



# CIVIL SERVICE COMMISSION SILVERTON FIRE DISTRICT

## AGENDA

Regular Meeting

**April 18, 2024**

**9:00 a.m.**

*Held virtually by Zoom only.*

RANDAL THOMAS  
CHAIRMAN

STEVEN DYE  
COMMISSIONER

CHRIS REDLING  
COMMISSIONER

To Join Zoom Meeting:

<https://us02web.zoom.us/j/85410105908?pwd=Yjk2UU82SVV5Uko2MwIHMTJpZ29NZz09>

Meeting ID: 854 1010 5908

Passcode: 648638

- I. CALL TO ORDER & ROLL CALL
- II. PUBLIC COMMENT
- III. APPROVAL OF AGENDA
- IV. APPROVAL OF CIVIL SERVICE MINUTES
- V. FIRE CHIEF REPORT
- VI. CHIEF EXAMINER REPORT
- VII. SCHEDULE FUTURE MEETING
- VIII. ADJOURN

KEITH SMITH  
CHIEF EXAMINER

CANDACE CANTU  
CIVIL SERVICE  
SECRETARY

BILL MILES  
FIRE CHIEF

# CIVIL SERVICE COMMISSION

## MINUTES

*DRAFTED FOR APPROVAL, SUBJECT TO CHANGE AND OR CORRECTION*

**Silverton Fire District**  
9:00 A.M. January 18, 2023  
Station #1 (Silverton)

**I. ROLL CALL:**

Randal Thomas, Chairman  
Chris Redling, Commissioner  
Steven Dye, Commissioner

**ABSENT:**

Commissioner Redling

**IN ATTENDANCE:**

Chief Miles, Civil Service (CS) Secretary Cantu, Chief Examiner (CE) Smith

**CALL TO ORDER:**

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

**II. PUBLIC COMMENT:**

*None.*

**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, Chairman Thomas: Aye)*

**IV. APPROVAL OF MINUTES:**

Commissioner Dye made a motion to approve the minutes of the October 19, 2023 Civil Service Commission meeting as written. Chairman Thomas seconded the motion. The motion passed unanimously.

*(Commissioner Dye: Aye, Chairman Thomas: Aye)*

**V. FIRE CHIEF REPORT:**

Chief Miles reported that he was working on budget and had informal conversations with CE Smith regarding future budgeting and hiring potentials.

**VI. CHIEF EXAMINER REPORT:**

CE Smith stated that he had reviewed eligibility list after FF Savage was hired. CE Smith reported that there were 4 eligible candidates still on the list from the firefighter position and would reach out to them in the event Chief Miles would like to move forward with hiring the other vacant firefighter position. CE Smith

stated that the District intended to open the Administrative Assistant position and review the job description to ensure it still met the requirement to remain exempt. Commissioner Dye inquired about the delayed hiring of the vacancy. CE Smith stated that Chief Miles wanted to delay hiring since revenue was coming in lower than anticipated. Chairman Thomas inquired about the civil service budget for next year. Chief Miles replied that the budget of \$5500 appeared sufficient to cover all expenses and would use that amount in the 24-25 budget. The Commission discussed Rule XIII, Section 1 and 2 regarding disciplinary hearings. CE Smith and Chief Miles answered various questions and clarified processes. Discussion continued amongst the Commission on regarding weighted scores from assessments and scheduling timelines, questions were answered by CE Smith and Chief Miles.

**IX. SCHEDULE FUTURE MEETING:**

The next meeting will be on April 18, 2024 at 9:00 a.m.

**X. ADJOURNMENT:**

With no further business to come before the Commission, the meeting was adjourned at 10:02 a.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Chairman

Minutes recorded and prepared by Candace Cantu