



## **Notice of a Civil Service Commission Meeting**

A **Regular** meeting of the Charleston Rural Fire Protection District Civil Service Commission will be held on **September 12, 2024** at the Barview Fire Station, 92342 Cape Arago Highway, at **4:00 PM**.

**THIS IS A PUBLIC MEETING AND THE PUBLIC IS INVITED.**

Regular Commission meeting is called to order in accordance with ORS192.610 to 192.690.

This meeting may be recorded.

The District meetings are once again for in person attendance. However, a zoom option will remain available for those who choose to attend online instead. The public will be able to listen to the proceedings or to attend through video conferencing. The public may secure access to the Civil Service Committee meeting by sending an email to the address below by 10 AM **September 12, 2024**. Email [charchief8201@gmail.com](mailto:charchief8201@gmail.com), a link for the meeting will be emailed back to you.

### **REGULAR MEETING**

#### **Call meeting to order, and Rollcall**

#### **Swear in ceremony for the Commission members**

All members of the Civil Service Commission will renew their oath of office as we start a new year.

#### **Election of Officers**

Commission to elect a president and a secretary from the commission members

Minutes of: The last meeting dated April 16, 2024

#### **Unfinished Business**

--No unfinished business at time of publishing

#### **Additional Unfinished Business:**

Any business that is required to come before the Board that has risen since the posting of the agenda

#### **New Business**

##### **Certification of staff wages**

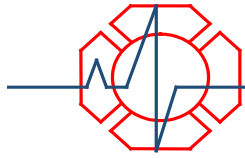
Annual certification of staff wages after a promotion and the annual COLA

#### **Additional New Business**

Any business that is required to come before the Board that has risen since the posting of the agenda

#### **Good of the Order**

#### **Adjournment**



**CHARLESTON FIRE DISTRICT**

92342 Cape Arago Hwy., Coos Bay, OR. 97420-8745

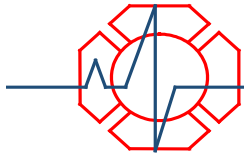
**"WE'RE HERE FOR LIFE"**

## **OATH OF OFFICE**

# **CHARLESTON RURAL FIRE PROTECTION DISTRICT CIVIL SERVICE COMMISSION**

I, "State your name", under penalty of perjury, do solemnly swear that I will support the Constitution of the United States and of the State of Oregon. I shall faithfully carry out my duties as director of the Charleston Rural Fire Protection District.

As a member of the "Charleston Rural Fire Protection District Civil Service" Commission, I accept this self-imposed and self-enforced obligation as my responsibility and make these promises so solemnly, freely, and upon my honor.



# CHARLESTON FIRE DISTRICT

92342 Cape Arago Hwy., Coos Bay, OR. 97420-8745

**"WE'RE HERE FOR LIFE"**

**These minutes are a draft until adopted by the Civil Service Commission and signed by the Commission Secretary.**

April 16, 2024

Charleston Rural Fire Protection District **Regular Meeting** of the **Civil Service Commission**

Called to Order: 10:07 AM

Roll call:

Present: Stephanie Kilmer, Nichole Rutherford, (All on Zoom)

Absent: Kim Davidson

Staff Present: Chief Mick Sneddon

Minutes of: The last meeting dated January 6, 2024

## **UNFINISHED BUSINESS:**

No business

## **NEW BUSINESS:**

Certification of wages for new hire Reed Hamilton, Firefighter/Engineer and promotion to Duty Officer wage increase for Tyler Easter.

1. Reed Hamilton starts at Step A with a monthly Wage of \$3,833.34
2. Tyler Easter's wage increases by 3% as a duty officer increasing his monthly wage to \$4,132.08.

Motion: Nichole Rutherford, second by Stephanie Kilmer to certify the wages proposed for Reed Hamilton and Tyler Easter.

Discussion: None

Motion carried by a unanimous vote

## **GOOD OF THE ORDER:**

Austin Cybulski has accepted a single role paramedic position with Marion County Fire District #1 in the Same area.

The 4<sup>th</sup> of July pancake feed is in the works

Funds from the pancake feed and the Sportsman's raffle helped fund two new heart monitors last year.

President Kilmer adjourned the meeting at 10:20 AM

<b><u>09/01/2024</u></b>	<b><u>Charleston Fire Full Time Employees/ combat (Classified)</u></b>				
Employee	Title	Assignment	Monthly Salary	Date of Employment	Any Additional Information
Sneddon, Michael	Chief	CEO	\$ 8,667.56	10/21/1996	Retired, on work back
Shield, Russell	Captain	Duty Officer A shift	\$ 5,425.60	1/30/2021	
Moldt, Caleb	Lieutenant	Duty Officer B shift	\$ 4,630.50	6/16/2022	
Easter, Tyler	Lieutenant	Duty Officer C Shift	\$ 4,630.50	7/25/2022	Promoted 8/1/24
O'Neill, Jim	FF/ENG	Firefighter/ Engineer C shift	\$ 4,226.26	12/01/2022	
Temps, Julien	FF/ENG	Firefighter/ Engineer A shift	\$ 4,025.00	01/16/2024	
Hamilton, Reed	FF/ENG	Firefighter/ Engineer B shift	\$ 4,025.00	04/01/2024	
<b><u>Part Time Employees/ non-combat (unclassified)</u></b>					
Employee	Title	Assignment	Monthly Salary	Date of Employment	Any Additional Information
Huff, Jerry	EMS Coordinator	Oversee EMS program	\$ 805.31	05/07/1986	8 hrs/ week

Note: 5% COLA effective July 1 for all employees, 2024 Chief Sneddon refused COLA.