

# SUNRIVER SERVICE DISTRICT

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## MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, February 13, 2020

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 via phone.
- SSD Staff:**
- SSD: Administrator Baker, Candice Trapp present
  - Fire: Chief Moor
  - Police: Chief Darling  
Lt. Womer
- SROA Staff:** Susan Berger, Sunriver Scene
- Public Input** None

### Consent Agenda

1. Motion to approve:
  - a) January 16, 2019 Regular Board meeting minutes.
  - b) SROA monthly invoice in the amount of \$17,458.36.

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

### Old Business

2. Dir. Fister stated he had nothing significant to report regarding the Strategic Plan process. He and facilitator, Scott Hayes hope to report on a new timeline next month.
3. Chief Moor presented proposed fee changes for the next fiscal year. He discussed desire for a single rate on transports in and outside of Sunriver instead of two different rates. There was discussion on standard rates within the region and cost recovery. Dir. Dishaw requested more details on the actual cost associated with ambulance transport. The Board will vote on the FY 2020-2021 Fee Schedule next month.
4. Both Chiefs presented their 2019 Annual Reports. There was discussion on distribution methods. Susan Berger will provide details in The Scene on how to access the reports online.

5. Chief Moor presented an updated hiring proposal including three options of adding one, two or three Firefighter/Paramedics. The Board discussed the financial impact of each option. There will be further discussion at the next Budget Committee Meeting including an outlook on five-year projections.

### **New Business**

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

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

- January 2020 (43) calls for service. Mutual Aid calls: (5) given, and (4) received.
- Chief Moor gave an update on emergency response times.
- Chief Moor met with Central Oregon Fire Chiefs regarding the new CAD (Computer Aided Dispatch) software.
- Evacuation meeting with both Chiefs and citizen Doug Hoscheck, to discuss his concerns and desire for a practice evacuation.
- Monthly update from Oregon State Fire Marshal's Office.
- Chief Moor met with Board member Dir. Dishaw, for Fire Department familiarization.
- SRFD continued Lexipol training.
- SRFD completed Elevator Training.
- SRFD completed Inclusion & Diversity Training.
- SRFD hosted a Pickle Ball Tournament and raised \$4,100 for the Stair Climb Fundraiser.
- SRFD completed Natural Gas Pipeline Training.
- SRFD sent two staff members to Salem for Hazardous Material Safety Officer training.

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

- January 2020 calls for service, 63 (emergency) and 131 (non-emergency).
- Chief Darling attended the annual SB 111 meeting on deadly use of force incidents for 2019 noting there were none in Sunriver.
- SRPD's budget has been submitted. Chief met with the Budget Committee on February 4<sup>th</sup>, 2020
- Chief Darling attended the SROA Covenants Meeting to discuss modifications to Rules and Regulations.
- Chief Darling attended Central Oregon Fire Operations Group (COFOG) regarding joint police and fire response to active threat calls.
- Chief Darling attended the ODOT Traffic Incident Management (TIM) quarterly meeting in Bend.
- Department members attended quarterly in-service training including, (Evolve Project, Subpoena's, New CAD System, K9 training, Mindfulness/ Sleep presentation).
- Police and Fire will be working with community stakeholders to conduct a tabletop evacuation training this spring. This will coincide with testing of the siren, Everbridge reverse 911 phone system as well as SR alerts mobile notifications and a voluntary evacuation by community members.
- Officer Chiampi attended a 40-hour negotiation training. The Central Oregon Emergency Response Team has offered to accept Ciampi onto the team in a support role to facilitate experience and mentoring.
- Officer Steve Lombardo has transitioned back from DCSO and Officer Ciampi transitioned to Bend Police Department's Criminal Investigative Unit.
- Citizen Patrol donated 108 hours in January.
- SRPD attended Sunriver Brewing's K9 Keg Pull.
- Lt. Womer presented to Rotary on the FBINA experience.

### **Administrator Baker-**

- CPI-U Rate: Administrator Baker shared the CPI-U, all cities, December 2018- December 2019 is 2.3%. This will be the wage increase for all employees both represented and non-represented.
- SDAO Conference: Administrator Baker made reservations for the SDAO conference including hotel rooms for Dir. Dishaw, Ralston, and Stephens.
- Legal Update: Administrator Baker prepared notes for the attorney representing the District on the lawsuit filed in Federal Court. The attorney, Ron Downs, is preparing a response which he expects to be filed in February. He will attend the executive session on February 13<sup>th</sup> to brief the Board.
- Budget: Administrator Baker collected police and fire budget documents, creating a full District 715 Operating Fund spreadsheet. The next budget meeting is scheduled on February 4<sup>th</sup>, documents have been sent to the committee.
- Health Insurance: Administrator Baker attended a conference call hosted by the District's insurance agent discussing the winter report. Concerns were expressed on the potential for significantly higher rates next year. The police and fire departments factored an 8% increase over this current year when they submitted their FY2020/21 budgets. An 8% increase in rates for a family will be \$2761.27/month per employee. Employee + spouse will be \$1944.87/month; employee + child will be \$1635.54/month; and employee only will be \$929.44/month. Preliminary FY20/21 budget for health insurance totals \$763,250. This will be adjusted as we get the actual rates. If you recall we discussed a MERP last year, where we raise the deductibles on our policy and self-insure the actual difference in what the employees actually use. The employees stay whole and we save money. This is a heads up, that the Board may want to consider this again before July 1st.

7. Chair Hepburn presented Resolution 2020-002 Establishing Signature Authority adding Dir. Ralston.

Dir. Fister moved to approve Resolution 2020-002 Establishing Signature Authority; seconded by Dir. Schmid. Motion passed unanimously.

8. Both Chiefs presented their Capital Requests for budget FY 2020-2021. Chief Darling shared the department obtained six in-car camera systems through the Oregon State Police at no cost. He is requesting \$5,860 for installation of the camera system in six patrol vehicles. Chief Moor discussed his capital requests which includes replacement of Holmatro Rescue System, replacement of the Holmatro Lift Bag System, a new Stryker Power Load, and Knox Box upfit for each apparatus. This was presented for discussion only; the Board will vote in April.
9. Both Chiefs and Chair Hepburn met with Doug Hoscheck to discuss his request for a practice evacuation. Plans for a table top evacuation were discussed, which would include the siren system, Sunriver Alerts, Everbridge, signs, and a voluntary practice evacuation. Both Chiefs noted the meeting was successful and the table top is scheduled to take place this spring. Chief

Moor noted the District's Public Information Officer (PIO) Jim Bennett, will begin highlighting Emergency Preparedness in his Scene articles beginning in March.

10. Dir. Ralston, Dir. Dishaw, and Dir. Stephens attended the SDAO Conference in Seaside on February 6<sup>th</sup>-9<sup>th</sup> and shared their experience with the Board. The Directors who attended stated they thought the speakers were excellent and the experience was very beneficial.
11. Treasurer Schmid discussed the unaudited January 2020 financials noting property tax collections were ahead of budget by \$12,056 for the month and \$172,000 Year-to-date. He said a variance of \$1,948 in ambulance charges for the month and noted it was due to the change of vendors for ambulance billing. The fire department was slightly over budget for the month but \$52,000 ahead of budget year-to-date. The Police department was also slightly over budget for the month and \$91,000 ahead year-to-date. The administrative department is close to budget for the month as well as year-to-date. The overage was attributed to the annual VEBA premium payment.  
  
Dir. Burford moved to approve the January 2020 unaudited financials; seconded by Dir. Ralston. Motion passed unanimously.
12. Dir. Fister reported on SROA's January Board meeting noting SROA has selected James Lewis as the new General Manager. Dir. Ralston shared he has worked with Mr. Lewis for over 20 years and commended SROA on selecting the best candidate. Dir. Fister also shared there was an issue with the gas cards that has since been fixed.

**Other Business -**

- The next SSD regular Board meeting is March 19, 2020. Agenda items includes approval of the Fee Schedule, first look at the proposed 2020/21 budget. Report on the SSD Chair & SROA President to hold quarterly meeting.

**Motion to adjourn into executive session**, pursuant to ORS. 192.660 (2)(h) to consult with our attorney regarding current litigation.

Dir. Dishaw moved to adjourn the meeting; seconded by Dir. Schmid. Meeting adjourned into executive session at 4:50pm.

SSD Chair, Bill Hepburn  
Office Assistant, Candice Trapp