



Regular Meeting Notice/Agenda

The Civil Service Commission

9:30 AM – November 18, 2025

NOTICE IS HEREBY GIVEN by the City of Spokane Civil Service Commission, that a regularly scheduled meeting of the Civil Service Commission will be held on November 18, 2025, commencing at 9:30 A.M. in the City Council Chambers – Lower Level of City Hall (808 W. Spokane Falls Blvd., Spokane WA, 99201). The purpose of the meeting is to conduct the monthly commission meeting and to discuss other matters as reflected on the attached agenda.

The meeting will be conducted in-person and open to the public with commission members, staff and presenters attending in-person. All meetings will be streamed live on Channel 5.

Oral public comment will be accepted at the meeting for agenda items to be decided by the Commission, excluding hearing items. Individuals who want to provide oral comment at this time but are unable to physically attend the meeting shall contact the Commission at civilservice@spokanecity.org to request by 5:00 P.M. the day before the meeting, (Monday, November 17, 2025) so the Commission can make arrangements for you to participate telephonically at the meeting.

Dated this 30th day of October 2025.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Debbie DeCorde at 509.625.6373, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or ddecorde@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.



Agenda

Regular Meeting of the Civil Service Commission

9:30 AM – November 18, 2025

City Hall – City Council Chambers – Lower Level
808. W Spokane Falls Blvd., Spokane, WA 99201

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
 - a. October 21, 2025, Minutes (pg. 3)
3. **CHIEF EXAMINER UPDATE**
4. **NEW BUSINESS**
 - a. Resolution 2025-16: Classification Actions (pg. 5)
 - b. Resolution 2025-17: Reappointment of Commissioner Stephens (pg. 10)
5. **OTHER BUSINESS**
6. **ADJOURN**

Note: The meeting is open to the public, with the possibility of the Commission adjourning into executive session.



Minutes

Regular Meeting of the Civil Service Commission

October 21, 2025

1. CALL TO ORDER/ROLL CALL

Meeting called to order at 9:30am. All commissioners were present.

2. APPROVAL OF MINUTES

- a. September 16, 2025, Minutes

MOTION: Move to approve.

Palmerton/Lindsey: Motion passed with 4 votes in favor and 1 abstention.

3. CHIEF EXAMINER UPDATE

Chief Examiner Pearson gave updates on Civil Service.

- a. Our marketing coordinator and administrative manager have been attending job fairs this past month. We've also finished this quarter's Merit Tour, which went well and will start back up next spring.
- b. Civil Service is working closely with HR and management to address the possible layoffs regarding the 2026 budget. We are prepared to work with staff to try to accommodate any potential layoffs.

4. NEW BUSINESS

- a. Classification Actions:

- i. Resolution 2025-10

MOTION: Move to approve.

Hult/Palmerton: Motion passed unanimously.

- ii. Resolution 2025-11

MOTION: Move to approve.

Palmerton/Hult: Motion passed unanimously.

- iii. Resolution 2025-12

MOTION: Move to approve.

Palmerton/Hult: Motion passed unanimously.

- iv. Resolution 2025-13

MOTION: Move to approve.

Palmerton/Hult: Motion passed unanimously.

- v. Resolution 2025-14

MOTION: Move to approve.

Palmerton/Hult: Motion passed unanimously.

- vi. Resolution 2025-15

MOTION: Move to approve.

Palmerton/Hult: Motion passed unanimously.

5. **OTHER BUSINESS**

6. **ADJOURN**

MOTION: Move to adjourn.

Palmerton/Hult: Motion passed unanimously.

Meeting adjourned at 9:42am.

Note: The meeting is open to the public, with the possibility of the Commission adjourning into executive session.



Item 4A – Resolution 2025-16 Classification Actions

Background

This month we present a new classification for adoption at the request of the Spokane Fire Department. The Behavioral Health Paramedic (SPN 934) will provide emergency medical treatment and assistance from the Behavioral Response Unit (BRU) specifically to people experiencing mental health and substance use crises.

SPN Title

934 Behavioral Health Paramedic

The Spokane Fire Department management and the IAFF Local 29 bargaining unit concur with the new classification as presented.

Recommendation

Staff recommends adoption of classification resolution **2025-16**

Attachments:

SPN 934 – Behavioral Health Paramedic

BEHAVIORAL HEALTH PARAMEDIC

SPN: 934

Bargaining Unit: Local 29

Effective Date: TBD

Class Summary

Provides basic and advanced emergency medical treatment and assistance from the Behavioral Response Unit (BRU) to people experiencing mental health and substance use crises. Employee must apply principles of emergency medicine, problem analysis, and decision making to carry out detailed procedures in stressful situations. Employee exchanges information regularly with internal and external contacts, including individuals who may be sick, injured, or hostile. Work involves risk of infection or contamination. Incumbents may be required to work other than a normal work week consistent with BRU policies and deployment guidelines.

Class Characteristics

The Behavioral Health Paramedic is a journey-level classification providing medical services at the advanced life support level. Independent judgment is required in the application of medical services in accordance with established standards. Positions in this classification are assigned to the Behavioral Response Unit.

Exclusions

The Behavioral Health Paramedic is not a firefighter paramedic and will not:

1. Be placed in environments that are immediately dangerous to life and health (IDLH);
2. Be dispatched to an incident as the sole advanced life support (ALS) resource; or
3. Supplant or replace operational personnel.

Supervision Received and Exercised

Employee receives general supervision from assigned management or supervisory personnel.
Employee does not supervise others.

Examples of Job Functions

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

- Assesses patient conditions by conducting systematic physical examinations to determine the extent of illness or injury.
- Determines treatment methods and priorities for care according to established protocols.
- Performs pre-hospital medical procedures including resuscitation; intubation; administration of medications or fluids by intravenous, intraosseous, intramuscular, sublingual, and oral (PO) routes; and other stabilizing treatment within their scope of practice.
- Evaluates, treats, and monitors patients by using complex and specialized medical equipment including defibrillators, EKG monitors, blood analyzers, breathalyzers, and oxygen and suction devices.
- Calculates patient medication doses considering factors such as potential interaction with other medications, patient weight, dose prescribed by written protocols, and method of delivery.

- Obtains and records patient information including vital statistics, relevant social and medical history, and personal details.
- Observes, records, and reports to hospital or medical provider the patient's condition or injury, treatment provided, and reactions to drugs or treatment.
- Communicates with patients, behavioral health professionals, and others to obtain and provide information and reassurance.
- Cleans, services, and maintains emergency equipment including blood analyzers, specialized kits and bags, splints, oxygen delivery system, and monitoring equipment. Cleans and maintains the emergency response vehicle.
- Secures patients into ambulances and monitors conditions en route to hospital while providing continuous medical care, treatment, and stabilization.
- Ensures proper disposal of biohazard materials.
- Replaces used intravenous needles, solutions, linens, blankets, and other expendable supplies.
- Maintains inventory and control of authorized medications in accordance with policy.
- Lifts and moves patients for treatment and transportation to medical facilities.
- Represents the Spokane Fire Department and Integrated Medical Services at professional conferences, in the media, and on video as directed.
- Drives the Behavioral Response Unit to and from behavioral health incidents.
- Consults with behavioral health professionals to determine appropriate courses of treatment and action.
- Performs related work as required or directed.

Competencies

Competencies are the measurable or observable knowledge, skills, abilities, and other personal characteristics (KSAOs) critical to successful job performance.

- **Accountability:** Holds oneself accountable for measurable, timely, and cost-effective results. Accepts responsibility for mistakes.
- **Applied Technology:** Understands and applies proper medical equipment to produce the desired results for patients.
- **Confidentiality:** Understands and upholds the privacy and disclosure rights of patient information.
- **Customer Service:** Effectively assists the public and professional personnel by ensuring full understanding and meeting their needs.
- **Decision Making:** Makes sound, well-informed, effective, timely, and objective decisions with a patient-centric mindset.
- **Hazardous Materials:** Applies proper handling, containment, and disposal procedures for bio-hazardous medical waste.
- **Interpersonal Skills:** Establishes and maintains effective working relationships with internal and external contacts. Deals with a variety of sick, injured, or hostile individuals from various socio-economic, ethnic, and cultural backgrounds.
- **Learning:** Applies research and learning techniques to stay up to date on studies, practices, and methods related to emergency medical services, substance use disorders, and behavioral emergencies.
- **Medical Service:** Understands and applies principles, practices, and techniques of emergency medical service to diagnose problems and provide basic and advanced levels of treatment in areas such as substance use disorders, homeless outreach, and behavioral health emergencies.
- **Office Technology:** Uses modern equipment and communication tools, including computers and relevant software programs, to complete business functions.

- **Oral Communication:** Makes clear and convincing oral presentations to individuals or groups; actively listens to others and responds appropriately.
- **Organizational Awareness:** Maintains current knowledge of the laws, rules, regulations, and procedures in administering medical care. Adheres to the organization's mission and functions, including operations within a hierarchical command structure.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; and makes recommendations.
- **Reading:** Understands written material, including technical material, rules, regulations, instructions, reports, and charts.
- **Reasoning:** Analyzes and interprets information and makes appropriate connections or draws accurate conclusions.
- **Stress Tolerance:** Deals effectively with pressure; remains calm under emergency, stressful, or life-threatening situations.
- **Written Communication:** Recognizes and uses correct English grammar, punctuation, and spelling. Prepares and maintains clear records, correspondence, and other written materials within the allocated time parameters.

Typical Equipment Used

General office equipment; personal computer and associated software including specialized medical applications; BRU operation; medical supplies and equipment including controlled medications, IV needles, defibrillators, portable oxygen equipment and masks, and orthopedic and traction splint sets.

Physical Demands

Must possess mobility to walk and carry equipment and patients over even and uneven terrain; strength and stamina to perform heavy physical work when transporting patients with the use of proper equipment or assistance from other staff; flexibility to frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movements; and vision to inspect and operate equipment. Finger dexterity is needed to operate and repair tools and equipment. Incumbents operate a BRU and visit various City sites. Employees must wear and use the proper medical personal protective equipment (PPE) in the course of work.

Work Environment

Employees occasionally work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. During medical and behavioral responses, Behavioral Health Paramedics work indoors and outdoors and are exposed to loud noise levels, cold and hot temperatures, and hazardous or toxic physical substances and fumes specific to drug paraphernalia. Work involves risk of infection or contamination from sick or injured people, and verbal and physical abuse from hostile or violent individuals. Employees may interact with upset staff and public and private representatives in interpreting and enforcing departmental policies and procedures.

Minimum Qualifications

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Open-Entry Requirements:

- **Education:** High school diploma or equivalent.
- **Experience:** No prior experience is required.
- **Licenses and Certifications:** Must possess a National Registry Paramedic certification or Washington State Paramedic license. Must possess a valid driver's license.

Licenses and Certifications:

- Must possess a Washington State Paramedic license within 3 months of employment. Once obtained, it must be maintained throughout employment.
- Must possess a valid driver's license throughout employment.

Background Investigation

All applicants are subject to a thorough background investigation prior to employment.

Appendix

- Pay Range:
- EEO-4:
- SOC:
- Spec Adopted: TBD
- Spec Reviewed:
- Spec Revised:



Item 4B – Resolution 2025-17 Reappointment of Commissioner Stephens

Background

The first term of Commissioner Scott Stephens is expiring at the end of this year. This position is appointed by the other four Commission members. Commissioners should consider and take action if desired on the reappointment of Commissioner Stephens for another four-year term.

Commission action is required.