

**Civil Service Commission Meeting
Wednesday, February 21, 2024, at 12:00 p.m.
Mid-Columbia Fire and Rescue Station
1400 West 8th Street, The Dalles, Oregon**

1. Call Meeting to Order - Roll Call - Agenda Changes

2. Minutes

- a. Correction of minutes, if any – Friday, January 27, 2023.
- b. Sign minutes for Thursday, March 24, 2022, and Friday, January 27, 2023 as approved.

3. Public Comment

- a. During this portion of the meeting, a citizen may speak on any subject upon being recognized by the Board President. The citizen must state their name, address, and their discussion topic for the minutes. Five minutes per person will be allowed. If a response by the District is requested, the speaker will be referred to the Fire Chief for further action. At the discretion of the Board President, the issue may appear on a future meeting agenda for Fire District consideration.
- b. The public may observe and/or listen to the meeting virtually by using either the link or the telephone number and access code provided below:

TELEPHONE NO.: +1 (631) 992-3221

AUDIO ACCESS CODE: 838-632-853

COMPUTER LINK: <https://attendee.gotowebinar.com/register/8865157083274984534>

WEBINAR ID: 203-665-651

4. Chief Examiners Report

- a. Update on filling current vacancies (Firefighter, Lieutenant, and EMT/Paramedic classifications).

5. Old Business

- a. None

6. New Business

- a. Consideration of any requests made by applicants associated with upcoming Fire Lieutenant Assessment Process.

Upon request, auxiliary aids and/or special services will be provided. To request services, please contact us at 541-296-9445 or through Oregon Relay 1-800-735-2900 at least three business days in advance.

7. Commission Remarks

8. Adjournment



OUR MOTTO:

Educate, Serve & Protect

OUR SHARED VISION:

"To provide for the optimal safety and welfare of the community and our members."

OUR MISSION:

"We are committed to providing professional emergency and non-emergency services to minimize suffering, protect life, environment and property."

OUR VALUES:

P-rofessionalism

R-espect

I-ntegrity

D-uty

E-ngaged

Upon request, auxiliary aids and/or special services will be provided. To request services, please contact us at 541-296-9445 or through Oregon Relay 1-800-735-2900 at least three business days in advance.



CIVIL SERVICE COMMISSION MEETING

FRIDAY January 27, 2023, at 11:00am

MID-COLUMBIA FIRE AND RESCUE STATION 1

1400 W 8TH ST, THE DALLES OR 97058

1. CALL MEETING TO ORDER

Commission Chair Chuck Covert called the Mid-Columbia Fire and Rescue Civil Service Commission meeting to order at 1100 hours.

2. ROLL CALL

Commission Chair Chuck Covert, Commissioner John Willer, Commissioner John Hutchison, Fire Chief Bob Palmer, and Assistant Chief David Jensen. Office Manager Stephanie Ziegler was absent.

3. AGENDA CHANGES

No agenda changes.

4. MINUTES

Commission Chair Covert asked if there were any changes to the June 10, 2022, minutes. Commissioner Hutchison made a motion to approve the minutes as written. Commissioner Willer seconded. Chair Covert called for a vote: 3 Ayes, 0 Nays. Motion carried.

5. PUBLIC COMMENT

No Public comment.

6. CHIEF EXAMINERS REPORT

- a. Update – Status of District recruitment (Firefighter, Lieutenant, and Captain classification). Chief Palmer gave an update on the hiring. Chief Jensen expanded on the Fire District hiring. He addressed the status of dual role, single role EMS, single role wildland, lieutenant, division chief and did an overview of the fire district growth.
- b. Update- Firefighter Apprenticeship program. Chief Palmer provided an overview of the aspects and details of the firefighter apprenticeship program.

7. OLD BUSINESS

None.

8. NEW BUSINESS

- a. Information Sheet – Update of Lieutenant position description and selection criteria. Assistant Chief Jensen provided an overview of the recommended changes to the lieutenant job description and associated selection criteria as noted in the attachments within the



information packet. Chief Palmer noted the legislative changes in job descriptions and selection criteria. Commissioner Willer made a motion to approve the amended Job Description and selection criteria as modified in collaboration with IAFF Local 1308. Commissioner Hutchison seconded. Motion carried with 3 Ayes, 0 Nays.

9. GOOD OF THE ORDER

Commissioner Hutchison complemented the staff on the quality of information given and excellent job they do.

10. ADJOURNMENT

Chair Covert made a motion to adjourn the meeting. Commissioner Hutchison seconded. Motion carried with 3 Ayes, 0 Nays. Meeting was adjourned at 1135 hours.



Chairman

Date



CIVIL SERVICE COMMISSION MEETING

FRIDAY JUNE 10, 2022, at 11:00am

MID-COLUMBIA FIRE AND RESCUE STATION 1

1400 W 8TH ST, THE DALLES OR 97058

1. CALL MEETING TO ORDER

Commission Chair Chuck Covert called the Mid-Columbia Fire and Rescue Civil Service Commission meeting to order at 11:00am.

ROLL CALL

Commission Chair Chuck Covert, Commissioner John Willer, Commissioner John Hutchison, Fire Chief Bob Palmer, Assistant Chief David Jensen, and Office Manager Stephanie Ziegler.

GUESTS

Legal Counsel Mark Sandri, Diana Bailey, and Firefighter Adam Cole.

AGENDA CHANGES

None.

2. MINUTES

Commission Chair Covert asked if there were any changes to the March 24, 2022, minutes. Commissioner Hutchison made a motion to approve the minutes as written. Commissioner Willer seconded. Chair Covert called for a vote: 3 Ayes, 0 Nays. Motion carried.

3. PUBLIC COMMENT

None.

4. CHIEF EXAMINERS REPORT

Chief Palmer gave an update on Testing and Assessment. He stated as of right now we have 3 openings, one on each shift. Chief Palmer went on to explain the different positions that are open. He stated that there are 3 individuals that we have made offers to pending their background investigation. Chief Palmer stated that URE Consulting did the testing and assessment to establish an entrance level register to fill the 3 firefighter vacancies. Chief Palmer then turned the report over to AC Jensen. Chief Jensen explained that Captain and Lieutenant positions have been advertised, stated that we may have another vacancy to fill if someone were to fill the Captain or Lieutenant vacancies from within the District. URE Consulting will also do the testing and assessment for these positions. Jensen went on to explain how that would work stating the assessment results would be based on a points system and gave a brief explanation on how that system would work. Guest Diana



Bailey, who resides at 1416 Nevada St, The Dalles OR, asked how the Vets and Disability point system works. Chief Jensen gave a more detailed explanation on how that process will work. Commissioner Willer asked what the total points would be if you aced every part of the assessment. Assistant Chief Jensen further clarified the point spread for the Commission. There were no other questions.

5. OLD BUSINESS

None.

6. NEW BUSINESS

Entrance Level Testing and Assessment – Chief Palmer provided an overview of the Civil Service rules and criteria, stating they were approved and adopted back in 2015. Chief Palmer explained the purpose of the Civil Service Rules noting they are in place to keep the testing and assessment fair and equitable. Chief Palmer advised the commission that we have an employee, Firefighter Adam Cole who has submitted a letter of request for an exception to the selection criteria which would allow him to test for the vacant Captain position. Commission Chair Covert asked FF Cole if he had anything he would like to present to the Commission. FF Cole stated that he is requesting the exemption because he feels he possesses the years of service required for the position. He stated that this experience comes from his time working for the Boardman Fire Department. FF Cole stated he was a Captain while he worked there adding if he was not currently employed with MCFR he would qualify for the position. FF Cole stated because he does work for MCFR he does not qualify to participate in the assessment process without an exception. FF Cole is requesting the Commission make an exception so that his years of experience with Boardman Fire Department would enable him to apply and subsequently test for the Captain’s position if qualified. Chair Covert asked Legal Counsel Sandri for his opinion. Legal Counsel Sandri stated it would equitable, based on FF Cole’s years of service in the next lower grade from a previous department, to allow FF Cole to apply for the Captain’s position and participate in the process if qualified. Chair Covert stated the selection criteria should be reviewed and updated to reduce the need for future requests involving issues of this nature.

Commissioner Willer made a motion to approve a one-time exception for FF Cole to apply for the Captain position. Commissioner Hutchison seconded. Chair Covert called for a vote: 3 Ayes, 0 Nays. Motion approved.

7. COMMISSION REMARKS

Commissioner Hutchison made a directive to the Staff to review the rules and criteria and bring the review back to the Commission.



8. ADJOURNMENT

Commissioner Hutchison made a motion to adjourn the meeting. Commissioner Willer seconded. The meeting was adjourned at 11:23am.

Chairman

Date

MCFR INFORMATION SHEET

DATE: February 21, 2024
TO: Civil Service Commission Members
FROM: Josh Beckner, Division Chief
ISSUE: Lieutenant Selection Criteria

BACKGROUND: The District currently has a system in place and Selection Criteria for the position of Lieutenant. As it stands, two candidates have requested a Civil Service Exemption regarding the time in service requirements prompting a scheduled meeting.

EXPERIENCE REQUIREMENT: An excerpt from the Civil Service Rules is outlined below for your reference.

MINIMUM EXPERIENCE: To be admitted to a Lieutenant examination, a candidate must have:

- Served in the structural fire service.
- Worked or is working as a full-time employee.
- At least three years in the next lower grade or higher in a fire service agency with full-time firefighters and assigned to an operational company on a rotational shift schedule.

Eligibility to the examination for all classified positions of the District may be extended to personnel outside the member Fire District holding the equivalent position and time in grade required of members of the Fire District. An exception to the time in grade requirement may be made upon approval of the Civil Service Commission.

ACTION RECOMMENDED: To review and render a decision regarding the letters of request submitted by each employee to the Civil Service Commission for their consideration.

Civil Service Exemption— Willie Ishizaka

Willie Ishizaka <willie.ishizaka@gmail.com>

Thu 2/8/2024 9:06 PM

To: Joshua Beckner <jbeckner@mcfir.org>

Hello Chief,

I am applying for the position of Lieutenant at Mid-Columbia Fire & Rescue. I am requesting a Civil Service Exemption.

Please let me know if there is anything else you need from me in regards to this.

Thanks,

Willie Ishizaka

To Whom it May Concern,

My name Weldon Ishizaka and I am applying for a lieutenant position at Mid-Columbia Fire & Rescue. I am writing to explain why my candidacy is one to consider. On paper I have two years of career fire experience with a rotating shift schedule. However, I would like to make the argument that I have put in a lot of volunteer and part time hours to be equivalent to the three plus years of required experience. The start of my fire service career was when I started working for the US Forest Service as a wildland Firefighter type 2. I worked with the US Forest Service for the summer before I went to school up in Fairbanks, AK. Overall, I learned a lot as a brand new wildland Firefighter and I gained a lot of experience fighting fires in the Gorge.

During my time in Alaska I gained a lot of knowledge on what it takes to be a career Firefighter. The way this department was run was not exactly traditional. I was working a 24/48 shift schedule while also being a fulltime student at University of Alaska--Fairbanks. The students primarily operated the department, with two senior staffers to oversee us. While technically I wasn't paid full time because of being a student and being compensated in terms of tuition payments, I was paid full time wages for holidays and during the summer time as a Firefighter/EMT. The department's "official staff" was made up of a Captain and a Senior Firefighter who helped us students carry out our day to day activities and responsibilities. To make up a full staff, there were 9 of us students per shift with 5 to staff during the holidays. Since we were full time students our schedule was very flexible because of our school and educational responsibilities.

Therefore, during the shift if one had to leave for class, they would simply go to class and take a district rig in case of emergency. During the shift we were tasked to do normal day to day operations that any standard fire department around the country would complete. As a student, these were two routes one could take. One could either become a Lead Medic or a Driver. I decided to follow the path of becoming a Driver. To start, I operated brush trucks and then moved on to training on tenders. Once I mastered both of those apparatuses I moved onto driving engines. During my time in Fairbanks, we were trained daily on typical firefighting topics. To summarize, even though I was a student I was treated as a career Firefighter. This means, I was expected to and tasked with doing a traditional Firefighter's job with the promise of tuition being covered at my university as my primary form of compensation. Overall, I believe that my time in Alaska should count towards my years of service. Due to the fact I performed the duties of a career firefighter.

After Alaska I came home and returned to the forest service to continued to do wildland firefighting. I spent five years with the US Forest Service where I gained more knowledge of wildland fires (especially in the Gorge area). After my first year back I was promoted to be one of the senior Firefighters on the crew. Therefore, I opened my Firefighter type 1 and IC type 5 task book. A few of my responsibilities included, making sure all the crew members below me (which consisted of 3 to 4 members) had all their times and trainings complete for the week. When we went on fires I was in charge of them and made sure that they were operating in a safe manner. The engine captain would give me the task and objective at hand, and I made sure we got it done. Being a Wildland Firefighter and a structure Firefighter on Wildland fires are slightly different, however, I believe that it gives me an advantage to have knowledge of both sides to effectively work with other Wildland agencies.

Furthermore, I also have knowledge of fires in the Gorge because even though it was not our primary area of protection, we would come down to the Gorge to assist on calls when needed. We were called to protect a lot of areas just outside of Dufer, which has similar fuel types as the gorge. Like I mentioned earlier, wildland firefighting and structure firefighting very are different. However, me coming in with experiences fighting fires in the Gorge is something to note; as is the leadership position I was trusted with.

After leaving the forest service, I was offered a position at Warm Springs Fire and Safety I was hired as a Firefighter/EMT. There we worked a 48/96 schedule and ran about 2,000 calls per year. In my short time there I was promoted to the B shift Captain, where the Chief at the time trusted me to lead my shift. Unfortunately, the two Chiefs were non-operational so I was incharge of all calls that happened and with keeping the crews in line. The day to day staffing was between 3 to 5.

Once I left Warm Springs, I got a new job with West Side R.F.P.D and was 1 of 3 captains on duty. We worked from 7am to 5pm per shift. One captain worked Monday-Thursday, another worked Sunday-Wednesday, and the last captain worked Wednesday-Saturday. We would rotate shifts every 6 months. As a Captain, I was responsible for a company of volunteers which consisted of about 15 volunteers. I had to make sure they came to training, meetings, district functions, and calls. If someone was not showing up, I had to use the follow protocol to investigate why they weren't showing up. Also, If a volunteer member had any questions or requested more training, I was who they reached out. I was also incharge of the student firefighter program. I had 6 students I was responsible for. I was the one who needed to make sure their grades were good and they were getting the most out of the program. If they wanted to go into this career, I was responsible for being a mentor to them by putting them on the right path so they can succeed.

In conclusion, I understand that while my Firefighting career is not a traditional one, I still performed the job as a Firefighter/EMT and got to refine my leadership skills during my time at all of these departments. I believe that my unconventional timeline has given me a lot of important skills and assets that would prove to be helpful as a Lieutenant. I hope you take into consideration my candidacy and I look forward to hearing from you soon.

Sincerely,

Willie Ishizaka
Firefighter/EMT
willie.ishizaka@gmail.com

Patrick Foss
1706 Avalon Drive
Hood River Oregon, 97031
patrick.foss1995@gmail.com
February 9th, 2024

Bob Palmer
Fire Chief
Mid Columbia Fire & Rescue
1400 W 8th Street
The Dalles, Oregon 97058

Dear Chief Palmer,

I am writing this letter to express my interest in the Fire Lieutenant position and requesting a civil service exemption for the years of service requirement.

I have been employed as a career Firefighter/Paramedic for five and half years. My first three and half years I worked at a small rural fire district with one paid Training Officer and one paid Fire Marshal supplemented with volunteers. We operated a Monday thru Friday 8am-5pm schedule with rotating weekly on call responses to emergencies after non-work hours. Due to the low number of career personnel, I was tasked with multiple assigned duties and projects to maintain and operate the fire districts needs.

My primary assigned duty was the EMS Coordinator. It was my responsibly to operate and manage the fire districts EMS needs. I provided and instructed EMS training for fire district volunteers as well as coordinated with neighboring fire agencies in county EMS drills. I also managed fire district's EMS supplies, EMS training records, and EMS equipment servicing.

Other primary duties assigned included vehicle servicing and training, station maintenance, assisting training officer, fire districts student firefighter program, fire equipment servicing, and to be adaptable to fulfill any needs of the fire district. I also was one of the lead instructors and coordinators of our regional fire academy. I devolved SOGs and operated our fire district's first trail & rope rescue program.

At the start of my career, I've been in a leadership role. Being part of a small staff I gained the opportunity to strengthen my ability in interpersonal relations and communication with the public. I continued building my leadership roles with being part of our weekly duty officer rotation to provided an officer at incidents during non business hours. I was promoted to lieutenant for one year and gained experience in both incident command roles and leading fire companies in large EMS, structure, and wildland incidents.

I further expanded and developed my skills, knowledge, and experience when I changed my employment to a fire department with scheduled shift rotations as a Firefighter/Paramedic. Today, I have two and half years of experience operating as a firefighter/paramedic in a rotational shift schedule.

I have a diverse experience and knowledge in operating in leadership roles during my fire service career. I am known for being self motivated, reliable, responsible, and patient. I have always been driven to educate and strengthen myself and others to encourage personal development and crew integrity.

I thank you for your time and I look forward for the opportunity to interview for this position. If you have further questions regarding my experience please feel free to contact me.

Sincerely,

Patrick Foss