

# CIVIL SERVICE COMMISSION

## MINUTES

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

**Silverton Fire District**  
9:00 A.M. October 19, 2023  
Station #1 (Silverton)

**I. ROLL CALL:**

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

**ABSENT:**

*All Commissioners present*

**IN ATTENDANCE:**

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

**CALL TO ORDER:**

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

**II. PUBLIC COMMENT:**

*AC Grambusch shared a farewell with the Commission and stated that he appreciated the experience and learning process that Civil Service Rules brought to the District.*

**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. Commissioner Redling 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 September 18, 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:**

Chief Miles conveyed that three candidates participated in the chief's interview process, and ultimately, River Savage was extended an offer for the FF/EMT position. Chief Miles further explained that River, who is currently a volunteer, initially joined the District as a resident volunteer and had gained additional experience working with the Oregon Department of Forestry as both a wildland firefighter and a dispatcher. Chief Miles stated that an additional FF/EMT position was open but would need to re-evaluate the budget after seeing that the tax revenue came in lower than anticipated.

**VI. CHIEF EXAMINER REPORT:**

CE Smith gave an update on the appeal made by a candidate regarding the results of the EMS assessment. According to CE Smith, a response was issued to the candidate, but as of now, the candidate has not taken further action with the commission regarding the matter.

CE Smith shared that the 2 candidates, who were unsuccessful after the chief’s interview, were placed back on the eligibility list in proper order.

Commissioner Redling requested further discussion on whether the Commission should review or create a set of interview questions that the Examiner could draw from when creating questionnaires. CE Smith explained that the current process involves his review of questions submitted by the District to ensure they align with the parameters of the Civil Service Rules, are fair, non-discriminatory, and adhere to the scoring guidelines. After discussion amongst the Commissioners, it was determined that the current process of review and formulating of questions by the Chief Examiner was sufficient.

Commissioner Dye inquired about the determination of scoring weight, asking whether it was decided by the District, the Chief Examiner, or the Commission. CE Smith clarified that the scoring weight is determined by the District. The Commission discussed Rule 7, Section 9, paragraph B, focusing on the rating of experience and training. Commissioner Dye suggested that the Commission should be informed about the scoring and rating of stations/tests before the assessment process begins. He stated that this would provide the Commission with a better understanding of how assessments are weighted or scored before any potential appeals arise.

After further deliberation, the Commission collectively decided and agreed to receive information on weight and scoring of assessments before the District proceeded with the process. This proactive approach would allow for education before the assessment process starts, enabling the Commission to better understand the scoring and weights before they are implemented. CE Smith agreed to present tests to the Commission before any assessments take place to facilitate a clearer understanding of weights and scoring.

CS Cantu requested point of clarification regarding who certifies the eligibility list. The Commission stated that CE Smith will continue to verify and create the eligibility list for presentation to the Commission after the 10-day appeal period. The Commission will then certify the list. This will require additional consideration when creating a scheduling timeline for vacancies.

**IX. SCHEDULE FUTURE MEETING:**

The Commission agreed to begin meeting quarterly. The next meeting will be on January 18, 2024 at 9:00 a.m. AC Veit invited the Commission to attend AC Grambusch’ retirement celebration on November 8<sup>th</sup> beginning at 3:00pm.

**X. ADJOURNMENT:**

With no further business to come before the Commission, the meeting was adjourned at 10:34 a.m.

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

\_\_\_\_\_  
Chairman