

SUNRIVER SERVICE DISTRICT
Civil Service Commission
Quarterly Meeting
Minutes

Thursday, September 10, 2020
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

1. Public Input- no public present or input.
2. Approved Minutes-August 21, 2018
Commissioner Swenson moved to approve as written, Commissioner Seator seconded. A unanimous vote of approval was cast. It was also decided that the minutes will be written and also recordings kept.
3. Chief Moor apologized to the Commissioners regarding not having regular civil service meetings according to civil service rule 4, section 5 and moving forward there will be a quarterly meeting requested.
4. Other business-
 - ❖ Certification of (2) Career Full Time Firefighter/Paramedic positions
 - ❖ Certification of 24-month Entrance List for Firefighter/Paramedic
 - ❖ Certification of Payroll

Chief Moor gave a power point presentation overview of the meeting objectives and for new hires that covered the following:

- SSD Board Authorization-2 career Firefighter/Paramedic positions were approved by the board March 19, 2020 which will enable the department to increase staffing from 3 to 4. This will decrease overtime, burnout, and add additional staffing during peak times. Hiring was delayed due to COVID and revenue projections.
- Hiring Process-Chief Moor gave an overview of the hiring process for Firefighter/Paramedic positions, to include job announcement advertising, application & cover letter, written test, panel interview, and chief's interview. The department will not be performing a physical agility test due to COVID.

- Reviewed rules #5, #7, #8, #9, and #10-gave overview of each rule and how it pertains to the hiring process and entrance list.

Discussion ensued, questions asked, clarifications made throughout the presentation.

Commissioner Seator moved to approve the 24-month entrance list; Commissioner Swenson seconded. A unanimous vote of approval was cast.

Commissioner Seator moved to approve the hiring of 2 career Firefighter/Paramedic positions; Commissioner Swenson seconded. A unanimous vote of approval was cast.

Chief Moor also stated that we need to review at the next meeting the commissioner's terms of service. Admin Waters will create the resolutions for appointments of Civil Service Commissioners.

The meeting was adjourned at 11:01 AM

*Recording available upon request and power point presentation.