

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

**Wednesday, June 27, 2018**  
**10:00 AM**

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

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

1. Public Input- Nobody in attendance from the public.
2. Approved Minutes-October 10, 2017  
Commissioner Swenson moved to approve as written,  
Chair Seator seconded. A unanimous vote of approval was cast.
3. Other business-
  - ❖ Payroll Certification for 2018 as per ORS242.736(1) and Sunriver Civil Service Rule 14, Sec.1
  - ❖ Commissioner Terms-there was a discussion regarding the terms of the Commissioners and the process if a Commissioner is unable to complete their term. It was decided that the current Commissioner would need to give a written resignation and a timeline for their last day to the Civil Service Commission. If the existing Commissioner is unable to do so, then the existing Commissioners would need to have a unanimous vote to remove the Commissioner from the Civil Service Commission. The existing Civil Service Commissioners will find a replacement to fill in for the remainder of the term.

A discussion ensued regarding Chair, Bergen Bull, and his ability to fulfill his term on the Civil Service Commission, his wife was contacted, and she agreed that he should resign. She stated that she would help Chair Bergen Bull write up a resignation letter and give to the Civil Service Commission.
  - ❖ Classification of Non-Exempt or Exempt for Deputy Chief Position-a discussion and review ensued regarding the classification change that the SSD Board did on April 13,2017 from non-exempt to exempt for the Deputy Chief position. The Commissioners also asked if the Deputy Chief classification was changed back to non-exempt by the SSD Board after the Civil Service Commissioners addressed the SSD Board on October

19, 2017. I replied, "It had not been changed back to non-exempt". A further discussion and review of emails, parameters by BOLI on how you determine a positions classification, the positive/negative outcome from non-exempt to exempt and what they feel the Deputy Chief job description is. It is not a supervisory position unless covering for the Chief and is exempt during the coverage time period. Also concerned that he would be more limited in providing coverage and going on calls for personnel when short-handed and being deployed to wildland fires. Furthermore, that the reasoning given by SSD Board Administrator was that the position would be unable to join the union, but it's the Commissioners understanding that that only applied to the Training Officer position and not Deputy Chief position.

The Commissioners asked me to send them the Civil Service Rules to review, to ask the SSD Board to change it back since it was not done according to proper protocol and for the SSD Board to explain how this decision came up and the reasoning for it? Civil Service also instructed that the conversation be tabled until the new Fire Chief started so they could meet with him to discuss.

The meeting was adjourned at 11:35 AM