

# SUNRIVER SERVICE DISTRICT

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## MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, January 17, 2019

Fire Department Training Room

57475 Abbot Drive, Sunriver, OR 97707

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

**Roll Call:** Dir. Fister, Dir. Schmid, Dir. Hepburn, Dir. Gocke present. Dir. Keller via phone.

**SSD Staff:** SSD: Administrator Baker, Office. Asst. Trapp  
Fire: Chief Tim Moor  
Police: Chief Cory Darling

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

**Staff:** Fire Captain, Nick Sphatt  
Firefighter-Paramedic, John Carrick  
Police Lieutenant, Mike Womer

**Public Input** None

### **Consent Agenda**

1. Motion to approve the December 13, 2018 regular Board meeting minutes.
2. Motion to approve the December 14, 2018 joint meeting minutes with County Commissioners.
3. Motion to approve SROA monthly invoice in the amount of \$14,560.37
4. Motion to approve SDIS invoice for liability insurance in the amount of \$46,766.

Dir. Fister moved to approve the consent agenda; seconded by Dir. Hepburn. Motion passed unanimously.

### **Old Business**

5. Chair Schmid spoke with Roy Palmer in regards to the Strategic Plan process. He discussed the Board's desire to delay further analysis until the two new board positions were filled. Due to Mr. Palmer's other commitments, the Board may consider hiring a different facilitator.
6. Administrator Baker spoke on the importance and healthy practice of tracking the Performance Measures for accountability. Both Chiefs did a great job reporting the year-end Performance Measures.
7. Chair Schmid held discussion on obtaining a professional needs assessment from a reputable firm. Chief Moor suggested two firms; Ivars Lazdins (The original Architect of our current building), and Peck-Smilely (Designed Bend's Fire Stations). Chair Schmid asked Administrator Baker to begin gathering quotes for consulting services.

## **New Business**

8. Chair Schmid called for the Chief and Administrator's monthly reports:

### **Fire Chief Moor-**

- Chief Moor noted calls for service are down 5% from last year.
- SRFD held an All Hands meeting with staff to develop the Department vision, mission, values, and expectations.
- Chief Moor will present an Emergency Evacuation Plan to the community along with Chief Darling at Home Expo on April 6<sup>th</sup> at the SHARC.
- The new water tender arrived.
- SRFD will team up with Bend Fire to participate on a Technical Rescue Team.
- The community has responded well to the Knox Box program as calls for installations have increased.
- Smoke alarm installations continue to be a resource to the community.
- The Department will receive new uniforms and protective equipment.

### **Police Chief Darling-**

- In 2018 calls for service increased 17 (emergency) and 70 (non-emergency) more than the previous year.
- Citizen Patrol hosted another Christmas party where Officer Tiffany Hughes received the Community Officer of the Year award and CP member Dennis Dishaw received the CP Member of the Year award.
- Two new patrol cars have arrived. Upfit is scheduled to take place in March.
- SRPD thanks Don Cassetty for his service on Citizens Patrol as he retires.
- Police and Fire have been meeting with SROA's Enrichment Committee to update the Evacuation Plan and discuss emergency preparedness in Sunriver.
- CP assisted SRPD with patrolling on New Year's Eve.
- Chief Darling, Lt. Womer, and Sgt. Beaty teamed up with SRFD to assist with the Wonderland Express.
- Sgt. Beaty and Citizen Patrol assisted with the Shop with a Cop Program.
- Citizen Patrol donated 179.25 hours in the month of December and 3,345.9 for 2018.

### **Administrator Baker-**

- SDIS Liability Insurance update: The Board approved the annual amount of \$46,032 last month. The actual invoice came in higher at \$46,766 and another vote is required to approve the increased amount. The increase is primarily due to added vehicles as the old ones have not been sold as surplus yet.
- Rules Enforcement Revenue: The District received 50% of 2019 Rules Enforcement revenue from SROA in the amount of \$15,066. The remaining amount is due in July.
- Bylaws & Policies: The Bylaws are in need of updating due to the addition of two new Board members. They have not been updated since 2005. Many of the Policies are in need of an update as well. Input was sought from Joe Healy, David Doyle, and Wayne Lowry on the suggestions. Admin Baker requested the Board review both the Bylaws and Financial Policy suggesting any desired changes. The changes will need to be approved by Resolution and can be brought back at a subsequent meeting after a sufficient time for Board review. All policies should be reviewed and can be done a few at a time at the Board's discretion.
- Budget Committee: A preliminary Budget Committee meeting was held on January 14<sup>th</sup>. This was an orientation for the committee to discuss structure of the District, financial status and challenges, and a review of the process and timeline. The Department budgets are due January 25<sup>th</sup> and the first committee meeting will be set in February.

- SDAO Conference: February 7<sup>th</sup>-10, 2019 in Sunriver. Admin Baker encouraged any of the Board members to register if they wish to attend.
- Proposal for Transition to Electronic Method: Admin Baker added a proposal for the Board to transition from paper copies to digital packets. Dir. Fister shared he would be happy to pilot the program. The Board is willing to accept meeting material digitally for a pilot period.

9. Chief Darling presented the Board with the year-end reports for 2018. Sunriver Police Department responded to 10,948 incidents in 2018. Officers used force in .0005% totaling only six incidents for 2018. Chief also reported the department responded to assist Deschutes County Sheriff's Office deputies with a vehicle pursuit on 10-11-18. This was the only vehicle pursuit during the 2018 calendar year.

10. Administrator Baker discussed the 2019 Fleet Rates. Per section 2.2 of the Vehicle Maintenance Services Agreement with SROA, fleet labor rate for both police and fire department vehicles will be \$ 90.53 per hour. The rate for 2019 is 4% higher than 2018. Rates are adjusted annually per the agreement.

Dir. Fister moved to approve the 2019 Fleet Rates; seconded by Dir. Hepburn. Motion passed unanimously.

11. Chief Moor and Chief Darling presented their proposed 2019 Performance Measures. Chief Darling added a new module promoting health and wellness programs for Officers including peer and spousal support programs. The Board was pleased with the key Performance Measures presented by both departments.

12. Chief Moor gave a presentation to the Board regarding the fire departments staffing challenges. Of the 607 calls for service in 2018, 62 (12.4 per month) were simultaneous calls. The department does not currently have enough staff to manage simultaneous calls. He presented four options for the Board's consideration. Option one, hire three full-time Firefighter-Paramedics. Option two, hire two full-time (40 hr/wk) Firefighter-Paramedics to cover peak hours. Option three, suggested the same as option two, plus one seasonal Firefighter-Paramedic full-time during the peak season. Option four, hire three seasonal Firefighter-Paramedics for peak season. The Board was provided with a copy of the presentation for further review.

13. The 2018-2019 Capital Outlay budget outlined funding for a Fire Station Security System in the amount of \$14,250. The final quote for improvements came to \$21,836.95. After further discussion, the decision to not upgrade the system was made. Chief Moor would like to re-allocate the \$14,250 into two items. Allocating \$12,250 for uniform replacement, and \$2,000 for modification of the exhaust system accommodating the water tender. The cost of the exhaust modification was included in the building maintenance line-item, but the final bid came in \$2,000 higher than budgeted. Funds are not re-allocated between the capital and operating funds. The uniforms will be purchased from the operating fund.

- 14.** Chief Moor presented the Board with a purchase order for parts to complete exhaust modifications needed for the water tender in the amount of \$6,021.40.

Dir. Fister moved to approve a purchase order for exhaust modification parts in the amount of \$6,021.40; seconded by Dir. Hepburn. Motion passed unanimously.
- 15.** Chair Schmid reported that his meeting with President Nelson from SROA has been postponed until early February. An update on the quarterly meeting has been moved to next month's agenda.
- 16.** Administrator Baker presented the Board with a copy of Chapter 11: Financial Management & Investments Policy. As Administrator Baker noted in her report, many of the policies are due for updating. She requested the Board review the Financial policy and discuss any desired changes at next month's meeting.
- 17.** Administrator Baker presented the Board with a copy of the Bylaws including suggested amendments. They Bylaws have not been updated since 2005 and will require updating to include two additional Board members. The Board has been asked to review the Bylaws in preparation for discussion on any desired changes at next month's meeting.
- 18.** Chief Moor provided the Board with a copy of his first draft Annual Report. Chief Darling will have his Annual Report drafted and available to the Board by February's meeting. The Board has been asked to review and provide any suggested changes to the Chief.
- 19.** Treasurer Gocke discussed the December 2018 unaudited financials. Expenditures for personal services (Police) exceeded the budget by \$9,440. The variance in Materials and Services was primarily due to uniform purchases. December was the first month the department was fully staffed. Dir. Gocke noted the department is not over budget year-to-date. He also noted property tax revenue collected in December in the amount of \$126,397 compared to the \$64,000 budgeted, was not typical for the District. Interest income by law, goes into a state LGIP Fund and yields interest based on the external market as it sits. The District budgeted \$5,500 for interest income in December and collected \$16,887.

Dir. Hepburn moved to accept the December 2018 unaudited financials; seconded by Dir. Keller. Motion passed unanimously.
- 20.** Dir. Fister reviewed SROA's December 2018 meeting noting they had distributed rule changes for a second reading before proceeding with discussion next month. There are no current or suggested changes to the Rules Agreement.

#### **Other Business**

SSD Regular Board Meeting is February 14, 2019

Motion to adjourn

Dir. Keller moved to adjourn the meeting; seconded by Dir. Gocke. Meeting adjourned at 5:09pm.

SSD Chair, Ron Schmid  
Office Assistant, Candice Trapp

APPROVED