

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

July 12, 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 and Interim HR Director Tina Sheldon.

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 Webster. Motion carried.

Approval of the Minutes

Commissioner Webster a motion to approve the minutes from the June 14 and June 24, 2022, meetings; seconded by Commissioner Bouge. Motion carried.

Correspondence

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

Old Business

1. JPC Update – AD Callahan reported that the JPC last met on June 16, 2022 to discuss Engineer testing, next meeting is scheduled for July 28.

New Business

1. IT Specialist Eligibility List – Examiner Callahan presented an eligibility list for IT Specialist. The job posted on May 11, 2022 and closed on June 24, 2022. Twenty-two applications were received. The top six scorers were invited to an assessment center on July 8, 2022. Six candidates participated and two received passing scores. Commissioner Bouge made a motion to approve the list as presented; seconded by Commissioner Webster. Motion carried.
2. Engineer Posting – Examiner Callahan presented a posting for Engineer. This is an internal posting only. Applications will open on July 13 and close on August 12. A written test will take place on August 26th. The practical portion will take place on September 9

(and 8 if necessary), 2022. Candidates must have a passing score of 80% for the written in order to participate in the practical portion and 80% for each part of the practical in order to be placed on the eligibility list. Commissioner Bouge made a motion to approve the posting as presented; seconded by Commissioner Webster. Motion carried.

3. Social Media Specialist Posting – Examiner Callahan presented a posting for Social Media Specialist. Applications will open on July 13 and close on August 9, 2022. The top six candidates will be invited to panel interviews scheduled for August 12th. Commissioner Webster made a motion to approve the posting as presented; seconded by Commissioner Bouge. Motion carried.
4. Information Security Analyst Posting – Examiner Callahan presented a posting for Information Security Analyst. Applications will open on July 13 and close on August 12, 2022. The top eight candidates will be invited to panel interviews scheduled for August 19, 2022. Commissioner Bouge made a motion to approve the posting 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 August 9, 2022, at 4:30pm.

There will be a special meeting scheduled for July 26, 2022, at 4:30pm.

There being no further business to come before the Commission the meeting was adjourned at 4:37pm.



John Sisser, Chairman

/pc