

**Clatskanie Fire / Scappoose Fire Civil Service Commission**  
**Tuesday, December 19, 2023**

Microsoft Teams Meeting  
Meeting ID: 245 170 021 676

Attendance: Chief Sharek, Commissioner Ted Moon, Chief Marks, Karleigh Booth, Commissioner Jim Jones

Virtual Attendance: Chief Examiner Isaac Butman

- I. **Call to Order-** Commissioner Moon called the meeting to order at 12:12 pm.
- II. **Roll Call-** Ted Moon, Isaac Butman, Jim Jones.
- III. **Public Comment-** None.
- IV. **Approve the Agenda-** No discussion, the agenda was unanimously approved.
- V. **Approve Minutes from 11-6-2023 Meeting-** No discussion, the meeting minutes were approved unanimously.
- VI. **New Business-**
  - A. **Clatskanie Fire Certification-** Clatskanie Fire pulled four names off of the list, and two of them declined interviews. Two people were interviewed, and one was hired. Commissioner Jones moved to approve the Clatskanie certification. Commissioner Moon seconded. Unanimously approved.
  - B. **Scappoose Fire Certification-** Scappoose hired for a lateral position. Matt Denley met all the requirements. He starts on January 2<sup>nd</sup>, 2024. Commissioner Jones moved to approve. Commissioner Moon seconded. Approved.
  - C. **Certification of the hiring list-** On the NTN list, yellow highlights mean they aren't on the list for some reason. The PHQ (prehistory employment questionnaire) is not completed for a few applicants. Some of the applicants did not pass with a 70% or above. The top section of the list are the FF/ Paramedics, and the bottom are the FF/EMTs. Chief Marks noted that one name was incorrectly not highlighted as the list reflects that Thomas Grady passed when he did not since he didn't receive 70% or more in all categories. Commissioner Jones moved to approve the FF /EMT and Paramedic eligibility lists. Commissioner Moon seconded. Approved.  
Clatskanie Fire has two open positions. They would like to utilize the list. Chief examiner Butman approved the use of the lists.
- VI. **Adjourn –** After the first of the year, we will look at the lists and if needed schedule another meeting. We will reach out via email about two weeks before setting a date. The meeting adjourned at 12:21 pm.