

# SUNRIVER SERVICE DISTRICT

## MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday November 19, 2020

Virtual Meeting Via Zoom

- Call to Order:** Chair Bill Hepburn convened the meeting at 3:05 p.m.
- Roll Call:** Chair Hepburn, Dir. Schmid, Dir. Foster, Dir. Dishaw, Dir. Ralston, Dir. Stephens present via Zoom.
- SSD Staff:**
- SSD: Administrator Baker via Zoom  
Office Assistant Mindy Holliday via Zoom
  - Fire: Chief Moor via Zoom
  - Police: Chief Darling via Zoom
- SROA Staff:** Susan Berger, Joe Healy via Zoom
- Other:** Lealan Miller, CPA, Eide Bailly LLP via Zoom
- Public Input** None

### Presentation

Mr. Lealan Miller, CPA, Eide Bailly LLP, presented on findings from the FY2019/2020 annual audit. He stated that this was the first year that the entire audit was completed remotely. He highlighted some of the final findings listed below:

1. Page 1: Mr. Miller gave an audit opinion that was “clean,” which means that the amounts that are being reported are financially and materially correct, and there aren’t any differences. Also, there were not any issues with management in reporting.
2. Page 4: This page shows differences from the previous year versus this year, and gives management an opportunity to explain for changes and dollar amounts.
3. Pages 9-10: The audit was prepared as though the SSD is a for-profit type entity, so there is a Liability section, including Net Pension Liability (current and future) and other post-employment benefits. These are costs that are ongoingly accumulated and based on many variables. These costs are paid regularly with the SSD contributions to OPERS.
4. Page 11: The Fund Balance Sheet shows a strong fund balance for SSD when compared to others.
5. Page 13: Mr. Miller stated that the SSD had a good, strong year and there was an increase in the Fund Balance, which will change yearly based on expenditures, taxes, etc.
6. Page 48: This section is where Mr. Miller is able to gain an understanding of internal controls, and if in there is anything that comes to his attention. He is required to report any breakdowns, and he stated that there is “nothing that came to our attention or if there is a weakness to report.” He added that there is proper segregation of duties and processes are being followed.

7. Page 51: Under Oregon statute, Mr. Miller is required to do additional compliance testing, some of which is not applicable to SSD, and to report if anything stands out. Mr. Miller said, "Nothing came to our attention or that you were not in compliance."

Mr. Miller concluded that the audit has been completed and is final. He reported it as a clean audit.

### **Consent Agenda**

1. Motion to approve:
  - a) The October 15, 2020 Regular Board meeting minutes
  - b) The October 15, 2020 Work Session meeting minutes
  - c) SROA monthly invoice in the amount of \$14,860.65
  - d) Invoice for Audit Services to Eide Bailly CPA in the amount of \$6,600.00

Dir. Dishaw moved to approve the consent agenda; seconded by Dir. Ralston. Motion passed unanimously.

### **Old Business**

#### **2. Strategic Plan**

Dir. Dishaw shared an update on the Strategic Plan process. All SSD Board Members and Stakeholders were invited to the first Zoom meeting on Monday, Nov. 23. Attendance is voluntary, but everyone is encouraged to attend. Administrator Baker stated the meeting would be a work session.

Dir. Dishaw invited over 20 people from the Sunriver area. Three workgroups will be established to focus on 1. Financial Considerations, 2. Buildings, and 3. Expectations of Service. Each attendee will be asked to pick their top two workgroup choices. Jim Fister is the facilitator, and Dir. Dishaw is the Liaison to the SSD Board. No meeting will go over 60 minutes, and it is open to anyone.

Dir. Dishaw hopes to have the work groups first meeting in early December to share information, and the second meeting shortly after to give feedback, thoughts and opinions.

Dir. Dishaw will make final presentation to the Board after the work groups have concluded.

### **New Business**

#### **3. Monthly Chief/Administrator Reports:**

##### **Police Chief Darling-**

- October 2020 (669) calls for service, (38) total cases. There were (10) calls for service outside of Sunriver.
- Increase in motor vehicle crashes, due to ice, as well as providing assistance to partners on Hwy 97. There was a wrong way driving incident on Hwy 97, and use of force was used. There were no injuries to the officer, but the driver went to hospital and was released and cited.
- OSHA has new protocols and requirements that administrative staff has been working to implement.
- The Governor has initiated a new order for COVID rules and regulations. Education continues to be the primary goal. The last resort is enforcement, but the department

has to make sure public safety is addressed while balancing constitutional rights. Chief Darling is encouraging everyone to follow the orders from the Governor.

- There are 2 new employees that are going through orientation, and then the academy.
- No update on the Domestic Violence Investigator position through the DA's office.
- Many officers attending various trainings, and Chief Darling attended a virtual leadership symposium.
- Citizen Patrol donated 62.5 hours.

#### **Fire Chief Moor-**

- Significant increase in calls last month compared to the previous two years. Seeing a continuation of people staying or coming to Sunriver.
- There were (55) total calls.
- Training and service calls are strong. Many were smoke alarm calls due to the program to change the batteries when the time changes.
- Chief Moor assesses basic and advanced life support calls when calculating the staffing model and continue through reserve program.
- The Department is working on a new monthly response and data format that will be much more visual. It will plot the calls on a map and the Board is encouraged to give feedback on what they want to see on a monthly basis.
- The Oregon Fire Service Coronavirus Response Team was created, and Chief Moor has received helpful documents on how to deal with COVID consistently for both emergent and non-emergent calls. Everyone is wearing a mask at the station, except for the living quarters. Responders are also wearing masks when driving department vehicles. Chief Moor will continue to work with new response team.
- Chief Moor found the Leadership Workshop in Bend outstanding, and stated that it is mandatory for all captains. The department is utilizing and implementing lessons learned. Chief Moor also attend the IAF Chiefs conference, which was a virtual 3-day class.
- Chief Moor and SROA are continuing to work on the CWPP. Deschutes County is providing positive changes, but it is a work in progress. Director Schmid stated that the vote to approve the CWPP is on the SROA agenda for the next meeting, and the entire plan is part of their packet. Chief Moor shared one unresolved issue to review, the length of time to get from one end of Sunriver to the other for ladder fuel clean up. Deputy Chief Bjorovick is working with Patti and her team and it shouldn't hold up the CWPP. Chairman Hepburn asked if Chief Moor is ready to accept it with this one issue aside. Chief Moor responded yes.
- Director Schmid asked about planting ponderosa pines, and if they have a different fire rating than lodge poles. She wondered if continuing to plant trees and at the same time cutting and clearing ladder fuels made sense. Chief Moor stated that science and strategy are effective, but it's not an easy question to answer. He added that the resilience program is good, and the ladder fuel program is great. Director Schmid stated that Sunriver is a Tree City and they are planting 3,000 or 6,000 trees in the next 3 years, and as far as she knows, they are only planting ponderosas.
- The Department is working on vehicle extrication and stabilization, and new tools are coming.
- The Department worked on Cardiac arrest training, and Fire had a couple this month.

- The new firefighters are on a 12-month probationary period. There are 3-month blocks of training, consisting of both EMS and fire training. Chief Moor will assign each probationary firefighter a special project.
- Working with the Sunriver Resort about dwelling address issues, as many aren't labeled correctly. In addition, the Department is providing safety advice for restaurants and the Resort setting up outside dining areas. Chief Moor is also sharing this information with Chief Darling for Police.
- Director Dishaw asked about COVID requirements and the living quarters. Chief Moor answered that each firefighter has their own separate bedding.

#### **Administrator Baker-**

- The annual insurance forms need to be completed, and each department completed an inventory of equipment to get data to the insurance company.
- Met with Mr. Joe Healy for audit and reserve study. At this time the Board does not have a treasurer, but Mr. Goecke has agreed to assist with a review of the reserve study. He was on the Board previously and hopefully can assist.
- Administrator Baker attended the annual Rules Meeting with SROA, along with Chair Hepburn, Director Ralston, and both chiefs. There was good discussion, but not many solutions identified at this point. A list was created of items to address; river usage was a key topic. SROA is assembling Convenance Committee to look at the list, as well as signage that is enforceable and nuisance ordinances for chronic offenders. The Rental Registry Task force is making progress and is a diverse group.
- A draft of the employee handbook is in the packets for review. This will be addressed as a separate agenda item.
- A draft policy for the Board to review is in the packets. This will be addressed as a separate agenda item.
- Made arrangements for annual breakfast meeting with the Deschutes County Commissioners. It will be a combination of virtual and in person (social distancing). Tom Anderson feels there is value to meet in person. Harper Bridge and river impact will be important topics.
- The Strategic Plan group is moving forward.
- The Apple iPens are useful for .pdf documents to take notes, etc. If Board members would like to keep theirs, please let Administrative Baker know. They do not work on Word, Excel or any Microsoft documents.

#### **4. Motion to accept the FY 2019/20 audit.**

Dir. Dishaw moved to accept the FY 2019/20 audit; seconded by Dir. Schmid. Motion passed unanimously.

#### **5. Motion to approve invoice for investigation in the amount of \$7,372.65.**

This is an invoice for an internal complaint, and the SSD Board will discuss it more at the Executive Session on Dec. 17. Legal review was requested, but further information is not available at this time. Dir. Schmid shared concerns about voting on something without any information, but Chair Hepburn stated that he authorized the investigation and the work has been completed. Dir. Stephens added that the Board requested the work to be done, it is done,

and we need to follow through with payment. Chair Hepburn acknowledged the awkwardness, but added that has seen the report and the work has been done to satisfaction.

Dir. Ralston moved to approve invoice for investigation in the amount of \$7,372.65; seconded by Dir. Foster. Motion passed unanimously.

## **6. EOP Plan and Board Responsibilities**

Chief Moor suggested that both chiefs present the Emergency Operations Plans (EOP) to the Board to review their roles and responsibilities. There are two separate emergency documents:

1. Emergency Operations Plan, which includes all of central Oregon.
2. The Emergency Operations Activations Plan, which is more tailored to Sunriver.

Both of the chiefs took these two documents and made a combined Board Roles and Responsibilities document for review. The Board needs to create a single point of contact for the chiefs during an emergency to keep the entire Board informed. There also may be decisions the Board has to make within the first 4-5 hours of an emergency, and it is important that they use technology to meet as quickly as possible if in-person meeting isn't feasible. Chairman Hepburn added that the Board will need to authorize any emergency expenditures, or potentially delegate authority. Administrator Baker also stated that the chiefs do have the ability to approve expenses during an emergency, but the Board will need to convene as soon as practical to approve.

The Emergency Operations Center (EOC) is the Fire Department Training Room, and a secondary site is at the Deschutes County shops in Bend by the landfill.

Through discussion, various other questions came up, such as; Who goes to the EOC? What happens if the chiefs and Board can't get in touch with the Chair? The Board agreed that monthly training is needed to address these concerns and to look at the steps regularly. Administrator Baker will make it an agenda item for subsequent meetings.

## **7. Proposed Changes to District Policies**

Administrator Baker reminded the SSD Board that at this meeting they are reviewing policy changes, and then will vote for adoption at the next meeting. There were no questions regarding the changes.

## **8. Firefighter Incentive Pay**

The Fire Department Collective Bargaining Agreement includes an education incentive of 2.5%, but it is very specific which degrees qualify. Employees can petition the chief and board if they have a degree, but not one of the specific degrees listed.

There is a new Firefighter/Paramedic that has an Associate's degree in Arts, which doesn't meet the specific CBA language, and is petitioning the chief and board for the education incentive pay. Chief Moor recommends approval. This employee has also met requirements for paramedic license, and he meets guidelines for reciprocity (Oregon requires an associate's degree to hold paramedic certification). Chief Moor stated that the employee meets all requirements for the Oregon Healthy Authority.

Dir. Dishaw moved to approve the petition request for firefighter incentive pay, per CBA procedure; seconded by Dir. Ralston. Motion passed unanimously.

#### **9. Fire 911 Radio Service Agreement**

Chief Moor shared that the Fire Department has 24 portable and 12 mobile radios, and that this contract has been previously reviewed by legal counsel. It is the same contract since inception, and there aren't any changes.

Dir. Foster moved to approve the Fire 911 Radio Service Agreement; seconded by Dir. Dishaw. Motion passed unanimously.

#### **10. Employee Handbook**

Administrator Baker shared that updating the Employee Handbook periodically is on the Task Calendar and it is important because laws change often. The SSD attorneys reviewed the document, made edits in red for the Board to examine. They were asked to review the document and all the changes prior to the December Board Meeting.

Administrator Baker reminded the Board that this is just discussion, and that they will vote on adoption changes at the next meeting. She notes that there are significant changes, and for the Board to take some time to look at document to discuss further at next meeting.

#### **11. 2021 Task Calendar**

Administrator Baker explained that the yearly Task Calendar is helpful for the Board and making agendas.

There was desire last year to change the Policy Review Cycle for District and department policies to yearly. Administrator Baker stated that she recommends a 3-year cycle, as every section is reviewed and it is very in depth. The Board has the ability to make changes in the interim if necessary. The SSD has used the 3-year cycle since 2011. Dir. Schmid stated that she did not see the need for the expense to review policies every year when it's been working well on a 3-year cycle, especially since the Board can make changes if needed before the 3-year period. A motion is not needed to keep it at a 3-year cycle. Chair Hepburn directed Administrator Baker to keep the 3-year cycle.

The Task Calendar was accepted as is, no need for motion or vote since it is a guideline.

#### **12. Summary report of Executive Advisory Committee meeting**

- Chair Hepburn stated that the Strategic Plan was a big item.
- The Board would like the chiefs to provide an Emergency Preparedness presentation once per month at the Board meetings.
- Policy review and district policy changes: The SSD reviews policies every 3 years. Police uses Lexipol for policies, and Fire is starting that process. Specific Sunriver policy changes are brought up by the chiefs to the SSD Board at regular meetings.

### **13. Motion to approve the October 2020 unaudited financials**

Chief Moor stated that overtime expenses seem high at 518 hours per month, but the July/Aug/Sept average was 782 hours per month. The majority of overtime was due to deployments on Wildland fires. The billings to the State of Oregon and the Forest Service total about \$114,000, in which he projects roughly 80% will be added back to the budget to offset those overtime costs. Chief Moor also mentioned that having the new employees on board should drop overtime hours.

Chief Moor added that the majority of fire contract services are annual service contracts paid early in the fiscal year, but he will follow up on this and report back.

Lastly, in regards to the COVID grant, Chief Moor pointed out that it is in Revenue, under Grant Revenue. There have not been any expenses, but he will meet with Administrator Baker and Mr. Joe Healey to decide on where that money should be reflected in the budget.

Dir. Schmid moved to approve the October 2020 unaudited financials; seconded by Dir. Ralston. Motion passed unanimously.

### **14. October 2020 SROA Board meeting**

Dir. Schmid shared that there were numerous complaints about river access parking and conditions. SROA is happy to be working with SSD to come up with a plan to facilitate the issue.

### **15. Agenda topics for the joint meeting with the Deschutes County Commissioners**

Chair Hepburn asked that board members send Administrator Baker any agenda items for this meeting. He stated that river access, between bridge to bridge, will be on the agenda. Dir. Ralston suggested adding new facilities and getting ideas about financing. Administrator Baker said that a financial updated is usually provided.

### **Other Business**

Thursday, Dec. 17 is the next SSD Board meeting and the annual joint meeting with the Deschutes County Commissioners.

Chair Hepburn stated that Mark Murray has decided to resign the SSD Board. There is discussion at SROA for a replacement for his position.

Dir. Ralston motioned to adjourn; seconded by Dir. Dishaw. Motion passed unanimously.

Meeting adjourned at 5:08 p.m.

SSD Chair, Bill Hepburn  
Office Assistant, Mindy Holliday