

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, January 18, 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. Nelson, Dir. Schmid present. Dir. Jonson by telephone, Dir. Keller absent.

SSD Staff: SSD: Administrator Baker, Admin. Asst. Wright
Fire: Interim Chief Bjorvik
Police: Interim Chief Darling

SROA: Susan Berger, Sunriver Scene

Public Input None

Consent Agenda

1. Motion to approve the December 14, 2017 Regular Board meeting minutes.
2. Motion to approve the December 20, 2017 Joint SSD/BOC meeting minutes.
3. Motion to approve SROA monthly invoice in the amount of \$14,803.53.
4. Motion to approve annual VEBA contribution in the amount of \$53,000.
- 4.5 Motion to approve the January 8, 2018 Special Board meeting minutes.

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

Old Business

5. Chair Fister gave an update on the status of the Police Chief. Settlement negotiations with Chief Mills have taken place with no resolution. The District is pursuing a parallel track in terms of moving forward with the administrative investigation. Chair Fister opened for input from the Board and public, no additional comments were made.
6. Dir. Nelson gave an update on the Fire Training Facility, stating it is on schedule. The application will be submitted to Deschutes County next Monday. County staff has been very responsive and Dir. Nelson believes the process will move quickly due to the project's simplicity. He is hopeful there will be an approval within the next couple weeks. Contractor bids will be out by next week and contractors will be required to hold bids for 120 days. Dir. Nelson said the contractors are eager to begin and are hoping for an early end to the winter season.

7. Dir. Schmid reported that the selection committee for the fire chief's replacement has come up with a list of desired qualifications and characteristics. The committee will develop a selection process and hope to have a candidate no later than May 30th.
8. Motion to approve Chair Fister to sign Resolution 2018-001 to amend the Administrative Service Agreement with SROA and to execute the agreement.

Dir. Nelson moved that Resolution 2018-001 Amendment to the Administrative Agreement be approved; seconded by Dir. Johnson.

Dir. Nelson moved to amend the motion to authorize the Chair to sign the agreement; seconded by Dir. Johnson. Motion passed unanimously.

The amended motion to approve the Resolution and execute the agreement passed unanimously.

9. Dir. Schmid moved to approve Resolution 2018-002 amendment to the Accounting Agreement and to authorize Chair Fister to sign the agreement; seconded by Dir. Nelson. Motion passed unanimously.

New Business

10. Interim Chief Bjorvik recommended a 10% increase to ambulance rates based on a comparison of local agencies. In review of the analysis, the fees were low and a 10% increase would be fairly modest. It would bring the fees closer in line with other districts as well as help recoup the cost of transports without overcharging patrons. Administrator Baker stated any fee increase will require a Resolution and she could have it ready for the next meeting. The proposed increase will be submitted to the county for approval. Dir. Johnson pointed out that we typically expect to collect 60% of what is charged due to Medicare re-imburement rates.
11. Dir. Johnson announced that his Sunriver property is up for sale. Once his property sells, he will be moving out of Sunriver. At that point, he will need to resign from the Board. County counsel David Doyle said he could remain for a short period of time to allow a reasonable transition period. Mr. Doyle suggested 30-90 days.
12. Chair Fister discussed the approval for covering $\frac{3}{4}$'s of the monthly salary to Bend Police Department for Interim Chief Darling in the amount of \$8,115 per month excluding benefits.

Dir. Nelson moved approval of the motion to pay $\frac{3}{4}$ of the monthly salary for Interim Chief Cory Darling; seconded by Dir. Schmid. Motion passed unanimously.
13. Chair Fister held a discussion on cyber liability insurance. Ron Cutter, the insurance agent, previously provided options for increasing the cyber coverage for Board consideration. After discussion, the consensus was to decline an increase due to limited risk.

- 14.** Chair Fister said Bob Wrightson who has served on the budget committee faithfully has tendered his resignation. Chair Fister proposed that Dir. Johnson join the committee for the remainder of his term.

Dir. Schmid moved to appoint Dir. Johnson to the budget committee in place of Bob Wrightson; seconded by Dir. Nelson. Motion passed unanimously.

- 15.** Administrator Baker presented a proposal for SROA labor billing rates for vehicle repair. Our agreement calls for the Board to approve the rates per hour. SROA proposed a rate of \$87.09 a 4 ½ % increase from last year. Previously the police and fire department had different hourly rates. The new rate is a blended one. The Vehicle Maintenance Agreement establishes how rates are set. The agreement itself is still in the process of being updated in negotiations with SROA.

Dir. Johnson moved to adopt the new labor billing rate of \$87.09; seconded by Dir. Nelson. Motion passed unanimously.

- 16.** Both departments presented performance measures that will be utilized in the 2018 calendar year. The board had no suggestions for changes and were pleased to see additional focus of community engagement on the part of both departments.

- 17.** Chair Fister discussed combining the Police and Fire Annual Reports. Interim Chief Darling and Interim Chief Bjorvik both agree that it would be beneficial to combine the reports into one SSD document. Admin Baker suggested budget documents be added as well. Dir. Nelson suggested the adding an outlook of past and present.

- 18.** Chair Fister discussed his joint meeting with SROA President, Pat Hensley. He talked about the agreements between SSD and SROA. The next two up for discussion are the Rules Enforcement and Vehicle Maintenance Agreements. It was clarified on the Rules Agreement that the Police Department did not feel burdened by the amount of work but the disparity in compensation is being discussed.

- 19.** Chair Fister planned to discuss the SROA owner survey results specific to public safety but requested that we move the discussion to next meeting.

- 20.** Dir. Nelson moved to approve the December 2017 unaudited financial; seconded by Dir. Schmid. Motion passed unanimously.

Dir. Johnson pointed out that we are still running \$60,000 under budget on expenses and \$100,000 over budget on revenue.

- 21.** Dir. Nelson reported that the SROA plans to pay off the Bank of America loan relative to the SHARC. The fees for services between SROA and the community were discussed as well. Chair Fister mentioned that the SROA has started open sessions regarding the Abbot/Beaver traffic circle. Dir. Fister highlighted that as of this year, Sunriver is down to 47 shake roofs.

22. Chiefs' Reports

Interim Chief Darling-

- The Department said good-bye to officer Damian Amarillas and wished him the best in his future endeavors.
- SRPD received DUII, Legal Updates and Ethics Training
- Officer Lombardo attended TIMS Training
- SRPD participated in Shop with a Cop and attended a Christmas party sponsored by the Citizen Patrol.
- Total calls for service in 2016 were 13,975 compared to 13,395 in 2017.

Interim Chief Bjorvik-

- 65 calls for service in December, one less than December of last year.
- Year-end total of 639 was four more than last year.
- The second mobilization (14 days) to CA officially ended on December 21st. The majority of that assignment was spent on the Thomas Fire.
- SRFD continues to do smoke detector installation and maintenance as well unscheduled station tours.
- Public Information Officer, Jim Bennett gave an update on planned outreach activities for the coming year:
 - Communication- Social media, Newspaper, Chiefs article.
 - Enhancing partnerships with the community.
 - Accessibility to the community- Department presence at community events.
 - Community education.
 - Emergency operations- Emergency drill in spring.
 - Increased community engagement.

Other Business

- February 15th meeting agenda items are: Approval of annual reports, ambulance fee schedule adjustments, and SROA owners survey results regarding public safety.

Motion to adjourn

Dir. Nelson moved to adjourn; seconded by Dir. Schmid. Meeting adjourned at 4:21pm

SSD Chair, Jim Fister
Administrative Assistant, Candice Wright