

**CIVIL SERVICE COMMISSION**

Sue Lamb (term expires 02/26)  
Donna Fowler (term expires 02/27)  
Jake Gartland (term expires 02/27)  
Gary Rebello (term expires 02/26)

**CHIEF EXAMINER**

Tim Ashcroft

**CIVIL SERVICE SECRETARY**

Pablo Mendoza

A REGULAR MEETING OF THE CIVIL SERVICE COMMISSION WILL OCCUR AT 3:00 PM ON **April 09, 2025**.

---

**REGULAR SESSION****I. CALL TO ORDER****II. 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 January 15, 2025 regular meeting

**III. CHIEF EXAMINER ACTIONS****IV. DISTRICT UPDATE****V. ITEMS NOT LISTED ON THE AGENDA**

\* Requires Commission Action

**AGENDA ITEM II - 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:** January 15, 2025 regular meeting

**BACKGROUND**

None

**RECOMMENDED ACTION**

Approve the presented minutes as written.

**CIVIL SERVICE COMMISSION**

Sue Lamb (term expires 02/26)

Donna Fowler (term expires 02/27)

Jake Gartland (term expires 02/27)

Gary Rebello (term expires 02/26)

**CHIEF EXAMINER**

Timothy Ashcroft

**CIVIL SERVICE SECRETARY**

Monika Lockett

**CIVIL SERVICE COMMISSION REGULAR MEETING****WEDNESDAY, January 15, 2025, AT 3:00 PM**

Public meetings are broadcast via the District's YouTube channel

<http://www.youtube.com/c/TualatinValleyFireRescue>

<b>ATTENDANCE</b>	<p>Commissioners: Sue Lamb, Donna Fowler, Stephen Mayer, Jake Gartland, Gary Rebello (chair) Chief Examiner: Tim Ashcroft</p> <p><b><u>TVF&amp;R Staff</u></b></p> <ul style="list-style-type: none"><li>• Steven Partain</li><li>• Laura Hitt</li><li>• Lucy Shipley</li><li>• Sara Serna</li><li>• Pablo Mendoza</li></ul>
<b>AGENDA ITEM I:</b> <i>Call to Order</i>	Chair Rebello called the meeting to order at 3:00 p.m.
<b>AGENDA ITEM II:</b> <i>Consent Agenda</i>	Commissioner Fowler moved to approve the Consent Agenda.  Commissioner Gartland seconded the motion and the motion passed unanimously.
<b>AGENDA ITEM III:</b> <i>Chief Examiner Actions</i>	Chief Examiner Ashcroft presented the actions for the quarter.  He stated all actions were within guidelines and high level of activity.

	<p>In other Chief Examiner activity, Chief Examiner Ashcroft highlighted the Captain position and how he assisted clarifying Civil Service Rule 8, Section 3.C., regarding the Captain eligible list. The Chief Examiner confirmed that a list is exhausted once the final candidates are certified, with no return for rejected candidates.</p> <p>Chief Examiner Ashcroft also highlighted the Training Officer position and the 3 candidates who declined the interview but would like to remain on the list.</p> <p>Regarding the Firefighter Paramedic, there were 15 candidates who declined to interview. 8 of them did not reach back out in time, and the others had accepted offers at other locations.</p> <p>Sara Serna spoke to reducing bottlenecks and providing more speedy recruitment academies.</p>
<p><b>AGENDA ITEM IV:</b> <i>District Update</i></p>	<p>Deputy Chief Laura Hitt provided a District Update for the Commissioners.</p> <p>Chief Hitt provided the following update regarding the Los Angeles wildfires</p> <ul style="list-style-type: none"> <li>• 13 firefighters are down there helping out</li> <li>• Likely be gone 2 weeks</li> </ul> <p>The earthquake drill was 3 days and was a success. Simulated 9.0 Cascadia subduction Earthquake.</p> <p>Chief Hitt shared news on an intergovernmental grant that was received from the Oregon DHS, TVF&amp;R will be able to staff Advanced Resource Medic (ARM) for a 2-year pilot program. The ARM Unit will be staffed by either a PA or NP provided by a company called Dispatch Health, provided through the grant money, and one of our medics. These two individuals will be able to provide care at senior living places on scene rather than putting them in an ambulance and using other resources.</p> <p>Lastly, Chief Hitt provided a Save the Date for the Meritorious Awards on Saturday May 17<sup>th</sup> at 10AM.</p>
<p><b>AGENDA ITEM V:</b> <i>Items Not Listed on the Agenda</i></p>	<p>Sara Serna shared a note from former commissioner Stephen Mayer in which he appreciated the flowers, wished everyone continued success as he continues his stroke recovery.</p> <p>Sara Serna also gave an update on the hiring of another commissioner. With the intention being to open the posting in April, interview in May, and for them to attend their first meeting on June 11<sup>th</sup>.</p> <p>Sara Serna also detailed Monika Lockett will be going on Maternity Leave until the end of July, and Pablo Mendoza will be filling in for her during this time.</p>

<b>ADJOURNMENT</b>	Chair Rebello adjourned the meeting.
	The meeting closed at 3:21 p.m.

Minutes by Pablo Mendoza

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

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

: Chief Examiner Actions

**APPROVED FOR AGENDA:** Yes

**ORIGIN:** Organizational Health

**PROCEEDING:** Information only

**EXHIBITS:** None

#### **BACKGROUND**

Chief Examiner Ashcroft

Chief Examiner actions taken since January 15, 2025 review:

1. Firefighter and Firefighter Paramedic
  - a. 1/30/25—Approval of the exam plan for Firefighter and Firefighter Paramedic entrance exam.
2. District Chief of Operations
  - a. 3/5/25—Approval of the exam plan for District Chief of Operations promotional exam.
3. Apparatus Operator
  - a. 3/13/25—Certification of names for consideration for 7 vacancies for 5/1/25.
4. Lieutenant
  - a. 3/19/25—Certification of names for consideration for 6 vacancies for 5/1/25.

Other Chief Examiner activity:

1. 1/15/25—Assisted in interpreting Civil Service Rule 9, Section 2, as it applied to two candidates on the District Chief of Operations eligible list. The last two candidates on the list were certified for one vacancy, with both individuals rejected for job-related reasons.

The question arose as to whether the list was considered exhausted (under Rule 9, Section 2.E(2).) when the last two candidates on the list were certified. This scenario was slightly different from a similar one that arose in November 2024 with the Captain eligible list. The Chief Examiner affirmed that no list remained for the rejected candidates to return to.

2. 1/26/25—Paramedic exam appeal (aborted).  
Candidate submitted an appeal pertaining to how individual station and skill demonstration scoring contributed to the overall exam score. Before the Chief Examiner began an investigation, Org Health staff determined there was merit to the candidate's argument and adjusted the scores of two affected individuals.
3. 2/16/25—Captain exam appeals.  
Two candidates submitted appeals, prompting the Chief Examiner to conduct investigations. His reports were completed and shared with the appellants on March 12, 2025. The appellants chose not to pursue an appeal of the Chief Examiner's final determinations.

#### **RECOMMENDED ACTION**

None; informational only.

**AGENDA ITEM IV**

CIVIL SERVICE COMMISSION  
TUALATIN VALLEY FIRE AND RESCUE

**SUBJECT:** District Update

**APPROVED FOR AGENDA:** Yes

**ORIGIN:** Organizational Health

**PROCEEDING:** Presentation

**EXHIBITS:** None

**BACKGROUND**

Chief Laura Hitt

District Activity since January 15, 2025.

**RECOMMENDED ACTION**

None; informational only.

**AGENDA ITEM V**

CIVIL SERVICE COMMISSION  
TUALATIN VALLEY FIRE AND RESCUE

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

**APPROVED FOR AGENDA:** Yes

**DEPARTMENT OF ORIGIN:**

**PROCEEDING:**

**EXHIBITS:** None

**BACKGROUND**

**RECOMMENDED ACTION**

## **INFORMATIONAL ONLY**

### CIVIL SERVICE COMMISSION TUALATIN VALLEY FIRE AND RESCUE

**SUBJECT:** Staffing and Outreach

**APPROVED FOR AGENDA:** Yes

**ORIGIN:** Organizational Health

#### **BACKGROUND**

Sara Serna

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

Date	Event Name	Audience
6/20/2025	Portland Metro Fire Camp	Young women interested in learning about fire service careers

In addition to the strategic work underway by Lt. Michael Balfour in a limited administrative assignment, we recently implemented a new candidate management system. NEOGOV Attract integrates with the other NEOGOV products we use in hiring and will provide us with robust data regarding the candidate journey. When we resume attendance at traditional outreach events, we will be able to use the system to compile prospect contact information and assess the return on investment of each event.

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

- Firefighter and Firefighter Paramedic entrance exam and selection process – underway
- Lieutenant selection process from new list – April 2025
- AO selection process from existing list – April 2025
- District Chief promotional exam and selection – April 2025
- AO promotional exam – June 2025
- Fire Inspector entrance and promotional exam – June 2025
- Captain selection process from new list – TBD
- DFM I – promotional exam and selection - TBD
- Battalion Chief selection from existing list - TBD
- Battalion Chief promotional exam – TBD