

# CIVIL SERVICE COMMISSION

## MINUTES

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

**Silverton Fire District**  
10:00 A.M. October 16, 2025  
Station #1 (Silverton)

**I. ROLL CALL:**

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

Roll call confirmed all Commissioners were present, and no participants attended via Zoom.

**IN ATTENDANCE:**

Chief Miles, Civil Service (CS) Secretary Cantu, AC Veit, 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:**

Agenda was amended to include a New Business item following the Chief Examiner's Report. Chairman Thomas called for a motion to approve the Civil Service Agenda. Commissioner Dye made a motion to approve the agenda as presented. Commissioner Reif seconded the motion. The motion passed unanimously.

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

**IV. APPROVAL OF MINUTES:**

Commissioner Dye made a motion to approve the minutes of the October 16, 2025 Civil Service Commission meeting as written. Commissioner Reif seconded the motion. The motion passed unanimously.

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

**V. FIRE CHIEF REPORT:**

- i. Commissioner Vacancy  
Chief Miles notified the commission of an upcoming staffing vacancy due to FF Hughes accepting employment with another agency. Chief Miles updated the commission on tax collection timing and the uncertainty of final revenues. Chief Miles reported that the District received a private donation funding a new brush truck purchase which will be housed at Station 2.

**VI. CHIEF EXAMINER REPORT:**

Chief Examiner (CE) Smith reviewed the current eligibility list, noting it is scheduled to expire on March 18, 2026. Following consultation with District administration, CE Smith reported that the District elected to initiate a new recruitment process rather than extend the existing list. The Civil Service agreed to expire the current list after March 18, 2026. CE Smith presented a proposed hiring timeline and job announcement for the vacant FF/EMT position that meet Civil Service requirements for Commission consideration and approval.

Chairman Thomas called for a motion to approve the FF/EMT hiring timeline and testing process as discussed. Commissioner Reif moved to approve the timeline with date adjustments to account for the President's Day holiday on February 16. Commissioner Dye seconded the motion. The motion carried unanimously.

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

Chairman Thomas then called for a motion to approve the FF/EMT job posting and announcement flyer. Commissioner Dye moved to approve the posting and announcement as submitted. Commissioner Reif seconded the motion. The motion carried unanimously.

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

CE Smith further explained that the testing process would consist of four components: application review, EMS skills assessment, fire skills assessment, and an oral interview, with each component weighted at 25 percent of the total score. Minutes from the October 19, 2023 civil service meeting were reviewed, confirming the Commission's request to receive information regarding testing weights and scoring prior to implementation. Following detailed discussion regarding testing procedures and evaluation criteria, CE Smith agreed to provide commissioners with the testing outline and scoring guides via email for review. Additional discussion occurred regarding the development and selection of examination questions, as well as the potential inclusion of clarifying language within the Civil Service Rules to better define the respective roles and responsibilities of the Commission, Fire Chief, and Chief Examiner throughout the examination process.

**VII. NEW BUSINESS:**

i. Commissioner Dye suggested that the Civil Service Rules are reviewed annually. The Commission agreed to review the rules at the next scheduled meeting. Any changes to the rules would be presented to the Board during a regular meeting for adoption. Additionally, the Commission requested a copy of the annual staffing report provided to the Chief Examiner. Civil Service Secretary Cantu reminded Commissioners that the Civil Service Rules are also accessible online as a reference resource.

ii. Elect Chairperson  
Chairman Thomas opened nominations for Chairman. Commissioner Dye nominated Randal Thomas for Chairman. Commissioner Reif seconded the nomination. Having no other nominations for Chairman, nominations were closed and Randal Thomas was re-elected Chairman by unanimous vote.

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

**VIII. SCHEDULE FUTURE MEETING:**

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

X. **ADJOURNMENT:**

With no further business to come before the Commission, the meeting was adjourned at 11:17 a.m.

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



A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, is written over a horizontal line. The signature is positioned above the word "Chairman".

Chairman

Minutes recorded and prepared by Candace Cantu