

# SUNRIVER SERVICE DISTRICT

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## MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, May 17, 2018  
Fire Department Training Room  
57475 Abbot Drive, Sunriver, OR 97707

**Call to Order:** Vice Chair Ron Schmid convened the meeting at 3:00p.m.

**Roll Call:** Dir. Schmid, Dir. Johnson, Dir. Nelson present. Dir. Fister via phone. Dir. Keller absent.

**SSD Staff:** SSD: Administrator Baker, Admin. Asst. Trapp  
Fire: Interim Chief Bjorvik  
Police: Interim Chief Hayes

**SROA Staff:** Susan Berger, Sunriver Scene

**Public Input** None

### Consent Agenda

1. Motion to approve the April 19, 2018 Regular Board meeting minutes.
2. Motion to approve the April 19, 2018 Work Session minutes.
3. Motion to approve the April 20, 2018 SSD/SROA Joint meeting minutes.
4. Motion to approve the April 24, 2018 Special Board meeting minutes.
5. Motion to approve the May 1, 2018 Special meeting minutes.
6. Motion to approve SROA monthly invoice in the amount of \$15,963.67.
7. Motion to approve the annual 911 maintenance fee in the amount of \$21,351.12.

Dir. Johnson moved to approve the consent agenda; seconded by Dir. Nelson. Motion passed unanimously.

### Old Business

8. Dir. Nelson presented an update on the training facility stating construction began on May 14, 2018 and should be completed by June 8, 2018. After looking at the size of a proposed asphalt pad and savings realized from a favorable bid, Dir. Nelson requested a change order to increase the paved area.

Dir. Nelson initially moved to approve an asphalt pad 140ft by 160ft for a total of 22,400sq ft. He then withdrew that motion and restated it as move to approve the change order for the construction of a larger asphalt pad not to exceed a cost of \$45,033; seconded by Dir. Johnson. Motion passed unanimously.

9. Administrator Baker discussed reviewed changes to the Management Agreement outlined in the work session minutes provided to the board. There are two notable changes, the first being number of positions increasing from five to seven and modification of the selection. Language was added for SSD to collaborate with SROA to make recommendations. President Hensley desires cooperation language but would like to avoid a strict process. The board originally asked if bidding requirements should be included, Admin Baker spoke with legal and discovered it is already covered under procurement rules. The reviewed changes were provided to both Joe Healy and General Manager Palcic for an opportunity to provide feedback, Admin Baker stated she had not received any. Chair Fister shared that he had not heard of any disagreement and requested follow up communication with President Hensley if approved.

Dir. Johnson moved to approve the restated SSD Management Agreement; seconded by Dir. Nelson. Motion passed unanimously.

#### **New Business**

10. The Board was asked to review the SSD Strategic Plan before discussion on updating the agreement. Dir. Schmid noted the addition of new board members as well as two new Chiefs. Dir. Nelson added the plan has strong value statements that can be enhanced by the input new Chiefs will bring. Dir. Schmid also recommended a facilitator for the process such as Rob Mills, SDAO Staff. The board will be looking at this process for late fall.
11. Administrator Baker updated the Board on the advertised replacement for Dir. Johnson. Jane Boubel from the SROA Nominating Committee will advertise for an elector position. Dir. Johnson noted he still owns the property and remains a registered voter allowing him to currently serve on the Board. Admin Baker stated that after speaking with legal, they allow for a period of transition.
12. Interim Chief Bjorvik addressed the need for radios purchased under a grant to be upgraded at the cost of \$15,000. Chief Bjorvik was originally directed by 911 to purchase these specific radios. After the radios arrived, it was discovered they did not meet interoperable needs. There was discussion whether to draft a letter to 911 and the County requesting they cover the cost of this upgrade. It was the consensus of the board that the upgrades are required and we should initially cover the upgrade expense and request reimbursement. Chair Fister also mentioned 911's problems with police radios and moving tower equipment causing the siren system to be inoperable.
- Dir. Johnson moved to authorize Chief Bjorvik upgrade radios so they meet department standards. Amount not to exceed \$20,000 without Chair and Treasurers approval; seconded by Dir. Nelson. Motion passed unanimously.
13. Dir. Johnson moved to approve invoice for match amount on radio grant in the amount of \$11,196.33; seconded by Dir. Nelson. Motion passed unanimously.

14. Administrator Baker addressed the Board with updates on Health Insurance rates finalized at 11.08% vs. the 13.9% initially projected for FY 2018/19. Overall changes in ratings were seen for large and small groups within the Oregon Fire Chiefs Association.
15. Dir. Johnson moved to approve Resolution 2018-008, approving 2018/19 Health Insurance Rates; seconded by Dir. Nelson. Motion passed unanimously.
16. Dir. Johnson presented the Board with April's unaudited financials. The District is ahead \$94,000 on revenue received through April and \$175,000 under budget on expenses. The Fire Department is no longer over budget for the first month this year due to overtime reimbursement from mobilization to other fires, and payout of the former Chief's retirement. There is one more reimbursement expected in from California.
- Dir. Nelson moved to accept April 2018 unaudited financials; seconded by Dir. Johnson. Motion passed unanimously.
17. Chair Fister gave the board a review of the April 2018 SROA meeting citing three things worth noting. SROA along with fire admin Tammie Waters attended active shooter training. The Abbot/Beaver intersection voter language has been approved and will be going to ballot in August. Lastly, SROA announced the new candidates for the board at their meeting in April.
18. Monthly Chief Reports:  
Interim Chief Hayes-
- Officer Gulbransen completed Gateway Drug Interdiction Training.
  - All Officers completed Prison Rape Elimination Act training.
  - Officers completed Work Place Harassment Training.
  - Officers participated in Range training.
  - Department opening officer position to lateral and entry level candidates.
  - SRPD now going through NTN agency for testing and hiring process.
  - Seven Bike Patrol Officers on staff now, a total of eight are expected by June. They are training with Sgt. Beaty and will be on duty by Memorial Day Weekend.
- Interim Chief Bjorvik-
- SRFD held the "Community Connections" public forums. Both sessions were successful with eleven residents and five business owners in attendance.
  - The Department participated in Project Ponderosa event by watering trees planted by students.
  - B-Shift and Tammie Waters attended the Three Rivers School auction. Lunch with a Firefighter & Police Officer was auctioned off.
  - Four CPR classes were provided with a total of forty students at 50.00 per class.
  - Reimbursement for Thomas Fire mobilization has been sent to California by OEM.
  - Department members assisted the USFS with multiple prescribed burns- several near Sunriver.
  - Four new Reserve Firefighter candidates have been given conditional job offers and are currently in pre-employment background checks.

**Other Business**

June 14<sup>th</sup> Meeting Agenda items:

- June meeting agenda items include approval of Worker’s Comp invoice and Police & Fire report on Performance Measures.
- SSD Chair/SROA President quarterly meeting.

Motion to adjourn

Dir. Johnson moved to adjourn into Executive Session; seconded by Dir. Fister. Meeting adjourned at 4:30pm

SSD Chair, Jim Fister  
Administrative Assistant, Candice Trapp

APPROVED