

OAK HARBOR CIVIL SERVICE COMMISSION

1 / 1 5 / 2 0 2 6

MEETING MINUTES

I N A T T E N D A N C E

COMMISSIONERS

- | | |
|--|---|
| <input checked="" type="checkbox"/> Position 1, Rusty Gagnon, Commissioner | <input checked="" type="checkbox"/> Chief Travis Anderson, Fire |
| <input checked="" type="checkbox"/> Position 2, Dana Ledford, Vice Chair | <input checked="" type="checkbox"/> DC Jennifer Wyatt, Fire |
| <input checked="" type="checkbox"/> Position 3, Kent Fobian, Commissioner | <input checked="" type="checkbox"/> Chief Tony Slowik, PD |
| <input checked="" type="checkbox"/> Jedidiah Wilson, Secretary | <input type="checkbox"/> DC Kevin Barton, PD |
| | <input type="checkbox"/> Emma House, HR Director |

The meeting was held at the City Hall in the Mayor’s Conference Room and was called to order at 1:07 P.M.

PRELIMINARY:

Agenda:

- Dana Ledford moves that the agenda be amended.
 - Moves the nomination for Chair of CSC to the end of the meeting so the chiefs may leave.
- Dana Ledford moves the Agenda approved at 1:07 PM.

Minutes:

- For the minutes from 12/18/25, the motion to approve the minutes was made by **Dana Ledford**.
- **Rusty Gagnon** made a motion to authorize Kent Fobian to approve the minutes
 - At the time of the meeting, Kent was present as a Commissioner-Elect until Sandi was sworn in as a Council Member. This was motion was brought forth due to Rusty’s excused absence from the December meeting creating the need for a full quorum to vote on the approval of the December minutes.
 - This motion was seconded by **Dana Ledford**.
- The motion on the December minutes’ approval was seconded by **Kent Fobian**.

Public Comment:

- No public comment was made.

OLD BUSINESS:

- **HUMAN RESOURCES (Presented by Civil Service Secretary Jedidiah Wilson)**
 - Kent Fobian introduced himself and defined his qualifications as commissioner.
- **POLICE DEPARTMENT (Presented by Chief Tony Slowik)**
 - Chief Slowik presented his org chart for the commission at Rusty Gagnon’s request.
 - Discussion on the administrative services manager position’s duties and responsibilities occurred.
 - Currently has two unfilled sergeant positions, three unfilled police officer positions.
 - Records information specialist position is in background with an anticipated start date in February.
- **FIRE DEPARTMENT (Presented by Chief Travis Anderson)**
 - Jennifer Wyatt introduced herself and defined her qualifications as Deputy Fire Chief.
 - Chief Anderson presented his org chart for the commission at Rusty Gagnon’s request.
 - Update on the station 82 staffing occurred.
 - Explained that lieutenants and captains are changing classification to captains and battalion chiefs’ respectively.

- Update on paramedic hiring occurred.

Other:

- Jedidiah Wilson made a motion to take a brief recess at 1:47 PM at the request of Rusty Gagnon, seconded by Dana Ledford, and passed unanimously.
- The Commission meeting resumed at Dana's request at 1:50 PM.

NEW BUSINESS:

● **POLICE DEPARTMENT (Presented by Chief Tony Slowik)**

- Discussion on duties and responsibilities of different positions on the org chart occurred.
- Discussion on jailing and jailing transport process occurred
- Chief Slowik mentioned the sergeant exam will undergo two phases of examination, creating a list needing to be certified.
- Discussion on hiring of animal control officer, as well as the qualifications required occurred.

● **FIRE DEPARTMENT (presented by Chief Travis Anderson)**

- Chief Anderson is going to ask the Commission to change the names for the promotional lists for lieutenants and captains to captains and battalion chiefs' respectively to match their new classification.
- He is also going to ask the Commission to extend the list for a year to allow the person on the battatlion chief list to qualify for the position rather than needing to retest.
- Explanation of the operations and process of 911 dispatching occurred.

Commission:

- The chiefs decided to leave the meeting and defer the nomination of the chair to the commissioners.
- A motion for nomination for the new chair of the commission was made. The nominated party was Dana Ledford.
 - This nomination was seconded by Kent Fobian, and passed unanimously.
- Dana Ledford is now the new chair of the Civil Service Commission.

Adjournment: There being no further business to discuss, the meeting was adjourned at 2:12 P.M., motioned by Dana Ledford seconded by Rusty Gagnon, and passed unanimously.

Commissioner

Civil Service Secretary Jedidiah Wilson