

**SUNRIVER SERVICE DISTRICT  
Civil Service Commission  
Quarterly Meeting  
Minutes**

**Tuesday, October 30, 2018  
10:00 AM**

**Fire Department  
57475 Abbot Drive, Sunriver 97707**

In Attendance: Board commissioners Ron Angell-Chair, Doug Seator, Chief Moor, and Admin Waters

Absent: Lloyd Swenson

1. Public Input- no public present or input.
2. Approved Minutes-Chair Ron Angell moved that the approval of the August 21, 2018 minutes be postponed to the next meeting due to Commissioner Swenson being absent. Commissioner Seator seconded.
3. Chief Moor stated that civil service meetings will happen every quarter as stated in the civil service rule 4, Section 5. It was stated that staff should be responsible for requesting meetings, but historically it has been the responsibility of the fire chief to request a civil service meeting.
4. Other business-
  - Chief Moor gave an overview regarding the intent of this meeting and to address the job classifications under civil service. When civil service was formed in 2002, all job classifications were included under civil service. The resolutions are to remove the job classifications that should not be under civil service and a resolution to adopt the updated job classifications. Chief Moor asked Admin Waters to give an explanation and historical information regarding job classifications. Admin Waters gave the overview to the commissioners including the information that the SSD board had already approved the updated job classifications at the board meeting in February 2018.

Also stated that both resolutions and their content were discussed and reviewed with Chief Moor and herself to bring forward to the Commissioner's. A discussion ensued, clarifications made, and Admin Waters was instructed by Commissioners and Chief Moor to revise resolution #2018-001CSC and to remove SFDJC 104, SFDJC 105, and SFDJC 201.

When confronted regarding the resolutions, Admin Waters stated that it was her understanding after reviewing the Civil Service Rules that it was the correct way to handle the historical errors within the Civil Service. Chief Moor asked Admin Waters to show where its at in the Civil Service Rules. Admin Waters replied that she would need to look it up, does not have the rules on hand. Additional comments were made by Chief Moor to the Commissioners regarding the resolutions and Admin Waters when she left the room to make the requested changes. Updated changes are below:

- ❖ **Resolution 2018-001CSC to Adopt Civil Service Job Classifications:**
  - Fire Captain
  - Engineer/Paramedic
  - Firefighter/Paramedic
  
- ❖ **Resolution 2018-002CSC to Remove Civil Service Job Classifications from Civil Service per the Sunriver Service District Civil Service Rules**
  - Fire Chief
  - Deputy Fire Chief
  - Administrative Assistant
  - Training Officer
  - Battalion Chief
  - Reserve/Volunteer Lieutenant
  - Reserve/Volunteer Apparatus Operator

Chief Moor and Commissioners continued reviewing job classifications and Commissioner Seator asked questions regarding the Administrative Assistant, Engineer/Paramedic, Fire Captain job classifications. Chief Moor stated he would make the changes to the job classifications. Commissioner Seator and Chair Angell asked to review the Deputy Chief's job classification, Chief Moor commented that it was irrelevant, but they could review, there were a couple of changes that were requested. It was stated that the public outreach language was not included in Deputy Chief and Administrative Assistant job classifications.

Chair Angell and Commissioner Seator signed Resolution 2018-001CSC and 2018-002CSC with the understanding that the changes to the job classifications requested will be made by Chief Moor.

The meeting was adjourned at 10:50 AM

\*Recording available on request