

OAK HARBOR CIVIL SERVICE COMMISSION

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SPECIAL 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, Chair        | <input type="checkbox"/> Chief Tony Slowik, PD                  |
| <input checked="" type="checkbox"/> Position 3, Kent Fobian, Commissioner  | <input type="checkbox"/> DC Kevin Barton, PD                    |
| <input checked="" type="checkbox"/> Jedidiah Wilson, Secretary             | <input checked="" 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 2:03 P.M.

**Agenda:**

- Rusty moves to remove the agenda of a few items on the grounds that the purpose of the special meeting is for the explanation of the situation regarding the certified list for the Deputy Fire Chief. This is seconded by Dana.
- The following items are removed:
  - **Battalion Chief and Captain Promotional List Name Change**
  - **Presentation of Previous Certified Lists**
- Dana moves the Agenda approved at 2:05 PM, seconded by Rusty Gagnon.

**NEW BUSINESS:**

- **FIRE DEPARTMENT (presented by Chief Travis Anderson)**
  - Chief explained that there was no one internally to fill the DFC role. Back when DFC was not a role, fire marshal was the quasi role. DFC position removed from union and became its own role.
  - Chief explained what happened during the first iteration of interviews, resulting in 3 failing primary interviews, 2 failing the assessment, and one rescinding their application. The second iteration had 5 interviews, 2 failing, one rescinding their application, and two moving on to second interview. Candidate from Vegas given the second interview and the position after the second interview.
  - Chief began to explain the hiring process for the third iteration of interviews. Rusty asked about the offer time limit.
  - Discussion on how to mitigate issues for next hiring process occurred.
  - Discussion on when the certification happens in the hiring process occurred.
  - Discussion of purpose of chief's interview occurred.
  - Discussion on benefits of working interview occurred.
  - Rusty questioned what the purpose of certifying was if not to move someone forward.
  - Emma and Jedidiah presented previous certified lists.
  - Chief Anderson brought up the need to change the name of the certified lists for the lieutenant and captain to captain and battalion chief respectively, as mentioned in the previous Civil Service meeting.

**Commission:**

Future agenda items to be discussed.

**Adjournment:** There being no further business to discuss, the meeting was adjourned at 2:55 P.M., motioned by Dana Ledford seconded by Rusty Gagnon, and passed unanimously.

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Commissioner

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Civil Service Secretary Jedidiah Wilson