

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, September 19, 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. Dishaw, Dir. Hepburn, Dir. Stephens present.
Dir. Burford arrived at 3:28 pm.
- 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 welcoming two new Board members, Mark Burford and Ron Stephens. He also announced Joe Huseonica had resigned from the Board with deep regret due to other commitments.

Consent Agenda

1. Motion to approve the August 15, 2019 regular board meeting minutes.
2. Motion to approve SROA monthly invoice in the amount of \$19,272.14.
3. Motion to approve PO for budgeted capital purchase of two Lifepacks in the amount of \$63,956.76.
4. Motion to approve PO for four sets of budgeted turnouts in the amount of \$8,314.32.

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

Old Business

5. Dir. Fister noted due to extenuating circumstances, he was unable to meet with the Strategic Plan Committee. He did note the Chair will select another Board member to take Joe Huseonica's place on the committee.
6. Chief said they have a telephone conference next week with the architects. He shared Mackenzie Architecture will make a presentation to the Board at the October meeting. An invitation will be extended to SROA.

New Business

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

Deputy Fire Chief Moor-

- June calls for service decreased, 75 (2018) and 68(2019).
- SRFD received (3) mutual aid calls and responded to (1) with (0) requested.
- SRFD provided the Village with a Fire & Life Safety Review.
- Meeting with Sunriver Utilities to discuss the Training Facility lease.
- Chief Moor met with Representative Jack Zika and Oregon Department of Forestry.
- Chief Moor thanked Citizen Patrol for surveying the condition of hydrants in the community.
- Deputy Chief Bjorvik managed one of two sections for a prescribed burn in the Ochoco National Forest where 5,000 acres burned. Six additional Sunriver Firefighters participated.
- Chief announced the implementation of a temporary operational guideline for water rescue until the final is drafted.
- Annual pump testing for the apparatus is underway.
- Fire Safe Home Visits continue.
- SRFD participated in the War on Weeds.

Police Chief Darling-

- August 2019 calls for service, 77 (emergency) and 167 (non-emergency).
- SRPD will move forward with an Oral Board interview process for the open officer position taking place on September 25th interviewing seven candidates.
- Chief Darling attended the Senator Wyden Behavioral Health Town Hall.
- SSD and SROA are moving forward with a review of the Emergency Operation and Evacuation Plan.
- SRPD successfully completed Taser training.
- SRPD successfully completed Use of Force testing.
- Chief Darling announced the department will receive 8 in-car camera systems at no cost from OSP surplus.
- SRPD will complete in-service training with Bend PD next week.
- Lt. Womer attended FBINA re-trainer at Eagle Crest.
- Chief Darling attended the Oregon Chiefs of Police Conference at the academy.
- Officer Lombardo completed the Oregon Executive Development Leadership Institute (OEDI).
- Officers Kasweter and Sosa are scheduled to attend OEDI.
- Sgt. Vincent attended Save a Warrior training (SAW).
- Bike Patrol Officers had 5,825 activities for the 2019 season.
- Citizen Patrol donated 284.75 hours in August.
- Citizen Patrol assisted the Resort with traffic control during Run for a Cause. Chief Moor and his family participated in the race.

Administrator Baker-

- SDAO- Best Practices: As part of Best Practices with SDAO, the Board is required to adopt policy with the new timelines for response to Public Information Request. The District receives 10% off liability Insurance if Best Practices are completed.
- Board Reference Books: Revisions to the Board Reference Books are in progress. Historical documents will be available for Board members online while frequently referenced documents can be found in the binder.
- Meeting with County Treasurer: Administrator Baker and Chair Schmid met with Greg Munn on August 30, 2019 to discuss the budget committee. Mr. Munn has taken over for Wayne Lowry as Deschutes County Treasurer. They discussed the budget process to ensure compliance with Oregon Statute.
- Board Orientation: Administrator Baker prepared an orientation sheet for new Board members and plans to meet with each of them to follow up. They will also receive department orientation followed by station tours.
- Annual Rules Agreement with SROA: The annual meeting required in the Rules Agreement with SROA is scheduled for October 17th at 9:30am. Per the agreement, it is time to: Review District statistics; Identify major issues and emerging trends; suggest solutions; Identify challenges in the adjudication process; evaluate if additional rules should be added or others deleted; and the associated impact on enforcement and costs.

8. Chief Moor and Dir. Hepburn presented a red-lined version of the Fire Collective Bargaining Agreement to the Board. Dir. Hepburn thanked Chief Moor and the Fire Association for a professional bargaining process.

Dir. Fister moved to approve the Collective Bargaining Agreement between Sunriver Service District and the Sunriver Career Firefighters Association IAFF 4262; seconded by Dir. Dishaw. Motion passed unanimously.

9. Administrator Baker requested approval of Section V.C.3 of the draft policies, complying with public information request timelines. The District now has to respond to a request within 5 days.

Dir. Fister moved to approve Section V.C.3 of the draft policies, complying with public information request timelines; seconded by Dir. Dishaw. Motion passed unanimously.

10. Chief Darling and Chief Moor requested approval for their signature on each department's restated IGA Agreements with Deschutes County 911 for radio systems.

Dir. Dishaw moved to approve the Chiefs to sign each department's IGA with Deschutes County 911; seconded by Dir. Hepburn. Motion passed unanimously.

11. Dir. Fister held discussion on migrating to paperless Board packets. He gave a report on his experience while successfully piloting the digital meeting packet project. The SROA Board is

currently piloting a similar project. The general consensus of the Board is to include the cost of District issued iPads in the 2020/21 budget while further observing SROA's pilot.

- 12.** Chief Moor requested approval for the Fire Department contract with Lexipol for policy manuals. The department will receive a 15% discount through the Fire Chiefs Association. The annual cost is approximately \$4,640.00 per year. Sunriver Police Department is already in contract with Lexipol and reported on the various benefits.

Dir. Dishaw moved to approve the Fire Department's contract with Lexipol for policy manuals; seconded by Dir. Hepburn. Motion passed unanimously.

- 13.** Chair Schmid presented a motion to approve Chair signature on a letter of engagement with Auditor Eide Bailly. The annual audit will take place next week followed by a presentation of the final report to the Board in November.

Dir. Fister moved to approve Chair signature on a letter of engagement with Auditor Eide Bailly; seconded by Dir. Dishaw. Motion passed unanimously.

- 14.** Chair Schmid presented Resolution 2019-007 Establishing Signature Authority with all Board members and the District Administrator as authorized signers for the District.

Dir. Dishaw moved to approve Resolution 2019-007 Establishing Signature Authority; seconded by Dir. Fister. Motion passed unanimously.

- 15.** Election for officers was held:

Chair Schmid nominated Bill Hepburn for the position of Chair, there were no other nominations. The vote was:

Ron Schmid:	YES
Jim Fister:	YES
Dennis Dishaw:	YES
Ron Stephens:	YES
Mark Burford:	YES
Bill Hepburn:	ABSTAINED

Chair Schmid nominated Jim Fister for the position of Vice-Chair, there were no other nominations. The vote was:

Ron Schmid:	YES
Dennis Dishaw:	YES
Ron Stephens:	YES
Mark Burford:	YES
Bill Hepburn:	YES
Jim Fister:	ABSTAINED

Dir. Schmid passed the gavel to newly elected Chair Hepburn who presided over the remainder of the meeting.

Chair Hepburn nominated Ron Schmid for the position of Treasurer, there were no other nominations. The vote was:

Bill Hepburn:	YES
Dennis Dishaw:	YES
Ron Stephens:	YES
Mark Burford:	YES
Jim Fister:	YES
Ron Schmid:	ABSTAINED

16. Treasurer Schmid presented the unaudited 2018/19 year-end financials. Former Treasurer, Mike Gocke presented the Board with preliminary year-end financials in August. The statement presented has been revised to show the addition of \$28,000 in tax revenue related to the last budget year as well as \$8,500 in additional accruals. The revised year-end financials are scheduled to go before the Auditors for review next week.
17. Treasurer Schmid held a discussion on the Budget Committee. He announced the District is not required to assemble a budget committee which includes community members. However, the District still desires citizen involvement. Treasurer Schmid will offer a proposal on how to incorporate citizen involvement at the next meeting.
18. Treasurer Schmid presented the unaudited August 2019 financials. The Police department is under budget by \$33,978, Fire was under budget by \$15,404, Bike patrol was under budget by \$660. The non-department was over budget by \$2,040 due to extra legal expenses. Overall the District is better than budget on expenditures for the month by \$48,000 and ahead \$139,000 for the year. He also noted the District continues to maintain a healthy reserve.

Dir. Fister moved to approve the August 2019 unaudited financials; seconded by Dir. Dishaw. Motion passed unanimously.
19. Dir. Fister discussed SROA's August meeting with the SSD Board. SROA has elected new members including officers. He also announced due to financial diligence, SROA has paid off the SHARC in full with approximately 1.5 million in receivables.

Other Business

- SSD Chair and SROA President to hold quarterly meeting before the next SSD meeting.
- The next SSD Regular Board meeting is October 17, 2019. Agenda items include motion to appoint new budget committee members and reporting on SROA President/ SSD Chair meeting.
- Auditors will be here September 26 & 27th, 2019.

Motion to adjourn

Dir. Dishaw moved to adjourn the meeting; seconded by Dir. Schmid. Meeting adjourned at 4:34pm.

SSD Chair, Bill Hepburn
Office Assistant, Candice Trapp

APPROVED