

# Philomath Fire & Rescue

Civil Service Commission  
Regular Session  
Wednesday, May 3, 2023  
Station 201- 1035 Main Street  
3:00 pm

- I. Call to Order and Roll Call- Meeting of the Philomath Fire & Rescue Civil Service Commission (CSC) was called to order at 15:02 by Fire Chief Chancy Ferguson. Members present included: Van Hunsaker, Jerry Wolcott and Michael Sage. All members are present. Staff included: Fire Chief Chancy Ferguson and Administrative Assistant Ashley Scott.
- II. Changes or Additions to Agenda- None.
- III. Minutes – Approval of October 4, 2022 Minutes  
**Sage motioned to accept the minutes. Hunsaker seconded. Approved 3-0.**
- IV. Quarterly Payroll Reports – 4<sup>th</sup> Quarter 2022 and 1<sup>st</sup> Quarter 2023- Discussed by Scott and Ferguson. Questions were received by the commissioners and discussed. The wording on the separation details will be changed to a better word to represent the actual separation. CSC would like to see benefits and the total package for employment at the next meeting.  
**Hunsaker motion to approve as presented. Wolcott seconded. Approved 3-0.**
- V. Personnel-
  1. Job Descriptions- Discussed by Ferguson. Scott to send the link to CSC for their review. Future revisions will be done by the CSC. The plan is three-year minimum reviews and as needed.
  2. Staff Captain Job Vacancy- Discussion with Ferguson regarding level of involvement with job interviews and employment process. Addition of this Job Description discussed with the CSC. In the past, CSC has reviewed applications and has been involved with hiring process. Detailed explanation of hiring process and timeline expected to CSC. Ferguson asked the CSC if there are a minimum number of applications needed to continue to the next level of the process. Concern was raised by Sage that the CSC should not be involved with the hiring process at all due to a potential future conflict of interest. Scott and Ferguson will find out CSC Best Practices from Special Districts of Oregon (SDAO) and report back to CSC. If SDAO indicates that their involvement is welcomed in the hiring process,

Hunsaker would like to be involved with interviews. Wolcott and Sage would like to score applications.

- VI. Future meeting dates- July, October, January, April. Scott will send options to CSC to see what future dates best work for everyone involved.
- VII. Adjournment- Meeting adjourned at 16:23.

Approved: Van O'Hunsaker 7/5/23

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Civil Service Commission  
Regular Session  
Wednesday, May 3, 2023  
Station 201- 1035 Main Street  
3:00 pm

Join Zoom Meeting

[https://us06web.zoom.us/j/85789498234?pwd=S2hPYmFZQ1ZpbHYyUmRBdC9XS  
HRvQT09](https://us06web.zoom.us/j/85789498234?pwd=S2hPYmFZQ1ZpbHYyUmRBdC9XS<br/>HRvQT09)

Meeting ID: **857 8949 8234**

Passcode: **860360**

- I. Roll Call
- II. Changes or Additions to Agenda
- III. Minutes – approval of October 4, 2022 Minutes
- IV. Quarterly Payroll Reports – 4<sup>th</sup> Quarter 2022 and 1<sup>st</sup> Quarter 2023
- V. Personnel
- VI. Future meeting dates
- VII. Adjournment

# Philomath Fire & Rescue

## 2023 - 1st 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
Saalsaa, Rich	8/18/2015	Deputy Chief	10/1/2022	7656.25								
		Staff Captain	7/1/2023	TBD								
Moser, Scott	6/17/2015	Firefighter Lt.	7/1/2022	\$5,756								
Taylor, Lindsay	5/1/2020	Firefighter Lt.	9/19/2022	\$5,329								
Schell, Levi	8/1/2022	AIC Firefighter Lt.	10/1/2022	\$4,651								
Converse, Layne	12/12/2022	Firefighter	12/12/2022	\$4,350								
Rodriguez, Lillie	6/8/2015	Office Administrator	10/1/2022	\$50/hr	3/31/2023	Terminated						
Scott, Ashley	11/4/2022	Administrative Assistant	11/7/2022	\$25.50/hr								

Approved: \_\_\_\_\_

Prepared for Civil Service Commission by:  
Ashley Scott 26-Apr-23

# Philomath Fire & Rescue

## 2022 - 4th 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
Ferguson, Chancy	6/1/2019	Deputy Chief	7/1/2021	\$6,075				5/1/2022	\$6,820	7/1/2022	\$7,200	
Saaisaa, Rich	8/18/2015	Deputy Chief								9/12/2022	Promoted to Fire Chief	
Saaisaa, Rich	8/18/2015	F&LS Captain	7/1/2021	\$6,138						7/1/2022		10/1/2022
Moser, Scott	6/17/2015	Firefighter Lt.	7/1/2021	\$5,330				6/16/2022	\$5,429	7/1/2022	\$5,756	
Taylor, Lindsay	5/1/2020	Firefighter Lt.	7/1/2021	\$4,699				5/1/2022	\$4,840	7/1/2022	\$5,230	
Tegen, Trent	11/1/2020	Firefighter Lt.	11/1/2021	\$4,608			Terminated			9/19/2022	\$5,329	
Licon, Andrew	4/1/2021	Firefighter	7/1/2021	\$4,393				4/1/2022	\$4,524	7/1/2022	\$5,230	10/31/2022
Schell, Levi	8/1/2022	Firefighter						6/1/2022	\$4,699	8/1/2022	\$4,265	10/1/2022
Converse, Layne	12/12/2022	Firefighter										12/12/2022
Rodriguez, Lillie	6/8/2015	Office Administrator	7/1/2021	\$4,286						7/1/2022	\$4,700	10/1/2022
Scott, Ashley	11/4/2022	Administrative Assistant										11/7/2022
Lowry, Elliot	1/10/2022	Part-time Firefighter			1/10/2022	\$ 15.73						
Schell, Levi	5/24/2022	Part-time Firefighter			1/31/2022	Terminated		5/24/2022	\$15.73			
Goldman, Jackie	6/22/2022	Part-time Firefighter						6/22/2022	\$17.76			
Schilz, Alex	7/5/2022	Part-time Firefighter						6/22/2022	\$17.76			
Kearns, Katie	7/5/2022	Part-time Firefighter								7/19/2022	\$17.76	
Anderson, Paula	7/5/2022	CONFLAG								7/5/2022	\$17.76	10/31/2022
Converse, Layne	7/5/2022	CONFLAG								9/30/2022	Terminated	
Eddy, Cody	7/5/2022	CONFLAG								8/13/2022	Terminated	
										8/13/2022	\$15.73	
										9/30/2022	Terminated	

Approved: 

Prepared for Civil Service Commission by:  
Ashley Scott 31-Jan-23

# Philomath Fire & Rescue

Civil Service Commission  
Regular Session  
Monday, February 6, 2023  
Station 201  
3:00 pm

- I. Roll Call
- II. Changes or Additions to Agenda
- III. Minutes – approval of October 4, 2022 Minutes
- IV. Quarterly Payroll Report – 4<sup>th</sup> Quarter 2022
- V. Personnel
- VI. Future meeting dates
- VII. Adjournment

*No Meeting was held on 2/6/2023- No Quorum, attendees included Civil Service Member Van Hunsaker, Chief Chancy Ferguson, and Administrative Assistant Ashley Scott.*

# Philomath Fire & Rescue 2022 - 4th 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
Ferguson, Chancy	6/1/2019	Deputy Chief	7/1/2021	\$6,075								
Saalsaa, Rich	8/18/2015	Deputy Chief										
Saalsaa, Rich	8/18/2015	F&LS Captain	7/1/2021	\$6,138								
Moser, Scott	6/17/2015	Firefighter Lt.	7/1/2021	\$5,330								
Taylor, Lindsay	5/1/2020	Firefighter Lt.	7/1/2021	\$4,699								
Tegen, Trent	11/1/2020	Firefighter Lt.	11/1/2021	\$4,608								
Licon, Andrew	4/1/2021	Firefighter	7/1/2021	\$4,393								
Schell, Levi	8/1/2022	Firefighter										
Converse, Layne	12/12/2022	Firefighter										
Rodriguez, Lillie	6/8/2015	Office Administrator	7/1/2021	\$4,286								
Scott, Ashley	11/4/2022	Administrative Assistant										
Lowry, Elliot	1/10/2022	Part-time Firefighter			1/10/2022 \$ 15.73							
Schell, Levi	5/24/2022	Part-time Firefighter			1/31/2022 Terminated							
Goldman, Jackie	6/22/2022	Part-time Firefighter				5/24/2022 \$15.73						
Schilz, Alex	7/5/2022	Part-time Firefighter				6/22/2022 \$17.76						
Kearns, Katie	7/5/2022	Part-time Firefighter				6/22/2022 \$17.76						
Anderson, Paula	7/5/2022	CONFLAG										
Converse, Layne	7/5/2022	CONFLAG										
Eddy, Cody	7/5/2022	CONFLAG										

Approved: \_\_\_\_\_ Prepared for Civil Service Commission by: Ashley Scott 31-Jan-23