



SUNRIVER FIRE & RESCUE

57475 Abbot Drive Sunriver, Or 97707
www.sunriverfire.org

MEMORANDUM

Date: February 17, 2023
To: Dana Whitehurst, Administrative Assistant
From: Tim Moor, Fire Chief
Subject: **Civil Service Meeting Minutes – February 17, 2023**

Attendance:

Fire Chief, Chief Bjorvik, Mindy Holliday, Doug Seator, and Carolyn Barr

Meeting called to order at 1000 by Chairperson Seator.

Prior to the meeting a short education session was held to provide Carolyn an overview of the Civils Service Commission and her role as a Civil Service Commissioner.

Roll Call: Doug Seator and Carolyn Barr – **Present**, Ron Angell – **Absent**

Appointment of Carolyn Barr to the Sunriver Service District – Civil Service Commission

Public Input: None

Old Business:

- Approved December 30, 2021, meeting minutes
- Commissioner Barr moved to approve the minutes.
- Chairperson Seator, second.
- Motion passed unanimously.

New Business:

2022 Certified Payroll:

- Commissioner Barr moved to approve the 2022 Certified Payroll, with the following changes/corrections to the spread sheet. 1. Spelling of Commissioner Seator's name, 2. Star by Charles Leifer's name 3. Add paramedic to Troy Waddell and Samson Kalar.
- Chairperson Seator, second.
- Motion passed unanimously.



Certification of Patrick Summerfield – Firefighter/Paramedic:

- Chief Bjorvik reviewed the hiring process for the commissioners.
- Chief Moor reviewed the Fire Chief's interview process with commissioners.
- Chairperson Seator asked why Patrick wanted to become a Sunriver Fire Department Firefighter/Paramedic. Answer: Patrick started his career with Sunriver Fire as a Reserve and lives in Central Oregon. His previous employment was in Eugene/Cottage Grove, and he wanted to be closer to home and not have to commute.
- Commissioner Barr moved to approve the certification of Patrick Summerfield
- Chairperson Seator, second.
- Motion passed unanimously.

Meeting adjourned at 10:45am by Chairperson Seator

③ Payroll Cert
Carolyn moves, Dong 2nd. unanimous.

④ welcomed Carolyn - unanimous support from the board.

⑤ Advertised in Daily Dispatch / website for 6 weeks. FF/para cert required. offered Entry level and lateral. No veterans points. Application is resume. Oral interview board. 4 candidates, 3 ~~tested~~ interviewed, did paramedic skills assessment that day too. Chiefs ^{only 2} Interviews. Background check by SPD, drug & alcohol / physical tests, 3 successful candidates. Offered to Joey, declined due to salary, offered to Patrick. 3rd candidate was not invited to chief interview.

⑥ Carolyn moves, Dong 2nd. unanimous.

⑦

AGENDA

SUNRIVER SERVICE DISTRICT Civil Service Commission Quarterly Meeting (1)

February 17, 2023 @ 10:00 a.m.

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

1. Public Input
2. Approve Minutes from December 30, 2021 Meeting.
3. Certify & Sign 2022 Payroll Certification- as per ORS 242.736(1) & Sunriver Service Rule 14, Section 1.
4. Appointment of Civil Service Commissioner (Carolyn Barr)
5. Review of Firefighter/Paramedic Classification Hiring Process
6. Certification and Approval of Firefighter/Paramedic to Trial Service (Patrick Summerfield)
7. Other Business

***Please note:** Board meetings are subject to last-minute agenda additions, deletions, rescheduling and other changes.

Please contact Dana Whitehurst at 541-593-8622 for any questions.



Sunriver Service District Civil Service Commission Payroll Certification-2022

As per ORS 242.736(1) and Sunriver Civil Service Rule 14, Sec 1.

AME	POSITION	Current	AIC	AIC Wage	HIRE DATE	STEP	INCENTIVE	LONGEVITY/ Next Step
Benjamin O'Keefe	Captain/Paramedic	\$ 33.93			8/1/1994	5	2.5%	\$200 - Max
Jared Jeffcott	Captain/Paramedic	\$ 33.10			4/1/1996	5	0%	\$200 - Max
Ryan Rasmussen	Engineer/Paramedic	\$ 30.65			3/1/2008	5	5%	\$150 - 03/01/2028
Nic Newcomb	Engineer/Paramedic	\$ 30.65	Captain	\$ 32.11	8/31/2015	5	5%	\$100 - 08/31/2025
Nick Sphatt	Captain/Paramedic	\$ 34.76			10/1/2015	5	5%	\$100 - 10/01/2025
Charles Leifer*	Engineer/Paramedic	\$ 29.19			11/5/2015	4	5%	\$100 - 11/01/2025
Jeff Johnston	Firefighter/Paramedic	\$ 27.25	Engineer	\$ 28.55	3/1/2016	5	5%	\$100 - 03/01/2026
Jon Carrick	Firefighter/Paramedic	\$ 26.60	Engineer	\$ 27.90	3/1/2016	5	2.5%	\$100 - 03/01/2026
Alex McClaran	Firefighter/Paramedic	\$ 26.60			10/19/2020	5	2.5%	10/19/2025
Troy Waddell	Firefighter	\$ 25.95			11/1/2021	4	5%	11/1/2026
Samson Kalar	Firefighter	\$ 22.97			11/3/2021	2	2.5%	11/3/2026

[Signature]

Chief Tim Moor

2/17/23

Date

Certified and Signed By: Doug Seater:

Ron Angell:

Carolyn Barr:

[Signature]

SUNRIVER SERVICE DISTRICT
Managing Board
Appointment of Civil Service Commissioner
Resolution 2023-001

Whereas, the Sunriver Service District was created on June 12, 2002 by Order No. 2002-085 of the Deschutes County Commissioners; and

Whereas, the Deschutes County Commissioners, acting as the Governing Board of the Sunriver Service District on June 26, 2002 in Agreement No. 2002-147 did specify that the Sunriver Service District provide, law enforcement, fire prevention and protection services, emergency medical services including ambulance, security services by contract; and

Whereas, the Deschutes County Commissioners, acting as the Governing Board of the Sunriver Service District on June 26, 2002 in the Memorandum of Understanding Contract No. 2002-201 and Agreement No. 2002-147 did delegate managing authority for the Sunriver Service District to the District Managing Board created within these documents; and

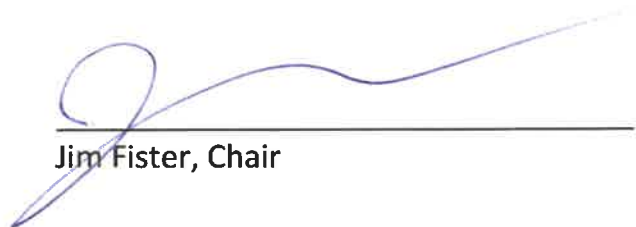
Whereas, there is a vacancy on the Civil Service Commission due the resignation of Lloyd Swenson; and

Whereas, Carolyn Barr has agreed to serve on the Civil Service Commission for a three-year term; and

Now, therefore it is resolved by the Board that Carolyn Barr is appointed as Commissioner to a three-year term on the Civil Service Commission, from February 16, 2023 and her term expires on February 15, 2026; and

Now, therefore it is resolved by the District Managing Board appoints Carolyn Barr to the Civil Service Commission.

Dated this 16th day of February 2023



Jim Fister, Chair

AGENDA

Packet for
Commissioners
2/17/23

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Chief Tim Moor

Date

Certified and Signed By: Doug Seater:

Ron Angell:

Carolyn Barr:



SUNRIVER FIRE DEPARTMENT / Memorandum

57475 Abbot Drive Sunriver, Or 97707

541.593.8622

www.sunriverfire.org

Date: February 17, 2023
To: Civil Service Commission
From: Tim Moor, Fire Chief
Subject: Hiring Process

Rule #7 – Applications and Examinations:

1. Public Announcement
 - a. Western Fire Chiefs “Daily Dispatch” and Sunriver Fire Website.
 - b. Announcement was published for six (6) weeks.
 - c. Firefighter / Paramedic at time of application
 - d. Entry Level and Lateral Transfer positions were offered.
 - e. Content of Announcement – Job duties, qualifications, and compensation.
 - f. Sunriver Fire did not receive any Veteran applicants, therefore veteran points were not required.
2. Examinations
 - a. Application and Resume.
 - b. Oral Board – Deputy Chief and Three (3) firefighter / paramedics.
 - c. Fire Chief Interview.
 - d. Background check, Drug/Alcohol test, and Medical Physical.
3. Examination Results
 - a. Outcome included three (3) successful candidates.
 - b. First job offer candidate rejected the offer based on the starting salary.
 - c. Second job offer candidate accepted and has completed the conditional hire process.
 - d. Third candidate was not invited to Chiefs Interview based on results of Oral Board.

PANEL INTERVIEW / PARAMEDIC SKILLS ASSESSMENT

PANEL INTERVIEW	ASSESSMENT	APPLICANT	INTERVIEW SCORE	ASSESSMENT SCORE	TOTAL SCORE
8:30 a.m.	9:00 a.m.	Conor Holmgren			
10:00 a.m.	9:30 a.m.	Joey Sawyer			
10:45 a.m.	10:00 a.m.	Matthew Pinkerton			
11:30 a.m.	11:00 a.m.	Patrick Summerfield			

Civil Service Commission

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