



# CIVIL SERVICE COMMISSION SILVERTON FIRE DISTRICT

RANDAL THOMAS  
CHAIRMAN

STEVEN DYE  
COMMISSIONER

CHRIS REDLING  
COMMISSIONER

## AGENDA

Regular Meeting

**July 6, 2023**

**9:00 a.m.**

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

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
  - a) Certify Eligible List for Lt. Training and Volunteer Coordinator
  - b) Discussion FF Openings, Announcements and Test
  - c) Evaluate List Options for Lt. Training and Volunteer Coordinator
- 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. May 11, 2023

Station #1 (Silverton)

**I. ROLL CALL:**

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

**ABSENT:**

*All Commissioners present*

**IN ATTENDANCE:**

Chief Miles, Office Administrator Cantu, Chief Examiner Smith, Director Mengucci

**CALL TO ORDER:**

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

**II. PUBLIC COMMENT:**

Chief Miles spoke to the good of the order in mentioning that, after a 4-year hiatus, the Mother's Day Breakfast had returned and would be held this Sunday, May 14<sup>th</sup> beginning 7:00am at Station 1.

**III. 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, Chairman Thomas: Aye)*

**IV. APPROVAL OF MINUTES:**

Commissioner Dye made a motion to approve the minutes of the April 13, 2023 Civil Service Commission Meeting as written. Commissioner Redling seconded the motion. The motion passed unanimously.

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

**V. FIRE CHIEF REPORT:**

**a) Civil Service Budget**

Chief Miles reported that a proposed Civil Service budget of \$5,500 was requested in next year's budget and relayed that the Budget Committee meeting would be held on May 16, 2023 at 7:00pm. Commissioner Dye inquired what the monies would be used for. Chief Miles and Chief Examiner Smith responded that monies would be allotted for contract fees, testing supplies, testing materials, and food for proctors.

**b) Hiring Plans**

Chief Miles reported that the Board recently approved a title change of the Recruitment & Retention Coordinator to Lt. Training and Volunteer Coordinator. Chief Miles explained that the duties remain the same but felt that the new title would be more enticing to potential candidates. Chief Miles stated that the revision was provided to Chief Examiner Smith who agreed to move forward with the hiring process. The Commission was assured by Chief Miles that although the hiring focus is on the Lieutenant Training and Volunteer Coordinator at the moment, the FF/EMT openings were a priority as well.

**VI. CHIEF EXAMINER REPORT:**

Chief Examiner Smith stated that he would provide a formal written report for future meetings reflecting updates and activities that he was working on. Chief Examiner (CE) Smith reported that Chief Miles created a shared folder dedicated to Civil Service and explained that all Civil Service related documents would be housed there. CE Smith stated that the folder was only accessible to himself, Chief Miles, and Civil Service Secretary Cantu. CE Smith reported that he had notified Chief Miles to proceed with posting the Lt. Training & Volunteer Coordinator position. CE Smith explained that although the position states “Lieutenant”, the supervisory role was at the company officer level and would be non-exempt from Civil Service. Commissioner Dye inquired if the description should specify that it is non-exempt from Civil Service and FLSA. CE Smith agreed that the description should reflect that clarification since the position would be eligible for overtime. CE Smith opened it up for questions regarding the job description. After discussion, the Commission and CE Smith agreed on the following changes under Minimum Qualifications: “Current and valid NREMT certification with the ability to obtain Oregon certification by date of hire” and “Valid driver’s license at time of appointment and must obtain an Oregon Driver’s License within 30 days of hire”. The Commission approved the job description with the reflected changes. CE Smith reported that the open position would be announced on May 15, 2023 and would be open for 30 days. CE Smith informed the Commission of the step-by-step process once the position closed and the conditions that an applicant must successfully meet prior to starting.

**VII. SCHEDULE FUTURE MEETING:**

The Commission agreed to schedule the next meeting on July 6, 2023 at 9:00 a.m.

**VIII. ADJOURNMENT:**

With no further business to come before the Commission, the meeting was adjourned at 9:55a.m.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Chairman

Minutes recorded and prepared by Candace Cantu

# Silverton Fire District Civil Service Commission Report

*Submitted by: Keith Smith, Chief Examiner*

## July 6, 2023

### **Current Projects:**

- Appointed to Chief Examiner Position
- Approved Lt Training Officer/Volunteer Coordinator position announcement, Job Classification on May 11<sup>th</sup>. Job posted by District on May 15<sup>th</sup>.
- May: Reviewed Temporary Labor job classification, confirming that the position is exempt from Civil Service Rule per Civil Service Rule: Section 2,I
- Lt TO/VC Exam

### **Meetings/Activities:**

- April 13<sup>th</sup> Civil Service Meeting-Appointment to Chief Examiner
- May 11<sup>th</sup> Civil Service Meeting
- May 16<sup>th</sup> Temp Labor discussion with Fire Chief and staff
- June 16<sup>th</sup> Reviewed 3 applications for Lt position.
- June 21<sup>st</sup> Final review of examination documents for accuracy and test process
- June 23<sup>rd</sup> Test administration
- June 26<sup>th</sup> Final score calculations and candidate notification.



# CIVIL SERVICE LIST

*for*

## LT. TRAINING AND VOLUNTEER COORRDINATOR

1. DANIEL BROWN
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

The duration of an entrance register is limited to thirty (30) months from the date the register was certified. This list will expire on December 5, 2025.

  
\_\_\_\_\_  
*Chief Examiner*

July 5<sup>th</sup>, 2023  
Date