

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, August 16, 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. Nelson, Dir. Keller present.

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

SROA Staff: Susan Berger, Sunriver Scene

Other: Fire Captain Benjamin O'Keefe
Bill Hepburn

Public Input None

Recognition for retiring Board members Bob Nelson and Mark Johnson.

Consent Agenda

1. Motion to approve the July 19, 2018 Regular Board meeting minutes.
2. Motion to approve SROA monthly invoice in the amount of \$15,464.56.
3. Motion to approve invoice for annual COLES agreement in the amount of \$12,911.52.
4. Motion to approve PO for budgeted fire vehicle in the amount of \$29,390.29.
5. Motion to approve PO for Upfit of fire vehicle not to exceed \$7,800.
6. Motion to approve PO for two budgeted police vehicles in the amount of \$66,000.
7. Motion to approve PO for Upfit of two budgeted police vehicles, amount TBD.
8. Motion to approve Invoice to Day Wireless for budgeted radios in the amount of \$5,709.50.
9. Motion to approve PO for Stryker Medical in the amount of \$40,385.34.

Item number seven was pulled from the consent agenda and not considered. Item number one was pulled for separate consideration. Dir. Nelson moved to approve the July 19, 2018 minutes; seconded by Dir. Schmid. Dir. Fister, Dir. Schmid, Dir. Nelson, and Dir. Keller voted to approved. Johnson abstained.

Dir. Johnson moved to approve the consent agenda items 2,3,4,5,6,8,9; seconded by Dir. Keller. Motion passed unanimously.

Old Business

- 10.** Dir. Nelson updated the Board on the training facility stating only hook- up of the gate key pad remains. A meeting with Steve Runner, Chief Moor, and Dir. Nelson will take place to create entry codes for the key pad.

New Business

- 11.** Chair Fister presented SROA's final vote for recommended Board members to Deschutes County. The nominating committee recommended Bill Hepburn for position #4 a district elector, expiring 8/31/19 and Mike Gocke for position #2 an SROA Board member, expiring 8/31/21 (or upon expiration of his position on SROA's Board).

- 12.** Chair Fister discussed the Deschutes County Board of Commissioners meeting to approve SROA recommendations for SSD Board appointments, August 29, 2018, 9:00am. He will attend as an SSD Board representative.

- 13.** Chair Fister discussed a motion to approve the board chair sign the Amendment to Deschutes County 911 Service District Operating Agreement (No. 2015-109). Chief Moor added the amended agreement includes a change allowing all agencies to express their opinion regarding job performance of the 911 Director, including the overall level of satisfaction with district operations.

Dir. Johnson moved to approve the Chair sign Amended Deschutes County 911 Service District Operating Agreement (No. 2015-109); seconded by Dir. Keller. Motion passed unanimously.

- 14.** Chief Darling presented the Board with information on Lexipol. Subscribers are offered web-based policy evaluation that assists the department in maintaining best practice. The program allows officers access to current policy with an on-phone app as well as daily training updates. Cost of subscription is \$6,382 for the first year and \$7,391 annually thereafter.

Dir. Keller moved to approve the Police Departments subscription to Lexipol in the amount of \$6,382; seconded by Dir. Schmid. Motion passed unanimously.

- 15.** Dir. Schmid held discussion on plans to review the Strategic Plan with assistance from Roy Palmer of SDAO. He believes having Mr. Palmer assist the district with facilitation process would be of benefit to the Board. The cost to retain a facilitator is estimated to be \$3,000. A work session will be held in the fall to review and update the current Strategic Plan. Dir. Schmid requested a motion to authorize Administrator Baker spend up to \$3,000 to secure Roy Palmer as facilitator.

Dir. Johnson moved to authorize Administrator Baker spend up to \$3,000 to secure Roy Palmer from SDAO as facilitator; seconded by Dir. Keller. Motion passed unanimously.

16. Dir. Johnson discussed the unaudited June year-end figures, and presented the Board with July's unaudited financials. Joe Healy made a final review of June's year-end financials to find less than \$20,000 in expenses that were modified. Dir. Johnson provided the Board with supporting documentation for reference. June financials will appear again in November after audit results from FY 2017/18 are available. The District was \$128,000 ahead on budgeted revenue, and \$236,000 ahead on expenses. \$475,000 remains in contingency untouched. Dir. Johnson stated this was the third year in a row the District has come out substantially better than what was budgeted for. In review of July's unaudited financials, the District is up \$6,000 in Revenue, and \$57,000 under budget on expenses creating a successful first month of a new fiscal year.

Dir. Nelson moved to accept July 2018 unaudited financials; seconded by Dir. Keller. Motion passed unanimously.

17. Dir. Nelson had nothing to add in review of July's SROA meeting. Chair Fister thanked those who volunteered for the War on Weeds event held by SROA for their participation.

18. Monthly Chief Reports:

Chief Moor-

- Mutual aid response with the Forest Service and Bend Fire.
- Goal in first 90 days is to listen and meet with community members.
- Administrative staff & Officers meetings to discuss culture. Creating a Department that is collaborative, communicates, and is transparent.
- 50th Anniversary Celebration August 25th.
- Friday Open Houses was a success and will be likely be held in June & July next year.
- SRFD participated in War on Weeds, Donation of t-shirts and ride on a fire engine as auction item for Sunriver Music Festival. Station tours and smoke alarm testing and battery replacement continue.
- On September 1st Citizen Patrol will begin assisting SRFD with a Ladder Fuels Project.
- SRFD received reimbursement for California deployment on 8/15 in the amount of \$75,575.60

Chief Darling-

- SRPD will suspend Reserve Program due to liability and logistics of maintaining the program until further review. Bend PD will accept current Reserves.
- SRPD participated in the 4th of July Celebration in the Village.
- SRPD offered Confrontational Simunition Training to Music Festival attendees and raised \$600.00 which was later doubled by a match.
- One entry level candidate chosen for the vacant officer position currently going through solo duty, physical, psychiatric evaluation, academy, and field training. New officer should be on duty late Spring.
- Citizens Patrol volunteered 311.75 hours in the month of July.

Other Business

September 13th Meeting Agenda items:

- Installation of new Board members; election of Chair, Vice-chair, Treasurer, Police & Fire Liaisons.

Motion to adjourn

Dir. Schmid moved to adjourn the meeting; seconded by Dir. Keller. Meeting adjourned at 4:28pm.

SSD Chair, Jim Fister
Administrative Assistant, Candice Trapp

APPROVED