

CIVIL SERVICE COMMISSION

MINUTES

DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION

Silverton Fire District

9:00 A.M. July 6, 2023

Station #1 (Silverton)

I. ROLL CALL:

Randal Thomas, Chairman

Chris Redling, Commissioner (*via Zoom 9:03a.m.*)

Steven Dye, Commissioner

ABSENT:

All Commissioners present

IN ATTENDANCE:

Chief Miles, Office Administrator Cantu, AC Grambusch, AC Veit, Chief Examiner (CE) Smith

CALL TO ORDER:

The meeting was called to order at 9:00 a.m.

II. PUBLIC COMMENT:

Chairman Thomas expressed his appreciation with the District staff and volunteers for the terrific Mother's Day Breakfast.

III. APPROVAL OF AGENDA:

Chairman Thomas called for a motion to approve the Civil Service Agenda. Commissioner Dye made a motion to approve the agenda as presented. Chairman Thomas seconded the motion. The motion passed unanimously.

(Commissioner Dye: Aye, Commissioner Redling: Absent, Chairman Thomas: Aye)

IV. APPROVAL OF MINUTES:

Commissioner Dye made a motion to approve the minutes of the May 11, 2023 Civil Service Commission Meeting as written. Chairman Thomas seconded the motion. The motion passed unanimously.

(Commissioner Dye: Aye, Commissioner Redling: Absent, Chairman Thomas: Aye)

V. FIRE CHIEF REPORT:

Chief Miles stated that he did not have any topics to report

VI. CHIEF EXAMINER REPORT:

CE Smith reviewed the Chief Examiners report with the Commissioners. The Commissioners did not have any questions or comments. CE Smith reported that the Rules were adhered to during the process of hiring the Lt. Training & Volunteer Coordinator position. CE Smith reported that out of the 3 applicants applied,

only one qualified to move onto the interview process. CE Smith reported that one of the challenges discovered during the process was the District's ability to maintain a certified list of four (4) for this position when only one (1) applicant makes it onto the list. CE Smith felt confident that this would not be the issue for FF/EMT vacancies, and stated that he would be making recommendations to amend the Rules after consulting with other fire agencies who had experienced similar situations. CE Smith shared that advertising vacancies in the local paper did not attract applicants and shared that the cost did not justify the benefit. CE Smith stated that the District would benefit more by advertising vacancies in publications that targeted qualified candidates directly and suggested Western Fire Chiefs Association Daily Dispatch, SDAO, or Oregon.gov. CE Smith reported that the list for Lt. Training & Volunteer Coordinator was certified and would be posted as required by the Rules. After discussion amongst the Commissioners and CE Smith, the Commission agreed to review recommended changes to the Rules at the next meeting and to proceed with posting the Public Hearing Notice. CE Smith stated that he would be reviewing the FF/EMT job description soon to ensure that the position met the intent of Civil Service. CE Smith shared that he would like to review the Maintenance FF position as well just to get further clarification on how that position should be classified.

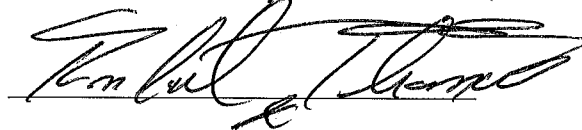
VII. SCHEDULE FUTURE MEETING:

The Commission agreed to schedule the next meeting on August 24, 2023 at 9:00 a.m.

VIII. ADJOURNMENT:

With no further business to come before the Commission, the meeting was adjourned at 9:38 a.m.

Approved this 17 day of AUGUST, 2023.



Chairman

Minutes recorded and prepared by Candace Cantu