



# SUNRIVER SERVICE DISTRICT

## CIVIL SERVICE COMMISSION

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### Meeting Minutes

Wednesday, October 27, 2021

10:00 a.m.

Fire Department Training Room  
57475 Abbot Drive, Sunriver 97707

**Call to Order:** Chair Doug Seator convened the meeting at 10:00 a.m.

**Roll Call:** Board Chair Seator, Board Commissioner Ron Angell, Board Commissioner Lloyd Swenson, Chief Moor, and Administrative Assistant Waters

**Public Input:** None

#### Old Business

1. **Approve May 19, 2021 Meeting Minutes**

Board Commissioner Angell moved to approve the minutes; seconded by Board Commissioner Swenson. Motion passed unanimously.

#### New Business

1. **Resolution to adopt the Part Time Reserve Firefighter/EMT/Paramedic job descriptions into the Civil Service Commission**

Chief Moor presented the resolution and Reserve job descriptions to the Commissioners to approve for adoption into the Civil Service Commission. The Sunriver Service District Board approved the Reserves from volunteers to part-time employees, now the Civil Service Commission votes to approve them.

Board Commissioner Swenson moved to approve the Resolution to adopt the Part Time Reserve Firefighter/EMT/Paramedic job descriptions into the Civil Service Commission; seconded by Board Commissioner Angell. Motion passed unanimously.

2. **Approval of 2021 Payroll Certification**

Chief Moor stated the Civil Service Commission rules require the Board to approve payroll certification. There was discussion about the years various career staff members have served at the Sunriver Fire Department.

Board Commissioner Angell moved to approve the 2021 Payroll Certification; seconded by Board Commissioner Swenson. Motion passed unanimously.

3. **Review of the proposed Civil Service Rules changes**

Chief Moor, Deputy Chief Bjorvik, and Chair Seator reviewed the existing Civil Service Commission rules and verified compliance with Oregon state statute. They recommend the following changes:

- Rule 4, Section 1: the last sentence states commissioner terms are three years. According to ORS this should be four years.
- Rule 5, Section 1: The Board just approved the Reserve job descriptions, which will need to be added to this section and will fall under the classified service.
- Rule 5, Section 2, Letter H: Strike the Battalion Chief job description. This position will not be filled as it was part of a restructuring proposal many years ago with the previous Fire Department Chief.

Board Commissioner Angell moved to approve the proposed Civil Service Rules changes; seconded by Board Chair Seator. Motion passed unanimously.

**4. Certification and Appointment of (2) qualified Firefighter/Paramedic positions from the 24-month Entrance List**

Recently there have been vacancies for two Firefighter/Paramedic positions. The first is due to retirement and a current Sunriver Firefighter/Paramedic being promoted into that position. The second is a voluntary resignation of a probationary firefighter. Commissioner Angell asked for more details on the voluntary resignation. Chief Moor stated he was in his 11<sup>th</sup> month of a 1-year probationary period and decided to move into a different field of work.

Chief Moor contacted Deschutes County legal provide guidance on utilizing eligible individuals from the Entrance List. Counsel stated once an Entrance List has been established, the chief examiner has the authority to choose from that list.

Sam Kalar, a previous Sunriver Fire Reserve, and Troy Waddell, a previous Sunriver Fire Seasonal Paramedic, have accepted the positions and can transfer immediately. Commissioner Angell recognized these individuals scored high marks, but there were others who scored higher. Chief Moor stated the list is roughly a year old and some individuals on the list may not be available any longer.

Chief Moor added he and Deputy Chief Bjorvik met with each shift to get feedback about these two individuals and which one they would like to work with on their shift. Chief Moor emphasized the need for this part of the process in order to ensure continued collaboration and a positive team environment.

Board Commissioner Swenson moved to approve the Certification and Appointment of (2) qualified Firefighter/Paramedic positions from the 24-month Entrance List; seconded by Board Commissioner Angell. Motion passed unanimously.

**5. Review of process for Promotional Engineer List**

The retirement listed above created a vacancy for an Engineer. There were three internal employees interested.

The promotional process includes three parts: an online written test proctored by a third-party company, an interview panel, and a practical exam. The interview panel and practical exam included individuals from three outside fire departments. Deputy Chief Bjorvik strived to make the process as neutral as possible. There may be a Civil Service Commission special meeting called soon to approve the promotional engineer.

Commissioner Angell asked when the chief gave input on the candidates. Chief Moor answered he supports the Deputy Chief's decision, but also is involved once the process

is in the final stages to ask questions and share any concerns. Chief Moor said he makes the final decision, but rarely disputes the Deputy Chief's choice.

The meeting was adjourned at 11:32 a.m.

APPROVED