

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, April 19, 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. Keller present. Dir. Nelson absent.

SSD Staff: SSD: Administrator Baker, Admin. Asst. Trapp
Fire: Captain Jared Jeffcott
Police: Interim Chief Hayes

SROA: Pat Hensley, SROA President
Susan Berger, Sunriver Scene

Public Input None

Consent Agenda

1. Motion to approve the March 15, 2018 Regular Board meeting minutes.
2. Motion to approve SROA monthly invoice in the amount of \$16,308.58
3. Motion to approve invoice for upfit of Fire pickup in the amount of \$7,034.95

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

Old Business

4. Dir. Nelson was absent. Administrator Baker provided an update on the Training Facility. There was a pre-bid meeting with bids to be opened on Tuesday May 24th. The rock from ODOT was tested and deemed suitable for use. The project is scheduled to be done on June 22nd, 2018. The asphalt may be delayed due to a busy season for contractors.
5. Director Schmid gave an update on the Fire and Police Chief recruitment process. The Committee held a meeting to sort through applications choosing the most qualified candidates. Seven candidates were invited to interviews for both Fire and Police. One candidate from each department dropped out leaving six. The Fire Chief Panel recommended two candidates and the Police Chief Panel recommended three to invite to the public forum. Both panels were impressed with the quality of applicants.

6. Dir. Johnson requested the 2018-19 budget be considered after his presentation on the five-year financial forecast.
7. No action was taken on the Management Agreement.

New Business

8. Dir. Johnson discussed the five-year financial forecast. He said our reserves will be needed in future years. Starting in FY 2020/21 through 2023/24 operating expenses will exceed revenue. This forecast was done with assumptions and increases that are known and those that are projected. The PERS increase in future years has a significant impact. The forecast will be shared with the County at our budget hearing in May.

Dir. Johnson then presented the FY 2018/19 budget, noting that the County Treasurer Wayne Lowry recommended we set aside a larger contingency to cover operations from July thru November until we get revenue from taxes. 2018/19 revenues are projected to be \$5,087,377, and the District's total expenses \$4,347,741. \$500,000 was set aside for contingency and \$319,300 was transferred to reserves in Fund 716. Total resources for the 716 account was \$1,006,537 matching the total requirements with a \$250,000 contingency. Capital outlay for both departments was \$519,239, and \$237,178 has been reserved for future expenses. A draft narrative was attached. The narrative will be refined once budget numbers are approved.

Dir. Johnson moved the FY 2018/19 budget be approved, and for the narrative to be further revised by himself and Administrator Baker; seconded by Dir. Keller. Motion passed unanimously.

9. Administrator Baker briefed the board before proceeding with the motion to approve a 10% deposit in the amount of \$15,000 for Fire Department water tender budgeted in FY 2018/19 capital outlay. The water tender is needed for maximum use of the training facility and the option of receiving a surplus chassis is no longer available. Interim Fire Chief Bjorvik has been researching options for a water tender and has located a used chassis from a company that can build the tender. The deposit is required to hold the chassis. The total project will be \$150,000 which is a Capital outlay item in the 2018/19 budget.

Dir. Johnson moved to approve the 10% deposit in the amount of \$15,000; seconded by Dir. Keller. Motion passed unanimously.

10. Chair Fister discussed his quarterly meeting with SROA president Pat Hensley. After going back and forth, it was agreed the Rules Enforcement Agreement would be for one year starting on the day it was signed. Dir. Fister will discuss the Rules Enforcement agreement with SROA and recommends a "bottoms up" approach to rebuild the agreement. He believes that both parties should go through each aspect of the agreement and design it together. There is one more quarterly meeting with the SROA President before elections. SROA personnel changes take place on August 18th.

11. Administrator Baker discussed the Memorandum of Understanding between the Fire Department Chief and line staff. Both parties collaborated and came to an agreement addressing additional language regarding vacation and shift trades.

Dir. Johnson moved to approve Memorandum of Understanding with the Fire Union on vacation and shift trades; seconded by Dir. Schmid. Motion passed unanimously.

12. Dir. Johnson presented the board with March's unaudited financials. The District is \$88,000 ahead on revenue, \$63,000 under budget on expenses, and in great shape financially this year. Dir. Johnson noted that Fire Department is still \$19,000 over and will be corrected once the reimbursement comes through.

Dir. Johnson moved to approve the March 2018 unaudited financials; seconded by Dir. Keller. Motion passed unanimously.

13. Chair Fister briefly discussed the annual joint SSD/SROA meeting agenda scheduled for April 20, 2018. The joint meeting is scheduled to begin at 9am and should adjourn by 11.

14. Administrator Baker discussed the Vehicle Maintenance Agreement with SROA. Administrator Baker described how the rates were established. SSD requested that this agreement be on a three-year review schedule, consistent with the other agreements. SROA desired the annual review which is how it is worded. The changes in the agreement are reflected in Resolution 2018-007.

Dir. Keller moved to approve the Chair to sign the Vehicle Maintenance Agreement with SROA; seconded by Dir. Johnson. Motion passed unanimously.

Dir. Keller moved to approve Resolution 2018-007 adopting the Vehicle Maintenance Agreement with SROA; seconded by Dir. Johnson. Motion passed unanimously.

15. Administrator Baker discussed the motion to approve Resolution 2018-006 adopting the Rules Agreement with SROA. The changes are described in the Resolution.

Dir. Johnson moved to approve Resolution 2018-006 adopting the Rules Agreement with SROA; seconded by Dir. Schmid. Motion passed unanimously.

16. Dir. Nelson had nothing to report regarding review of March 2018 SROA meeting.

17. Monthly Chief Reports:

Interim Chief Hayes-

- SRPD attended March Mudness and provided security for the Anheiser Busch conference at the Sunriver Resort.
- Sgt. Patnode & a Citizen Patrol member attended free training on how the Police Department is perceived when interacting with the public.
- The SRPD will participate in respectful workplace training provided by COCC. The course is 90min with an additional 60min class for supervisors.

- Bike Officers will be on duty 8am-8pm beginning Memorial Day Weekend. There will be 8 officers total, 4 daily and 6 on the weekends. Working 10-hour shifts
- Officer T. Hughes attended PIO training in Bend
- SRPD received Karly's Law training
- Sgt. Beaty instructed Taser Training for SRPD officers
- Emergency service calls are up
- SRPD is looking forward to collaborating with SRFD PIO for an emergency planning meeting

Captain Jared Jeffcott-

- SRFD supported the March Mudness event.
- Duty crew was present at the "Era of Mega Fires" event at the SHARC.
- SRFD taught two CPR classes to the Resort with thirteen students.
- Unscheduled station tours continue with groups of up to fourteen during spring break.
- Reimbursement for the October California mobilization should arrive around the 20th of April. The total amount is \$65,733.28 which fully covers the expenses related to payroll, fuel, and apparatus. \$15,765 was paid for the engine.
- Interim Chief Bjorvik assisted Newberry Division with its first prescribed burn of the season on April 3rd.
- An NFPA Firefighter II academy is scheduled to begin April 28th. This is an in-house academy taught by department instructors.

Other Business-

- Budget presentation to County budget committee May 29th at 9:15am.

Motion to adjourn into executive session pursuant to ORS 192.660. (2)(a), to consider the employment of a public officer.

Dir. Keller moved to adjourn; seconded by Dir. Schmid. Meeting adjourned at 4:19pm.

Reconvene in Open Session at 4:55 PM

- 18.** Motion to approve Police and Fire Chief finalist to be invited to the Public Forum on 4/24/2018.

Dir. Schmid moved to invite Tim Moor, Dave Pickhardt as finalists for the Fire Chief position and Cory Darling, Terry Moss and John Schmerber as finalists for the Police Chief position to the community forum; seconded by Dir. Keller. Motion passed unanimously.

Meeting was adjourned at 4:56 PM

SSD Chair, Jim Fister

Administrative Assistant, Candice Trapp