

Siuslaw Valley Fire and Rescue Civil Service Commission

Meeting Minutes for October 7, 2020

MEMBERS PRESENT: Commissioners John Egar, Ave Bernard, and Brenda Gilmer.

STAFF PRESENT: Chief Michael Schick, Dina McClure, Matt House, and Holly Lais

CALL TO ORDER:

The meeting was called to order by Chief Schick at 1:00 p.m.

ROLL CALL/ ESTABLISHMENT OF QUORUM

APPROVAL OF MINUTES:

Commissioner Egar made a motion to approve the March 13, 2018, Meeting Minutes. Commissioner Bernard seconded; the motion was passed unanimously.

OLD BUSINESS: None

NEW BUSINESS:

1. Introduction of Commission members

The commissioners introduced themselves and Chief Schick gave a brief review of the formation of Western Lane Fire and EMS Authority (WLFEA).

2. Chair / Secretary (if needed) nominations

No Secretary is needed at this time for nominations; WLFEA Admin. staff will act as the recording secretary.

No motion was made for the Chair position. Commissioner Bernard volunteered to continue his position as Chair. Commissioner Gilmer seconded; the motion was passed unanimously.

3. Chief Examiner designation

Chief Schick explained that anybody can be the Chief Examiner, but it is typically held by the Fire Chief. He clarified the terminology, rules, and answered classification questions.

Commissioner Gilmer made a motion to appoint Chief Schick as the Chief Examiner. Commissioner Egar seconded; the motion was passed unanimously.

4. Civil Service Classification plan

Chief Schick reviewed the modifications to the Chief Operations position and proposed updates to the Captain, Lieutenant, and FF / Engineer positions.

Commissioner Gilmer made a motion to approve the Civil Service Classification Plan. Commissioner Egar seconded; the motion was passed unanimously.

5. Temporary appointments (Acting In Capacity "AIC")

AIC appointments will move into registered positions.

6. Approve Job Descriptions

Chief Schick answered questions as to why the Captain, Lieutenant, and FF / Engineer are hourly employees and not wage employees and informed that the new job descriptions reflect industry standards.

Commissioners will further review the purposed track-changes to the job descriptions for the Division Chief Operations, Captain, Lieutenant, and FF / Engineer. They will discuss at next week's meeting any modifications needed or will make an approval of the job descriptions.

7. Lieutenant and FF / Engineer Entrance Examination

The proposed testing process would be conducted by the National Testing Network. The purposed start date would be the beginning of the year.

Commissioner Egar made a motion move forward with the Lieutenant and FF / Engineer Entrance Examination process. Commissioner Bernard seconded; the motion was passed unanimously.

8. Larson Termination

Chief Schick reviewed the series of events that lead to the termination of Larson.

COMMISSIONER COMMENTS:

The commissioners approved using Zoom meetings to conduct future business. Commissioner Gilmer wanted to confirm that changes would be approved to the job descriptions before recruitment begins. The Commission recommended meeting regularly every 90 days and on an as-needed basis.

FUTURE AGENDFA BUSINESS:

The next meeting will be held Wednesday, October 14, 2020, at 1:00 p.m.

ADJOURNMENT: The meeting was adjourned by Chief Schick at 1:37 p.m.

Holly Lais
Administrative Assistant
Recording Secretary