

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, September 13, 2018

Fire Department Training Room

57475 Abbot Drive, Sunriver, OR 97707

Call to Order: Chair Jim Fister convened the meeting at 3:00p.m.

Roll Call: Dir. Fister, Dir. Schmid, Dir. Johnson, Dir. Keller present. Dir. Gocke absent

SSD Staff: SSD: Admin. Asst. Trapp
Fire: Chief Tim Moor
Police: Chief Cory Darling

SROA Staff: Susan Berger, Sunriver Scene
Joe Healy, SROA Controller

Other: Firefighter- Engineer, Nic Newcomb

Public Input None

Swearing in of new board member, Bill Hepburn.

Consent Agenda

1. Motion to approve the August 16, 2018 Regular Board meeting minutes.
2. Motion to approve SROA monthly invoice in the amount of \$17,444.95.
3. Motion to approve upfit for two police vehicles not to exceed \$7,500 per vehicle.
4. Motion to approve Police Uniform expenditure in the amount of \$5,253.55

Dir. Keller moved to approve the consent agenda; seconded by Dir. Schmid. Motion passed unanimously.

Old Business

5. Chief Moor updated the Board on the training facility stating there was only one loop installed instead of two. The cost to install a second loop was an estimated \$600.00. The department had 6 garage door openers and decided to use them instead of absorbing the addition cost for a second loop.

New Business

- 6.** Chair Fister initiated the election of Chair, Vice-Chair, Treasurer, and Police & Fire liaisons.

Dir. Fister nominated Dir. Schmid for the position of Chair; seconded by Dir. Keller. The vote was unanimous with the exception of Dir. Schmid abstaining.

Dir. Schmid nominated Dir. Fister for the position of Vice- Chair; seconded by Dir. Keller. The vote was unanimous with the exception of Dir. Fister abstaining.

Dir. Schmid nominated Dir. Gocke for the position of Treasurer; seconded by Dir. Hepburn. The vote was unanimous.

Dir. Schmid nominated Dir. Fister for the position of Police liaison; seconded by Dir. Keller. The vote passed unanimously.

Dir. Keller nominated Dir. Hepburn for the position of Fire liaison; seconded by Dir. Schmid. The vote was unanimous with the exception of Dir. Hepburn abstaining.

Chair Schmid thanked Dir. Fister for his service to the community as a member of the SROA Board while serving simultaneously as Chair of the SSD Board.

- 7.** Dir. Schmid moved to approve Resolution 2018-010 Establishing Signature Authority; seconded by Dir. Keller. Motion passed unanimously.

- 8.** Chief Moor discussed the appointment of Ron Angell to the Civil Service Commission. Bergen Bull is unable to continue due to health issues. Ron Angell has served as Chair of the SSD Board in the past and is willing to serve on the Civil Service Board.

Dir. Keller moved to approve Resolution 2018-011 Appointing Ron Angell to the Civil Service Commission; seconded by Dir. Hepburn. Motion passed unanimously.

- 9.** Chief Moor discussed Resolution 2018-012 Amending the Deputy Fire Chief Job Description. After much research, Deputy Chief Bjorvik does qualify for the White-Collar Exemption through BOLI under all five points of executive level exemption. The new job descriptions language has been updated and matches BOLI's.

Dir. Keller moved to approve Resolution 2018-012 to Amend Deputy Chief Job Description; seconded by Dir. Hepburn. Motion passed unanimously.

- 10.** Dir. Schmid and Dir. Fister met with General Manager Palcic and President Nelson from SROA to discuss the discrepancies associated with the Management Agreement. The meeting was positive- SROA will discuss the agreement in forthcoming regular and work session meetings.

11. Chief Moor discussed his report on Fire Reserves. Based on various state and federal regulatory agencies, his research confirms that reserves are not classified as employees. The current stipend structure we use seems to be appropriate. He will confer with legal counsel to confirm.
12. Chief Moor discussed a requested change order for the ambulance remount and refurbishment. The Board previously approved the remount and refurbishment however, while completing the project, a new safety system was released which would provide seat belts for staff in back of the ambulance. Total additional cost will be \$ 7,276.00 and would be expensed from equipment contingency.

Dir. Hepburn moved to approve the ambulance remount and refurbishment change order; seconded by Dir. Keller. Motion passed unanimously.
13. Chief Darling presented a drafted proposal for reorganization of the Police department. The proposal includes adding a Lieutenant to fulfill administrative duties so that Sergeants can offer additional support in the field. Chief believes the reorganization will reduce liability and enhance staffing to better serve the community.
14. Dir. Schmid moved to approve Resolution 2018-013 Amending Police Sergeant job description; seconded by Dir. Keller. Motion passed unanimously.
15. Dir. Keller moved to approve Resolution 2018-014 Establishing Police Lieutenant position and job description; seconded by Dir. Schmid. Motion passed unanimously.
16. Dir. Fister discussed the Budget Committee for 2018/19 Fiscal year. ORS.294.414 statute gives directive for three members to serve on the committee. Dir. Fister suggested the board consider potential committee members within the community. Recommendations will be discussed at the regular meeting in October.
17. Dir. Schmid presented the August 2018 unaudited financials. Police expenditures are down by \$7,200, Fire expenditures are down by \$1,300, Bike Patrol down by \$4,500, and non-departmental expenses are down by \$3,000. The District is \$16,000 under budget on expenses for the month of August, and \$73,000 ahead year-to-date.

Dir. Hepburn moved to accept August 2018 unaudited financials; seconded by Dir. Keller. Motion passed unanimously.
18. Dir. Fister discussed the August 2018 SROA meeting stating the annual meeting was successful. SROA has added a code of civility to protect employees from unnecessary conflict. Enforcement of this code is not in the current Rules agreement. Discussion on appropriate fines and fine schedule has been tabled until further discussion.

19. Monthly Chief Reports:

Chief Moor-

- Implementation of an app, "Active 911". This app is a dispatching tool for the department.
- Frequency of Emergency Medical Training with Physician Advisor increased and now mandatory.
- Applause to career team for administered Student and Reserve Testing.
- SRFD participated in Project Ponderosa.
- Site visit with two SR property owners adjacent to Forest Service land that were concerned about ladder fuels on FS property.
- Chief Moor participated in Coffee with the Chief.

Chief Darling-

- SRPD Officers attended Active Shooter Training at Three Rivers School.
- Officers attended Tourniquet training provided by Sunriver Fire Department.
- Chief Darling participated in Coffee with the Chief.
- SRPD participated in the Family Fun Festival at the Sunriver Village Mall.
- Citizen Patrol donated 336.25 hours in the month of August.
- Bike Patrol had 6,000 interactions with guests this summer.
- Overall calls for service down.
- Chief spoke with the company doing construction in Sunriver and they will time lights to avoid traffic congestion. Chief noted they have been very responsive to requests.

Other Business

October 18th Meeting Agenda items:

- Dir. Schmid asked the board to arrive early for a tour of the building to identify any deficiencies.

Motion to adjourn

Dir. Schmid moved to adjourn the meeting; seconded by Dir. Keller. Meeting adjourned at 4:37pm.

SSD Chair, Ron Schmid
Administrative Assistant, Candice Trapp