

Sheridan, West Valley and SW Polk  
Civil Service Meeting  
April 9, 2019

Meeting was opened by Jim Stearns at 4:30 pm.

Present were Fire Chief Fred Hertel, Adm. Asst. Judy Breeden, Jim Stearns (SDAO) Amber Deibel (SFD), Susan Shepard (SW Polk), Art Hanson (WVFD).

Jim Stearns briefly explained that since Sheridan and West Valley are sharing a Fire Chief that it just makes sense to have one civil service commission. SW Polk does not have any employees currently and do plan to contract for Fire Chief services beginning July 1, so we are including them in this process. So new rules have been written to include all three entities. Chief Hertel added that this is also direction from all three boards. They all have committed to streamlining the workflow within all agencies to one global functioning operation.

**Appoint Chairperson;**

Amber Deibel nominated Susan Shepard.

**Motion: Amber Deibel**

**Second: Art Hanson**

**Move to close nominations.**

**Vote was unanimous for Susan Shepard as Chairperson.**

**Motion: Amber Deibel**

**Second: Art Hanson**

**Move to approve minutes of Sheridan Fire District's civil service meeting of September 10, 2018. Motion passed.**

Jim Stearns gave an overview of the new rules and explained that at the next meeting we would have a public hearing.

**Current Hiring lists;**

**Motion: Art Hanson**

**Second: Amber Deibel**

**Move to exhaust existing lists from both Sheridan and West Valley Fire Districts and to create new lists with this new process. Motion passed.**

**Job Descriptions;**

The following job descriptions were discussed and reviewed; deputy chief, division chief, battalion chief, FF/paramedic, FF/EMT. Jim Stearns also explained the National Testing Network, a pre-screening process.

Changes were made to the qualifications for FF/EMT and FF/P, all positions will be reviewed and adopted at the next meeting.

**Hiring Process;**

We use NTN as a screening process then have an in-house assessment center with different stations, some examples could be EMS/fire scenario, role play, oral interview.

**Appoint a chief examiner;**

**Motion: Amber Deibel**

**Second: Art Hanson**

**Move to appoint Jim Stearns, as chief examiner, for this first process only. Motion passed.**

Next meeting will be April 22, 2019, 4 pm at Sheridan Fire District with the public hearing to be held first.

**Adjourned at 6:00 pm.**

Respectfully submitted,



Judy Breeden  
Administrative Assistant