



CIVIL SERVICE COMMISSION MEETING
Scheduled for 11/6/20 at 10:30

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

1. CALL MEETING TO ORDER:

Commissioner Chair Chuck Covert called the Mid-Columbia Fire & Rescue Civil Service Commission Meeting to order at 10:30.

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:

- a. Recruit FF status update. 4 new Fire Fighters were hired in August and are on their 1-year probation. They are working out well.

6. OLD BUSINESS:

None

7. NEW BUSINESS:

- a. Resolution No. 2020-03 "A Resolution waiving the competitive process encompassed within the Mid-Columbia Fire and Rescue Civil Service Rules. Chief Examiner would

- b. like to waive the filling of Assistant Fire Chief position from the competitive examination requirements, therefore allowing the Fire Examiner to reclassify and appoint by non-competitive examination DC Jensen who meets all selection criteria. A motion was made by Commissioner John Hutchison to waive the competitive examination process encompassed within the Mid-Columbia Fire and Rescue Civil Service Rules. John Willer second the motion. Resolution No. 2020-03 passed with 3 ayes and 0 nays. Resolution No. 2020-03 was approved and adopted today November 6, 2020 by the Civil Service Commission of Mid-Columbia Fire and Rescue. Signed by Presiding Commission Member Chuck Covert. Attested by Chief Examiner Robert Palmer.
- c. Information Sheet – Division Chief Job Description Revision. With the Commission re-establishing the Assistant Fire Chief classification many of the Assistant Fire Chief duties and responsibilities were brought over from the Division Chiefs job description, therefore the Division Chiefs job description needs to be updated. A motion was made my Commissioner John Hutchison to adopt the Division Chief’s job description attached as Exhibit “A”. John Willer seconded the motion. The motion passed with 3 ayes and 0 nays.
- d. Information Sheet – Firefighter Job Description Revision. With the completion of the collective bargaining, new contract language was incorporated into the job description. A recommendation is being made that the Civil Service Commission approve the firefighter job description with revisions. A motion was made by Commissioner John Willer to approve the firefighter job description as submitted. John Hutchison seconded. Motion passed with 3 ayes and 0 nays.
- e. Information sheet – Captains Assessment Center Process. With the promotion of Captain Coleman to Division Chief, an opening for Captain was created. A recommendation for approval of the Captain and Lieutenant assessment and examination process as presented to include a temporary waiver of the rules regarding experience for the Captain and Lieutenant exam. Commissioner John Willer made a motion to approve the assessment and examination process for Captains and Lieutenants. Commissioner John Hutchison seconded. Motion passed with 3 ayes and 0 nays.

8. COMMISSION REMARKS

None

9. ADJOURNMENT

Meeting was adjourned at 10:59

Minutes recorded and Submitted by Stephanie Ziegler

Chuck Covert

Chairman

11-19-2020

Date

Robert F. Pah

Attest