

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Wednesday, June 13, 2019

Fire Department Training Room

57475 Abbot Drive, Sunriver, OR 97707

- Call to Order:** Vice-Chair Jim Fister convened the meeting at 3:00p.m.
- Roll Call:** Dir. Fister, Dir. Dishaw, Dir. Huseonica, Dir. Gocke, Dir. Keller present.
Dir. Schmid, Dir. Hepburn Absent.
- SSD Staff:** SSD: Administrator Baker, Candice Trapp
Fire: Chief Tim Moor
Police: Chief Cory Darling
- SROA Staff:** Susan Berger, Sunriver Scene
- Other:** None
- Public Input** None

Scott Hayes presented the Sunriver Police Department with a Re-Accreditation Certificate from the Oregon Accreditation Alliance. The Sunriver Police Department has maintained their accreditation status since 2004. Sgt. Beaty is the Accreditation Manager and was thanked for his effort.

Consent Agenda

1. Motion to approve the May 16, 2019 regular board meeting minutes.
2. Motion to approve SROA monthly invoice in the amount of \$17,107.98.
3. Motion to approve invoice to SAIF for worker's comp coverage in the amount of \$65,455.

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

Old Business

4. Vice-Chair Fister gave an update on the Strategic Plan process. The committee met this week. Stakeholders are being identified and data collected. The committee plans to meet again in early July before presenting a revision to the Board late August.

New Business

5. Vice-Chair Fister called for the Chiefs and Administrator's monthly reports:

Fire Chief Moor-

- May calls for service decreased, 55 (2018) and 52 (2019).
- SRFD responded to (10) mutual aid calls and requested (2).
- Chief met with Emergency Preparedness partners at the Chamber of Commerce.
- Chief Moor & Chief Darling attended a Project Wildfire Meeting.
- Chief Moor attended Western Fire Chiefs' Wildfire Conference.
- Chief Moor has attended two meetings hosted by the Governors' Wildfire Policy Counsel.
- Contract negotiations continue.
- SRFD completed Wildfire Preparation Training.
- SRFD attended the Health and Wellness Conference.
- SRFD continues to offer CPR classes to the public.
- Chevrolet Tahoe surplused to Alfa Fire.
- Weekly Wildland Fire staff added.
- SRFD continues to offer homeowner visits for wildfire consultation.
- SRFD participated in Kids Day.

Police Chief Darling-

- May 2019 calls for service, 40 (emergency) and 129 (non-emergency).
- Joe Patnode has been discharged from employment with the Police Department.
- A conditional job offer has been extended to Sgt. Scott Vincent. Sgt. Vincent has over 30 years of law enforcement experience.
- SRPD has completed contract negotiations with the Sunriver Police Officers Association.
- Lt. Mike Womer successfully graduated from the FBI National Academy.
- Admin Dana Whitehurst successfully held her 3rd bi-annual Oregon Law Enforcement Records Conference.
- Seven Bike Officers have been deployed and are actively patrolling the community.
- Citizen Patrol will be adding a Saturday patrol throughout the summer to assist with emergency preparedness education and awareness.
- Citizen Patrol donated 231.5 hours in May.
- SRPD and CP participated in Kids Day.
- The annual shred event was held on June 1st where 1.09 tons of documents and 57lb of medications were collected and safely disposed.
- SRPD is teaming up with the Resort to provide training and education for their seasonal employee work program.

Administrator Baker-

- Budget Update: The Budget, including the narrative, was submitted to the County by May 1st. The budget hearing with Deschutes County occurred on May 29th. They approved the budget as submitted.
- Health Care Transition: Admin Baker is working with SROA's HR Leslie Knight, to offer informational meetings for employees as we transition from Moda health insurance to Regence. Benefit levels will remain the same.

- Worker's Comp: The District has received the annual Worker's Comp invoice. The amount this year is \$65,455, last was \$61,210. The "mod" increased from .93 to 1.02, which is based upon claims over the last few years. The invoice amount is \$7,000 less than budgeted based on projections provided by SAIF.
 - SDAO Best Practices: Admin Baker has started completing SDAO's Best Practice Survey. Successful completion would provide a significant 10% discount on the District's liability insurance for 2020.
 - Deschutes County 911: Deschutes County 911 Service District is amending their operating agreement. As a user agency, we are a signor. Additional amendments to come before the Board review.
 - SROA Nominating Committee: SROA Nominating Committee is in the process of evaluating candidates to fill SSD Board vacancies. Dir. Keller and Dir. Hepburn's terms are due to expire on August 30, 2019. Dir. Hepburn is re-applying and Dir. Keller is finishing his second term, leaving him ineligible for renewal. Mike Gocke is not re-applying for the SROA Board and thus another SROA Board member will be appointed. Admin Baker requested the Committee appoint in July if possible, providing adequate time to send the appointments to the County Commissioners for approval before the end of August.
 - SDAO Board Training: SDAO Board Duties & Responsibilities Training will be held at Eagle Crest on August 13th. Dir. Huseonica has been invited to participate. Administrator Baker will assist newly appointed Board members with enrollment.
 - Strategic Planning Process: The Committee held a meeting on June 12th, Dir. Fister gave a report on continued progress.
6. Chief Moor updated the Board on concerns regarding flammable remnants of debris from the windstorm in Sunriver. He has had conversations with staff at SROA regarding the need to expedite cleanup efforts. Chief Moor said SROA swiftly responded to the concern and are bringing in two additional outside work crews to accelerate cleanup efforts.
 7. Both Chief Moor & Chief Darling presented their departments semi-annual Performance Measures. The Board accepted their reports with the request that additional details be provided. Thus, allowing the Board to better support each of the Chiefs and department goals.
 8. Administrator Baker was scheduled to request Vice-Chair Fister sign the Deschutes County 911 amended agreement. The agenda item has been pulled due to additional changes until further notice.
 9. Vice-Chair Fister announced the initiation of annual performance reviews on Chief Moor, Chief Darling, & Admin Baker.
 10. Admin Baker presented Resolution 2019-006, approving the 2019/20 health insurance rates. The District is switching carriers but will remain on the same plan. The decision to change carriers was made by the group, Oregon Fir Chief Association.

Dir. Keller moved to approve Vice-Chair Fister sign Resolution 2019-006, approving the 2019/20 health insurance rates; seconded by Dir. Gocke. Motion passed unanimously.

11. Treasurer Gocke presented the Board with May's 2019 unaudited financials. He noted the Fire Department was over budget by \$19,384 due to year- end one time or annual maintenance fees. He highlighted four. The Physio control maintenance contract, Certs & Licensing, the annual 911 network invoice to Deschutes County, and a storage container. In capital expenditures, the district is underbudget by \$4,130. The District will close the fiscal year in June with 5.45 million in the general fund and the reserve fund is expected to remain the same.

Other Business

- The next SSD Regular meeting is July 18, 2019. Agenda items include summary report of performance appraisals for Chiefs and Administrator; Chair report on quarterly meeting with SROA President; Potential approval of bargaining unit agreements.

Motion to adjourn

Dir. Dishaw moved to adjourn the meeting; seconded by Dir. Huseonica. Meeting adjourned at 4:23pm.

Executive Session was held after the regular meeting.

SSD Vice-Chair, Jim Fister
Office Assistant, Candice Trapp