



Aurora Fire District * Woodburn Fire District Civil Service Commission

AGENDA June 11th, 2026 TEAMS

Meeting ID: 299 193 369 615 386

Passcode: 7tk7VH3Q

IN ATTENDANCE

CALL TO ORDER

APPROVAL OF April 23 2026, MEETING MINUTES – *Action Item*

“Is there a motion to approve the minutes of the April 23, 2026 Civil Service Commission meeting as presented.”

NEW BUSINESS

1. **Review of Civil Service Commission Meeting Schedule and Compliance Requirements – *Information and Action Item***

Summary: Following an administrative review initiated after receipt of a public records request, the Fire Chief identified that certain intervals between prior Civil Service Commission meetings exceeded the ninety (90) day meeting interval referenced in ORS 242.712 and Commission Rule 2.8.

The Fire Chief is bringing this matter forward to the Commission to ensure the Commission is aware of the issue, to formally address the matter on the public record, and to establish procedures intended to maintain compliance moving forward.

The Commission reviewed the recent meeting schedule and discussed contributing factors including scheduling conflicts, cancellations, quorum limitations, administrative transitions, and operational demands of the District.

Commission Discussion Items

The Commission further acknowledges that:

1. Commission operations continued in good faith and in the public interest;
2. No known personnel action, appeal right, disciplinary process, promotional process, or hiring action was adversely affected during the periods between meetings;

3. The matter is being addressed administratively upon discovery;
4. The Commission intends to maintain future compliance with ORS 242.712, ORS 192.630, and applicable Civil Service Rules; and
5. Regular meeting scheduling and notice procedures should be reaffirmed moving forward.

Reference: Civil Service Rule 2.8

“Is there a motion regarding the Commission’s acknowledgment of the meeting interval issue and re-establishment of a regular meeting schedule?”

Suggested Motion: “I move that the Civil Service Commission:

1. **acknowledge that certain prior meeting intervals exceeded the ninety (90) day interval referenced in ORS 242.712 and Commission Rule 2.8;**
2. **acknowledge that the issue was identified during an administrative review conducted following receipt of a public records request;**
3. **direct that regular meetings be scheduled no less frequently than every ninety (90) days moving forward;**
4. **reaffirm the Commission’s commitment to compliance with Oregon Public Meetings Law and applicable Civil Service statutes and rules; and**
5. **direct District staff and Commission officers to take reasonable administrative measures necessary to maintain ongoing compliance with statutory meeting and notice requirements.”**

2. Establishment of Regular Quarterly Meeting Schedule – Action Item

Summary: Discussion and establishment of a recurring quarterly Civil Service Commission meeting schedule.

Reference: Civil Service Rule 2.8

“Is there a motion that the Civil Service Commission meets every 90 days in accordance with Oregon Public Meetings Law”

Suggested Motion: “I move that the Civil Service Commission establish regular quarterly meetings to occur a minimum of every 90 days, with meeting dates to be publicly noticed in accordance with Oregon Public Meetings Law.”

GOOD OF THE ORDER

NEXT MEETING IS TENTATIVELY SCHEDULED FOR: July XX, 2026

ADJOURNMENT