

# Western Lane Fire and EMS Authority Civil Service Commission

## Meeting Minutes for February 13, 2023

**COMMISSIONERS PRESENT:** Commissioners John Eggar, Brenda Gilmer, Mary Kauffman

**STAFF PRESENT:** Chief Schick, Dina McClure

**CALL TO ORDER:** The meeting was called to order at 10:30am.

### ROLL CALL/ ESTABLISHMENT OF QUORUM

#### APPROVAL OF MINUTES:

Commissioner Eggar made a motion to approve the June 7, 2022, Meeting Minutes. Commissioner Gilmer seconded; the motion passed unanimously.

**ELECT CIVIL SERVICE CHAIRPERSON:** Commissioner Gilmer nominated Commissioner Eggar. Commissioner Eggar nominated Commissioner Gilmer. Gilmer accepted the nomination and was appointed Chairperson.

#### OLD BUSINESS:

##### 1. Review Civil Service Rules and Regulations for Western Lane Fire and EMS Authority

Commissioner Gilmer asked for clarification on who the appointing authority is in the Rules. Gilmer also suggested the Commission consider adopting Rules and Regulations similar to what Bend Fire adopted. She has reviewed Bend's document and said they were simple and to the point. Gilmer gave Chief a hard copy and suggested electronic copies be emailed to the other Commission members for review before the next meeting.

#### NEW BUSINESS:

##### 1. Action Item: Review and Approve hiring roster for two positions: Firefighter/EMT and Firefighter/Paramedic

Chief said out of 16 applicants, 12 moved forward with the oral interview and written test. Out of the 12 applicants, nine scored enough points to be on the roster. Commissioner Kauffman asked Chief to define the certification acronyms, which he did. Chief said he invited the top five applicants to a Chief's interview since there were two open positions to fill.

Commissioner Gilmer made a motion to approve the Hiring Roster for two years. Commissioner Eggar seconded. All in favor, motion passed.

Commissioner Kauffman made a motion to approve the hiring of the top two candidates, Jim Yeo and Hope Taylor. Commissioner Eggar seconded. All in favor, motion passed.

**COMMISSIONER COMMENTS:** Commissioner Gilmer confirmed that the Commission would have an opportunity to review the revised Civil Service Rules and Regulations prior to holding a public hearing to adopt them.

**FUTURE AGENDA BUSINESS:** Next meeting TBA.

The meeting was adjourned at 11:05am.

Dina McClure  
Recording Secretary

DRAFT