

# Philomath Fire & Rescue

Civil Service Commission  
Regular Session  
Tuesday, January 4<sup>th</sup>, 2022  
Station 201  
5:00 pm

- I. Roll Call – The Civil Service Commission meeting was called to order at 17:02 by Commissioner Sage. Civil Service Commissioners present were Michael Sage and Van Hunsaker. Staff present were Fire Chief Tom Miller and Office Administrator (OA) Lillie Rodriguez.
- II. Changes or Additions to Agenda – None.
- III. Minutes – approval of October 5<sup>th</sup>, 2021 Minutes - Sage motioned to approved the minutes as presented. Hunsaker seconded. Motion passed -0.
- IV. Quarterly Payroll Report – 4<sup>th</sup> Quarter 2021 – OA Rodriguez reviewed the 4<sup>th</sup> Quarter Payroll report, noting terminations of the conflagration hires and annual advancement of LT Tegen. The Commissioners and staff also discussed the incentive program for the firefighting personnel.
- V. Personnel – Chief miller reminded the Commissioners about their prior discussions relating to the internal recruitment for the part-time pool. He also discussed external recruitment and future planning for personnel recruitment related to the District seeking a Local Option Levy. Chief Miller also noted that there is a lot of competition right now in the Fire Service within the State of Oregon. Chief Miller and the Commissioners discussed how the District might manage an opening in the staff and what process would be required to fill any open position. They also talked briefly about contracting for services with Kings Valley RFPD.
- VI. Conflagrations – OA Rodriguez noted that the District has started to receive conflagration reimbursements from the deployments earlier in the year.
- VII. Future meeting dates – April 5, 2022, July 5, 2022, October 4, 2022
- VIII. Adjournment – Meeting adjourned at 17:27.