

# SUNRIVER SERVICE DISTRICT

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## MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, March 14, 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. Gocke, Dir. Dishaw, Dir. Hepburn present.  
Dir. Keller, Dir. Huseonica present via phone.
- SSD Staff:** SSD: Administrator Baker, Office. Asst. Trapp  
Fire: Chief Tim Moor  
Police: Chief Cory Darling
- SROA Staff:** Susan Berger, Sunriver Scene
- Other:** Fire Captain, O'Keefe
- Public Input** None

Joe Huseonica was sworn in as a new director.

### Consent Agenda

1. Motion to approve the February 14, 2019 regular board meeting minutes.
2. Motion to approve SROA monthly invoice in the amount of \$15,628.31.
  - 2a. Motion to approve purchase order for 6 sets of fire turnouts, budgeted uniform expenditure in the amount of \$12,471.48.

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

### Old Business

3. Chief Moor gave an update on the Building Needs Assessment. He contacted three firms, Mackenzie Architects, Peck-Smiley, and Pinnacle Architects. Mackenzie Architects shared their process in a Skype presentation with him. The estimated cost of an assessment is approximately \$50k - \$70k depending on the components requested. They have successfully completed 82 fire stations and 25 police stations. Mackenzie also designed the SHARC and has been selected to design Sunriver North Pool. Chief Moor expects to hear back from the other firms soon. Chief Moor anticipates additional proposals will be ready for Board action in April.

4. Chair Schmid presented a letter of engagement to the Board for approval. The District will proceed with hiring Scott Hayes as a facilitator for the Strategic Plan process. Due to ongoing projects, the process has been postponed until May with an anticipated completion date in October.

Dir. Dishaw moved to approve chair signature on the letter of engagement; seconded by Dir. Keller. Motion passed unanimously.

### **New Business**

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

#### **Fire Chief Moor-**

- February calls for service decreased, 40 (2018) and 47 (2019).
- Contract negotiations underway.
- The Department is currently engaged in the Budget process.
- Chief Moor attended the SDAO Conference.
- Wildfire round table with the State Fire Marshal.
- SRFD reported multiple water leaks in the fire building after the snow storm. Chief thanked SROA for their quick response.
- The New ambulance has arrived and is in service. Chief hopes to offer a tour in April.
- SRFD continues to provide commercial inspections.
- SRFD participated in a LaPine School Presentation for Career Day.

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

- February 2019 calls for service, 36 (emergency) and 127 (non-emergency).
- Chief Darling would like to thank SROA- Public Works for their fantastic work during the snow storm.
- The After-Action Review completed by Deschutes County on P25 Radio System Implementation is now available.
- SRPD assisted with JCSO Deputy Dave Blann's Celebration of Life.
- SRFD is currently engaged in the FY 2019-2020 budget process.
- SRPD will be holding interviews for seasonal Bike Patrol positions. Recruitment will take place through May.
- Officer Steven Lombardo and wife Ashley are proud to announce the birth of their first baby girl, Elena Brooke Lombardo.
- The first Collective Bargaining Agreement negotiation meeting is scheduled to take place on March 21<sup>st</sup>.
- SRFD provided CPR training for all sworn PD officers.
- Citizen Patrol received training from DCSO SAR.
- Citizen Patrol received psychosis training from Molly Darling LCSW.
- Citizen Patrol donated 92.5 hours during the month of February.
- Officer Justin Ciampi graduates the Academy on March 15<sup>th</sup>.

#### **Administrator Baker-**

- Board Member Boxes: The Board member boxes are now located outside of the Admin office located in the Fire Station.
- Budget Committee: Administrator Baker worked with both Chiefs and the Budget Committee to get a preliminary budget ready for board's first look. The Budget is due to Deschutes County on May 1<sup>st</sup> and a hearing with the commissioners is set for May 29, 2019 at 12:30pm.

- Strategic Plan Process: Administrator Baker, Chair Schmid, and Vice-Chair Fister worked with Scott Hayes to frame the strategic planning process. A letter of engagement was provided to the board.
  - Worker's Comp: A Worker's Comp informational report regarding setting rates for FY 2019/20 is due on July 1<sup>st</sup>.
6. Treasurer Gocke presented a first draft of the 2019/20 Budget. The Budget Committee recommends the millage rate remain at 3.31%. The District may receive additional revenue via delinquent property taxes. The Board will take time to review the proposed budget before approving it in April. Directors were asked to submit questions to the Budget Committee through Administrator Baker by April 1<sup>st</sup>. The next Budget Committee meeting is April 3, 2019.
  7. Chief Moor discussed Sunriver's Ambulance Service Area. He provided a map of the existing service area and discussed potential liabilities and standards of service.
  8. Chief Darling provided a copy of Deschutes County's After-Action Review on the Police Radio System. He felt the report was accurate and noted the system was up and running.
  9. Chair Schmid met with Bob Nelson to discuss agenda items for the annual joint meeting with SROA on April 19, 2019. Fire preparedness, and general emergency evacuation plans were top on the list. Other items include, a property management registry and a presentation on increasing PERS and benefit costs.
  10. Dir. Gocke presented the February 2019 unaudited financials. Revenue is up by \$7,600 for the month of February, \$56,825 was budgeted. Total Revenue year-to-date is \$163,000 more than budgeted. Departmental expenditures are under budget for the month of February and under budget by \$114,000 year-to-date. The District is also \$10,000 under budget on Capital related items year-to-date.  
  
Dir. Fister moved to accept the February 2019 unaudited financials; seconded by Dir. Hepburn. Motion passed unanimously.
  11. Dir. Fister gave a re-cap of SROA's February meeting. The Abbot/Beaver project was delayed by two weeks due to the snow storm. Construction is scheduled to begin on March 18, 2019. Ladder fuel reduction efforts are scheduled to take place along the railroad tracks this coming year.

#### **Other Business**

SSD Regular Board Meeting is April 18, 2019. Agenda items include approval of annual budget, draft of SSD Budget narrative, update of five-year financial forecast, Report of SSD Chair/SROA President's quarterly meeting held in March.

Motion to adjourn

Dir. Dishaw moved to adjourn the meeting; seconded by Dir. Fister. Meeting adjourned at 5:15pm.

SSD Chair, Ron Schmid  
Office Assistant, Candice Trapp

APPROVED