

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Wednesday, August 15, 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. Dishaw, Dir. Hepburn, Dir. Gocke, Dir. Keller present. Dir. Fister via phone. Dir. Huseonica Absent.
- SSD Staff:** SSD: Administrator Baker, Candice Trapp
Fire: Chief Moor
Police: Chief Darling
- SROA Staff:** Susan Berger, Sunriver Scene
- Other:** None
- Public Input** None

Chair Schmid opened the meeting recognizing of two Board members, Greg Keller and Mike Gocke. He thanked them on behalf of the Board for their great service and contribution to the community. Chief Moor and Chief Darling also thanked them for their time of service on the Board and presented gifts from each department.

Consent Agenda

1. Motion to approve the June 18, 2019 regular board meeting minutes.
2. Motion to approve SROA monthly invoice in the amount of \$15,140.08.
3. Motion to approve invoice for legal fees to Peck, Rubanoff & Hatfield in the amount of \$6,023.00.
4. Motion to approve Lexipol invoice for yearly subscription in the amount of \$7,091.

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

Old Business

5. Dir. Fister gave an update on the Strategic Plan process. The committee plans on presenting a revision to the Board in either September or October before seeking public input.
6. Chair Schmid announced the implementation of new protocol regarding emergency notifications to the Board. If the incident is expected to receive press coverage, the incident commander will brief the Chair so he/she may notify each of the Board members.

New Business

7. Chair Schmid called for the Chiefs and Administrator's monthly reports:

Deputy Fire Chief Moor-

- June calls for service decreased, 91 (2018) and 75 (2019).
- SRFD responded to (4) mutual aid calls and requested (3).
- Weekly briefing on Friday with the Forest Service continues.
- SRFD receives daily briefing on wildfires.
- Contract negotiations continue.
- Chief Moor, Chief Darling, Dir. Bill Hepburn, Administrator Baker, Tammie Water, and Dana Whitehurst; met with a team from Mackenzie Architecture to discuss a Needs Assessment. Chief Moor hopes to present details to the Board in September.
- Contract negotiations continue.
- SRFD has four new reserves that are scheduled to graduate on August 16th from Reserve Academy.
- SRFD hosted regional training with DPSST & local fire departments at the Training Center.
- The Emergency Preparedness Presentation on August 14th at the SHARC was well attended.
- SRFD & SRPD participated in National Night Out.
- Fire Station Open House July through August on Fridays from 1:00pm to 3:00pm.
- Chief Moor continues to offer Fire Safe home consultations.

Police Chief Darling-

- July 2019 calls for service, 50 (emergency) and 226 (non-emergency).
- SRFD posted an Officer position and has received 34 applications. Fifteen candidates will move forward to telephone interviews before proceeding with an oral Board interview followed by an interview with the Chief.
- SRPD and SRFD met with Mackenzie to move forward with the building needs assessment.
- Water Safety and River Rescue training was provided to Bike Patrol. Personal flotation devices and throw ropes have been purchased for them.
- Training for Citizen and Bike Patrol took place on June 19th. Six CP members completed the training including the Chief.
- SRPD & SRFD participated in National Night Out on August 5th. Approximately 100 community members participated. SRPD used the event to rejuvenate the Neighborhood Watch Program.
- Chief Darling indicated the writ filed in Deschutes County is still unresolved. They may be filing an amended writ to include termination of the employee. The timeline is unknown at this point.
- SRPD/ CP assisted with Art Fair in the Village.

- Sgt. Vincent and Chief Darling presented at the Stepping Up Initiative Conference in Sunriver on July 21st. This is a behavioral health conference which consists of mental health practitioners, law enforcement, and policy makers for the State.
- CP held their annual picnic at Mary McCallum Park on July 23rd.
- Lt. Womer and Chief Darling spoke at the Men's Club on July 30th, providing an update on the state of the police department.
- SRPD participated in the Central Oregon Public Safety Chaplaincy annual fundraiser on August 9th.
- Bike Patrol Officers had 1,959 activities in the month of July.
- Citizen Patrol donated 212.75 hours in July.

Administrator Baker-

- Collective Bargaining Agreement Update: A red-lined version of the Collective Bargaining Agreement for Fire was provided to the Board. Two articles are currently unresolved.
- District Policy Update: Draft District Policies have been distributed to Board members and the Chiefs. There is no action needed this month. Further discussion will take place at a work session on September 19th at 1:00pm. Chair Schmid and Admin Baker will receive clarification on the Budget Committee from the County before bringing suggested changes to the work session.
- Worker's Comp Rates: Worker's Comp Rates are based on payroll estimates. At the end of the fiscal year the District files a reconciliation report with SAIF. This year, because of the vacancies, \$7, 307.29 will be refunded to the District from SAIF. This is different than the annual dividend which varies and is based on the financial reserves of SAIF.
- Senate Bill 507: Oregon Legislature passed SB 507- the Presumption of PTSD for First Responders. If an employee is diagnosed with PTSD, it is presumed to be the result of job-related stress while employed. This could significantly increase the Worker's Comp rates. Each department will establish appropriate pre-employment screening protocols and proper documentation of job- related incidents.
- New Board Members: Admin Baker has prepared an orientation check list for new Board members. Deschutes County has reviewed SROA recommendations and Ron Stephens has been appointed while Bill Hepburn was re-appointed. Position #2 to replace Mike Gocke has not yet been recommended by SROA.

8. Chief Moor and Dir. Hepburn noted the Collective Bargaining Agreement for Fire is with an Attorney for clarification on language. After legal review, the contract will go back to the Association and then the District. Chief Moor hopes to have it ready for a vote of approval by the Board in September.

9. Chief Moor discussed a motion to approve Chair signature on a contract with Wakefield, a collection agency for ambulance billing. The motion would include signature on the contract as well as the business agreement. Chief noted legal returned with four observations which are still being reviewed and amended by Wakefield. Chief Moor requested the Chair sign once the contracts are ready.

Dir. Fister moved to approve Chair signature on both contracts subject to suggested changes requested by legal; seconded by Dir. Dishaw. Motion passed unanimously.

10. Chief Darling presented an explanation for his request to purchase a new police vehicle. He would like to purchase a vehicle for the Lt. and intends to upfit the vehicle with an incident command system. Dir. Dishaw expressed concerns on necessity based on the number of cars seen frequently parked in the back lot. He also questioned the need to purchase a new vehicle as opposed to retaining a 2014 model. Chief noted two 2014 models have already been taken out of the fleet and are unsuitable for service, which are currently parked in the back lot. Chief explained their staffing model which illustrated the number of vehicles needed during a 24 hour period.

Dir. Keller moved to approve the purchase of a new police vehicle in the amount of \$39,023.85; seconded by Dir. Hepburn. Motion passed unanimously.

11. Chief Moor discussed the motion to approve his signature on an Intra-County Mutual Aid Agreement. The amendment is an addition to the Central Oregon Mutual Aid Agreement which includes all contiguous counties in the event of a wildland fire.

Dir. Dishaw moved to approve Chief Moor's signature on the Intra-County Mutual Aid Agreement; seconded by Dir. Keller. Motion passed unanimously.

12. Chief Moor discussed the motion to approve his signature on the renewal agreement with USDA, Deschutes National Forest. He noted this was a long-standing agreement which only includes a change from his predecessor's name to his own as Chief.

Dir. Dishaw moved to approve Chief Moor sign the renewal agreement with USDA, Deschutes National Forest; seconded by Dir. Keller. Motion passed unanimously.

13. Chair Schmid provided a summary of Chief Moor, Chief Darling, and Administrator Baker's annual 2018/19 performance evaluations. He shared both Chiefs and Admin Baker has met or exceeded the Board's expectation on performance. Each were offered suggestions on improvement. Chief Moor, Chief Darling, and Administrator Baker will ensure their employees receive timely performance reviews.

14. Treasurer Gocke presented the June 2019 unaudited financials to the Board. The District's interest income is better than budget year-to-date by \$3,479. Department expenditures are better than budget year-to-date overall; police under by \$ 29,279, Fire under by \$20,394, while Bike Patrol was slightly over by \$292.00. Treasurer Gocke noted the District's expenses were under budget year-to-date by \$ 53,697, which is a great start to the fiscal year.

Dir. Keller moved to approve the July 2019 unaudited financials; seconded by Dir. Dishaw. Motion passed unanimously.

15. Dir. Fister highlighted the July 2019 SROA meeting noting the Board approved two names for submission to the County leaving the SROA position unfilled, which he believes will be voted on this month.

Other Business

- The next SSD Regular meeting is September 19, 2019. Agenda items include swearing in of new Board members, and election of officers.
- SROA annual meeting is August 17, 2019, 1:00pm at the SHARC.
- Work session to be held September 19th at 1:00pm to review draft of revised District Policy Manual.

Motion to adjourn

Dir. Dishaw moved to adjourn the meeting; seconded by Dir. Gocke. Meeting adjourned at 4:40pm.

SSD Chair, Ron Schmid
Office Assistant, Candice Trapp