

**Civil Service Commission Meeting
Friday, June 10, 2022, at 11:00 a.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 – Thursday, March 24, 2022
- 3. Public Comment**
- 4. Chief Examiners Report**
 - a. Update on filling current vacancies (Firefighter, Lieutenant, and Captain classifications).
- 5. Old Business**
 - a. None
- 6. New Business**
 - a. Consideration of any requests made by applicants associated with upcoming testing and assessment processes.
- 7. Commission Remarks**
- 8. Adjournment**

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CIVIL SERVICE COMMISSION MEETING

THURSDAY, MARCH 24, 2022, at 12:00pm

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 12:03pm.

ROLL CALL

Commission Chair Chuck Covert, Commissioner John Willer, Commissioner John Hutchison, Fire Chief Bob Palmer, and Office Manager Stephanie Ziegler. All attended at Station 1.

There was no public that attended either by video conference or in person.

AGENDA CHANGES

None

2. MINUTES

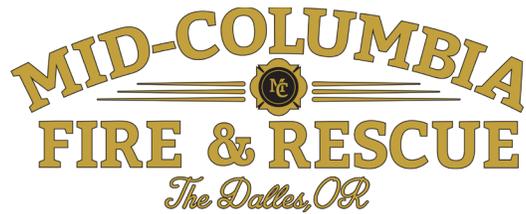
Commissioner Chair Covert asked if there were any changes to the April 23, 2021, minutes. Commissioner Hutchison made a motion to approve the minutes as written. Commissioner Willer seconded. Commissioner Chair Covert called for a vote: 3 Ayes, 0 Nays. Motion carried.

3. PUBLIC COMMENT

None

4. OPEN PUBLIC HEARING

- a. Commission Chair Covert opened the Public Hearing at 12:04pm to consider the proposed amendment to the Mid-Columbia Fire and Rescue Civil Service Rules.
- b. Chief Palmer explained the Open Public Hearing Rules, which are included in the Commission packet.
- c. Discussion – Chief Palmer spoke briefly regarding why Staff would like to see the MCFR Civil Service Rule VII amended. He stated that with the introduction of the Single Role EMS program, Staff would like to see the Single Roles be provided the same or similar opportunity as a volunteer member relative to receiving preference points during the entry level assessment process. This issue has come up based on the recent need to establish an entry FF list from which to hire from. A discussion followed regarding single roles versus dual roles.



- d. Adjournment to regular session – Commission Chair Covert adjourned the Open Public Hearing at 12:23pm.

5. CHIEF EXAMINERS REPORT

No Report

6. OLD BUSINESS

No Old Business

7. NEW BUSINESS

- a. Resolution No. 2022-01, “A resolution of the Mid-Columbia Fire and Rescue Civil Service Commission adopting an amendment to the MCFR Civil Service Rules as proposed. Commissioner Willer made a motion to adopt Resolution No. 2022-01, “A resolution of the Mid-Columbia Fire and Rescue Service Commission adopting amendments to the MCFR Civil Service Rules in conformance with Oregon Revised Statute. Commissioner Hutchison seconded. Commissioner Chair Covert asked for a vote; 3 Ayes, 0 Nays. Motion carried.

- b. Information Sheet – Firefighter Assessment Process. Chief Palmer stated the district has exhausted the current Firefighter/Paramedic eligibility list and a new register needs to be established to fill current and potential FF/Paramedic vacancies. A brief discussion followed. Commissioner Chair stated he would entertain a motion. Commissioner Hutchison made a motion to approve the testing and assessment process as outlined on the Information sheet to establish an eligibility register from which to fill current and future firefighter vacancies. Commissioner Willer seconded. Commissioner Chair Covert asked for a vote; 3 Ayes, 0 Nays. Motion carried.

8. COMMISSION REMARKS

Commission Chair Covert asked about the Google buildings and if they will depreciate. A brief discussion followed. Chief Palmer also discussed with the Commissioners the ISO rating, stating the District’s goal is to eventually improve the ISO rating from a 3 to a 2 which would be a big benefit for all taxpayers in lowering their insurance rates. Adding staff is a significant part of the equation in improving this classification.

9. ADJOURNMENT

Commissioner Chair Covert adjourned the meeting at 12:52pm.

MCFR INFORMATION SHEET

DATE: June 10, 2022

TO: Civil Service Commission

FROM: Robert Palmer, Fire Chief

ISSUE: Testing and Assessment Update

BACKGROUND: Mid-Columbia Fire and Rescue is in various stages of filling Firefighter, Lieutenant, and Captain vacancies. The status of Fire District staffing is illustrated below:

A SHIFT

Captain Steve Brown

Lt. Eric Blumenthal

FF Erik Wright

FF Noah Smith

FF Ben Rudolph

FF Bradley Moe

Vacant FF Position

B SHIFT

Vacant Captain Position

Lt. Curt Mason

FF Pete Thalhofer

FF Hal Woods

FF Garrett Bancroft

FF Adam Cole

FF Uriel Barrios

C SHIFT

Captain Steve Biehn

Vacant Lt. Position

Vacant FF Position (July 31, 2022)

FF Rick Harrington

FF Joe Russell

FF Brennen Raynor

Vacant FF Position

We have completed FF testing and assessment to establish an entrance level register from which to fill the three FF vacancies and plan to make conditional job offers the first week in June. Testing and assessment to establish registers from which to fill the Lieutenant and Captain's vacancies is scheduled for June 2022.

We have sufficient candidates to complete testing and assessment for both the Lieutenant and Captain classifications. Staff is focused on having all vacancies filled within 60 to 90 days. We will update the Commission periodically as we move ahead.

BUDGET IMPLICATION: The cost for a third-party consultant to conduct and testing and assessment center are appropriated in the District's 2021-22 and 2022-23 FY budgets.

RECOMMENDATION: Staff update.

MCFR INFORMATION SHEET

DATE: June 10, 2022

TO: Civil Service Commission

FROM: Robert Palmer, Fire Chief

ISSUE: Entrance Level Testing and Assessment

BACKGROUND: The Commission has been made aware Mid-Columbia fire and Rescue is currently in various stages of filling Lieutenant, and Captain vacancies. Based upon this circumstance, there may be requests made by applicants associated with upcoming testing and assessment processes the Commission may need to consider.

BUDGET IMPLICATION: None.

RECOMMENDATION: Consider any requests made by an applicant(s) if submitted.