

Clatskanie Fire / Scappoose Fire Civil Service Commission
Thursday, September 28, 2023

Microsoft Teams Meeting
Meeting ID: 245 170 021 676

- I. **Call to Order-** Chief Examiner Butman called the meeting to order at 12:01 p.m.
- II. **Roll Call-** Isaac Butman, Josh Marks, Karleigh Booth, Ted Moon, Jim Jones, Chief Sharek, Jim Gibson, and Billy Cardoos.
Attended virtually: Jeff Pricher.
- III. **Election for Chair-** Noted for the record, we still need to have a vote to elect a chair. We will revisit this at the next meeting.
- IV. **Election for Vice Chair-** We need to elect the vice chair. We will revisit this at the next meeting.
- V. **Public Comment-** None.
- VI. **Approve the Agenda-** Mr. Moon moved to approve the agenda. The motion passed unanimously.
- VII. **Approve Minutes from the 9-21-2023 Meeting-** Both Ted Moon and Jim Jones had time to review the minutes. Mr. Moon moved to approve, and Mr. Jones seconded. The motion passed unanimously.
- VIII. **New Business-**
 - A. **Hiring process approval Firefighter / Paramedic (Open and close dates)-** Mr. Butman has no comments to add. Mr. Butman noted that the public open period is 2 weeks but is okay with that in this instance. Chief Marks stated it will be an open and continuous testing process. The first portion is open for two weeks, but we will continue to have a list of names and pull from that list every month or so. If the committee would like to look deeper at the National Testing Network (NTN) process, we have examples to look over. Columbia County has used NTN since about 2008. This testing process is used across the country, it is common among most public safety agencies. They are used to make sure the minimum requirements are being met.
Ted Moon moved to approve the hiring process. All in favor. The motion carried unanimously.
 - B. **Hiring Process Lieutenant Testing Process (Open and close dates)-** Chief Marks was in charge of the last lieutenant promotion process in 2016. Chief Marks was happy with the process. There have been no appeals on the last two tests. He will be using the same three scenarios and scoring guides that have been used

historically. For any questions, please ask Chief Marks.

Jim Jones moved to approve the lieutenant hiring process. All in favor. Motion carries.

- C. **Hiring Process Lateral Firefighter / Paramedic (Open and close dates)-** We will be using the same announcement as the others. The big difference is that they don't have to do the NTN/candidate's physical agility test. We will use a different validated physical agility test (PAC test). Chief Marks describes the test. Candidates must still go through the NTN (computer) testing but don't have to take the CPAT (physical) test. Ted Moon motioned to approve the hiring process for lateral firefighters and paramedics. All in favor. Motion carries.

- IX. **Set a meeting date for approval of the above hiring lists-** Tentatively set a meeting for Monday 11-6-23 at 12:00 p.m. to approve the lieutenant hiring list. Discussion around how the hiring list works and the duties. Chief Marks would like to pull a monthly list. The Civil Service Commission does not have to meet in person when we have the list creation meetings, we can do them virtually if wanted or needed. If we need to, we can amend the rules to not have to pull the list every month. The rules are based on ORS 202.704 as well as our previous civil service rules, Clackamas County, and Tualatin Valley Fire and Rescue's rules, and most of them were very similar. As long as they meet the intent of the law (ORS), we can amend the rules. Chief Marks and Jim Gibson explain how the hiring list and NTN process work. Contingent on the background check and physical. The next meeting will be Monday, October 16th at 12:00 p.m. to approve the first lists.
- X. **Discussion on Meeting Procedures-** We will wait until we have a Chair/at the next meeting to go through the procedures.
- XI. **Adjourn –** Mr. Butman adjourned the meeting at 12:26 p.m.