda as submitted; seconded by Commissioner Sisser. Motion carried.

Approval of the Minutes

Commissioner Sisser a motion to approve the minutes from the February 7 and February 14, 2022 meetings; seconded by Commissioner Webster. Motion carried.

Correspondence

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

Old Business

1. JPC Update – Examiner Callahan reported that the JPC last met on February 10th to discuss Captain and Battalion Chief testing

New Business

1. Executive Administrative Assistant – Examiner Callahan presented a posting for an Executive Administrative Assistant. Posting will open on March 7th and close on March 28th. Interviews will be held on April 8th. This is a posting for internal candidates only. Commissioner Sisser made a motion made a motion to approve the list as presented; seconded by Commissioner Webster. Motion carried.

Public Comment – Commissioner Sisser opened the meeting to public comment.

Adjournment

Next regularly scheduled meeting will be April 19th, 2022, at 4:30pm in person.

There being no further business to come before the Commission the meeting was adjourned at 4:38pm.

A handwritten signature in black ink, appearing to read "John Sisser", written over a horizontal line.

John Sisser, Chairman