

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

April 19, 2022

4:30pm

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

Present

Commissioners Dave Bouge and John Sisser; Examiner Peggy Callahan; Chief Frank Soto representing Administration; Fire Commissioner Bill Anderson; Deputy Chief Greg Rogers and Deputy Chief Andy Rorie. Commissioner Webster had an excused absence.

Pledge of Allegiance

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

Approval of the Agenda

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

Approval of the Minutes

Commissioner Bouge a motion to approve the minutes from the March 7 and March 30, 2022 meetings; 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 – No Report

New Business

1. Public Safety Testing Contracts – Examiner Callahan presented contracts for Public Safety Testing to perform the assessment centers for both Battalion Chief and Captain. Commissioner Bouge made a motion to approve the contracts as presented; seconded by Commissioner Sisser. Motion carried.
2. Deputy Chief Eligibility List – Examiner Callahan presented the eligibility list for Deputy Chief. The position was posted on February 14 and closed on March 21. Seven applications were received. Two applicants were interviewed on April 5 and both were placed on the eligibility list. Commissioner Bouge made a motion to approve the list as presented; seconded by Commissioner Sisser. Motion carried.

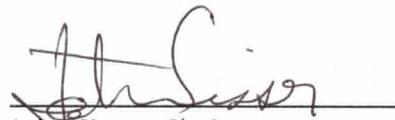
3. Executive Administrative Assistant - Examiner Callahan presented the eligibility list for Executive Administrative Assistant. This internal only position was posted on March 7 and closed on March 28. Three applications were received. All three applicants were interviewed on April 8 and placed on the eligibility list. Commissioner Bouge made a motion to approve the list as presented; seconded by Commissioner Sisser. Motion carried.
4. Media Manager Posting – Examiner Callahan presented a posting for Media Manager. This is an internal and external posting for a new position. The posting will close on May 13 and the top 10 candidates will be required to submit a video project by May 20. The top six scorers on the video project will be invited to an assessment center being held on June 3. Commissioner Bouge made a motion to approve the posting as presented; seconded by Commissioner Sisser. Motion carried.

Public Comment – Commissioner Sisser opened the meeting to public comment. Commissioner Bouge commented that he may be moving out of the district sometime this summer so will have to resign his seat on the Civil Service board.

Adjournment

Next regularly scheduled meeting will be May 10, 2022, at 4:30pm.

There being no further business to come before the Commission the meeting was adjourned at 4:36pm.



John Sisser, Chairman

/pc