

SW Polk Fire District

Civil Service Commission Meeting Minutes – February 24, 2022 – 15455 Salt Creek Rd. Dallas, OR 97338*

Meeting was held virtually via RingCentral Meetings

Board Members Present	Members Absent
Civil Service Commission Susan Shepard Amber Archibald Sean Condon	
	Administration Present
	Fred Hertel Scott Magers Christine Talley

Virtual- (V) Arrives after roll call- (ARC)

GENERAL BUSINESS		
Call to Order		Fire Chief Fred Hertel opens the meeting at 4:02 pm, as it was the first meeting and no President had been elected yet. Chief Hertel states the SW Polk Commission is a new commission and must elect officers. He says they must approve the last meeting, which was for a joint commission.
Election of Officers	Discussion/Action	Hertel opens nominations for officers. Susan Shepard nominates Sean Condon for President. Condon accepts. Motion: Shepard Second: Archibald <i>I nominate Sean Condon for President.</i> Motion passes unanimously
Approval of Minutes	Discussion/Action	The Commission reviews the minutes from the last joint commission meeting on September 10, 2021. Condon looks to Shepard who states she was Chairman of the joint commission and states the minutes are accurate Motion: Shepard Second: Archibald <i>I move to approve the minutes</i> Motion passes unanimously
Appoint Chief Examiner	Discussion	Hertel explains the Civil Service Process for creating a hiring list and what the Chief Examiner role is. Hertel states that Damon Schulze has offered to fill the role. Susan Shepard says they may need to advertise for the position. The commission decides to move on while Hertel researches the requirements.
Lieutenant List Approval	Discussion/Discussion	Deputy Chief Magers introduces the list of employees for lieutenant promotion and recommends approving the list. Motion: Archibald Second: Shepard <i>I move to approve the Lieutenants Promotion List</i> Motion passes unanimously
Firefighter/Paramedic List Approval	Discussion/Action	Magers introduces the list is for a Paramedic position. Motion: Shepard Second: Archibald <i>I move to approve the Firefighter/Paramedics list as presented.</i> Motion passes unanimously

Appoint Chief Examiner	Discussion	Condon suggests they wait to appoint an examiner because there are too many questions on what the requirements for the process are.
Audience Participation	Discussion	None
Good of the Order (not on agenda)	Discussion	Condon adds “good of the order” to the agenda. There is none. Next meeting set for May 19 th at 4:00pm
Meeting Adjournment		Meeting adjourned at 4:20 p.m.

Upcoming meetings/events:

- May 19th at 4:00pm

Board packet and handouts included:

- September 10, 2021, Minutes