

# SUNRIVER SERVICE DISTRICT

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## MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, December 19, 2019

Fire Department Training Room

57475 Abbot Drive, Sunriver, OR 97707

- Call to Order:** Chair Bill Hepburn convened the meeting at 3:00 p.m.
- Roll Call:** Dir. Hepburn, Dir. Fister, Dir. Schmid, Dir. Dishaw, Dir. Burford, Dir. Ralston present. Dir. Stephens absent.
- 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 Hepburn welcomed new Director John Ralston to the Board and Director Ralston was sworn in.

### **Consent Agenda**

1. Motion to approve:
  - a) November 14, 2019 Regular Board meeting minutes.
  - b) SROA monthly invoice in the amount of \$15,309.68.
  - c) Invoice to SDIS for 2020 Liability Insurance coverage in the amount of \$47,024.
  - d) Invoice to HRA/VEBA for 2020 annual payment in the amount of \$60,000.

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

### **Old Business**

2. Dir. Fister discussed appointing an additional member of the Board to assist with the Strategic Plan process. Board members are encouraged to contact Dir. Fister if interested in volunteering.
3. Chief Moor shared Mackenzie Architecture has provided a sixty-eight-page final report. He and Chair Hepburn will meet to discuss the report after the holidays. Mackenzie has delivered requested work and ends this phase of the building analysis.

**3.5.** Chief Moor presented the Board with a modified staffing proposal which included two options looking for further direction. Option One: Three full time employees, \$342,981 for salary and \$23,812 for on-boarding cost for a total of \$366,793. Option Two: Two full time Floater Positions, \$228,648 for salary and \$15,758 for on-boarding cost for a total of \$244,406.00. The Board requested Chief Moor present a budget reflecting impact for each of proposed options.

#### **New Business**

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

##### **Deputy Fire Chief Moor-**

- Calls for service year-to-date, 607 (2018) and 577 (2019)
- Introduction to Lexipol.
- Meeting with Central Oregon Visitors Association.
- Chief Moor noted the fireworks for the Grand Illumination were a success.
- Chief Moor met with Homeowners regarding ladder fuels and home safety.
- Local IAFF 4262 Executive Board Meetings are scheduled bi-monthly.
- COFCA Meeting regarding radio communications.
- Chief Moor attended a volunteer appreciation breakfast hosted by SROA.
- Chief Moor attended the 911 Board Meeting.
- Chief Moor is finishing quarterly Training Reviews for Career Staff.
- SRFD completed Ice Rescue Training.
- Annual Reserve Competency Training completed.
- Deputy Chief Bjorvik held a preparation meeting for Central Oregon Wildfire School (COWS).
- SRFD assisted Care and Share with collection food donations.
- SRFD gave a station tour to Sunriver Pre-School.

##### **Police Chief Darling-**

- November 2019 calls for service, 47 (emergency) and 104 (non-emergency).
- The Police Department updated six Lexipol policies to reflect legislative changes for 2020.
- Chief Darling and Lt. Womer attended the Justice Reintegration Workshop hosted by DA Hummel.
- Chief Darling & Chief Moor met with Katie Johnson, of Visit Central Oregon, Regarding Emergency Preparedness.
- Officer Justin Ciampi received the Community Policing award for 2019. Officer Steve Lombardo received the Enforcement Officer of the year award for 2019.
- Officer Kaseweter is currently working with the Bend Police Department Criminal Investigative Unit.
- SRPD conducted the first community training event.
- Chief Darling attended an appreciation breakfast for volunteers hosted by SROA.
- Chief Darling, Lt. Womer, Sgt. Beaty and Officer Ciampi attended the No Shave November fundraiser in Bend. All proceeds were donated to further cancer research.
- SRPD assisted with the Resort's Wonderland Express Event.
- Citizen Patrol donated 52.25 hours in November.

##### **Administrator Baker-**

- Budget Preparations: Administrator Baker worked with Treasurer Schmid to prepare a budget calendar and instructions. Excel spreadsheets have been updated to include the year-end numbers from fiscal year 2018-2019.
- Cost of Living Increase: Administrator Baker said represented employees will receive a cost of living increase based on CPI next fiscal year 2020-2021. The increase will be a minimum of 1.5% and a maximum of 3%. Admin. Baker will have the CPI rate sometime in January.
- SB 479: 2019 Legislature passed SB 479 which requires employers to have a policy on discrimination, harassment, and retaliation. The District currently has policy in the handbook addressing all of these issues. The bill has a few additional requirements that need to be added to the current policies in the Employee Handbook. The amended handbook language is on the agenda to approve via Resolution 2019-009. This law goes into effect January 2020.
- SB 1049: 2019 Legislature passed SB 1049 on PERS reform. Administrator Baker briefed the Board on the negative impact of this bill to the District as they are now required to pay the District's portion of the PERS contribution for each retired PERS employee. The fiscal impact is approximately \$50,000 per year.
- Employee Handbook Update: The Board will need to address other language in the handbook on pregnancy protections passed by the legislature before June 2020. This will require the Board to move the Handbook review originally scheduled for October to April.
- Joint Meeting with County Commissioners: Administrator Baker and Chair Hepburn prepared the agenda for the annual joint meeting with the County Commissioners.
- SDAO Conference: Admin. Baker reserved two hotel rooms for the SDAO conference in Seaside, February 7<sup>th</sup> – 9<sup>th</sup> 2020.
- Orientation for Dir. Ralston: Administrator Baker met with Chair Hepburn and new Board member John Ralston for orientation and a Fire station tour.

5. Administrator Baker discussed Employee Handbook changes via Resolution 2019-009. Changes were discussed in the Administrator's report and action is required by the Board.

Dir. Fister moved to approve adoption of Resolution 2019-002 amending the Employee Handbook section on Equal Employment Opportunity Policy; seconded by Dir. Dishaw. Motion passed unanimously.

6. Chief Moor and Chief Darling discussed Verizon connectivity and public safety concerns. When the visitor population swells it negatively impacts MOT connectivity. Both Chiefs' are working to resolve the issue with cooperation from SROA.

7. Chief Moor and Chief Darling presented the Board with their 2019 year-end Performance Measures. Dir. Fister asked for more detail when acknowledging how each of the departments are responding to matters like health and wellness. He would also like to see thoughtful work on ways to enhance advertisement of community events. The Chiefs and Administrator Baker will present a comprehensive look at 2020 Performance Measures in January.
8. Administrator Baker discussed the need for Board approval on the 2020/2021 salary increase of non-represented employees to match the CPI increases provided to the represented employees.

Dir. Fister moved to approve the 2020/2021 salary increase for non-represented employees pending publication of the CPI rate; seconded by Dir. Dishaw. Motion passed unanimously.

9. Admin baker discussed additional cyber coverage as a follow-up to last year's recommendation for review by Ron Cutter, the Insurance agent with Brown and Brown. Admin. Baker provided the Board with information on two agencies, Coalition and Beasley. The District may consider contracting with either agency for an annual review of vulnerably. Admin. Baker and Dir. Fister will meet with SDIS to discuss details on additional coverage before reporting back to the Board in January.
10. Chair Hepburn discussed the draft District Policy change regarding conflicts of interest and ethics. The Board was provided with a copy of the proposed changes and will discuss it further in January.
11. Treasurer Schmid reported on Board guidance to departments for budget preparations, Budget Committee & Department Instructions, and the Budget Calendar. Treasurer Schmid recommended Materials & Services be held to 3%. Preliminary numbers for Capital Outlay will be available in February.
12. See above.
13. Chair Hepburn reported on the monthly Executive Advisory Committee meeting. Topics of discussion include the Joint Board of Commissioners/ SSD meeting agenda; Evacuation preparation; Fire staffing proposal; facility update discussion; Budget preparations; Performance Measures; Mackenzie's final report; and conflicts of interest.
14. Chair Hepburn announced the SDAO conference in Seaside, February 7<sup>th</sup> - 9<sup>th</sup> 2020. He encouraged new Board members to register along with any other directors who are interested in attending.
15. Treasurer Schmid presented the unaudited November 2019 monthly financials to the Board. The Police department is under budget by \$2,882, Fire was slightly over budget by \$2,873 for November but close to budget year-to-date, and non-department was under budget by \$4,506. Overall the District is better than budget on expenditures for the month by \$4,515, and \$371,000 year-to-date.

Dir. Dishaw moved to approve the November 2019 unaudited financials; seconded by Dir. Burford. Motion passed unanimously.

16. Dir. Fister discussed SROA's November meeting with the SSD Board highlighting three topics of discussion. The SROA Board has postponed a vote on the recycling center until March. They approved John Ralston by Resolution to SSD Position #6. SROA has approved their budget and a 3% increase in the maintenance fund.

**Other Business -**

- The next SSD regular Board meeting is January 16<sup>th</sup>, 2020. Agenda items include: adopting 2020 Department Performance Measures; First Draft of Department Annual Reports; Report on annual Police Complaints for 2019.

Motion to adjourn

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

SSD Chair, Bill Hepburn  
Office Assistant, Candice Trapp

APPROVED