



**MEETING MINUTES**  
**CIVIL SERVICE COMMISSION**  
**Date: August 22, 2025 at 1pm**

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This is a public meeting. This meeting was posted for public attendance for in person or virtually.

**Commissioners in Attendance:**

- Paul Quagliata- In person
- Michael Greene- In person
- Mark Sole – In person

**City Staff in Attendance:**

- Trish Connolly, Deputy Chief of Administration – in person
- Todd Riley, Fire Chief

**Members of the public**

- John Heylin

**Meeting Business:**

**1. Call to order**

- a. Paul Quagliata called the meeting to order at 1pm in the Fireside Room.

**2. Roll Call:**

- a. Conducted by Commissioner Quagliata
- b. All commissioners were in attendance in person

**3. Old Business**

- a. Review of the January 16, 2025, meeting minutes.
  - i. Meeting Minutes approved as posted.

**4. New Business**

**a. Proposed changes to the Civil Service Regulations**

- i. Chief Riley presented proposed amendments to the Civil Service Regulations, highlighting:
  - 1. Inclusion of employee positions previously omitted.
  - 2. Removal of outdated language that no longer reflects current departmental operations.
- ii. Chief Connolly confirmed the proposed changes had been submitted to Stephen Doyle, President of Local 227, at least two weeks prior to the meeting for review. No objections were received.
- iii. Following a brief discussion, the board unanimously approved the proposed changes.
- iv. Chief Connolly will provide a finalized version of the updated regulations to the board for review. Upon approval, the document will be submitted to the City for publication on the City of Bend website.

**b. Certification of the Deputy Fire Marshal of Wildland Preparedness List**

- i. Chief Riley introduced the new position and outlined the job responsibilities.
- ii. Chief Riley then briefed the commissioners on the testing process.
  - 1. Three applicants initially applied.
  - 2. One applicant did not meet qualifications.
  - 3. One withdrew due personal reasons.
  - 4. One applicant proceeded through the testing process.
- iii. The test consisted of one interview panel.
- iv. The applicant successfully completed the process.
- v. The Commissioners certified the eligibility list.

**5. Good of the Order**

- a. John Heylin raised concerns about cancer risk among wildland firefighters and encouraged the department to implement risk reduction strategies to protect our firefighter's health.
- b. He also shared information about his new non-profit, **Tool Library**, located at the Habitat Restore on third street. The organization offers tool rentals at a pay-what-you-can rate to support community access.

**6. Adjournment**

- a. Meeting was adjourned by Commissioner Quagliata at 1:45pm.

Respectfully Submitted,

Trish Connolly

## Deputy Chief of Administration



### **Accessible Meeting Information**

This meeting/event location is accessible. Sign language interpreter service, assistive listening devices, materials in alternate format such as Braille, large print, electronic formats and CD Formats, or any other accommodations are available upon advance request. Please contact Trish Connolly no later than November 15, 2021, 2021 at [pconnolly@bendoregon.gov](mailto:pconnolly@bendoregon.gov) or [telephone number (541) 388-5507]; Relay Users Dial 7-1-1, and 541-322-6314. Providing, at least, 3 days' notice prior to the event will help ensure availability.