



CIVIL SERVICE COMMISSION SILVERTON FIRE DISTRICT

AGENDA

Regular Meeting

May 11, 2023

9:00 a.m.

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

**RANDAL THOMAS
CHAIRMAN**

**STEVEN DYE
COMMISSIONER**

**CHRIS REDLING
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**
 - a) Civil Service Budget
 - b) Hiring Plans
- VI. CHIEF EXAMINER REPORT**
- VII. SCHEDULE FUTURE MEETING**
- VIII. 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

9:00 A.M. April 13, 2023

Station #1 (Silverton)

I. ROLL CALL:

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

ABSENT:

All Commissioners present

IN ATTENDANCE:

Chief Miles, AC Grambusch, Office Administrator Cantu, Administrative Assistant Tolmachoff, Lt. Brown, FF Miller, Lt. Smith, FF Hughes, Director Mengucci

CALL TO ORDER:

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

II. PUBLIC COMMENT:

No public comments were provided at this meeting.

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 Redling made a motion to approve the minutes of the March 23, 2023 Civil Service Commission Meeting as written. Commissioner Dye seconded the motion. The motion passed unanimously.

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

V. PUBLIC HEARING CIVIL SERVICE RULES:

a) Open Public Hearing

Chairman Thomas opened the public hearing regarding Civil Service Rules at 9:02a.m. Chief Miles reported that after consulting with the attorney for the Silverton Fire District, the recommendation would be to keep bullet G under Rule VII, Section 5 Disqualification of Applicants. After discussion, the Civil Service Commission agreed to keep bullet G under Rule VII, Section 5 Disqualification of Applicants. Chairman Thomas commented that suggested revisions reflected within Rule X, Probationary Period, Section 2 Duration of Probationary Period and Rule XIV, Records and Reports, Section 3 Destruction of Records reflected accurately.

b) Public Comment

Chairman Thomas opened public comments at 9:10a.m. No comments were provided by the public or attendees regarding the Civil Service Rules. Chairman Thomas closed public comments at 9:11a.m.

c) Close Public Hearing

Chairman Thomas closed the public hearing regarding Civil Service Rules at 9:12a.m.

VI. FIRE CHIEF REPORT:

Chief Miles reported that Keith Smith accepted the Chief Examiner position with the Civil Service Commission and met to review the Personal Services Contract. Chief Miles reported that both sides agreed to the terms of the agreement. Chairman Thomas congratulated Mr. Smith and extended a welcome from the Commission.

VII. ADOPT CIVIL SERVICE RULES:

Chairman Thomas called for a motion to adopt the Civil Service Rules. Commissioner Dye made a motion to adopt the Civil Service Rules as discussed. Commissioner Redling seconded the motion. The motion passed unanimously.

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

VIII. CHIEF EXAMINER CONTRACT REVIEW

Chief Miles stated that the Chief Examiner contract was available for review by the Commissioners and briefly touched upon a few items within the contract. After discussion amongst the Civil Service Commission, it was decided that any Commissioner could schedule a one-on-one review with Chief Miles to review the Personal Services instead of scheduling an Executive Session at the next meeting.

IX. SCHEDULE FUTURE MEETING:

The Commission agreed to schedule the next meeting on May 11, 2023 at 9:00 a.m. Agenda items will include hiring plans for vacant positions and civil service budgeting. After discussion, it was agreed by the Civil Service Commission, direct communication with the Civil Service Commission would come from Chief Miles with coordination from the Chief Examiner through email. Any reports or updates would be provided to the Board of Directors by Chief Miles and/or the Chief Examiner. Chairman Thomas stated that he would attend a board meeting in the future to introduce himself and provide information to the Board of Directors.

XI. ADJOURNMENT:

With no further business to come before the Commission, the meeting was adjourned at 9:31 a.m.

Approved this _____ day of _____, 2023.

Chairman

Minutes recorded and prepared by Candace Cantu

POSITION DESCRIPTION**TITLE:** LIEUTENANT – TRAINING AND VOLUNTEER COORDINATOR**CLASSIFICATION:** CAREER – AT WILL, SUBJECT TO CIVIL SERVICE**SUPERVISION RECEIVED:** ASSISTANT CHIEF OR DESIGNEE**SUPERVISION EXERCISED:** COMPANY LEVEL**Position Summary:**

This position serves as the Assistant Training Officer and the Volunteer Coordinator for the Fire District. This position also responds to aid the community during emergency and non-emergency situations and promotes an environment of public safety within the Silverton Fire District's response area. This position provides direct and indirect support to the volunteer membership which is critical to our mission statement. This position may supervise personnel as described in the District handbook; Chain-of-Command.

Essential Functions:

Essential functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Assists the Training Officer with all aspects of the training program;
- Develops and implements training practical, classroom and online learning;
- Coordinates volunteer recruitment activities and assigns these tasks as needed to other career and/or volunteer members as directed.
- Responds as a firefighter/EMT to various calls for service
- Participates in training activities and instruction sessions;
- Performs various public information or education tasks;
- Performs all work duties and activities in accordance with District policies and procedures;
- Follows District safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring.
- Performs other related duties as assigned by the Assistant Chief or Fire Chief.

Knowledge, Skills and Abilities:

Knowledge of:

- Training requirements as determined by District Operational Guidelines, Oregon Department of Public Safety Standards and Training and other regulatory laws/rules;
- Coordinating outreach for the purposes of recruiting and retaining Volunteers;
- The geography of the Fire District and surrounding areas, (or the ability to quickly learn this information), including the streets system, hydrant locations, the layout and location of public utilities and potentially hazardous materials or substances;
- Firefighting and EMS skills;

- Computers and related software.

Ability to:

- Make and maintain positive relationships with volunteers and career staff;
- Make determinations as to the best course of action for fighting fires or responding to other related emergency situations;
- Work under extremely stressful situations;
- Successfully meet the District's requirements and pass entry exams;
- Work within a command structure requiring strict adherence to the following of orders;
- Work in a team environment;
- Learn and correctly apply District operational guidelines;
- Read, comprehend, and follow simple oral and written instructions; and to understand and apply available guidelines to varied operational requirements;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Operate a personal computer using program applications appropriate to assigned duties;
- Communicate effectively both orally and in writing, with the public and other employees;
- Operate motor vehicles (automobile and fire apparatus)

Minimum Qualifications:

- Graduation from high school or equivalent GED certificate;
- Two years or more experience as a volunteer officer, career officer, or two years of combined volunteer and career experience as an officer;
- Pass District's physical agility test and NFPA 1582 physical;
- Pass background investigation, DMV check and drug test prior to hiring;
- NFPA Firefighter I, NFPA Instructor I, NFPA Fire Apparatus Driver, NFPA Hazardous Materials Operations Level Responder, Wildland Firefighter Type 2 (IFSAC certifications or equivalent accepted);
- Oregon Emergency Medical Technician (National reciprocity allowed);
- Valid driver's license at time of appointment or must obtain an Oregon Driver's License within 30 days of hire.

Preferred Qualifications:

- NFPA Fire Officer I;
- NFPA Firefighter II;
- NFPA Instructor II;
- NFPA Apparatus Equipped with Fire Pump;
- Wildland Firefighter Type I;
- Associates Degree;

Essential Physical Abilities:

The primary duties of this class are performed in a work environment in which the employee is subject to potential personal danger. Therefore, the following physical abilities are deemed essential:

- Sufficient clarity of speech and hearing and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise;
- Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to effectively operate at a fire or related emergency scene;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting life and property.
- Wearing personal protective equipment weighing approximately 70 pounds
- Endure high humidity situations which may significantly impair body cooling;
- Rely on self-contained breathing apparatus in environments with extreme temperature fluctuations.
- Ventilate burning buildings by opening windows, cutting/sawing holes in roofs and floors;
- Position and climb ladders;
- Advancing hose lines and making connections to hydrants;
- Direct streams of water on fires;
- Search and rescue operations inside burning structures;
- Moves heavy objects (up to 185 pounds or more)

Values and Guiding Principles

All employees of the District are required to demonstrate positive values to be an effective member of the organization. This includes:

- Honesty and integrity- fairness, straightforward, sincere, truthful, loyal, ethical and trustworthy;
- Professionalism- displays confidence in self and encourages others, patient, holds a high degree of personal accountability, takes pride in work, committed to quality, growth and learning;
- Health and Safety- displays and maintains physical and mental well-being and is observant of all members' safety.

Terms of Employment

The position will be assigned an adjustable 40-hour work week. However, adjustments may be made for weekly drills, training, and other functions as necessary to obtain position goals and to fit the needs of the District. This position is subject to call back for emergencies and some evenings and weekends may be required either through scheduling or emergency call out. Travel is primarily local or regional during the business day, although some out of area overnight travel may be expected.

Employee must reside within a 30 minute response time of any Silverton Fire District station.

Adhere to all District operational guidelines, employment handbook and other directives/orders.

Employee Acknowledgement:

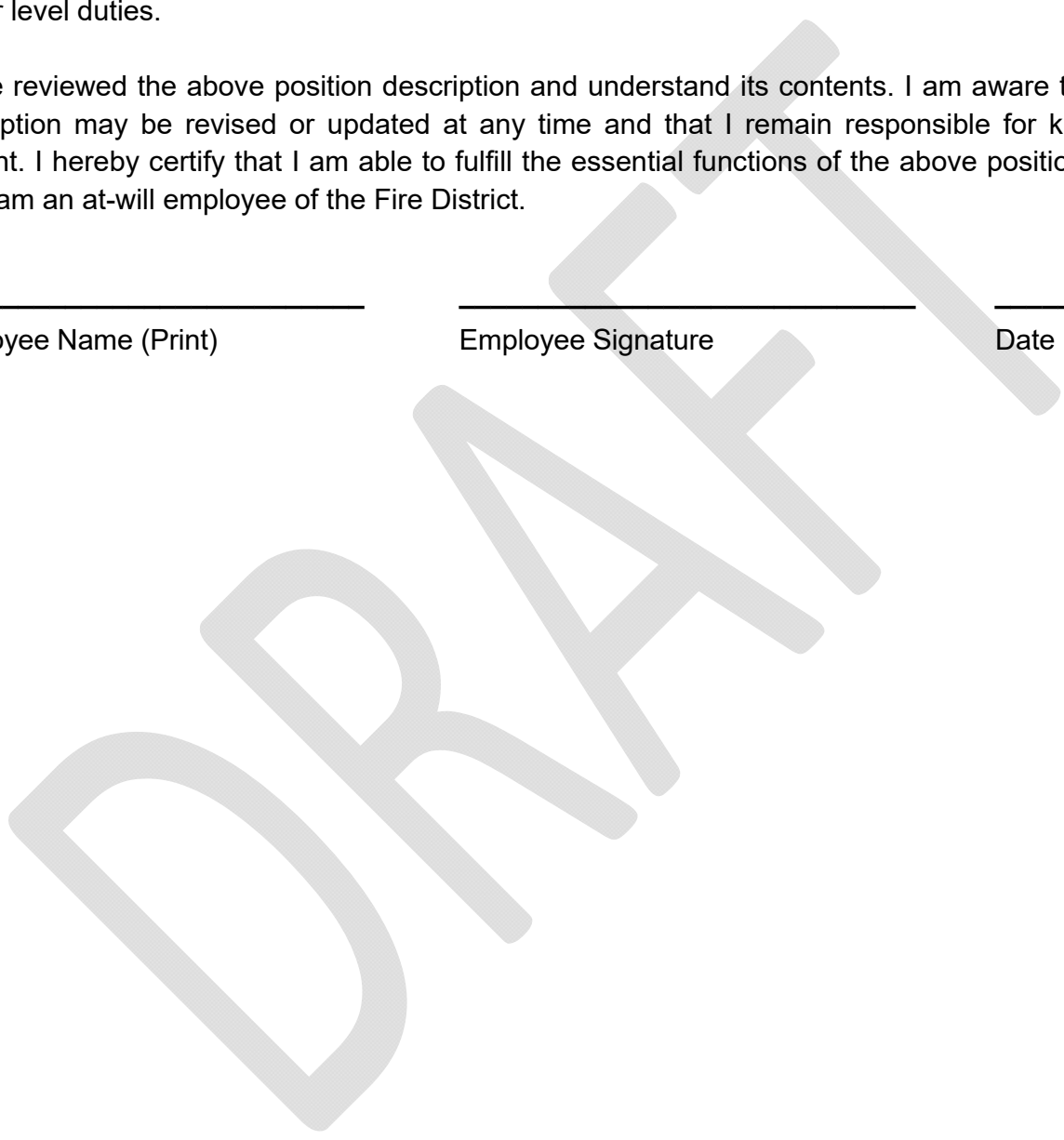
This job description in no way implies that these are the only duties to be performed by the incumbent. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times employees may also be required to perform higher level duties.

I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its content. I hereby certify that I am able to fulfill the essential functions of the above position. I understand that I am an at-will employee of the Fire District.

Employee Name (Print)

Employee Signature

Date





Silvertown Fire District

819 Rail Way NE
Silvertown, OR 97381

(503) 873-5328

Lt-Assistant Training Officer/Volunteer Coordinator

Hiring Timeline

May 9th: Board approval

May 11th: Civil Service approval of test process and timeline

May 15th: Announcement posted

June 15th: Application process closes

June 16th: Application review

June 22/23: Assessment Center

June 26th: Applicant scoring complete, candidates notified of ranking. Candidates have 10 days to contest (in writing) the scores, ranking, or examination process. Candidates have 30 days to review scores.

July 6th: List certification, Civil Service Commission will review for certification of register. The Fire Chief will be presented a list of (3) certified candidates for Chief's interviews.

Dates are subject to change.

Assessment Center

The assessment center will consist of four individual tests. Applicants must achieve a score of 70% or better on each test subject in order to advance in the assessment center process.

The following testing categories will each make 25% of a applicants overall testing scores.

- Resume
- Oral Interview Exercise
- Tactical Exercise
- Educational Presentation



Silvertown Fire District

819 Rail Way NE
Silvertown, OR 97381

(503) 873-5328

Job Posting

For the position of

Lieutenant - Training and Volunteer Coordinator

Posting Date: May 15th, 2023

Application Deadline: June 15th, 2023 5:00 pm

Position Title: Lieutenant - Training and Volunteer Coordinator

JOB SUMMARY:

This position serves as the Assistant Training Officer and the Volunteer Coordinator for the Fire District. This position also responds to aid the community during emergency and non-emergency situations and promotes an environment of public safety within the Silvertown Fire District's response area. This position provides direct and indirect support to the volunteer membership which is critical to our mission statement.

MINIMUM EDUCATION, SKILLS AND EXPERIENCE:

- Graduation from high school or equivalent GED certificate;
- Two years or more experience as a volunteer officer, career officer, or two years of combined volunteer and career experience as an officer;
- Pass District's physical agility test and NFPA 1582 physical;
- Pass background investigation, DMV check and drug test prior to hiring;
- NFPA Firefighter I, NFPA Instructor I, NFPA Fire Apparatus Driver, NFPA Hazardous Materials Operations Level Responder, Wildland Firefighter Type 2 (IFSAC certifications or equivalent accepted);
- Oregon Emergency Medical Technician (National reciprocity allowed);
- Valid driver's license at time of appointment or must obtain an Oregon Driver's License within 30 days of hire.

PREFERRED QUALIFICATIONS:

- NFPA Fire Officer I;
- NFPA Firefighter II;
- NFPA Instructor II;
- NFPA Apparatus Equipped with Fire Pump;
- Wildland Firefighter Type I;
- Associates Degree;

SALARY/BENEFITS:

This position as well as the hiring process is subject to the Districts Civil Service practices.

- \$55,565.86 Gross starting annual salary.
- Oregon PERS Retirement (District picks up employee 6%)
- \$35,000 in life insurance policies.
- HRA VEBA annual contributions of \$2400
- Vacation, holiday and sick leave (accruals vary based on years of service).
- The District pays 90% of Medical/Dental/Vision for employees, spouses and dependents.
- Deferred compensation plan, \$100.00 maximum monthly matching contribution from the District.
- MASA emergency medical transportation services membership.
- Longevity based salary increases.

TESTING AND EXAMINATION

This position as well as the hiring process is subject to the Districts Civil Service process.

Candidates will be tested and awarded points based on four categories of tests:

- Resume (All materials as indicated in the “HOW TO APPLY” section of this document must be included).
- Oral Interview Panel
- Tactical Exercise
- Educational Presentation

Candidates must score 70% or higher on each category in order to advance in the testing process.

Testing is tentatively scheduled for June 22nd & 23rd, 2023

Preference points for veterans and current Silverton Fire District volunteers shall be awarded upon passing the four testing categories listed above with a 70% or better score.

In all competitive entrance examinations, preference status shall be given to all active Silverton Rural Fire Protection District volunteer firefighters who have served a minimum of 12 months/ 1 year. The Silverton volunteer meeting District requirements shall qualify for an increase in their score of ten percent of the total points available providing a passing grade has been received. All such points shall be added to the total combined test score of the volunteer and shall not be allocated to any single feature or part of the examination to comply with Silverton Fire District Civil Service rules 11 & 12.

In all competitive entrance examinations, preference status shall be given to every veteran and disabled veteran who has successfully completed all phases of a civil service test. Preference means that the score of a veteran who has passed the test shall be increased by five percentage points of the total points available and the score of a disabled veteran who has passed the test shall be increased by ten percentage points. All such points shall be added to the total combined test score of the veteran and shall not be allocated to any single feature or part of the examination. This provision is to be interpreted to comply with ORS 408.225 - .235 and any modifications thereof.

The successful candidate must pass the Districts physical ability test process, a physical examination, a background investigation, pre-employment drug screening and a DMV check.

Candidates must receive a passing score of 70% or better on each tested subject to advance in the testing process,

The Silverton Fire District is an equal opportunity employer.

HOW TO APPLY:

You can find the Silverton Fire Districts applications and this positions job description at www.Silvertonfire.com .

Submit a completed application packet by 5:00 pm on June 15th, 2023. The following documents must be included:

- Cover Letter
- Resume
- Completed and signed Silverton Fire District application
- Veterans Preference Form and DD-214 / DD2-215 if applicable (Veterans only)
- Copy of educational degrees or training certificates

Application packets may be submitted in person or via email.

- In Person: Monday – Friday between the hours of 8:00 a.m. and 5:00 p.m.
819 Rail Way Ave. Silverton, OR. 97381.
- Via Email: keith.veit@silvertonfire.com

Application packets must be submitted by June 15th at 5:00 pm, late packets will not be considered.

For additional information or questions, please call Deputy Chief Keith Veit at (503) 873-5328 during normal business hours.

Join Us!

Silverton Fire District is known for high quality dedicated service to the community utilizing new apparatus located at five stations throughout the Fire District

The Silverton Fire District's area is very diverse; 106 square miles that include flat farmland and mountainous terrain with recreation areas. We respond on a variety of calls including:

- Structure Fires
- Wildland Urban Interface
- EMS
- Hazardous Materials
- Heavy Rescue Motor Vehicle Crashes

Silverton Fire provides outstanding advanced training in:

- Fire suppression
- EMS
- Rescue
- Urban Interface
- Hazardous Materials
- Leadership



Job Announcement for the position of

Lieutenant – Assistant Training Officer/Volunteer Coordinator

Beginning Salary \$55,565/year \$4,630/month

Great Benefits – Fast Growing Community – Unparalleled Service

**For full description, details related to the selection process and to apply, visit:
www.silvertonfire.com**

Or Call

503-873-5328

