

Philomath Fire & Rescue

Civil Service Commission

Regular Session

Tuesday, January 2, 2024

Station 201- 1035 Main Street

2:30 pm

- I. Call to Order and Roll Call- Meeting of the Philomath Fire & Rescue Civil Service Commission (CSC) was called to order at 2:28 pm by Van Hunsaker. Members present included: Van Hunsaker, Christopher McMorran, and Jerry Wolcott. All members were present. Staff included: Fire Chief Chancy Ferguson, and Office Administrator Ashley Scott.
- II. Changes or Additions to Agenda- One addition by Fire Chief (Item VIII)
- III. Public Comment- None.
- IV. Minutes- approval of October 3, 2023 & December 5, 2023- included in CSC Packet and asked for additions or corrections.
Wolcott motioned to approve the October 3, 2023 and December 5, 2023 minutes as written. Seconded by Hunsaker. Approved 3-0.
- V. Quarterly Payroll Reports- 4th Quarter 2023- included in CSC Packet and discussed by Scott.
McMorran motioned to accept the 4th Quarter 2023 Payroll report. Seconded by Wolcott. Approved 3-0.
- VI. Civil Service Commission Rules Next Steps- discussion led by Hunsaker, details were given about the documents that are kept and where located, clarification was received regarding disciplinary and hiring practices, Hunsaker will update his duties document.
- VII. Personnel Policy Handbook Discussion- Chief Ferguson- asked for a member of the Civil Service Commission for the level of involvement they desire with this project. All members of the commission would like to be involved.
- VIII. Deputy Chief Internal Testing and Hiring Two Firefighters- Coming in June/July.
- IX. Future meeting dates
 1. April 2, 2024 at 2:30 pm- Cancelled
 2. August 6, 2024 at 2:30 pm

Will schedule additional meetings as needed.

X. Adjournment- 3:04 pm