

# Philomath Fire & Rescue

Civil Service Commission  
Regular Session  
Tuesday, January 2, 2024  
Station 201- 1035 Main Street  
2:30 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. Public Comment
- IV. Minutes- approval of October 3, 2023 & December 5, 2023
- V. Quarterly Payroll Reports- 4th Quarter 2023
- VI. Civil Service Commission Rules Next Steps
- VII. Personnel Policy Handbook Discussion- Chief Ferguson
- VIII. Future meeting dates
  1. April 2, 2024 at 2:30 pmDiscussion of future dates
- IX. Adjournment

# Philomath Fire & Rescue

Civil Service Commission  
Regular Session  
Tuesday, October 3, 2023  
Station 201- 1035 Main Street  
1:00 pm

- I. Call to Order and Roll Call- Meeting of the Philomath Fire & Rescue Civil Service Commission (CSC) was called to order at 12:59 by Van Hunsaker. Members present included: Van Hunsaker and Jerry Wolcott. Christopher McMorran was present via Zoom at 13:02. All members are present. Staff included: Fire Chief Chancy Ferguson and Office Administrator Ashley Scott.
- II. Changes or Additions to Agenda- No changes or additions.
- III. Public Comment- None.
- IV. Minutes- approval of July 5, 2023 & July 26, 2023  
**Wolcott motioned to approve the July 5, 2023 minutes. Seconded by Hunsaker. Approved 2-0.**  
**Wolcott motioned to approve the July 26, 2023 minutes. Seconded by Hunsaker. Approved 2-0.**
- V. Quarterly Payroll Reports- 3<sup>rd</sup> Quarter 2023  
**Wolcott moved to accept the 3<sup>rd</sup> Quarter Payroll reports with the noted change to Levi Schell's Position (removing AIC). Seconded by McMorran. Approved 3-0.**
- VI. Civil Service Commission Rules Review- Discussion was had by the commission about the notes Michael Sage submitted. Consensus of the commission was reached to send to legal for next round of approval.
- VII. Hiring List Certification- discussed by Scott with the commission.  
  
**Wolcott moved to accept the Hiring List Certification as presented. Seconded by McMorran. Approved 3-0.**
- VIII. Future meeting dates
  1. January 2, 2024 at 2:30 pm
  2. April 2, 2024 at 2:30 pm

Dates and Times confirmed with the commission.

IX. Chief Ferguson wanted to discuss the determination of job classification for each job description. The commission recommended to ask attorney about clarification of adding classification to each job description.

X. Adjournment- 13:42.

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

# Philomath Fire & Rescue

Civil Service Commission  
Special Meeting  
Tuesday, December 5, 2023  
Station 201- 1035 Main Street  
2:00 pm

- I. Call to Order and Roll Call- Meeting of the Philomath Fire & Rescue Civil Service Commission (CSC) was called to order at 2:00 pm by Van Hunsaker. Members present included: Van Hunsaker and Jerry Wolcott. Staff included: Fire Chief Chancy Ferguson
- II. Changes or Additions to Agenda- No changes or additions.
- III. Civil Service Commission Rules Adoption-  
**Wolcott motioned to approve the Civil Service Commission Rules as written. Seconded by Hunsaker. Approved 2-0.**
- IV. Future meeting dates
  1. January 2, 2024 at 2:30 pm
  2. April 2, 2024 at 2:30 pm
- V. Adjournment- 2:05 pm.

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

# Philomath Fire & Rescue

## 2023 - 4th Quarter Roster

Name	Hire Date	Classification	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
									COLA 6.9%			
Saalsaa, Rich	8/18/2015	Deputy Chief	10/1/2022	\$7,656.25					7/1/2023	\$8,185		
Bovbjerg, Viktor	6/30/2023	Staff Captain					6/30/2023	\$ 6,125.28				
							New Hire					
Moser, Scott	6/17/2015	Firefighter Lt.	7/1/2022	\$5,756					7/1/2023	\$6,155		
Taylor, Lindsay	5/1/2020	Firefighter Lt.	9/19/2022	\$5,329			5/1/2023	\$5,488	7/1/2023	\$5,868		
Schell, Levi	8/1/2022	Firefighter Lt.	10/1/2022	\$4,651					7/1/2023	\$4,972		
									8/1/2023	\$5,270		
									9/1/2023	\$5,428		
Converse, Layne	12/12/2022	Firefighter	12/12/2022	\$4,350					7/1/2023	\$4,651		
Rodriguez, Lillie	6/8/2015	Office Administrator	10/1/2022	\$50/hr.	3/31/2023	Voluntary Separation						
Scott, Ashley	11/4/2022	Administrative Assistant Office Administrator (7/1/23)	11/7/2022	\$25.50/hr.					7/1/2023	\$4,867	12/1/2023	\$5,013

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

Prepared for Civil Service Commission by:  
Ashley Scott 22-Dec-23