



Civil Service Commission Meeting Agenda

April 21, 2026 at 11:30 AM

Station 31, 1050 W. Oak St, Lebanon, Oregon 97355.

CALL MEETING TO ORDER

FLAG SALUTE

MINUTES:

1. Approval of June 10, 2025 Minutes

CITIZEN COMMENTS

(Limited to 5 minutes per speaker)

A visitor may be recognized by the Chair who has identified themselves with their full name, address, and stating the purpose for appearing on the quest input roster.

NEW BUSINESS

2. Job Description
3. Seasonal Assessment Technician
4. Eligibility List Updates

OTHER AGENDA ITEMS

ADJOURN CIVIL SERVICE MEETING



- 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

June 10, 2025

- 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

John Tacy, Fire Chief

SEASONAL ASSESSMENT TECHNICIAN

Class Title: Seasonal Assessment Technician, Full-Time position
Updated: March 1, 2026

I. POSITION SUMMARY AND PURPOSE

This position will perform Home Ignition Zone (HIZ) assessments on assigned properties in the Lebanon Fire District. Provide wildfire education to the general public at designated town hall events and other community outreach opportunities.

II. SUPERVISION

Works under the general supervision of the Deputy Fire Marshal.

III. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The duties and responsibilities listed are not all-inclusive. The essential job duties will include other responsibilities as assigned and required.

- Perform HIZ assessments on residential properties in designated WUI areas, following NFPA and Oregon State Fire Marshal guidelines.
- Document assessment findings and enter data into the Fuels Project Database for tracking and project planning.
- Provide homeowners with tailored recommendations for creating defensible space and reducing wildfire risk.
- Assist with community outreach efforts, including participating in town hall meetings, wildfire readiness events, and educational programs.
- Coordinate with Lebanon Fire District staff and partner agencies to ensure accurate reporting and follow up on assessments.
- Maintain safety standards and proper use of assessment tools and equipment.

IV. MINIMUM QUALIFICATIONS

- High school diploma or GED
- 18 years old by date of employment
- Ability to understand and carry out oral and written directions
- Physical condition commensurate with the duties of the position.
- Valid Driver's license and reliable transportation.
- Ability to work outdoors in varying working conditions and terrain.

V. PREFERRED QUALIFICATIONS

- Basic Wildland Firefighting Experience or Training (e.g., NWCG S-130/S190 or equivalent).
- Being familiar with NFPA Home Ignition zone concepts and defensible space guidelines.
- GIS or Data Entry Experience
- NFPA Apparatus - Driver Operator
- NFPA Apparatus - Pumper Operator
- NFPA Apparatus - Wildland Fire Suppression

VI. PHYSICAL DEMANDS

- Ability to walk, stand, and carry equipment for extended periods.
- Comfortable working in rural and forested environments.
- Capable of performing basic wildland firefighting tasks, including hiking on uneven terrain, lifting up to fifty pounds, and working in hot, smoky conditions if required for safety or emergency response.

VII. SELECTION GUIDELINES

The selection process may contain a formal application, review of education and experience regarding qualifications, appropriate testing, including assessment centers and interviews, drug screening, background check, final selection, and pre-employment medical examination.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the district and the employee and is subject to change by the district as the district's needs and job requirements change.