

**NOTICE OF SPECIAL MEETING  
of the  
FIRE DEPARTMENT CIVIL SERVICE COMMISSION  
of the  
CITY OF ENID, OKLAHOMA**

**NOTICE**, is hereby given that the Board of the Fire Department Civil Service Commission of the City of Enid, Oklahoma, will meet in a Special Meeting at 5:30 P.M. on Wednesday, the 4<sup>th</sup> day of September, 2013, in the Meeting Room of the Central Fire Station of the City of Enid, Oklahoma, located at 410 W. Garriott Road, Enid, Oklahoma, and the Agenda for said Special Meeting is as follows:

**- AGENDA -**

1. Call to order.
2. Roll Call.
3. Approval of minutes from previous meetings.
4. Secretary's Report –
  - a. Status of registers of eligibles.
  - b. New-hire status.
  - c. Scheduling of future promotional examinations.
5. Review and approve request from firefighter eligible Mark Gaines to be retained on register of eligibles for subsequent vacancy.
  - a. *Background* – Mr. Gaines is the top name on the new register of eligibles for firefighter. He is unable to accept a position at this time due to military commitment. He has submitted a written request to decline the current vacancy, but to retain his position on the register for future vacancies in accordance with Enid Fire Civil Service Charter, Article VII, §B.7.2.
6. Consider convening into Executive Session pursuant to 25 Okla. Statute §307(B)(1), *“employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee”*; to conduct oral interviews for promotional examinations for the position of Deputy Chief, to evaluate and tabulate results of written examinations, to review candidate resumes and performance records, and to establish a list of eligibles for the position of Deputy Chief, in accordance with the Enid Fire Civil Service Charter, Article IV, §B.8.1. through §B.8.7.
7. Reconvene into special session to approve results of the promotional examination and to authorize the Secretary of the Fire Civil Service Commission to post the list of eligibles, and take any other necessary action thereto.
8. Adjourn.