

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

**Tuesday, August 21, 2018
10:00 AM**

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

In attendance: Board Commissioners Lloyd Swenson, Doug Seator, Fire Chief Tim Moor and Tammie Waters; Absent: Bergen Bull

1. Public Input: No public was present
2. Approved Minutes: Commissioner Swenson moved to approve as written and Commissioner Seator seconded.
3. Other business:
 - **Resignation of Commissioner Chair, Bergen Bull**

An email was received by Doug Seator and forwarded to Secretary Waters regarding Chair, Bergen Bull's resignation to the Civil Service Commission effective immediately. A discussion ensued regarding a replacement for the remainder of Chair Bergen Bull's term, which expires May 31, 2019. Commissioner Seator recommended Ron Angell as a replacement for the remainder of the term, he has been on the SSD Board in the past and is also an attorney.

Commissioners asked Fire Chief for his input on the recommendation and he agreed that Ron Angell would be a good replacement. It was unanimously approved to have the Fire Chief notify SSD Board Chair, Jim Fister and SSD Board Member, Ron Schmid of the recommendation and to add to the agenda for the September SSD Board Meeting for approval.
 - **Deputy Fire Chief classification status/job description**

Fire Chief presented to the Commissioners an explanation for the decision to have the Deputy Fire Chief position exempt. Fire Chief handed out BOLI guidelines and duties test to determine if a position is non-exempt or exempt. Fire Chief reviewed Deputy Fire Chief job description and compared to the duties list and added that the Deputy Fire Chief job description was being updated to be more in line with the organizational chart.

Commissioner Swenson asked if this would affect Deputy Fire Chief position from filling in for the Captains if needed or being deployed for

SUNRIVER SERVICE DISTRICT

Civil Service Commission

Meeting Minutes

wildland fires and being paid overtime. Fire Chief stated that the Deputy Fire Chief position will be taken out of the coverage rotation to allow other career firefighters to fill in as an AIC Captain and overtime will still be paid for task force and conflagration deployments.

Commissioners asked if Deputy Fire Chief Rod Bjorvik agreed with the decision and Fire Chief stated he was and that he could join our meeting to discuss. Deputy Fire Chief joined the meeting and the Commissioners verified that he agreed and further discussed the proper protocol according to the Civil Service Rules regarding the organizational flow with the Civil Service Commission and the SSD Board. A review of the Civil Service Rules ensued, and Fire Chief stated that he will discuss and review with SSD Board Chair, Jim Fister and SSD Board Member, Ron Schmid.

➤ **Reserve/Volunteer classification/job description**

A discussion ensued regarding the Reserve Firefighters classification and if they are employees or not and, are they under the Civil Service Commission. Fire Chief stated he is doing research and will bring to the next meeting for discussion with the Commissioners to decide on the matter. Also, all the Reserve/Volunteer positions and the Battalion Chief position were discussed to be updated and/or removed from job descriptions for the station.

➤ **Round Table**

Commissioner Swenson made a motion to have the Fire Chief be the Chief Examiner for the Civil Service Commission and Commissioner Seator seconded.

➤ Next Meeting will be held in October

➤ The meeting was adjourned at 11:15 AM