

SW Polk Fire District

Civil Service Commission Meeting Minutes – September 22, 2022 – 15455 Salt Creek Rd. Dallas, OR 97338

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 4:46 pm. Pledge of Allegiance is recited.
Approval of Minutes	Discussion/Action	Commissioners review the July 21 st meeting minutes. Motion: Burton Second: Archibald <i>I move to approve the minutes</i> Motion passes unanimously
Approve Firefighter/Paramedic List	Discussion/Action	Deputy Chief Magers explains the hiring process for Firefighter/Paramedic and Firefighter/EMT to build two lists. He recommends approving the Paramedic list and then exhausting the list so that the district may start a new one. Motion: Archibald Second: Burton <i>I move to certify the Firefighter/Paramedic list dated September 22, 2022.</i> Motion passes unanimously Chief Magers states he would like to pull an individual from the list to make a conditional job offer, pending Paramedic certification. Motion: Burton Second: Archibald <i>I move to exhaust the paramedic list with the conditional job offer that was sent to Benjamin Turner</i> Motion passes unanimously
Approve Firefighter/EMT List	Discussion/Action	Chief Magers explains the results for the Firefighter/EMT list. Motion: Archibald Second: Burton <i>I move to certify the Firefighter/EMT list dated September 22, 2022.</i> Motion passes unanimously Discussion of setting a minimum score to be hired off future hiring lists.
Appointment Process	Discussion	Chief Magers explains they will offer the top ten candidates of the Firefighter/EMT list to take to the Chief’s interview. Based on those

		results the district would offer positions to as many candidates as are needed.
Recommendation for minimum percentage score to be eligible for list	Discussion/Action	<p>Magers requests the CSC allows the district to go out for the Firefighter/Paramedic list again as well as a Firefighter/EMT Intermediate list.</p> <p>Motion: Burton Second: Archibald <i>I move to conduct a Firefighter/Paramedic/EMT Intermediate list.</i></p> <p>Magers recommends that the motion includes a minimum score of 75% to take to Chief's interview (remain on the list?).</p> <p>Burton amends the motion to include the following: <i>I motion to establish a min acceptable standard of 75% for paramedic and EMT intermediate.</i></p> <p>Motion passes unanimously.</p>
Civil Service Rules (not on agenda)		Magers states he'd like to review the Civil Service Rules for housekeeping.
Audience Participation		None
Good of the Order	Discussion	Chief Hertel states that there is a Fire Board vacancy coming up in December and the position would be open if Burton or Archibald would like to be considered.
Meeting Adjournment		Meeting adjourned at 5:20 p.m.

Upcoming meetings/events:

Board packet and handouts included:

- Hiring Process:
- Scoresheet
- Interview Panel
- Medical Scenario
- Physical Agility Test