

Lane Fire Authority
Civil Service Commission
Minutes for April 20, 2026, CSC Meeting
Lane Fire Authority, 88050 Territorial Road, Veneta, OR 97487

The Civil Service Commission meeting for Lane Fire Authority was called to order at 1800 by Fire Chief Dale Borland, Assistant Chief Rose Douglass in attendance. The meeting was held virtually and in person.

Commission Members Present:

☒ Tim Heise
In person

☒ John Baxter
In person

☒ Bill Clendenen
not present

Flag Salute:

Staff Reports: Chief Borland opened the meeting as this was the first CSC meeting for newly appointed members by the Board of Directors of Lane Fire Authority. Chief Borland explained that the levy renewal will be on the May ballot and depending on outcome, staff may reconvene the CSC later part of May. Depending on outcome, LFA may be experiencing layoffs or be hiring additional employees to refill positions again.

John Baxter asked if the commission acted as an arm of the Board. Chief Borland responded that the members of the CSC were appointed by the Board but acted independently from the Board of Directors in matters of hiring, discipline, promotional process or complaint filing.

Chief Borland provided members with a back history of the CSC at Lane Rural Fire Rescue and now Lane Fire Authority. LFA has been utilizing the BOD's as the commission for some years and at the advice of legal council has moved to reestablish the independent CSC body. LFA has always consulted and followed its Board adopted CSC rules. Those rules were sent to our legal council for review, the Board has accepted those amended rules and those are presented to this body for adoption. Adoption has to be at the direction of the CSC.

Chief Borland provided an update to current staffing changes. There have been a couple retirements, a couple staff members have taken jobs with other organizations and LFA has moved staff around to maintain coverage at the line level. Currently all positions in the Training Division are vacant as well as line positions being covered by backfill on overtime.

Civil Service Commission Business Items:

Chief Borland asked if all members had the opportunity to review the updated CSC rules. Members indicated in the affirmative.

CSC members were provided a notebook of materials. AC Douglass briefed the CSC on the contents of the notebook and indicated that members were more than welcome to electronic

copies if requested. CSC rules, current collective bargaining agreement. Important to note, according to the CBA and CSC rules, an employee may make formal complaint either through the grievance procedure or complaint with CSC, but could not utilize both processes. Employees must pick one path or the other.

Chief Douglass provided a snapshot of position descriptions and directed the commission members to the list of positions that are exempt from civil service process such as exempt staff or General Service employees. Basically, members that are not covered by the collective bargaining agreement do not have rights under the civil service system.

Topic	Civil Service Commission Rule adoption
Discussion	Chief Borland explained that the rules have been reviewed and updated by District's legal counsel. The Board of Directors have accepted the rules as amended and forwarded to the CSC for adoption.
Action taken	Tim Heise made a motion to adopt the Civil Service rules as presented, John Baxter seconded, Call for vote, all members present voted in favor, Bill Clendenen absent.

Topic	Civil Service Commission member term appointment
Discussion	Chief Borland and Chief Douglass explained that CSC members appointed by the board must be elected to terms. One member to a 2 year term, one member to a 3 year term and 1 member to a 4 year term. Chief Douglass explained that the terms are set by CSC rules.
Action taken	John Baxter made a motion to appoint Tim Heise to a 4 year term, Bill Clendenen to a 3 year term and John Baxter to 2 year term, Tim Heise seconded, Call for vote, all members present voted in favor, Bill Clendenen absent.

Civil Service Commission Elections:

Topic	Civil Service Commission Officer Elections
Discussion	Chief Borland that Civil Service Commission members must elect a Chairperson/President and Secretary Treasurer. Discussion followed.
Action taken	Time Heise made a motion that he be the Chairperson/President and John Baxter will be Secretary Treasurer, John Baxter seconded, Call for vote, all members present voted in favor, Bill Clendenen absent.

Late/Closing Items: Chief Douglass stated that the CSC should meet quarterly according to our adopted rules. Members and/or Staff can call for a special meeting outside the regular meeting schedule.

Chief's Borland and Douglass spoke to upcoming promotional and hiring processes. Upcoming levy renewal vote in May.

Adjournment: Meeting adjourned at 18:37