

Philomath Fire & Rescue

Civil Service Commission
Regular Session
Tuesday, October 4th, 2022
Station 201
5:00 pm

- I. Roll Call
- II. Changes or Additions to Agenda
- III. Minutes – approval of July 5, 2022 Minutes
- IV. Quarterly Payroll Report – 3rd Quarter 2022
- V. Personnel
- VI. Future meeting dates – January 3, 2023, April 4, 2023, July 11, 2023
- VII. Adjournment

Philomath Fire & Rescue

Civil Service Commission

Regular Session

Tuesday, July 5th, 2022

4:30 pm

- I. Roll Call – The Philomath Fire & Rescue Civil Service Commission meeting was called to order at 16:45. Civil Service Commissioners (CSC) present were Van Hunsaker and Michael Sage. CSC member not present was Tom Plant. Staff present were Office Administrator (OA) Lillee Rodriguez and Deputy Chief (DC) Chancy Ferguson.
- II. Changes or Additions to Agenda – None.
- III. Approval of April 5, 2022 Minutes – **Hunsaker motioned to approve the minutes as presented. Sage seconded. Motion passed 2-0.**
- IV. Quarterly Payroll Report – 2nd Quarter 2022 – OA Rodriguez presented the 2nd Quarter Payroll Report, noting wage changes due to incentive promotions and annual increases. She added that the hourly wages for the part-time personnel was increased from \$15.73 to \$17.76 in order to be more competitive for Firefighter recruitment in a very tight labor market. OA Rodriguez discussed the process for comparison of the Deputy Chief wages that went into DC Ferguson’s wage adjustments.
- V. Personnel – DC Ferguson discussed recent personnel changes, including the departure of one of the Lieutenant employees. He discussed some of the changes for firefighter recruitment throughout the state that have impacted the District personnel retention. DC Ferguson noted that the District received 6 applications for the Daytime Firefighter position, with 5 applicants progressing to testing for the role. DC Ferguson also discussed the promotional process for Licon shifting from the Acting In Capacity to Shift Lieutenant.
Staff also discussed the rotation of personnel in the Resident Volunteer (RV) program. DC Ferguson discussed the Daytime Firefighter testing process.
- VI. Future meeting dates – October 4, 2022, January 3, 2023, April 4, 2023
- VII. Adjournment – Meeting adjourned at 17:03.

Handouts included:

April 5, 2022 Minutes

2nd Quarter Payroll Report

Civil Service Commission

OA Rodriguez Notes

October 2022

- COLA Went into effect 07/01/2022 which impacted most personnel
- Conflagration deployments in August and September which resulted in Conflag hirings of Anderson, Converse, and Eddy.
- Part-Time Personnel hired to help provide additional summer response – funded by OSFM Grant
- 09/12/22 – Ferguson promoted to Fire Chief – his wages will no longer be subject to CSC oversight.

Please make sure that the CSC Chair (Tom Plant) signs the minutes and wage report.

Don't forget to talk about the AA Recruitment and what level of involvement the CSC want to provide.

Philomath Fire & Rescue

2022 - 2nd Quarter Payroll Report

Name	Hire Date	Position	Carryover		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
			Effective	Salary Rate	Effective	New Salary Rate	Effective	New Salary Rate	Effective	New Salary Rate	Effective	New Salary Rate
									COLA 6%			
Ferguson, Chancy	06/01/2019	Deputy Chief	07/01/2021	\$6,075			05/01/2022	\$6,820	07/01/2022	\$7,200		
									09/12/2022	Promoted to Fire Chief		
Saalsaa, Rich	08/18/2015	F&LS Captain	07/01/2021	\$6,138					07/01/2022	\$6,507		
Moser, Scott	06/17/2015	Firefighter Lt.	07/01/2021	\$5,330			06/16/2022	\$5,429	07/01/2022	\$5,756		
Taylor, Lindsay	05/01/2020	Firefighter Lt.	07/01/2021	\$4,699			05/01/2022	\$4,840	07/01/2022	\$5,230		
									09/19/2022	\$5,329		
Tegen, Trent	11/01/2020	Firefighter Lt.	11/01/2021	\$4,608			Terminated					
Licon, Andrew	04/01/2021	Firefighter	07/01/2021	\$4,393			04/01/2022	\$4,524	07/01/2022	\$5,230		
							06/01/2022	\$4,699				
Schell, Levi	08/01/2022	Firefighter							08/01/2022	\$4,265		
Rodriguez, Lillie	06/08/2015	Office Administrator	07/01/2021	\$4,286					07/01/2022	\$4,700		
Lowry, Elliot	01/10/2022	Part-time Firefighter			01/10/2022	\$ 15.73						
					01/31/2022	Terminated						
Schell, Levi	05/24/2022	Part-time Firefighter					05/24/2022	\$15.73				
							06/22/2022	\$17.76				
Goldman, Jackie	06/22/2022	Part-time Firefighter					06/22/2022	\$17.76				
Schilz, Alex	07/05/2022	Part-time Firefighter							07/05/2022	\$17.76		
Kearns, Katie	07/05/2022	Part-time Firefighter							07/19/2022	\$17.76		
Anderson, Paula	07/05/2022	CONFLAG							09/08/2022	3/13		
									09/30/2022	Terminated		
Converse, Layne	07/05/2022	CONFLAG							08/13/2022	\$17.76		
									09/30/2022	Terminated		
Eddy, Cody	07/05/2022	CONFLAG							08/13/2022	\$15.73		
									09/30/2022	Terminated		

Approved: _____

Prepared for Civil Service Commission by:

Lillie Rodriguez

1-Jul-22