

# CIVIL SERVICE COMMISSION

## MINUTES

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

### **Silverton Fire District**

9:00 A.M. March 23, 2023

Station #1 (Silverton)

**I. ROLL CALL:**

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

**ABSENT:**

*All Commissioners present*

**IN ATTENDANCE:**

Chief Miles, AC Grambusch, Office Administrator Cantu, DC Veit, FF Miller, Lt. Smith, FF Hughes, Director Palmer, Director Von Flue, Jamie Morrison

**II. CALL TO ORDER:**

The meeting was called to order at 9:02 a.m. Chief Miles provided a brief review of the topics to be covered during the meeting and answered questions by the Commission.

**III. PUBLIC COMMENT:**

*No public comments were provided at this meeting.*

**IV. APPROVAL OF AGENDA:**

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

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

**V. APPOINT CHAIRMAN:**

Nominations were opened to appoint a Civil Service Chairman. Commissioner Dye nominated Commissioner Thomas for Chairman. Commissioner Redling seconded the motion. Having no other nominations for Chairman, nominations were closed. The motion to appoint Commissioner Thomas as Civil Service Chairman passed unanimously.

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

**VI. FIRE CHIEF REPORT:**

Chief Miles expressed his appreciation to the Commission for volunteering to be apart of the hiring process with the Silverton Fire District. Chief Miles reported three positions were currently vacant; a Recruitment/Assistant Training Officer and 2 FF/EMT. Commissioner Dye inquired about the hiring timeline. Chief Miles responded that the 2 FF/EMT positions were budgeted in the 2022-2023 budget year and attempted to hire the Recruiter position last fall, however was unsuccessful. Chief Miles stated that after discussion, it was decided to postpone hiring for all positions until the Civil Service Commission was created.

Chairman Thomas announced that the meeting would take a break beginning at 9:30 a.m. and resume at 9:45 a.m. to review Chief Examiner questions prior to going into Executive Session. After resuming the Civil Service Commission meeting at 9:45 a.m., Chairman Thomas verbalized the notice for ORS 192.660(2)(a) and announced the Commission would go into Executive Session at 9:45 a.m.

**VII. EXECUTIVE SESSION ORS 192.660,(2),(a):**

Chairman Thomas called the Executive Session to order at 9:45 a.m. to consider the employment of a public officer, employee, staff member or individual agent. The Commission interviewed applicants for the Chief Examiner position with the Civil Service Commission. Chairman Thomas adjourned the executive session at 11:00 a.m. and reconvened the meeting at 11:00 a.m.

**VIII. APPOINT CHIEF EXAMINER:**

Chairman Thomas asked for a motion to direct Chief Miles to hire a successful candidate for Chief Examiner. Commissioner Redling made a motion to offer the Chief Examiner position to Keith Smith. Commissioner Dye seconded the motion. The motion passed unanimously.

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

**IX. REVIEW CIVIL SERVICE RULES:**

Chairman Thomas shared his understanding that the Board of Directors for the Silverton Fire District had already approved the Civil Service Rules at a board meeting. Chief Miles confirmed the statement. The Commission proceeded to review the Civil Service Rules by page and sections. After review and discussion, the Commission agreed to the following:

- On page 14, Rule VII Applications and Examination, Section 5 Disqualification of Applicants, strike the entire statement within bullet G beginning on page 16. Chief Miles suggested that this statement could have impact in the future and recommended that the Commission consider consulting with the Chief Examiner prior to striking. The Commission considered Chief Miles request and instructed Chief Miles to have a discussion with the Chief Examiner beforehand about the statement. The Commission requested Chief Miles to also investigate whether the statement was required by the ORS and consult legal opinion. The Commissioners agreed to re-evaluate striking the statement pending Chief Miles investigation.
- On page 25, Rule X Probationary Period, Section 2 Duration of Probationary Period, add language "excluding job related training and schools".
- On page 33, Rule XIV Records and Reports, Section 3 Destruction of Records, strike the word "microfilmed" and replace with "electronically stored".

Chief Miles stated that the Commission would need to adopt the Civil Service Rules after a public hearing to allow for public comment. Further conversation followed regarding the public hearing and advertising process.

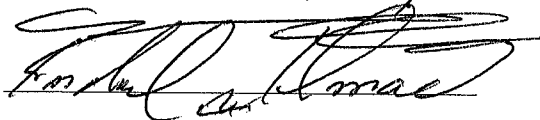
**X. SCHEDULE FUTURE MEETING:**

The Commission agreed to schedule the next meeting on April 13, 2023 at 9:00 a.m. Chairman Thomas requested a Public Hearing of the Civil Service Rules to be placed on the agenda with consideration that the hearing may not close at the April meeting due to potential revisions to the rules. Commissioner Redling requested a hiring timeline. Chief Miles replied that a timeline as well as job descriptions would be a part of future discussions with the Commissioners and Chief Examiner.

**XI. ADJOURNMENT:**

With no further business to come before the Board, the meeting was adjourned at 11:26 a.m.

Approved this 11 day of MAY, 2023.



Chairman