



Renton Regional Fire Authority
18002 108th Ave SE
Renton, WA 98055
Office: (425) 276-9500
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MINUTES

Civil Service Commission Regular Meeting

4:00 P.M. – Tuesday, December 19, 2023

Conference Room A and Via Zoom Virtually (hybrid)

CALL TO ORDER

Chair Jim Matthew called the Regular Meeting to order at 4:00 p.m.

ATTENDANCE

Commissioners Present:

Jim Matthew, Chair

Ray Barilleaux, Vice Chair

Sanjeev Yonzon

Commissioners Absent:

Fire Staff:

Chief Heitman

HR Manager Michael Scoma

Guests:

NA

APPROVAL OF MINUTES

Motion to approve the special meeting minutes from the November 6, 2023, Commission meeting made by Sanjeev Yonzon. Seconded by Ray Barilleaux. Carried.

PUBLIC COMMENT

None.

UNFINISHED BUSINESS

- NA

NEW BUSINESS

- The Deputy Fire Marshal II, III eligibility list was presented to the Commission for their review and certification. Motion made to certify the eligibility list by Ray Barilleaux. Seconded by Sanjeev Yonzon. Carried.
- New job descriptions for the classification of Facilities Technician I and Facilities Technician III were presented for review and approval. Motion made to approve the series of Facilities Technician classification and job descriptions by Ray Barilleaux. Seconded by Sanjeev Yonzon. Carried.
- Revised job description for Facilities Technician II was presented for review and approval. Motion made to approve the revisions made by Sanjeev Yonzon. Seconded by Ray Barilleaux.

EXECUTIVE SESSION

- NA

OTHER BUSINESS/COMMENTS

- The next Regular meeting is scheduled for January 16, 2024, at 4:00 p.m.

ADJOURNMENT

The meeting adjourned at 4:08 p.m. Moved by Ray Barilleaux. Seconded by Sanjeev Yonzon. Carried.

Jennifer Zinck
Civil Service Secretary/Chief Examiner

Date