

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, March 19, 2020
Fire Department Training Room
57475 Abbot Drive, Sunriver, OR 97707

- Call to Order:** Chair Bill Hepburn convened the meeting at 3:00 p.m.
- Roll Call:** Dir. Hepburn, Dir. Schmid, Dir. Dishaw, Dir. Ralston present. Dir. Stephens, Dir. Fister via phone. Dir. Burford Absent.
- SSD Staff:**
- SSD: Administrator Baker present. Candice Trapp via phone
 - Fire: Chief Moor present
Captain Jeffcott via phone
 - Police: Chief Darling via phone
- SROA Staff:** Susan Berger, Sunriver Scene
James Lewis, SROA General Manager

Public Input None

Consent Agenda

1. Motion to approve:
 - a) February 13, 2019 Regular Board meeting minutes.
 - b) SROA monthly invoice in the amount of \$15,111.89.

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

Coronavirus

2. Chief Darling and Chief Moor gave a COVID-19 response briefing. The Police department lobby is currently closed to the public. Chief Darling stated the department was able to reach out to known residents who are at risk to be sure they had necessities. Chief Darling had a discussion with Representative Zika regarding the shortage of personal protective equipment (PPE) in the state. Chief Moor shared the Fire Department has also suspended public access to the station at this time. They will not be taking non-emergency calls such as requests for fire alarm and knock-box installations. There are transport, decon, and extreme exposure protocols in place and the reserve program has also been temporarily suspended.

Old Business

3. Dir. Fister stated he had nothing significant to report regarding the Strategic Plan process. He and facilitator, Scott Hayes will meet with Chair Hepburn and Administrator Baker to discuss content for the work session in May. Dir. Fister hopes to have the Strategic Plan available for review in June and voted on in August.
4. Chair Hepburn presented Resolution 2020-003 adopting the 2020/21 fee schedule previously discussed at last months meeting.

Dir. Dishaw moved to approve Resolution 2020-003 adopting the 2020/21 fee schedule; seconded by Dir. Schmid. Motion passed unanimously.

New Business

5. Chair Hepburn called for the Chiefs and Administrator's monthly reports:

Fire Chief Moor-

- February 2020 (37) calls for service. Mutual Aid calls: (4) given, and (1) received.
- Chief Moor met with Central Oregon Fire Chiefs regarding the new CAD (Computer Aided Dispatch) software.
- Chief thanked Firefighter/ Paramedic JJ Johnston for a successful transition to the new CAD system as well as training.
- Commercial inspections and pre-planning continue.
- SRFD completed BNSF Railway Haz-Mat training.
- SRFD completed Elevator training.
- Chief Moor attended the Fire Prevention Co-op meeting.
- Chief Moor attended Sunriver Utility Tours
- SRFD has temporarily discontinued Knox box and fire alarm installations.
- SRFD has temporarily suspended CPR classes.

Police Chief Darling-

- February 2020 calls for service, 44 (emergency) and 112 (non-emergency).
- Chief Darling, Chief Moor and members of DCSO Emergency Management met with Stephanie Zimmerman in regard to the Paradise California wildfire and recovery efforts.
- Chief Darling has implemented operational COVID-19 protocol for the department.
- Lt. Womer and Marva Eberhart instructed a 6-hour class on Internal Affairs Investigation. Agencies from Black Butte PD, Redmond PD, Crook County Sheriff's Office, Jefferson County Sheriff's Office, Sunriver PD and Parole and Probation attended.
- Officers Sosa, Lombardo, and Ciampi attended the Northwest Leadership Seminar.
- Officers Ross, Ciampi and Gulbransen attended a social media/ cyber security training in Bend.
- Chief Darling, Lt. Womer and Sgt. Vincent attended the OACP Small Agency Chief's Conference. Sgt. Vincent conducted a two-hour presentation on wellness.
- Citizen Patrol donated 58.5 hours in February.
- Chief Darling, CP Seator and Barr attended the PAC Crest luncheon hosted by WHY Racing.

Administrator Baker-

- Budget: Administrator Baker shared she has updated all budget spreadsheets.
- Executive Advisory Meeting: The meeting was held on March 16, 2020.
- Health Insurance: Administrator Baker shared Health Insurance options exist for the Oregon Fire Chiefs Association group. The first is to stay with a group rating or opt to have all members be rated individually on the demographics of their employees. Sunriver Service District would benefit from being rated on its employees. The best-case-scenario would mean a 0% health insurance increase, the worst case is a 5% increase. OFCA group voted to stay with group rating. The increase will be close to 5% and should be known for sure in April.
- COVID-19: Due to the various closures and regulations regarding COVID-19, Administrator Baker discussed options for future meetings including Zoom. She is also working with HR to discuss State and Federal aid available to the District for paid sick leave. There were no questions on the 715 operating budget as submitted by staff and reviewed by the Budget Committee.

6. Treasurer Schmid presented a first look of the 2020/2021 Budget to the Board stating the District has healthy capital reserves. He noted the District is scheduled to complete a Reserve Study this summer.
7. Treasurer Schmid discussed a budget summary highlighting the financial impact for each of the staffing options. There was discussion on whether or not three full time employees would challenge the contingency reserves as well as funds needed for a new facility. Each Director voted:

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|---------------|---|
| Dir. Dishaw | Two- full time Firefighter/Paramedics |
| Dir. Ralston | Two- full time Firefighter/Paramedics |
| Dir. Fister | Three- full time Firefighter/Paramedics |
| Dir. Stephens | Two- full time Firefighter/Paramedics |
| Dir. Schmid | Two- full time Firefighter/Paramedics |
| Dir. Hepburn | Two- full time Firefighter/Paramedics |
| Dir. Burford | Absent |

Dir. Dishaw moved to approve two full time Firefighter/ Paramedic positions; seconded by Dir. Ralston. Motion passed unanimously.
8. Chair Hepburn reported on the Executive Advisory Committee meeting held on March 16th, 2020. There was discussion on COVID-19 concerns with the Chiefs'. Sunriver Service District Public Information Officer, Jim Bennett will continue with the Emergency Operations Drill scheduled in May. Both Chiefs' are still working with Verizon to resolve bandwidth issues.
9. Chief Darling discussed disposition of the 2008 GMC pickup stating he looked into the required maintenance vs. usefulness. He determined it was best to remove it from the fleet. There is no need for a replacement at this time.

Dir. Dishaw moved to approve disposition of the 2008 GMC pickup; seconded by Dir. Fister. Motion passed unanimously.

10. Chief Moor discussed the Radio Service Agreement with Deschutes County 911 stating the agreement outlines a maintenance program for the thirty-six radios the department owns.

Dir. Ralston moved to approve Chair's signature on the Radio Service Agreement with Deschutes County 911; seconded by Dir. Dishaw. Motion passed unanimously.

11. Chief Moor shared the Reserve program has been temporarily suspended in an effort to reduce exposure to full-time employees. Most Reserves rely on the compensation they receive from Sunriver Fire Department. Chief Moor asked the Board to consider compensating the Reserves who were assigned to work during the two-week suspension. The positions are budgeted and would not be an additional expense to the department. The cost for the two-week period is \$4,610. The Board supported Chief Moor moving forward to pay the reserves scheduled to work during the two-week suspension.

12. Chair Hepburn said he was unable to meet with Keith Mobley for the quarterly meeting this month and shared it has been rescheduled for next month.

13. Treasurer Schmid discussed the unaudited February 2020 financials. The fire department was ahead of budget for the month by \$19,257 and ahead by \$71,991 year-to-date. The Police department was slightly over budget for the month by \$376 due to Health and Dental Insurance and \$91,615 ahead year-to-date. The administrative department is ahead of budget for the month by \$1,129 and \$14,763 year-to-date. Treasurer Schmid said the budget is in good shape with a positive variance.

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

14. Chair Hepburn requested the Board postpone discussion on agenda items for the annual SSD/SROA joint meeting. He would like to speak with Keith Mobley first, they may have to postpone the annual joint meeting due to COVID-19 protocols and precautions.

15. Dir. Fister reported on highlights from SROA's February meeting. SROA welcomed new General Manager, James Lewis. SROA offices are also closed to the public at this time. The Board held a first reading on Rules and Regulations noting some minor rule changes. Dir. Fister also noted SROA was recognized at the state level as a model for ladder fuels reduction.

Other Business -

- The next SSD regular Board meeting is April 16, 2020. Agenda items includes adopting approval of the 2020/21 final Budget and Budget narrative, Annual joint SROA/SSD meeting to be held Friday April 17th, 2020, Annual review of financial trends and updated five-year forecast.

Dir. Schmid moved to adjourn the meeting; seconded by Dir. Dishaw. Meeting adjourned into executive session at 5:18pm.

SSD Chair, Bill Hepburn
Office Assistant, Candice Trapp

APPROVED