Philomath Fire & Rescue

Civil Service Commission
Regular Session
November 12, 2026
3:45 pm
Station 201- 1035 Main Street

I. Roll Call- Meeting of the Philomath Fire & Rescue Civil Service Commission (CSC) was called to order at 15:53 by Van Hunsaker. Members present included: Van Hunsaker, and Christopher McMorran. All members were present. Staff included: Fire Chief Chancy Ferguson, and Office Administrator Ashley Scott.

II. Changes or Additions to Agenda- None.

III. Public Comment- None.

IV. Minutes- approval of September 5, 2025- no updates or changes requested.
McMorran moved to approve the minutes as presented. Hunsaker seconded.
Voting results 2-0. Passes with a quorum present:
Hunsaker: In Favor
McMorran: In Favor

V. Quarterly Payroll Reports- 2025 Q3 & Q4, 2026 Q1, Q2, & Q3- discussed by Scott.
McMorran moved to approve the quarterly payroll reports as presented. Hunsaker seconded.
Voting results 2-0. Passes with a quorum present:
Hunsaker: In Favor
McMorran: In Favor

VI. Union Job Descriptions for Review- discussed by Ferguson.

McMorran moved to approve the Lieutenant Job Description as presented. Hunsaker seconded.
Voting results 2-0. Passes with a quorum present:
Hunsaker: In Favor
McMorran: In Favor

McMorran moved to approve the Training Captain Job Description as presented. Hunsaker seconded.
Voting results 2-0. Passes with a quorum present:
Hunsaker: In Favor

DRAFT

McMorran: In Favor

McMorran moved to approve the updated Firefighter Job Description as presented. Hunsaker seconded.
Voting results 2-0. Passes with a quorum present:
Hunsaker: In Favor
McMorran: In Favor

Hunsaker moved to approve the updated Engineer Job Description as presented. McMorran seconded.
Voting results 2-0. Passes with a quorum present:
Hunsaker: In Favor
McMorran: In Favor

VII. Personnel Handbook Future Update Needed- Updating coming, an FYI for the commission.

VIII. Future meeting dates- As Needed.

IX. Adjournment- 16:17.

DRAFT