

**CITY OF SPOKANE  
CIVIL SERVICE COMMISSION MEETING  
MINUTES  
June 19, 2018**

Mark Lindsey, Chair, called the regular meeting to order at 9:30 a.m. Present were Judith Gilmore and Scott Stephens. Pam DeCounter and Craig Hult had excused absences.

**Agenda Item I.**

**Amend Agenda:**

A motion to amend the original agenda to add agenda item #5 (V) was put forth by Ms. Gilmore and seconded by Mr. Stephens. The motion passes.

**Agenda Item II.**

**Approval of Minutes:**

A motion to approve the minutes was put forth by Ms. Gilmore and seconded by Mr. Stephens. The motion passes unanimously.

**Agenda Item III.**

**Staff Activities:**

Ms. Bjork presented the staff activities for the month of May, including the following:

**May:**

Announcements issued:	13	Examinations administered:	157
Requisitions received:	36	Class Surveys completed:	0
Requisitions canceled:	0	Class Surveys in progress:	5
Requisitions certified:	39	Classifications new/deleted:	0/0
Requisitions pending:	13	Classifications revised:	5
Average days from department initiation of request to receipt in Civil Service:			.4
Average days from requisition receipt to certification:			.8
Percentage certified within 24 hours:			100%

**Agenda Item IV.**

**Complaint submitted by Mr. Bradbury**

Mr. Dennis Bradbury is a Fire Equipment Operator with Spokane Fire Department. He participated in the Fire Lieutenant promotional examination, which began with the written exam on 2/13/18 through the Assessment Center from 2/26/18 to 3/1/18. He submitted a complaint on 5/3/18 about procedures followed during this process, asking the Commission to investigate regarding his objections.

Ms. Bjork gave background information about a primary element of Mr. Bradbury's complaint – the Performance Evaluation Report (PER) scores used in the exam scoring. The PER scores that Civil Service originally received from the Fire Department were subsequently updated, after the testing process had been completed and rankings based on the results had been reported to the eligibles on 3/9/18.

The new eligible list of names established by this process was not yet active at the time the updated scores were received, as the existing list did not expire until 3/22/18. Notice of the PER score changes was reported to Civil Service on 3/21/18 via copy of an MOU (Memorandum of Understanding) between Local 29 and the Fire Department, #2018-007. After consulting legal counsel for advice, Ms. Bjork updated the PER scores accordingly. This resulted in some changes in ranking, and all eligibles were notified of the reason for this change.

Mr. Bradbury spoke about his detailed complaint, which included his objection to the use of the updated PER scores as inconsistent with the posted job announcement and the Civil Service Rules. Several specific complaint points were noted and thoroughly discussed, as questions and comments followed amongst Mr. Bradbury, the five Commissioners, Ms. Bjork, Mr. Piccolo, and Fire Chief Brian Schaeffer.

Mr. Lindsey stated that complaints, according to the Civil Service Rules, must be filed in a timely manner, and that this did not occur. He also stated that fully executed MOU's have been determined by the State Supreme Court to supersede Civil Service Rules. Any investigation would not reveal further pertinent facts that would impact the outcome here.

A motion to deny an investigation was put forth by Mr. Stephens and seconded by Ms. Gilmore. The motion passes.

**Agenda Item V.**

**Approval of Offer Letter for Ms. Amber Richards**

A motion to approve the offer of salary and benefits for the position of Chief Examiner, as stated in the letter dated June 8, 2018, was put forth by Ms. Gilmore and seconded by Mr. Stephens. The motion passes unanimously.

**Agenda Item VII.**

**Other Business**

There being no additional business to come before the Commission, the meeting was adjourned at 10:43 a.m.



Jerri Bjork  
Acting Chief Examiner