



Civil Service Commission Meeting

Scheduled for 7/31/2020 at 1000

Commission members met in the training room at Station 1 and was hosted virtually.

Attendees:

Fire Chief Robert Palmer, Operations Division Chief David Jensen, Commissioner John Willer, Commissioner John Hutchison, and Commissioner Chuck Covert. Online- Director Mike Cronin was the sole virtual attendee.

Meeting began at 1000 hrs:

Chief Palmer read an opening passage on the virtual public meeting process.

Chief Palmer stated the first order of business will need to be to elect a chair.

Hutchinson began the meeting by nominating Covert as Chair and Willard as Vice Chair.

Willer Seconded **Vote:** All members voted Aye

Public Hearing

Hutchinson turns meeting over to Chuck

The public hearing began at 1004 hrs.

Chief Palmer stated, no public comments were received.

Palmer read the notice of public hearing which was published by the Newspaper, District Social Media Account, and Website on July 23, 2020

Palmer reconfirmed he did not receive any comments.

Consider a proposed amendment to the civil service rules:

Palmer read a passage about the process of proposing a change

Staff read the proposal regarding the process of the Chief Examiner choosing from the Certified Candidates List.

Hutchison raised a question about the potential availability in candidates and having enough candidates on the Certified List to be able to give the Chief Examiner three (3) candidates to interview.

Discussion on options continued.



Palmer stated if he ran out of candidates and they needed to make a hiring decision, the Chief Examiner would call for a Civil Service Commission (CSC) meeting to ask for a waiver of the rules. All members were satisfied with the process and answers enough to make a voting decision.

Covert closed the Public Hearing at 1020 hrs

Chief Examiner report

Palmer welcomed Commissioner Willer to the commission

Palmer gave a report on the test for Firefighters conducted in June and July of 2020

This process consisted of the candidate's application and oral board interviews which created the "Certified Candidates List". The Chief Examiner (Chief Palmer) conducted final interviews and the top candidates were offered conditional offers of employment.

Chief Palmer noted the Office Manager position is open, but it is not a civil service commission position so it will not go to the commission.

Old Business:

None

New Business:

Covert read resolution **No. 2020-01** by title ("*Resolution of the Mid-Columbia Fire and Rescue Civil Service Commission Adopting Amendments to the MCFR Civil Service Rules in Conformance with Oregon Revised Statute*") and asked for further comment.

There was no further discussion or comments.

Willer moved to adopt 2020-01

The motion was seconded by Hutchison

Covert called for a vote. All votes were Ayes (3 Ayes, 0 Nays)

Covert read resolution **No. 2020-02** by title ("*A resolution waiving the competitive examination process encompassed within the Mid-Columbia Fire and Rescue Civil Service Rules*").

Palmer gave an explanation of the proposal. Palmer stated we have a qualified candidate. All eligible employees were asked if they would like to apply. Only one Captain (Coleman) indicated he was interested.

Hutchison moved to approve resolution **No. 2020-02**



Willer seconded

Chuck called for a vote and all votes were Aye (3 Ayes, 0 Nays)

Assistant Chief Job Description

Chuck read the topic "**Assistant Chief Job Description**"

Chief Palmer gave an explanation of the change

Hutchison asked for an explanation of the current Org Chart. Chief Palmer gave a tutorial of the chain-of-command at MCFR.

Palmer explained the Job Description Qualifications.

Hutchison asked about the HR process at MCFR and who handles which issues.

Palmer and Jensen explained the order of grievance management and investigations.

Hutchison moved to approve the Assistant Chief Job Description- Willer seconded (all were Ayes) (3 ayes, 0 nays)

Final Remarks

Covert asked for commission remarks

Hutchison stated he appreciated being on the commission.

Palmer discussed an annual meeting. The commission concurred February/ March 2021 would be a good time frame. Chief Palmer said he would schedule a future meeting.

Chuck moved to adjourn and Willer seconded. All voted to adjourn (3 ayes, 0 nays)

The meeting was adjourned at 1056 hrs.

Minutes recorded and Submitted by David Jensen

Chairman

Date

Attest