

SW Polk Fire District

Civil Service Commission Meeting Minutes – July 6, 2022 – 15455 Salt Creek Rd. Dallas, OR 97338*

Meeting was held virtually via RingCentral Meetings

Board Members Present	Members Absent
Civil Service Commission Chris Burton Amber Archibald Sean Condon	None
	Administration Present
	Fred Hertel Scott Magers Christine Talley

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

GENERAL BUSINESS		
Call to Order		President Sean Condon opens the meeting at 4:01 pm. Pledge of Allegiance is recited.
Approval of Minutes	Discussion/Action	Commissioners review the February 24 th meeting minutes. Motion: Archibald Second: Burton <i>I move to approve the minutes</i> Motion passes unanimously
Staff Report	Discussion	Chief Hertel announces that Susan Shepard’s term ended June 30, and Chris Burton was appointed by the BOD. Chief Hertel introduces the staff report, which answered questions from the last Civil Service Commission Meeting.
Exhaust EMT List	Discussion/Action	Chief explains the EMT list was created under the joint civil service commission with Sheridan, West Valley, and SW Polk. He states that they have interviewed candidates whose scores were higher than 70, and that he is not sure if any of the other agencies have hired off the list. He states the district would like permission from the commission to start both a new EMT and Paramedic process. Motion: Archibald Second: Burton <i>I move to exhaust the current EMT list</i> Motion passes
Exhaust Paramedic List	Discussion/Action	Motion: Burton Second: Archibald <i>I move to exhaust the current Paramedic list</i> Motion passes
Appoint Chief Examiner	Discussion/Action	Damon Schulze is introduced as the applicant for the Chief Examiner. Discussion of the hiring process. Motion: Burton Second: Condon <i>I move to appoint Damon Schulze as the new Chief Examiner</i>

		Motion passes
Approval to Create New Lists	Discussion	Condon states that the hiring process should be created and brought back for the commission for approval. Meeting is set for July 21 st at 4:00 p.m.
Audience Participation	Discussion	None
Good of the Order	Discussion	The commissioners introduce themselves.
Meeting Adjournment		Meeting adjourned at 4:47 p.m.

Upcoming meetings/events:

- July 21, 2022

Board packet and handouts included:

- Feb. 24, 2022, Minutes
- Staff Report