

**YACHATS RURAL FIRE PROTECTION DISTRICT
CIVIL SERVICE COMMISSION
PUBLIC HEARING & REGULAR MEETING MINUTES**

Date: July 27, 2026,
10:30 A.M

1. CALL TO ORDER

The Civil Service Commission meeting was called to order at 10:30 AM.

2. ROLL CALL

All three Commissioners were present, Including Fire Chief Mathia, Admin Specialist Tammy Suiter and Lt Schwab.

3. APPROVAL of June 22nd, 2026, MEETING MINUTES The

Commission reviewed the minutes of the previous meeting.

Corrections identified:

- Title correction from "Director" to "Commissioner" in signature block.

A motion was made to approve the minutes as amended.

Motion: Barham

Second: Chamberlin Motion
carries

4. PUBLIC HEARING – CIVIL SERVICE RULE AMENDMENTS

a. Opening of Public Hearing b. Summary of Proposed Changes

The Fire Chief summarized the amendments, including:

- Removal of "District Administrator" designation
- Addition of "Fire Chief" as Chief Examiner
- Administrative clarification updates

c. Public Comment

No public comments were received.

d. Close of Public Hearing

The public hearing was closed at 10:31 a.m.

e. Commission Action

A motion was made to adopt the Civil Service Rules as amended.

Motion made: Barham

Second: Chamberlin

Motion carries

The Commission directed staff to finalize the document with updated revision dates and notation indicating adoption on July 27, 2026.

5. NEW BUSINESS

a. Review of Job Descriptions

The Commission conducted a detailed review of the following position descriptions:

- Firefighter EMT
- Firefighter Paramedic
- Firefighter Lieutenant

Key revisions and direction included:

- Correcting terminology (removal of outdated EMT classifications; use of “EMT” and “Paramedic” consistent with current standards)
- Removal of references to “Ambulance Chief” where the position does not exist
- Clarification of supervisory structure: personnel are accountable to the Fire Chief, with direct supervision by shift lieutenants
- Standardization of document formatting, headers, and revision dates
- Clarification of certification requirements and maintenance expectations
- Removal of inconsistent or outdated language

The Commission emphasized the importance of consistency across all job descriptions.

b. Civil Service Classification of Positions

The Commission discussed whether the Firefighter EMT and Firefighter Paramedic positions meet Civil Service criteria.

A motion was made to classify FF/EMT and FF/Paramedic positions as civil service clarification.

Motion: Barham

Second: Chamberlin

Motion carries

The Commission confirmed that firefighting positions are subject to Civil Service rules, including testing and ranked hiring processes.

c. Volunteer Firefighter Position

The Commission reviewed the Volunteer Firefighter position description.

Discussion clarified that volunteer personnel are not hired employees and therefore do not fall under Civil Service classification.

A motion was made to designate the Volunteer Firefighter position as non–Civil Service.

Motion: Chamberlin

Second: Barham

Motion carries

Minor edits to the volunteer position description were noted, including typographical corrections and updated supervisory references.

d. Provisional Appointments – Lieutenant Positions

The Fire Chief reported the use of Civil Service provisions allowing provisional appointments to maintain operational readiness.

Effective July 20, 2026, the following individuals were appointed as provisional lieutenants:

- William Sanning
- Joseph Schwab
- Osmo Larmi

These appointments:

- Are limited to a maximum of 90 days
- Require completion of formal testing and evaluation processes
- Will transition to permanent status only upon successful completion of Civil Service procedures

The Commission acknowledged the appointments and the necessity due to operational demands.

6. ADMINISTRATIVE NOTES

- Final Civil Service Rules will reflect the amendment date of July 27, 2026.
- The Fire Chief will report on the rules changes to the District Board at a future meeting.
- Staff will continue refining job descriptions and internal documentation for consistency.

7. FUTURE MEETINGS

Next meeting set for September 8th, 2026, at 1:30 P.M.

- Review implementation of testing procedures
- Evaluate effectiveness of the Civil Service process
- Address any additional rules or classification needs.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:02 AM.

Minutes written and prepared by _____

Commissioner _____ Commissioner _____

DRAFT