 SUNRIVER SERVICE DISTRICT

CIVIL SERVICE COMMISSION

Meeting Minutes

**Thursday, August 1, 2023**

**11:00 a.m.**

**Police Chief’s Office**

**57455 Abbot Drive, Sunriver 97707**

**Call to Order:** Chief Examiner Bjorvik convened the meeting at 11:00 a.m.

**Roll Call:** Board Commissioner Carolyn Barr, Chief Examiner Rod Bjorvik, Acting Board Chair Ron Angell and Administrative Assistant Dana Whitehurst present. Chair Seator was not present.

**Public Input:** None

**Old Business**

1. **Approve April 13, 2023, Meeting Minutes**

*Board Commissioner Barr pointed out a correction to the minutes. The motion to close the Civil Service Commission meeting stated, “Seconded by Chair Barr” and it should have read, “Seconded by Chair Seator.” This correction will be made.*

Board Commissioner Barr moved to approve the minutes with the correction; seconded by Acting Board Chair Angell. There was no discussion and the motion passed unanimously.

**New Business**

1. **Appointment of Chief Examiner.**

The position of Chief Examiner was reviewed.

Board Commissioner Barr moved to appoint Interim Chief Bjorvik to the examiner position for one year. Acting Board Chair Angell seconded the motion. Motion passed unanimously.

1. **Review of Firefighter/Paramedic Classification Hiring Process**

Chief Examiner Bjorvik advised the commission that Sam Kalar had taken a job with Clackamas County Fire District. It was explained that he and his family were moving to be closer to relatives and for higher pay. His last shift will be the 26th or 28th of August. Due to not having a current hiring list, a hiring process was held. For further information regarding the process, refer to the memorandum dated August 1, 2023, prepared by Chief Examiner Bjorvik.

Acting Board Chair inquired as to why the pool is low. Chief Examiner Bjorvik described the struggles in the area and that some agencies were changing their hiring practices and hiring Firefighter/EMT’s instead of Paramedics. Chief Examiner Bjorvik also noted that the Paramedic Skills Assessment had been left off the memorandum describing the hiring process. Acting Board Chair Angell asked about the recruiting process and agreed the hiring list should be for 24 months.

1. **Certification of Firefighter/Paramedic Eligibility List per Sunriver Service Rule 8, Sec. 4**

Board Commissioner Barr moved to approve the list and set the expiration at 24 months, August 1, 2025; seconded by Acting Board Chair Angell. There was no discussion and the motion passed unanimously.

1. **Certify Payroll as per ORS 242.736 (1) & Sunriver Service Rule 14, Sec. 1**

Chief examiner Bjorvik explained what payroll certification was and noted that on the Payroll Certification Form, the position of ‘Firefighter’ should be listed as ‘Firefighter/Paramedic.’ He explained that all employees covered by the Collective Bargaining Agreement had received a 7% raise in July, which was the reason for the payroll certification. Please refer to the Payroll Certification July 2023 document.

Board Commissioner Barr moved to certify the payroll as presented; seconded by Acting Board Chair. There was no discussion and the motion passed unanimously.

Chief Examiner Bjorvik, Board Commissioner Barr and Acting Board Chair Angell signed the Payroll Certification July 2023 document.

1. **Other Business**

There was discussion about the new Fire Chief position.

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Board Commissioner Barr moved to adjourn the meeting; seconded by Acting Board Chair. There was no discussion and the motion passed unanimously.

The meeting was adjourned at 11:50 a.m.