

# SUNRIVER SERVICE DISTRICT

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## MINUTES OF BOARD REGULAR MEETING

2:30 p.m. Thursday, October 18, 2018

Fire Department Training Room

57475 Abbot Drive, Sunriver, OR 97707

- Call to Order:** Chair Ron Schmid convened the meeting at 2:30p.m.
- Roll Call:** Dir. Fister, Dir. Schmid, Dir. Johnson, Dir. Gocke present. Dir. Keller absent.
- SSD Staff:** SSD: Administrator Baker, Admin. Asst. Trapp  
Fire: Chief Tim Moor  
Police: Chief Cory Darling
- SROA Staff:** Susan Berger, Sunriver Scene
- Other:** Fire Captain Benjamin O'Keefe
- Public Input** None

Fire Captain Benjamin O'Keefe guided the board on a tour throughout the fire station to discuss the various deficiencies, see attached addendum.

The regular meeting was reconvened at 3:08p.m.

Swearing in of new board member, Mike Gocke.

### Consent Agenda

1. Motion to approve the September 13, 2018 Regular Board meeting minutes.
2. Motion to approve SROA monthly invoice in the amount of \$15,194.39.
3. Motion to approve PO for annual hose testing in the amount of \$6,089.00.

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

### Old Business

4. Chair Schmid and Administrator Baker met with Roy Palmer of SDAO to discuss the Strategic Plan. A work session is scheduled for 1p.m. on November 15<sup>th</sup> prior to the regular meeting.
5. Chair Schmid met with President Nelson from SROA to discuss and resolve any differences between both parties regarding the restated Management Agreement. Changes to language included SSD having input to SROA on desired skill sets in future directors and all director positions are now property owners. There are no positions requiring the directors to be an

elector in the district. The board was provided with a copy of Resolution 2018-024 Approving the Restated Management Agreement with Deschutes County.

Dir. Fister moved to approve and sign both the restated Management Agreement, and Resolution 2018-024; seconded by Dir. Hepburn. Motion passed unanimously.

### **New Business**

6. Chair Schmid called for the Chief and Administrator's monthly reports:

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

- Chief Moor and Chair Schmid attended a La Pine Fire District #1 board meeting.
- Leadership discussion and Auto-Aid agreement with La Pine Fire District.
- Meeting with Executive Board of Local 4262.
- 911 Regional radio field testing.
- SRFD participated in Project Ponderosa.
- Meeting with Citizens Patrol to discuss how CP can aid SRFD.

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

- SRPD welcomes Officer Ciampi to the team. He is currently going through orientation with the department before leaving for DPSST Academy in Salem.
- SRPD Officers attended the range.
- Officer T. Hughes attended a Homicide conference in Bend.
- Chief Darling, Sgt. Patnode, and Acting Sgt. Womer attended training instructed by Brian Willis- "Dare to be great" and "Pathways to Excellence"
- SRPD Officers attended "Lines for Life" training instructed by Mel Butterfield. This program was just implemented in Central Oregon focusing on crisis intervention for youth specifically, but is available for all ages.
- CP members Dennis Dishaw and Bill Philbrook attended Community Response Team Training.
- SRPD recovered a \$3800 and \$400 bike last week from a Bend pawn shop. The bikes were stolen from Sunriver during the summer. An arrest has been made.

#### **Administrator Baker-**

- Pay Equality Act: The law was enacted by legislature in 2017 and creates considerable obligations and areas of liability for Oregon employers. The District has started the process of evaluating job descriptions and pay scale. The remaining job descriptions will be on November's agenda and approved ahead of the January 1, 2019 deadline.
- Re-cap of Rules Meeting: Chief Darling provided a summary of the significant issues for the Police Department during the summer season. The Magistrate, Joe Zucker expressed concern for chronic offenders and owners regarding guests and the violation of rules. SROA is looking into water access and egress issues along the river bank in various locations.
- 2019 Meeting Schedule: The 2019 schedule was attached.
- Meeting with GM Palcic on Rules Agreement: Admin Baker met with GM Palcic to discuss the Rules Agreement. Language was agreed upon and there were no significant changes. The agreement will be on a three-year cycle for review. GM Palcic suggested reviewing the Bike Patrol agreement next as there may be some indication SROA will suspend financial support of the program after 2019.

7. The wage scale for Office Assistant and Administrative Assistant included eleven steps originally and has since been updated. The new wage scale offers top steps to the Administrative Assistant and the bottom half to the Office Assistant. The wage scale for Fire Public Information Support Officer was increased from \$250 to \$500 a month.

Dir. Hepburn moved to approve wage scales for Office Assistant, Administrative Assistant and Fire Public Information Support Officer; seconded by Dir. Gocke. Motion passed unanimously.

**Agenda items No.8, No.9, No.10, No.11, No.12, No.13; included in one motion.**

8. Dir. Fister moved to approve Resolution 2018-016 approving job description for Office Assistant, Resolution 2018-017 approving job description for Administrative Assistant, Resolution 2018-018 approving job description for Board Administrator, Resolution 2018-019 approving job description for Police Officer, Resolution 2018-020 approving job description for Bike Officer, Resolution 2018-021 approving job description for Fire Public Information Support Officer; seconded by Dir. Gocke. Motion passed unanimously.

14. Chief Darling announced the successful end to an internal hiring process for the position of Lieutenant. The position was offered to Officer Mike Womer. Chief requested the board approve implementation of the police department reorganization proposal which includes, Filling the Lieutenant position, adoption of the new Sergeant and Lieutenant pay scale, and freeze on salaries of current employees in the Sergeant rank until their salaries are equal to Step 2 of the Sergeant wage scale as it is adjusted.

Dir. Fister moved to approve police department reorganization implementation; seconded by Dir. Hepburn. Motion passed unanimously.

15. Administrator Baker discussed Resolution 2018-015 amending the Employee Handbook to allow compensatory time for non-represented employees and added Equal Pay Act language.

Dir. Hepburn moved to approve Resolution 2018-015 amending the Employee Handbook; seconded by Dir. Gocke. Motion passed unanimously.

16. Chair Schmid discussed Resolution 2018-023 approving the amended Rules Agreement with SROA. The agreement had minor updates to language and is on a three-year cycle including a 3% increase per year.

Dir. Fister moved to approve Resolution 2018-023 approving the amended Rules Agreement with SROA, including authorization for chair negotiate further if needed before signing; seconded by Dir. Hepburn. Motion passed unanimously.

17. Chair Schmid discussed participating on a task force addressing rental properties. There are approximately 6 major rental companies operating in Sunriver and they don't account for all the rentals offered. Remaining properties are rented online through various companies. This creates an issue regarding emergency planning. There is no way to obtain information from those renters in the event of an emergency. Preliminary ideas for a registry identifying the rental company and contact information of the renter has been discussed. Chair Schmid anticipates further discussion will take place.

18. Dir. Gocke discussed the recent on-site visit from auditors. Chair Schmid noted the auditors were complimentary of the District's process and staff. Final presentation of audit is scheduled for the November meeting.
19. Chair Schmid presented a 2019 Task Calendar suggesting the board review it in preparation for a vote at the November meeting.
20. Dir. Fister asked to table the discussion on appointing three members to the 2019 Budget Committee until the November meeting.
21. Beyond discussion on the Management agreement, Chair Schmid had nothing to report on from the quarterly meeting between SROA President and SSD Chair.
22. Dir. Gocke presented the board with September's unaudited financials stating that the District is doing well year-to-date.  
  
Dir. Hepburn moved to accept the September 2018 unaudited financials; seconded by Dir. Fister. Motion passed unanimously.
23. Dir. Fister reviewed SROA's September meeting noting the Abbot/ Beaver traffic circle project was on track for phase one. The modifications made on timing of the lights has helped move traffic efficiently. Additional discussion was held on management of patrons attending large ticketed events within Sunriver.
24. Chief Moor discussed the process for granting sole source to Lifeline for the ambulance refurbishment. The board will hold a special meeting to approve before November 10th.

#### **Other Business**

November 15<sup>th</sup> Meeting Agenda items:

- Work Session on the Strategic Plan at 1:00p.m prior to the regular meeting; presentation of annual audit; approve remaining job descriptions; develop agenda for annual joint meeting with County Commissioners.
- Board of Commissioners work session on the Management Agreement is set for October 31<sup>st</sup>, 2018.
- Annual meeting with County Board of Commissioners, Tuesday December 11<sup>th</sup>, 2018 at 8am. Location TBD.

Motion to adjourn

Dir. Fister moved to adjourn the meeting; seconded by Dir. Hepburn. Meeting adjourned at 4:39pm.

SSD Chair, Ron Schmid  
Administrative Assistant, Candice Trapp

# ADDENDUM

To: SSD Managing Board

Date: October 18, 2018

From: Tim Moor, Fire Chief

Subject: Board Fire Station Tour Deficiency List

The current Sunriver Fire & Rescue fire station was built in 1995 to serve a full-time crew of two personnel. Today the station provides for up to eight crew members working a 48-96 shift schedule. The administration portion of the fire station includes the Fire Chief, Deputy Chief, Captain, Board Administrator, and two administrative assistants. The Board administrator and one administrative assistant's office is utilizing what was the fire/EMS training library. With the growth in personnel and the need for space there are several areas of the station that are not compliant with current state and federal requirements.

## **Current Deficiencies:**

- The current electrical room is functioning as a storage room and the current electrical panel is functioning at capacity.
- The administrative office shares space with the copy machine and mission critical radio equipment.
- Several ADA compliance issues, including access to administrative offices, training room, and restrooms.
- The kitchen does not meet the needs for the larger crew.
- The current station does not provide a utility/laundry room for firefighters to clean their uniforms and station towels. The washer and dryer are currently in the hallway next to the kitchen.
- Inadequate locker room space and does not meet gender requirements
- Improper storage in the HVAC room.
- Improper storage of Bio-Hazards due to lack of appropriate storage.
- Office space in the mezzanine of the apparatus room, with no HVAC or protection from exhaust gases.
- Storage for turn-out gear is inadequate and does not meet legal storage requirements.
- Lack of decontamination area to clean medical equipment.
- The SCBA filling station is located in the apparatus bay and exposed to exhaust gases (improper ventilation)
- The apparatus bays do not meet OSHA access requirements
- The apparatus bays are not large enough to accommodate all of Sunriver Fires equipment and apparatus.
- Air compressor is located in the mezzanine area, currently being used for administrative functions.
- Lack of separation from apparatus room to living quarters.