

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

June 14, 2022

4:30pm

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

Present

Commissioners Dave Bouge, Brittany Webster and John Sisser; Examiner Peggy Callahan; Chief Frank Soto; Deputy Chief Greg Rogers representing Administration Deputy Chief Andy Rorie and Interim HR Director Tina Sheldon.

Pledge of Allegiance

Commissioner Webster 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 Webster. Motion carried.

Approval of the Minutes

Commissioner Webster a motion to approve the minutes from the May 10 and May 17, 2022, meetings; seconded by Commissioner Bouge. Motion carried.

Correspondence

Expenses – No Report.

Old Business

1. JPC Update – No Report

New Business

1. Media Manager Eligibility – Examiner Callahan presented an eligibility list for Media Manager. The job posted on April 19, 2022 and closed on May 13, 2022. Sixteen applications were received. The candidates who met the minimum qualifications were asked to submit a video for review; the top six scorers were invited to an assessment center on June 3rd. Six candidates participated and three received passing scores. Commissioner Bouge made a motion to approve the list as presented; seconded by Commissioner Webster. Motion carried.
2. Finance Administrative Assistant Eligibility – Examiner Callahan presented an eligibility list for Finance Administrative Assistant. The job posted on May 11, 2022 and closed on June 3, 2022. Twenty-two applications were received. The top six candidates who met the minimum qualifications were invited to an assessment center on June 9th. Six

candidates participated and three received passing scores. Commissioner Webster made a motion to approve the list as presented; seconded by Commissioner Bouge. Motion carried.

3. Board Attorney Letter of Engagement – Commissioner Sisser presented a letter of engagement from Board Attorney Mike Love. Commissioner Bouge made a motion to approve the letter as presented; seconded by Commissioner Webster. Motion carried.
4. HR Director Job Posting – DC Rogers requested that the board allow the department to use a 3rd party (Bob Murray & Associates) to recruit for the HR Director position. Commissioner Bouge made a motion to approve the use of Bob Murray and Associates to recruit for HR Director; seconded by Commissioner Webster. Motion carried.
5. Accountant Job Posting – Examiner Callahan presented a job posting for an Accountant. The posting will open on June 14th and close on July 8th. The top six candidates will be invited to an assessment center being held on July 15th. Commissioner Webster made a motion to approve the posting as presented; seconded by Commissioner Bouge. Motion carried.

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

Adjournment

Next regularly scheduled meeting will be July 12, 2022, at 4:30pm.

There being no further business to come before the Commission the meeting was adjourned at 4:39pm.



John Sisser, Chairman

/pc