

**CIVIL SERVICE COMMISSION**

Sue Lamb (term expires 02/26)  
Donna Fowler (term expires 02/27)  
Vacant position (term expires 02/27)  
Gary Rebello (term expires 02/26)  
Vacant position (term expires 02/27)

**CHIEF EXAMINER**

Timothy Ashcroft

**CIVIL SERVICE SECRETARY**

Pablo Mendoza

A REGULAR MEETING OF THE CIVIL SERVICE COMMISSION WILL OCCUR AT 3:00 PM ON **June 11, 2025**.

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**EXECUTIVE SESSION**

To review and evaluate the chief examiner feedback report.

**Pursuant to ORS 192.660(4), representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced.**

**REGULAR SESSION****I. CALL TO ORDER****II. COMMISSION CHAIR ELECTION\*****III. CONTRACT RENEWAL RECOMMENDATION\*****IV. CONSENT AGENDA\***

**The items on the Consent Agenda are considered routine and will all be adopted in one motion unless a Commission member or person in the audience requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the Commission Chairperson will indicate when it will be discussed in the regular agenda.**

**A. Approval of minutes from April 9, 2025****V. CHIEF EXAMINER ACTIONS****VI. ORGANIZATIONAL HEALTH UPDATE****VII. ITEMS NOT LISTED ON THE AGENDA**

\* Requires Commission Action

**AGENDA ITEM II - COMMISSION CHAIR ELECTION**

CIVIL SERVICE COMMISSION  
TUALATIN VALLEY FIRE AND RESCUE

**SUBJECT:** Civil Service Chair Election

**APPROVED FOR AGENDA:** Yes

**ORIGIN:** Organizational Health

**PROCEEDING:** Election

**EXHIBITS:** None

**BACKGROUND**

In accordance with Civil Service Commission Rule 5, Section 3, the Commission will elect a chairperson at the first meeting of the Commission each fiscal year.

**RECOMMENDED ACTION**

Elect a chairperson for the 2025 - 2026 fiscal year.

### **AGENDA ITEM III**

#### **CIVIL SERVICE COMMISSION TUALATIN VALLEY FIRE AND RESCUE**

**SUBJECT:** Contract Renewal Recommendation

**APPROVED FOR AGENDA:** Yes

**ORIGIN:** HR

**PROCEEDING:** Approval

**EXHIBITS:** None

#### **BACKGROUND**

The Chief Examiner provides services to the Commission through a personal services contract with the District. The current contract expires on June 30, 2025.

Staff is recommending no changes in contract language or scope of work for the personal services contract for Chief Examiner Services.

#### **RECOMMENDED ACTION**

Staff requests direction from the Commission on the contract renewal for Chief Examiner services and to execute the presented contract.

Recommended motion:

- “I move to terminate the Chief Examiner service contract.” or;
- “I move to approve the presented Chief Examiner service contract and direct staff to execute extension of the contract by one year.” or;
- “I move to approve the Chief Examiner service contract as amended and direct staff to execute the contract.”

**AGENDA ITEM IV - CONSENT AGENDA**

CIVIL SERVICE COMMISSION  
TUALATIN VALLEY FIRE AND RESCUE

**SUBJECT:** Approval of Meeting Minutes

**APPROVED FOR AGENDA:** Yes

**ORIGIN:** Organizational Health

**PROCEEDING:** Approval

**EXHIBITS:** April 9, 2025, regular meeting minutes

**BACKGROUND**

None

**RECOMMENDED ACTION**

Approve the presented minutes as written.

## **AGENDA ITEM V – CHIEF EXAMINER ACTIONS**

### **CIVIL SERVICE COMMISSION TUALATIN VALLEY FIRE AND RESCUE**

**SUBJECT:** Chief Examiner Actions

**APPROVED FOR AGENDA:** Yes

**ORIGIN:** Organizational Health

**PROCEEDING:** Information only

**EXHIBITS:** None

### **BACKGROUND**

Chief Examiner Ashcroft

Chief Examiner actions taken since last review:

1. Fire Inspector
  - a. 3/31/25--Approval of exam plan for Fire Inspector promotional and entrance exam
  - b. 4/8/25--Approval of revised exam plan for Fire Inspector promotional and entrance exam
  - c. 5/30/25--Certification of names for consideration for one vacancy
2. Captain
  - a. 3/31/25--Certification of names for consideration for two vacancies
  - b. 5/3/25--Approval of appointment for 5/16/25:
    - i. Jared Whitney
  - c. 5/14/25--Certification of names for consideration for two vacancies
  - d. 5/29/25--Approval of appointment for 6/16/25:
    - i. Michael Balfour
  - e. 5/29/25--Approval of appointment for 7/1/25:
    - i. Aaron Zahrowski
3. District Chief of Operations
  - a. 4/2/25--Certification of names for consideration for one vacancy
  - b. 4/8/25--Approval of appointment for 4/16/25:
    - i. Ryan Robinson
  - c. 5/21/25--Approval of appointment for 6/16/25:
    - i. Robert Petracca
  - d. 5/12/25--Certification of names for consideration for one vacancy
4. Firefighter/Firefighter Paramedic
  - a. 4/2/25--Certification of names for consideration for twelve vacancies
  - b. 4/8/25--Restoration of Callahan to the Firefighter EMT eligible list
  - c. 4/18/25--Restoration of Cabusi to the Firefighter EMT eligible list
5. Battalion Chief
  - a. 4/15/25--Certification of names for consideration for one vacancy
  - b. 4/29/25--Approval of appointment for 5/16/25:
    - i. Tim Nokes
  - c. 5/9/25--Approval of exam plan for AO promotional exam
  - d. 5/14/25--Certification of names for consideration for one vacancy
  - e. 5/15/25--Approval of temporary appointment extension for Mitchael
  - f. 5/21/25--Approval of appointment for 6/16/25:
    - i. Daniel Mitchael
6. Lieutenant
  - a. 4/9/25--Approval of appointment for 5/1/25:
    - i. Marcus Koss
    - ii. Austin Lawrence
    - iii. Grant Slagle

- iv. Daniel Starr
- v. Brent Swords
- vi. Ethan Dawson-Hurley

7. Training Officer

- a. 4/16/25--Certification of names for consideration for one vacancy
- b. 4/25/25--Restoration of Slagle to the Training Officer eligible list
- c. 4/25/25--Certification of next eligible due to Slagle declining to interview
- d. 4/25/25--Restoration of Trotter to the Training Officer eligible list
- e. 4/25/25--Certification of next eligible due to Trotter declining to interview
- f. 4/29/25--Restoration of Niemeyer to the Training Officer eligible list
- g. 4/29/25--Certification of next eligible due to Niemeyer declining to interview
- h. 4/29/25--Certification of next eligible due to Esparza declining to interview
- i. 4/29/25--Certification of next eligible due to White declining to interview
- j. 4/30/25--Restoration of White to the Training Officer eligible list
- k. 5/20/25--Approval of appointment for 6/1/25:
  - i. Daniel Boyes

8. Apparatus Operator

- a. 4/29/25--Approval of exam plan for AO promotional exam

Other Chief Examiner activity:

- 5/13/25--Attended Fire Inspector exam
- 6/3/25--Attended Apparatus Operator exam
- 6/11/25--Scheduled to attend Battalion Chief exam

**RECOMMENDED ACTION**

None; informational only.

**AGENDA ITEM VI**

CIVIL SERVICE COMMISSION  
TUALATIN VALLEY FIRE AND RESCUE

**SUBJECT:** Organizational Health Update

**APPROVED FOR AGENDA:** Yes

**DEPARTMENT OF ORIGIN:** Organizational Health

**PROCEEDING:** Presentation

**EXHIBITS:** None

**BACKGROUND**

Lucy Shipley

Update on division activity.

**RECOMMENDED ACTION**

None; informational only.

**AGENDA ITEM VII**

CIVIL SERVICE COMMISSION  
TUALATIN VALLEY FIRE AND RESCUE

**SUBJECT:** Items Not Listed on the Agenda

**APPROVED FOR AGENDA:** Yes

**DEPARTMENT OF ORIGIN:** Organizational Health

**PROCEEDING:**

**EXHIBITS:** None

**BACKGROUND**

**RECOMMENDED ACTION**

**INFORMATIONAL ONLY**

CIVIL SERVICE COMMISSION  
TUALATIN VALLEY FIRE AND RESCUE

**SUBJECT:** Staffing and Outreach

**APPROVED FOR AGENDA:** Yes

**DEPARTMENT OF ORIGIN:** Organizational Health

**BACKGROUND**

Sara Serna

**Upcoming outreach activity over the next 6 months:**

Date (red = not confirmed)	Event Name	Audience
6/20/2025	Portland Metro Fire Camp	Young women interested in learning about fire service careers

Lt. Michael Balfour, who was serving in a Limited Administrative Assignment focused on outreach, returned to the line sooner than expected. However, he successfully pursued priority partnerships with five regional colleges. Lt. Balfour visited each school and presented to classes of EMT, paramedic, and fire science students. He encouraged over 100 students to join our Attract database, enabling us to continue engagement and connect them with opportunities matching their interests. These efforts also increased the number of students applying for our Firefighter Intern Program.

**Anticipated exam and selection activity over next 6 months:**

- Battalion Chief – exam in June 2025
- Deputy Fire Marshal I – exam in late summer; selection TBD
- Lieutenant - exam TBD
- Apparatus Operator – selection TBD