

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, November 15, 2018

Fire Department Training Room

57475 Abbot Drive, Sunriver, OR 97707

- Call to Order:** Chair Ron Schmid convened the meeting at 3:00p.m.
- Roll Call:** Dir. Fister, Dir. Schmid, Dir. Hepburn, Dir. Gocke present. Dir. Keller via phone.
- SSD Staff:** SSD: Administrator Baker, Admin. Asst. Trapp
Fire: Chief Tim Moor
Police: Chief Cory Darling
- SROA Staff:** Susan Berger, Sunriver Scene
Joe Healy, SROA Controller
- Other:** Ryan Rasmussen, Firefighter Engineer
JJ Johnston, Firefighter Paramedic
- Public Input** None

Presentation of the Annual Audit by Lealan Miller was given prior to the Consent Agenda. Chair Schmid introduced Lealan Miller of Eid Bailly before he presented the Annual Audit. The District has an unassigned balance of 4.8 million, enough to cover one-year of expenses based on current balances. No breakdown in internal controls and no compliance issues were reported to the State Auditor's Office. The Auditors are happy to report there are no adjustments or findings that need to be communicated.

Consent Agenda

1. Motion to approve the October 18, 2018 Regular Board meeting minutes.
2. Motion to approve SROA monthly invoice in the amount of \$20,818.94.
3. Motion to approve invoice for auditing services to Eid Bailly in the amount of \$5,700.00

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

Old Business

5. Chair Schmid announced that William Philbrook and Bette Butler are recommended to serve on the Budget Committee. Both have financial backgrounds and are willing to assist in the budgeting process.

Dir. Keller moved to appoint William Philbrook and Bette Butler to the 2019 Budget Committee; Seconded by Dir. Fister.

During discussion it was pointed out that Dir. Gocke needed to be voted on as a member as well. Dir. Fister moved to amend the motion to include Mike Gocke as a member on the Budget Committee; seconded by Dir. Keller. The amended motion passed unanimously.

The original motion was then voted on and passed unanimously.

6. Chair Schmid presented the 2019 Task Calendar last meeting for the Board to review before approving it.

Dir. Hepburn moved to approve the 2019 Task Calendar; seconded by Dir. Keller. Motion passed unanimously.

New Business

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

Fire Chief Moor-

- Chief Moor noted there was nothing to highlight in calls for service.
- Mutual Aid calls for service include- 2 EMS for Bend and 1 EMS & Fire for LaPine.
- SRFD declined a request for deployment to California based on staffing. A pre-determined crew has been assembled and is now ready if called.
- SRFD participated in Project Ponderosa.
- Chief Moor announced Ryan Rasmussen Firefighter/Engineer and Union President, is now Chair of the Safety Committee.
- The Radio system has been working without any problems.
- Meeting with Everbridge team to discuss Evacuation Communications.
- Rehab team established to offer support to the department.
- JJ Johnston Firefighter Paramedic, will lead First Net testing.
- Chief gave recognition to staff after receiving positive comments from the community. He established a new system acknowledging positive feedback by awarding Starbucks gift cards.

Police Chief Darling-

- Congratulations to Mike Womer on becoming SRPD's new Lieutenant.
- Congratulations to previous SRPD intern and Bike Patrol Officer Taylor Ross. Taylor has received a tentative job offer for SRPD Patrol Officer, pending a background investigation. Taylor is currently a Corrections Officer with Marion County Jail.
- Congratulations to Officer Tiffany Hughes who is the new Union President.
- Officer Caimpi is off to DPSST Academy, he is expected to graduate in March.
- Chief Darling and Lt. Womer attended "Resilience in Policing" at Bend PD, Instructed by Stephanie Conn PhD.
- Lt. Womer attended Valor Training at Washington Co So.
- SRPD personnel and their families attended the swearing in of Lt. Womer and Officer Ciampi on October 25, 2018.
- SRPD attended the Health and Safety Fair sponsored by SROA.
- SRPD and Citizens Patrol attended Spooktacular in the Village Mall, handing out candy to trick-or-treaters. Chief thanked Citizens Patrol for purchasing the candy.
- Citizen Patrol received a client for Project Lifesaver.

Administrator Baker-

- SAIF Dividend: The District will receive a dividend from SAIF worker's comp in the amount of \$23,724.

- 2019/21 PERS rates: The District has 9 police & fire employees in Tier2, one general service in Tier 2, 12 employees in OPSRP, and three retired PERS employees. The combined rate for all employees is 24.70% of payroll, last year it was 20.69%. This is a 19.4% increase over last year's rates. The projected rates were used in the five-year forecast created last spring. With the small reduction in actual rates, the forecast will be slightly improved in the PERS calculation.
- Meeting with Deschutes County on Management Agreement: Chair Schmid and Admin Baker attended the work-session at Deschutes County regarding the Management Agreement. The Commissioners voted to approve the restated Management Agreement. It was requested that SROA start the vetting process to select two candidates for the new board positions, hopefully approving them at the SROA December meeting. Successful candidates will be forwarded to the County Commissioners for appointment.
- SROA's Infrastructure Amenities Master Plan (IAMP): A task force has been selected and provided with a scope of work. A request to GM Palcic for our department's involvement in discussion where applicable was made, he was receptive to our assistance.
- Annual Inventory: Annual Inventory has begun for all departments. SDIS offers up to a 10% discount to districts who have complied with Best Practices. We have earned the full 10% for 2019. There will be approximately a 6% increase next year due to nationwide secondary insurance market.
- Fire Training Site Lease: Admin Baker connected with Steve Runner regarding the impact to our training facility lease with the sale of utility. The property at Lake Penhollow is part of the sale and Sunriver Environmental LLP will continue to hold the lease, only ownership of the utility will change. The District will connect with the new owners once the sale has closed.
- Save the date: SDAO Annual Conference will be in Sunriver, February 7-10, 2019. Course details and schedules will be available in December.

8. Motion to approve Resolution 2018-025 approving job description for Firefighter/ Paramedic.
9. Motion to approve Resolution 2018-026 approving job description for Fire Engineer/ Paramedic.
10. Motion to approve Resolution 2018-027 approving job description for Fire Captain.

After discussion, Dir. Fister moved to approve Resolution 2018-025 approving job description for Firefighter/Paramedic, Resolution 2018-026 approving job description for Fire Engineer/Paramedic, Resolution 2018-027 approving job description for Fire Captain; seconded by Dir. Keller. Motion passed unanimously.

It was then determined the new job descriptions had not been previously reviewed by the Union, Dir. Fister withdrew his motion. Chair Schmid tabled the discussion until next meeting.

11. Dir. Gocke presented the October unaudited financials noting the district's budget vs. actual is healthy. October is one of eleven months the district operates between \$270-300,000 cash flow negative. For the month of October revenue in the amount of \$50,725 was collected and \$329,842 was expensed leaving a cash flow negative balance of \$279,117. The District will receive tax revenue from the County in November.

Dir. Hepburn moved to accept the October 2018 unaudited financials; seconded by Dir. Keller. Motion passed unanimously.

12. Chair Schmid presented the Board with an agenda from the last two breakfast meetings with the Deschutes County Commissioners. Discussion on developing this year's agenda included; Wildfire response, explanation of entities inside Sunriver, and some finances. Chair Schmid and Admin Baker will collaborate and draft an agenda.
13. Dir. Fister gave an update on SROA's October 2018 meeting. The IAMP task force had enough money remaining from a Ladder Fuels project to fund the removal of bitter brush from additional side roads using a Brush Hog. SROA is happy to announce there are only 28 shake roofs remaining in Sunriver, a significant reduction. Dir. Fister also discussed having a conversation with GM Palcic about the Administrative Campus. If future plans require home owner vote for a property swap, it could potentially occur in 2020.

Other Business

December 13th Meeting Agenda items:

- Annual Report on Police and Fire performance measures
- Tour of the Police Station

Motion to adjourn

Dir. Fister moved to adjourn the meeting; seconded by Dir. Hepburn. Meeting adjourned at 4:20pm.

SSD Chair, Ron Schmid
Administrative Assistant, Candice Trapp