



CIVIL SERVICE COMMISSION MEETING
Scheduled for 12/18/20 at 12:00pm

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

1. CALL MEETING TO ORDER:

Commission Chair Chuck Covert called the Mid-Columbia Fire & Rescue Civil Service Commission Meeting to order at 12:00pm.

2. ROLL CALL:

Fire Chief Robert Palmer, Division Chief David Jensen, Office Manager Stephanie Ziegler, Commissioner John Hutchison, Commissioner John Willer and Commissioner Chair Chuck Covert.

3. MINUTES:

No minutes to review.

4. PUBLIC COMMENT:

No public comments.

5. CHIEF EXAMINERS REPORT:

No report given.

6. OLD BUSINESS:

None

7. NEW BUSINESS:

- a. Information Sheet – Amending the Lieutenants and Captains Assessment Center Process. Chief Palmer introduced the subject of the recent application process for the promotional process and then deferred to DC Jensen for further detail.

- b. DC Jensen noted that MCFR recruited internally and externally for Captain and internally for Lieutenants. After the application period closed, only one qualified candidate was identified for the Captain's position. This is an internal candidate. A second internal candidate applied however, based on the applicant review panel, that candidate's experience did not identify the required experience serving in a similar organization and in a similar capacity to MCFR. For these reasons, this candidate was disqualified in accordance with the process established within the Civils Service Rules and approved by the Commission. This circumstance leaves the District with a single qualified Captain Candidate.
- c. The District solicited quotes from outside consultants to conduct and coordinate the examination. The consultant chosen was URE Consulting Group out of Austin, TX. With a single candidate for Captain, using an outside consultant does not seem to be an efficient use of District funds. Therefore, we propose conducting an assessment process in-house for the Captains position to determine this individuals qualifications to perform in this classification.
- d. The Lieutenant application process identified one qualified candidate. Another individual indicated they were submitting application in their cover letter for Captain but failed to submit the essential elements required of the application process (the actual internal application and supplemental questionnaire were omitted). The qualifying Captain candidate also qualifies as a Lieutenant candidate. Based on this circumstance it is advisable to conduct the Lieutenant assessment at a later time. To establish a list, it is recommended that we do the Lieutenant exam in spring to early summer to offer another opportunity for the appropriate training needed to qualify for the Lieutenant classification. We suspect multiple firefighters would have applied if they had been fully qualified.
- e. Upon conclusion of discussion, the Civil Service Commission further considered the overview from Staff and recommendation of Chief Palmer (Chief Examiner) to approve the Captain and Lieutenant assessment amended process as presented and approve the decision to qualify a single candidate applicant for the Captain position. Commissioner John Willer made a motion to approve the Amended assessment process. Commissioner John Hutchison seconded. Motion passed with 3 ayes and 0 nays.

8. COMMISSION REMARKS

None

9. ADJOURNMENT

Meeting was adjourned at 12:20pm

Minutes recorded and Submitted by Stephanie Ziegler

Chuck Covert

Chairman

12-23-2020

Date

Robt J. Pal

Attest