

SUNRIVER SERVICE DISTRICT
Civil Service Commission
Quarterly Meeting
Minutes

Wed, January 13, 2021
10:00 AM

Fire Department
57475 Abbot Drive, Sunriver 97707

In Attendance: Board commissioners Ron Angell-Chair, Doug Seator, Lloyd Swenson, Chief Moor, and Admin Waters (via zoom)

1. Public Input- no public present or input.
2. Approve Minutes for October 30, 2018, and September 10, 2020. Commissioner Swenson moved to approve the minutes from October 30, 2018, as written, Commissioner Seator seconded. A unanimous vote of approval was cast. Chair, Ron Angell requested that in the September 10, 2020, minutes that on page 2 it did not state that there was a motion and approval for the entrance list and hiring of 2 career Firefighter/Paramedics. The verbiage to move to approve and seconded was in the draft minutes for both items. Admin Waters added "a unanimous vote of approval was cast" to each item for approval of the September 10, 2020, minutes.
3. **Other Business-**
 - ❖ **COVID 19 Update**-Chief Moor gave an update regarding personnel and the status on COVID 19 exposures. There was 1 Firefighter/Paramedic who was exposed from transporting a patient to ER. Individual quarantined at home until test results were achieved, which were negative. Gave an overview of COVID 19 quarantine protocols if personnel are exposed, the protocols being followed at the fire station, how crews respond to calls. Also spoke about vaccinations of personnel and other central Oregon fire departments. A discussion ensued.
 - ❖ **Update on new Firefighter/Paramedics**-gave an overview of when they started which was, October 25, 2020, they work a 48/96 shift and are assigned to a shift. Also created a 3-month limited duration full time Firefighter/Paramedic position to help with coverage since there was a career Firefighter/Paramedic out on medical leave for 6 months due to surgery. The new Firefighter/Paramedics are assigned a Field Training Officer to help ensure that they are confident, knowledgeable, and prepared for EMS responses. They are assigned a task manual and paramedic task book as a part of their training. They also go through a daily observation report at the end of each 48-hr. shift with their Field Training

Officer or the Captain. There is a 12-month probationary period with a shift rotation every 3 months. Also spoke about overtime and the decrease that is already showing with the additional staff. Chair, Ron Angell asked about what Chief Moor thinks will be the benefits regarding overtime financially. Chief Moor stated that we will reduce our overtime by approx. \$200 per month. The goal is to get the 3rd FTE position approved by SSD Board to balance out all 3 shifts.

- ❖ **Future Meeting Content and Frequency**-the Civil Service Rules state that a civil service meeting needs to be held quarterly and the chair is the only one who can cancel or postpone a meeting. Also spoke about the probability of a career Firefighter/Engineer retiring in the fall and if that happens, the civil service will need to be involved in the promotional list process. Also addressed if SSD Board approves the 3rd FTE position, the civil service will not need to address since there is an entrance list that was already approved by the commission. Chief Moor stated they are also talking about having an academy to help with the promotional process with a written and practical test. The promotional process will be internally per Chief Moor.
- ❖ **Civil Service Commissioner Roles, Responsibilities, and Terms**-Chief Moor gave an overview and stated that in the civil service rules it states that the civil service commission needs to appoint a new chair annually. A discussion ensued regarding how Ron Angell was appointed chair and commissioner Swenson added that historically they have appointed a commissioner with law experience. Commissioner Seator stated he did not feel that the chair needed to have law experience and chair Angell agreed. Admin Waters added that the appointment was intended to be just the remainder of Bergen Bull's term as chair, but SSD board administrator, Debbie Baker changed the dates on the resolution to a 3 yr. term and SSD board of directors approved it. Admin Waters also stated that due to the lack of civil service meetings, commissioner Swenson and commissioner Seator terms have expired and there needs to be resolutions to appoint another term for each by SSD board. Chief Moor added that we need a 3yr. term, 2yr. term, and a 1yr. term for commissioners. Admin Waters and commissioners stated that all terms for commissioners are 3 yr. terms but try to stagger the term expiration. Chair Angell opened nominations for civil service commission chair, commissioner Seator nominated himself, motion to approve by commissioner Swenson and a unanimous vote of approval was cast. A review needs to be done of documentation and expiration dates on commissioner terms, resolutions created, and SSD board approval at April board meeting.

The meeting was adjourned at 11:19 AM.