

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, October 17, 2019

Fire Department Training Room

57475 Abbot Drive, Sunriver, OR 97707

- Call to Order:** Chair Bill Hepburn convened the meeting at 2:56p.m.
- Roll Call:** Dir. Schmid, Dir. Fister, Dir. Dishaw, Dir. Hepburn, Dir. Stephens, Dir. Burford present.
- SSD Staff:**
- SSD: Administrator Baker, Candice Trapp
 - Fire: Chief Moor
Captain Jeffcott
JJ Johnston
Ryan Rasmussen
 - Police: Chief Darling
Lt. Womer
- SROA Staff:** Susan Berger, Sunriver Scene
Joe Healy, SROA Controller
Keith Mobley, SROA President
- Other:** None
- Public Input** None

Chair Hepburn opened the meeting welcoming Kathy Bowman from Mackenzie Architecture. The District hired Mackenzie Architecture to complete a building needs assessment. Kathy surveyed each department allowing her to draft two options for the District. The first option outlined details for a remodel and extension of the current fire station at an estimated cost of \$300 per sq. ft. The second option was new construction at an estimated cost of \$500 per sq. ft. Chair Hepburn and Chief Moor thanked Mrs. Bowman for her time and effort. He wanted to make clear this is only the initial steps in evaluating a proposal for an improved facility. Since the District does not own the building, continued discussions with SROA are critically important as options are evaluated.

Consent Agenda

1. Motion to approve the September 19, 2019 regular board meeting minutes.
2. Motion to approve the September 19, 2019 work session meeting minutes.
3. Motion to approve SROA monthly invoice in the amount of \$16,230.46.
4. Motion to approve PO for annual hose testing in the amount of \$5,759.20

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

Old Business

5. Administrator Baker presented draft policies which included suggested changes made by the Board at September's work session. Dir. Dishaw expressed concern regarding language on discretionary changes to policy. The Board decided to add language requiring the Chief to inform the Board at a regular meeting if any discretionary changes are made to department policy.

Dir. Fister moved to approve the District Policy Manual including the revisions discussed; seconded by Dir. Dishaw. Motion passed unanimously.

New Business

6. Chair Hepburn called for the Chiefs and Administrator's monthly reports:

Deputy Fire Chief Moor-

- September calls for service increased by 25%, 35 (2018) and 50 (2019).
- SRFD received (1) mutual aid calls and responded to (2).
- There will be an article published in The Scene on Ambulance Service Area.
- Chief Moor is currently working with the Resort on Public Safety & Occupancy.
- Tammie Waters is the new representative for SRFD on the Fire Prevention Committee.
- Chief Moor completed a Wildfire Home Protection Course at COCC.
- SRFD successfully completed quarterly Training Evaluations.
- Chief Moor discussed ladder fuels in a rules meeting.
- The MCI Trailer has been relocated to Chemult Fire.
- Chief Moor gave a structure fire report.
- Fire Safe home visits continue.
- SRFD continues to offer ash cans for sale.

Police Chief Darling-

- September 2019 calls for service, 55 (emergency) and 134 (non-emergency).
- A conditional job offer has been extended to Emma Paranto for the open Police Officer position.
- Chief Darling held an all-staff meeting to discuss the direction of the department and culture to reaffirm the department's mission, vision, and values.
- The Sunriver Police Officers Association has voted in a new President, Officer Steve Lombardo and Vice-President, Mark Erath.
- In Service training for all police officers was held at Bend PD. The training consisted of handgun and rifle qualification, Confrontational Simulation Training, High risk traffic stops, and Health and wellness with Andy Barram.
- Lt. Womer, Officer Ross, and Chief Darling attended Criminal Justice Reform: Examining the past and planning for the future workshop. It was hosted by the Deschutes County District Attorney's Office.

- Officer Sosa has been selected to work with the Deschutes County Sheriff's Office Criminal Investigative Unit during the month of November.
- Sunriver PD, OSP, Bend PD, and Redmond PD assisted the Deschutes County Sheriff's Office by covering calls for service while their deputies attended the memorial of DCSO Deputy Kevin Turpen on Saturday, October 12, 2019.
- Citizen Patrol donated 130.25 hours in September.

Administrator Baker-

- Budget Committee: Bill Phillbrook has resigned from his position on the Budget Committee as he will be traveling extensively out of the area. The Chair will discuss his replacement later in the meeting.
- Board Reference Books: Administrator Baker noted the most effective tool for researching historical documents was via the logs of action. The Logs pinpoint a desired document quickly and directors may request the details of any of the entries listed.
- Draft Policies: Administrator Baker has updated the draft Policies with input from the September workshop. The material provided in the packet reflects the sections where proposed changes were made at the work session. The other red-lined text where there were no changes was removed. Director Schmid worked on the Budget language with advice from the County.
- Inventory: Inventory is due from the departments by November 1st, this is used to evaluate liability insurance coverage. Last year the Board discussed increasing cyber coverage and decided to stay with existing coverage. Costs were estimated to be an additional \$2,500-\$3,500. The invoice will be due in December and additional information on cyber coverage can be discussed prior to the approval of the invoice.
- Annual Rules Agreement with SROA: The annual rules meeting was held on the morning of October 17th. Chief Darling provided a report on Statistics for the year. Significant or emerging issues included discussion on Harper Bridge improvements, the new mountain bike trails west of the river, and an ongoing mechanical noise complaint. Cross reporting between agencies was discussed, a sub-group will meet to suggest process improvements. Chief Moor will be working with SROA on stacked cord wood concerns. Registry & rental properties and a nuisance ordinance were discussed. A few minor changes were suggested by SSD and SROA will do follow up. Cooperation between SSD and SROA has improved.
- Annual Joint Meeting with Deschutes County: The Annual breakfast meeting with Deschutes County Commissioners will be 8am on December 19, 2019 at Carson's Kitchen.

- Oregon Paid Family Leave: Oregon paid family leave was passed by Legislature last session starting in 2023. The District had FMLA & OFLA protections for many years now, where the employee's job was protected while on leave but they use their own bank of time. A fund will be created to disburse to eligible employees. There will be a payroll tax and the rate will be determined by the Director of Employment Division. Employers will contribute 40% of the total rate while deducting the remaining 60% from the employee's wages. Employers may pay the employee's portion as an employee offered benefit.

7. Dir. Schmid requested the discussion on appointment of a Budget Committee member to replace Bill Phillbrook be moved to November's meeting.
8. Chief Moor discussed Asset Disposition of the MCI Trailer. The MCI Trailer was given to SRFD by the Oregon Health Authority and has never been used. It has been donated to Chemult Ruel Fire Protection District with approval of Oregon Health Authority.

Dir. Fister moved to approve disposition of the Mass Casualty Incident (MCI) trailer; seconded by Dir. Dishaw. Motion passed unanimously.
9. Chair Hepburn shared he did not have an update from the nominating committee. He will report back in November with hopes a new Board member is available by December.
10. Chair Hepburn updated the Board on his quarterly meeting with SROA President, Keith Mobley. They discussed SROA's Sustainability Task Force which will include the Resort, the Village, and SSD. Chair Hepburn also shared the details of SSD's Building Needs Assessment with President Mobley.
11. Treasurer Schmid presented the unaudited September 2019 monthly financials. The Police department is under budget by \$15,982, Fire was over budget by \$3,138 due to retro wage payment in personnel services, Bike patrol was under budget by \$504.00, and the non-department was under budget by \$579.00. Overall the District is better than budget on expenditures for the month by \$42,201. He also noted the District will complete a Reserve analysis in 2020 which may result in changes to the allocation of reserve funds.

Dir. Fister moved to approve the September 2019 unaudited financials; seconded by Dir. Burford. Motion passed unanimously.
12. Dir. Fister discussed SROA's September meeting with the SSD Board. SROA started their budget process with an approval date in November. Budget language for a new recycling facility was also approved.

Motion to adjourn

Dir. Dishaw moved to adjourn the meeting; seconded by Dir. Fister. Meeting adjourned at 5:01pm.

SSD Chair, Bill Hepburn
Office Assistant, Candice Trapp

APPROVED