

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

**Tuesday, October 10, 2017**  
**9:00 AM**

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

In attendance: Board commissioners Bergen Bull-Chair and Lloyd Swenson, Doug Seator and Interim Chief Rod Bjorvik

1. Public Input- Chair Bull asked if there was public input- there was none.
2. Approved Minutes-July 6, 2016  
Commissioner Swenson moved to approve as written,  
Chair Bull seconded. A unanimous vote of approval was cast.
3. Other business- classification title and exemption status change from Assistant Fire Chief-Non-Exempt to Deputy Fire Chief-Exempt per Adoption of Resolution 2017-001CSC. A discussion ensued from the Commissioners regarding why the change in exemption status and they had already thought the title for the position was changed in Oct 2015. Tammie explained that a Resolution to Adopt was not done in Oct 2015 and that the job description was only updated with the classification title.

Also stated that in April 2017 the SSD Board changed the title and exemption status for job description SFDJC 105. The Commissioners asked why the SSD Board did that, what the justification was and why did they take action before the Civil Service Commission? Interim Chief Bjorvik and Tammie said they did not know the answers to their questions. The Commissioners asked Interim Chief Bjorvik if he would leave the room as they thought it was a conflict of interest for him to be in the room during the discussion.

Interim Chief Bjorvik left the room and the Commissioners continued their discussion. During the discussion Chair Bull brought up that the exemption status is determined by the job description and duties, Commissioner Swenson and Commissioner Seator agreed. After much consideration and discussion, the Commissioners unanimously agreed to not sign the Resolution to Adopt 2017-001CSC Classification Title and Exemption status change for job description SFDJC 105.

The Commissioners reached this decision based on the lack of information and justification on why the SSD Board had taken this action back in April 2017 and stated that the Classification Title change is fine, but the change from Non-Exempt to Exempt needs to be reviewed per job description, duties, and compensation. The Commissioners instructed Tammie to request that this topic be put on the SSD Board Agenda for the meeting on October 19, 2017. Interim Chief Bjorvik was allowed back in the room and told him their decision.

4. Certify and sign the Sunriver Fire Annual Payroll Certification-as per ORS 242.736(1) and Sunriver Service Rule 14, Section 1. Discussed, reviewed, and signed by Board Commissioners Bull-Chair, Swenson, Seator and Interim Chief Rod Bjorvik.

The meeting was adjourned at 11:00 AM

APPROVED