

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, June 14, 2018
Fire Department Training Room
57475 Abbot Drive, Sunriver, OR 97707

- Call to Order:** Chair Jim Fister convened the meeting at 3:05p.m.
- Roll Call:** Dir. Fister, Dir. Schmid, Dir. Johnson, Dir. Nelson, Dir. Keller present.
- SSD Staff:** SSD: Administrator Baker, Admin. Asst. Trapp
Fire: Interim Chief Bjorvik
Police: Interim Chief Hayes
- SROA Staff:** Susan Berger, Sunriver Scene
- Other:** Tim Moor
- Public Input** None
- Correspondence:** A copy of the letter sent to Deschutes County 9-1-1 was provided to the board. Chair Fister indicated that there is meeting scheduled with the 9-1-1 to discuss further.

Consent Agenda

1. Motion to approve the May 17, 2018 Regular Board meeting minutes.
2. Motion to approve SROA monthly invoice in the amount of \$16,152.66.
3. Motion to approve tile replacement in the Fire Station in the amount of \$5,430.
4. Motion to approve annual service plan for Life-Packs in the amount of \$5,073.

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

Old Business

5. Dir. Nelson updated the Board on the training facility. Alex Hodge Construction is approaching the finish line on construction. Dir. Nelson noted Alex Hodge was behind schedule and as a result, Mike's Fencing was not able to install the fence as scheduled. Alex Hodge has agreed to pay penalties as a result of their delay if the District is charged. They have been in communication with Mike's and hope have the fence installed within two weeks. Dir. Nelson also presented change order No.2 requesting the approval of transportation of remaining free aggregate to the training facility site as well as compression of the material, not to exceed

\$12,000. Dir. Nelson proudly announced the training facility will be dedicated in July and asked the board to approve a motion to close the contract with Alex Hodge Construction.

Dir. Nelson moved to approve change order No.2 not to exceed \$12,000; seconded by Dir. Johnson. Motion passed unanimously.

Dir. Schmid moved to approve closing the contract with Alex Hodge Construction; seconded by Dir. Johnson. Motion passed unanimously.

New Business

6. Chair Fister presented the SAIF Worker's Comp annual premium invoice in the amount of \$61,210 noting the premium this year was lower than the past three years. The District received a dividend from SAIF in the amount of \$21,000 last year. The dividends are based on claim history and they have been healthy the last several years.

Dir. Johnson moved to approve the annual Worker's Comp invoice to SAIF in the amount of \$61,210; seconded by Dir. Keller. Motion passed unanimously.

7. Chair Fister shared there was an Executive Session held before the regular meeting to discuss the employment agreements for Tim Moor and Cory Darling. Both contracts offer a salary of \$109,100 yearly with outlined benefits and no PERS contribution.

Dir. Johnson moved to approve the employment agreements for Tim Moor and Cory Darling; seconded by Dir. Schmid. Motion passed unanimously.

8. Dir. Johnson reported the budget committee's presentation at Deschutes County went well and was well received by the County. They voted to approve our budget as submitted.

9. Both Chief Hayes and Chief Bjorvik gave a presentation of semi-annual progress on Performance Measures. The Board members expressed appreciation for the efforts and detail provided.

10. Chief Hayes addressed the board regarding an agreement with Deschutes 911 for technical support in the amount of \$5,000 annually. The program offers maintenance for all department computers and will include phones. This program will allow for immediate assistance, efficiency among all systems, and security at no additional cost.

Dir. Keller moved to approve the agreement with Deschutes County 911 and payment in the amount of \$5,000; seconded by Dir. Johnson. Motion passed unanimously.

11. Chief Bjorvik stated the Emergency Operations Drill was a good, informative exercise. This year's drill offered a more in-depth tutorial and debriefing after each scenario. The training was broken down into two different formats, Emergency Operation Center and Incident Command System. Both chiefs noted the impressive turn out from the Resort, Village Mall, Public Works, SROA,

SSD, and utilities. There were questions that surfaced during the drill about SROA's ability to commit resources after hours. Chair Fister was going to follow-up with GM Palcic.

12. Dir. Johnson presented the board with May's unaudited financials. The District is \$113,000 ahead on revenue, \$183,000 under budget on expenses, and \$300,000 ahead year-to-date without the reimbursement expected in from the California mobilization. Dir. Johnson noted the \$300,000 will roll into accumulated operations with the possibility to transfer to contingency.

Dir. Schmid moved to accept April 2018 unaudited financials; seconded by Dir. Nelson. Motion passed unanimously.

13. Chair Fister gave the board a review of the April 2018 SROA meeting noting the board held discussion on enforcement policy. SROA and Interim Chief Hayes have been working together to discuss Rules enforcement.

14. Monthly Chief Reports:

Interim Chief Hayes-

- Bike Patrol is fully staffed and very productive.
- Banners up to remind guests there are no fireworks allowed in Sunriver.
- Six Citizen Patrol members scheduled to patrol on 4th of July.
- Police and Citizens Patrol are on duty and prepared for Pacific Crest event.
- SRPD participated in Kid's Day at the Sunriver Village.
- Chief Hayes & Sgt. Patnode had lunch at Three Rivers Elementary with students who won the opportunity at a school sponsored auction.
- Property manager education meeting on June 25, 2018.
- Chief Hayes noted parking is an issue due to multiple paving projects. He is working with GM Palcic to locate additional parking.
- Chief Hayes will provide Chief Darling with recommendations for personnel, equipment, organization, and training.

Interim Chief Bjorvik-

- SRFD participated in Kid's Day at the Sunriver Village.
- A-Shift, along with SRPD participated in Lunch with a Firefighter at Three Rivers Elementary.
- SRFD participated in the kids fishing event at Caldera.
- Seven Fire Department personnel participated in wildland fire refresher training with Newberry Division USFS at Pringle Falls GS. Chief Bjorvik and Firefighter Cooper taught the structure protection station.
- OSFM indicates the reimbursement for the Thomas Fire deployment in California should be received no later than July.
- SRFD provided station coverage for Bend Fire following the off-duty death of their Firefighters, Rhett Larsen.

Other Business

July 19th Meeting Agenda items:

- Report on quarterly SROA president/SSD Chair meeting.

- Evaluation of Administrative Staff.

Motion to adjourn

Dir. Nelson moved to adjourn; seconded by Dir. Schmid. Meeting adjourned at 4:44pm.

SSD Chair, Jim Fister
Administrative Assistant, Candice Trapp

APPROVED