



Minutes

Regular Meeting of the Civil Service Commission

April 21, 2026

1. CALL TO ORDER/ROLL CALL

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

2. APPROVAL OF MINUTES

- a. March 17, 2026, Minutes

MOTION: Motion to approve.

Palmerton/Hult: Motion passed unanimously

3. CHIEF EXAMINER UPDATE

Chief Examiner Myers gave updates on Civil Service.

- a. Civil Service has taken Firefighter testing back in-house. Civil Service will be offering multiple test times, including weekends.
- b. Staff is working on the upcoming Fire Battalion Chief Assessment Center
- c. The Marketing Coordinator, Paxton Powell, and the Administrative Manager, Shellee Ives, have participated in three well attended job fairs this month.
- d. All commissioners require Public Meeting re-certification. The Chief Examiner will send out the training materials to the commissioners.

4. NEW BUSINESS

- a. Classification Actions

- i. Resolution 2026-03: New Classification SPN 148 Supervisory Web Designer

- ii. Resolution 2026-05: Deletion of SPN 577 WTE Maintenance Planner

- iii. Resolution 2026-06: Retitle of SPN 275 911 Training & Quality Manager to Emergency Communications Training & Quality Manager

MOTION: Move to.

Stratton/Palmerton: Motion passed unanimously

- b. Resolution 2026-04: New Classification SPN 276 Emergency Communications Training & Quality Specialist

- i. Richard Czernik from Local 270 provided comment on the classification process regarding: minimum qualification requirements, promotional opportunities, feedback from existing Police Radio Dispatchers and classification changes such as the removal of shift work language from the job description.



- ii. Human Resources Director Alison Adam provided comment on the management portion of the classification process regarding their work with an outside consultant and the director, Stephen Williams. Management has a tentative meeting with Local 270 on April 30th, 2026.
- iii. Local 270 President Joe Cavanaugh provided comment regarding communication about the structure, interactions, job duties of the classification and the concerns regarding recent state law changes that pertain to the emergency communication classifications. Local 270 requested additional time to reach consensus on SPN 275 and 276 classification structure, lines of progression and bargaining unit designation.
MOTION: To defer this out, I would leave that up for discussion, but at least a month.
Stratton/Palmerton: Motion passed unanimously

5. OTHER BUSINESS

- a. Order Setting Hearing Re: Commission Authority Over Stephen Richmond Appeal
 - i. Chief Examiner Myers provided an overview of the appeal request and proposed orders.
 - ii. Britaney Garrett, outside council for the City of Spokane, introduced herself and stated she is here to address any questions they may have regarding the ruling today.
MOTION: I move we enter executive session to discuss the order and scheduling order.
Palmerton/Hult: Motion passed unanimously
Entered Executive session at 9:56 am for 15 minutes.
 - iii. Chair Stephens read the proposed order into the record and solicited comment. Hearing no comment, Chair Stephens read the scheduling order into the record.

6. ADJOURN

MOTION: So moved
Lindsey/Stephens: Motion passed unanimously
Meeting adjourned at 10:14 am.

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