

# SUNRIVER SERVICE DISTRICT

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## MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Wednesday, July 18, 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. Schmid, Dir. Fister, Dir. Dishaw, Dir. Hepburn, Dir. Gocke, Dir. Keller present.  
Dir. Huseonica Absent.

**SSD Staff:** SSD: Administrator Baker, Candice Trapp  
Fire: Deputy Chief Rod Bjorvik  
Police: Lt. Womer present. Chief Cory Darling via phone

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

**Other:** None

**Public Input** None

### **Consent Agenda**

1. Motion to approve the June 13, 2019 regular board meeting minutes.
2. Motion to approve SROA monthly invoice in the amount of \$15,598.67.

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

### **Old Business**

3. Vice-Chair Fister gave an update on the Strategic Plan process. The committee plans on presenting a revision to the Board in August before seeking public input.

### **New Business**

4. Vice-Chair Fister called for the Chiefs and Administrator's monthly reports:

#### **Deputy Fire Chief Bjorvik-**

- June calls for service decreased, 74 (2018) and 60 (2019).
- SRFD responded to (5) mutual aid calls and requested (2).
- Weekly briefing on Friday with the Forest Service continues.
- SRFD receives daily briefing on wildfires.
- Contract negotiations continue.
- SRFD has completed all required Wildfire Preparation and Training.
- Contract negotiations continue.

- SRFD completed Wildfire Preparation Training.
- 2/3 of Department staff have completed Water Tender Training and Certification.
- SRFD continues to offer CPR classes to the public.
- Review on Water Rescue Training program.
- Emergency Preparedness Presentation on August 14<sup>th</sup> at the SHARC.
- SRFD continues to offer homeowner visits for wildfire consultation.
- SRFD participated in the July 4<sup>th</sup> event at the Village.
- Fire Station Open House July through August on Fridays from 1:00pm to 3:00pm.

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

- June 2019 calls for service, 49 (emergency) and 159 (non-emergency).
- Sgt. Scott Vincent was sworn-in and started July 1<sup>st</sup>.
- SRFD posted an Officer position. The posting will close August 1<sup>st</sup>.
- SRPD and SRFD met with Mackenzie to move forward with the building needs assessment.
- Only six total fireworks complaints came in on the 4<sup>th</sup> of July. Chief credits Citizen Patrol for their vigilance and assistance.
- Training for Citizen Bike Patrol took place on June 19<sup>th</sup>. Six CP members completed the training including the Chief.
- Pacific Crest was a success. Chief thanked CP for their hard work on the event. They donated 571 hours just for PAC Crest.
- CP and Board member Dennis Dishaw gave a Project Life Saver presentation to Sunriver Rotary on June 19<sup>th</sup>.
- Sunriver PD, Sunriver Fire, and the Deschutes County Sheriff's office conducted a tabletop training related to wildland fire and Sunriver evacuation on June 27<sup>th</sup>.
- Officer Ciampi successfully completed FTEP and will be moving to solo status today.
- Officer Ross is in Phase three. He will be working with Bend PD two days each week for the next three weeks to gain exposure and further his training.
- Bike Patrol Officers responded 1,676 times in the month of June.
- Citizen Patrol donated 890 hours in June.

#### **Administrator Baker-**

- Collective Bargaining Agreement Update: She prepared red-lined versions of the Collective Bargaining Agreement for both departments. The Police Association has approved the agreement and a Board vote is needed approving the Chair to sign. The contract articles with changes are in the Board packets. The wage increase is 2% for FY 2019/20 and based on CPI for FY 2020/21 & FY 2021/22 in the range of 1.5-3%.

Dir. Fister moved to approve Chair signature on the Police Collective Bargaining Agreement; seconded by Dir. Dishaw. Motion passed unanimously.

- Wage Scale Increase: Admin Baker prepared the proposal for cost of living increases on non-represented employees, requiring Board approval. She provided a copy of the proposed wage scale. The Police Sergeant wage scale is modified to ensure 5% differential from top step Officer to Step 1 Sergeant. Step 2 adds 5.5% for the supervisory certification requirement. This is to match the certificate/education incentive available for police officers. This wage scale applies to any sergeant hired after August 2018. Police Lieutenant Step 1 is 5% higher than top step Sergeant. Step 2 adds 5.5% for a management certificate. Education is part of the certification requirement and not a separate incentive.

Dir. Dishaw moved to approve Chair signature on the wage scale increases for Police Sergeant and Police Lieutenant; seconded by Dir. Fister. Motion passed unanimously.

Approval of 2% increase for Police Chief Darling, Fire Chief Moor, Deputy Fire Chief Bjorvik, Administrative Assistant Whitehurst and Waters, Administrator Baker, Office Assistant Trapp, Fire PIO and Bike officers effective July 1, 2019.

Dir. Fister moved to approve a 2% increase for non-represented employees; seconded by Dir. Keller. Motion passed unanimously.

- Policy Review Committee: Administrator Baker met with the Policy Review Committee on July 11<sup>th</sup>. Organizationally, they are in the process of a major overhaul to improve clarity, reduce redundancy, all while ensuring compliance with updated governing statutes. We have solicited input from legal counsel David Doyle on the purchasing section. He updated the rules to be consistent with ORS and the Attorney General's Model Rules. Existing purchasing policy had not been updated since the first edition in 2003. Also inquired with County Treasurer regarding budget policy to ensure compliance with statute. We should have a draft to review next month. It is recommended the Board hold a work session to review the document. The work session to review the draft could be set at 1:00 before the September meeting so that new Board members are included.
- Annual Bike Patrol Compensation: We received \$15,066 from SROA for the second semi-annual Rules payment for 2019. Bike Patrol annual payment was received in the amount of \$35,820.44. These amounts are increased 3% per year (calendar year for Rules and fiscal year for Bike).

5. Lt. Womer shared his amazing experiences from the FBI National Academy with the Board. During the program he earned 17 credits from the University of Virginia, made life-long connections with his cohort, and gained 9lbs of muscle. There were 256 people in his class, 35 of which were from other countries. He is grateful to have had the opportunity to participate.
6. Admin Baker discussed the motion to approve Chair signature on the EMS Medical Director Contract. Sunriver EMS operates under Dr. Eschbach's medical license. The wording was unclear if the amount was \$3,000 or \$4,000 to include part of his malpractice insurance.

Dir. Dishaw moved to approve Chair signature on the EMS Medical Director Contract upon determination of exact amount of compensation not to exceed 4,000; seconded by Dir. Fister. Motion passed unanimously.

7. Chief Darling and Deputy Chief Bjorvik discussed the water rescue incident with the Board. Two Bike officers were the first to respond to the scene after witnessing the accident take place. One of the Bike Officers jumped into the river to give aid the best she could before having to be rescued by Sunriver Fire. Chief Darling shared that the department has purchased more equipment and will provide additional training. Chief Bjorvik highlighted further discussions on variations of water rescue and which are most suitable for Sunriver.

8. Dir. Hepburn provided a red-lined copy of the Police Collective Bargaining Agreement for Board approval. Dir. Hepburn, Chief Darling, and Police Association members Tiffany Kasewetter and Aaron Gulbranson worked on contract negotiations. Changes include cost of living increases for non-represented employees and updated language. There was a desire to update the drug policy language, but modifications needed more work. It can be developed and implemented by an MOU at a later time. The Board unanimously approved Chair Schmid's signature on the Police Collective Bargaining Agreement during Admin Baker's report.
9. Addressed Above.
10. Admin Baker presented the Deschutes County 911 Service District's Amended Operating Agreement to the Board for approval. The revision provides more accountability to directorship. The agreement has already been reviewed by Bruce Bischof.  
  
Dir. Fister moved to approve Chair signature on the Deschutes County 911 Agreement; seconded by Dir. Keller. Motion passed unanimously.
11. Chair Schmid reported on his quarterly meeting with SROA President, Bob Nelson. SROA will inform the SSD when their Reserve Study has been scheduled. The SSD has expressed interest in coordinating a Reserve Study at that time to share in the cost. Chair Schmid also shared the SROA Board will vote on the Nominating Committee's recommendations for SSD Board members. However, the election for SROA director positions may not take place until September.
12. Treasurer Gocke presented the June 2019 unaudited financials to the Board which is the first run of the end of fiscal year. The District's Revenue is better than budget year-to-date by \$89,977. Department expenditures are better than budget year-to-date overall; police under by \$ 44,118, Fire under by \$35,390, and Bike Patrol under by \$8,570. Treasurer Gocke noted \$500,000 was moved to contingency. The District received \$76,718 more than was budgeted for interest income due to external markets.  
  
Dir. Gocke moved to approve the June 2019 unaudited financials; seconded by Dir. Keller. Motion passed unanimously.
13. Dir. Fister highlighted the June 2019 SROA meeting noting the Board approved the annual audit.

#### **Other Business**

- The next SSD Regular meeting is August 15, 2019. Agenda items include summary report of performance appraisals for Chiefs and Administrator.

Motion to adjourn

Dir. Dishaw moved to adjourn the meeting; seconded by Dir. Fister. Meeting adjourned at 4:54pm.

Executive Session was held after the regular meeting.

SSD Chair, Ron Schmid  
Office Assistant, Candice Trapp

APPROVED