



- Rebecca Grizzle Commission Chair
- Alesanne Dugan, Commissioner
- Jeff King, Commissioner

- Joseph Rodondi Fire Chief
- Desiree Barker, Chief Administrative Officer
- John Tacy, Division Chief
- Ken Foster, Fire Marshal

CALL MEETING TO ORDER

The meeting was called to order at 12:58 pm by Commission Chair Grizzle.

AGENDA ITEM #1 - APPROVAL OF MINUTES

Commissioner Dugan made a motion to approve the minutes. Commission King 2nd the motion.

Vote:

- Commission Chair Grizzle – Yea
- Commissioner Dugan – Yea
- Commissioner King – Yea

CITIZEN COMMENTS

There were no citizen comments.

NEW BUSINESS

Agenda Item #2 – Job Description Update for Fire Marshal and Deputy Fire Marshal Positions

Chief Rodondi introduced the Fire Marshal and Deputy Fire Marshal Positions discussion to the Commission.

- Fire Marshal Foster discussed reasons for the changes. The Fire Marshal job description now aligns with Oregon State’s changes to position titles. Special Qualifications were updated to remove redundancy, and unnecessary certificates were removed. Duties under another agency’s authority were also removed. The changes make this position more attainable for applicants.
- Deputy Fire Marshal changes were also to align with Oregon State’s position titles. Additionally, plan reviews responsibility was added to provide experience and to assist with future promotions.

Commissioner King made a motion to approve the Fire Marshal and Deputy Fire Marshal job description updates as presented. Commission Dugan 2nd, all in favor, motion approved.

Vote:

- Commission Chair Grizzle – Yea
- Commissioner Dugan – Yea
- Commissioner King – Yea

Agenda Item #3 – Open Recruitment Process for Fire Marshal and Deputy Fire Marshal Positions

Chief Rodondi requested opening the Fire Marshal and Deputy Fire Marshal positions.

- We have qualified staff now. Chief requested the Fire Marshal recruitment first. It will remain open for two weeks.
- Directly after, he requested to open the Deputy Fire Marshal recruitment. It will remain open for two weeks.

LEBANON FIRE DISTRICT CIVIL SERVICE MEETING MINUTES

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- The goal is to have the positions filled and ready to start on October 1st.
- Hiring prior to FM Foster's upcoming retirement, allows an overlap to train new staff.

Commissioner King made a motion to approve Job Description updates as presented and to open the recruitment process for Fire Marshal and Deputy Fire Marshal. Commission Dugan 2nd the motion.

Vote:

Commission Chair Grizzle – Yea

Commissioner Dugan – Yea

Commissioner King – Yea

Agenda Item #4 – Extend Firefighter Eligibility List

Chief Rodondi explained the promotional impacts to our ranks.

- Lieutenant Nunes will assume the Battalion Chief position on July 1. This movement creates a vacancy for firefighter after promotions into lieutenant and engineer occur.
- Once all movements occur, we anticipate vacancies in our firefighter position.
- We hope to have the firefighter positions hired by January 1.

Commissioner King made a motion to extend the Firefighter Eligibility List. Commission Dugan 2nd the motion.

Vote:

Commission Chair Grizzle – Yea

Commissioner Dugan – Yea

Commissioner King – Yea

OTHER AGENDA ITEMS

Chief Rodondi provided an update on EMS lack of funding resources. This also impacts other agencies across Oregon.

THE CIVIL SERVICE MEETING ADJOURNED AT 1:28 pm.



Rebecca Grizzle, Commission Chair



Joseph Rodondi, Fire Chief