



# CIVIL SERVICE COMMISSION SILVERTON FIRE DISTRICT

## AGENDA

Regular Meeting

**July 9, 2026**

**10:00 a.m.**

*Main Station, Silverton Fire District  
819 Railway Ave, Silverton, 97381*

**RANDAL THOMAS  
CHAIRMAN**

**STEVEN DYE  
COMMISSIONER**

**ERIC REIF  
COMMISSIONER**

To Join Zoom Meeting:

<https://us02web.zoom.us/j/85410105908?pwd=Yjk2UU82SVV5Uko2MWHMTJpZ29NZz09>

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. CIVIL SERVICE RULES UPDATE**
- VIII. SCHEDULE FUTURE MEETING**
- IX. ADJOURN**

**KEITH SMITH  
CHIEF EXAMINER**

**CANDACE CANTU  
CIVIL SERVICE  
SECRETARY**

**BILL MILES  
FIRE CHIEF**

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# CIVIL SERVICE COMMISSION

## MINUTES

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

### **Silverton Fire District**

10:00 A.M. April 9, 2026

Station #1 (Silverton)

**I. ROLL CALL:**

Randal Thomas, Chairman  
Eric Reif, Commissioner  
Steven Dye, Commissioner

Roll call confirmed that Chairman Thomas was absent, while all other commissioners were present. No participants attended via Zoom.

**IN ATTENDANCE:**

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

**CALL TO ORDER:**

The meeting was called to order at 10:00 a.m. by Chairman Thomas.

**II. PUBLIC COMMENT:**

No public comments were received in person or online.

**III. APPROVAL OF AGENDA:**

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

*(Commissioner Dye: Aye, Commissioner Reif: Aye)*

**IV. APPROVAL OF MINUTES:**

Commissioner Dye called for a motion to approve the Civil Service Minutes. Commissioner Reif made a motion to approve the minutes as presented. Commissioner Dye seconded the motion. The motion passed unanimously.

*(Commissioner Dye: Aye, Commissioner Reif: Aye)*

**V. FIRE CHIEF REPORT:**

Chief Miles reported that Administration is currently working on the budget and expects it to be available beginning April 28. He also commended Assistant Chief Veit and Chief Examiner Smith for their efforts in the FF/EMT testing process. Chief Miles added that once the eligibility list is approved, the top three candidates will be invited to participate in Chief's interviews.

**VI. CHIEF EXAMINER REPORT:**

CE Smith provided a brief overview of the FF/EMT testing process and reported that no challenges were received following the 10-day waiting period. Of approximately 30 applicants, 15 met the minimum qualifications. CE Smith referenced that the top three candidate names would be submitted to Chief Miles and noted that the expiration date of the current eligibility list, would be April 9, 2028.

Commissioner Dye called for a motion to accept and approve the FF/EMT eligibility list. Commissioner Reif made a motion to approve the list as presented. Commissioner Dye seconded the motion. The motion passed unanimously.

*(Commissioner Dye: Aye, Commissioner Reif: Aye)*

**VII. CIVIL SERVICE RULES**

Commissioner Dye asked who is responsible for updating the Commission on changes to civil service rules resulting from new or recently passed legislation. Chief Miles responded that he stays informed of legislative changes through SDAO and OFCA, both of which monitor current statutes. He then notifies the Chief Examiner of any potential impacts.

Commissioner Dye also referenced Rule I, Section 1, "Purpose of Rules," on page 4. He highlighted the statement: "Therefore, unless specifically referenced in these Rules, ORS 242.702 through ORS 242.824 do not apply to the Silverton Fire District and the Rules as adopted herein are the Civil Service System for Silverton Rural Fire Protection District." He sought clarification on whether the District is following the Civil Service Rules outlined in ORS 242.702 through ORS 242.824, or if the statement exempts the District from those rules entirely. Chief Miles explained that the rules were drafted by the District's attorney, who may have intended or deemed the statement necessary, but he will follow up with the attorney for clarification. Commissioner Reif suggested that the statement be removed if it is determined that the District intends to follow the ORS as closely as possible.

Commissioner Dye then addressed the terms of office for commissioners, noting that they are currently staggered. CS Cantu explained that while the intent is for each commissioner to serve a four-year term, the initial staggering of two-, three-, and four-year terms was implemented to prevent all terms from expiring at the same time. Commissioner Dye also asked who approves commissioner appointments, and Chief Miles confirmed that the Board is responsible. Commissioner Dye expressed his intention to continue serving when his term expires on June 30. Chief Examiner Cantu stated that his reappointment would be submitted for Board consideration at the May or June meeting.

Commissioner Dye inquired about background checks for applicants, asking whether they are conducted for all applicants or only those placed on the eligibility list. AC Veit clarified that background checks are conducted only after a conditional offer of employment is made. He noted that conducting background checks on all applicants at the time of application or those who fell on the eligibility list would be time-consuming and costly for the District.

Commissioner Dye asked about updating the organizational chart to include the Civil Service Commission. CS Cantu acknowledged the omission and stated that the chart would be updated accordingly and presented at the next Board meeting for approval.

**VIII. SCHEDULE FUTURE MEETING:**

The next meeting will be on July 9, 2026 at 10:00 a.m.

**X. ADJOURNMENT:**

With no further business to come before the Commission, the meeting was adjourned at 10:58 a.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Chairman

Minutes recorded and prepared by Candace Cantu

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Silverton Fire District

Civil Service Commission Report

Submitted by: Keith Smith, Chief Examiner

June 30, 2026

Current Projects:

- April 9: Certified Firefighter Entrance list
- June 29: Reviewed SFD Quarterly Payroll report. No action necessary.

Meetings/Activities:

- Civil Service Commission Meeting – April 9, 2026



## SILVERTON FIRE DISTRICT CIVIL SERVICE COMMISSION

*As of July 1, 2026*

<u>COMMISSIONER</u>	<u>POSITION</u>	<u>TERM OF SERVICE</u>
<b>Eric Reif</b>	<i>1</i>	<i>07/01/2025 - 6/30/2029</i>
<b>Steven Dye</b>	<i>2</i>	<i>07/01/2026 - 6/30/2030</i>
<b>Randal Thomas</b>	<i>3</i>	<i>02/07/2023 - 6/30/2027</i>

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*Eric Reif*

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# SILVERTOWN FIRE DISTRICT ORGANIZATIONAL CHART

