

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Wednesday, April 17, 2019

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. Schmid, Dir. Fister, Dir. Dishaw, Dir. Hepburn, Dir. Huseonica present.
Dir. Keller present via phone. Dir. Gocke absent
- SSD Staff:** SSD: Administrator Baker
Fire: Chief Tim Moor
Police: Chief Cory Darling
- SROA Staff:** Susan Berger, Sunriver Scene
Joe Healey, SROA Controller
- Other:** Pat Hensley
Bette Butler, Budget Committee member
- Public Input** None

Consent Agenda

1. Motion to approve the March 14, 2019 regular board meeting minutes.
2. Motion to approve SROA monthly invoice in the amount of \$14,159.38.
3. Motion to approve invoice for budgeted upfit for first police vehicle in the amount of \$8,582.21.
4. Motion to approve the annual 9-1-1 invoice in the amount of \$22,886.45.
5. Motion to approve invoice to Peck, Rubanoff & Hatfield for legal services in the amount of \$6,268.45.

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

Old Business

6. Chief Moor gave an update on the Building Needs Assessment. After contacting three firms in early March, Mackenzie and Pinnacle responded with a request for proposal. Mackenzie submitted a proposal in the amount of \$7,000 and Pinnacle's was \$ 6,180. Mackenzie Architects successfully designed the SHARC and has been selected to design the North Pool in Sunriver. Dir. Keller noted Mackenzie has extensive history working with public service agencies. Chief Moor recommended the board award the Needs Assessment to Mackenzie.

Dir. Dishaw moved to approve the award to Mackenzie for a Needs Assessment in the amount of \$7,000; seconded by Dir. Fister. Motion passed unanimously.

7. Chair Schmid presented a final draft of the 2019/20 Budget. There was discussion about the need to add an additional vehicle to the police fleet. The request for a new vehicle in police capital outlay would do that. The Board decided to leave the vehicle in the budget but wanted to evaluate it further before approving the purchase. The final draft presented by the Budget Committee was accepted with no suggested changes. The budget will be submitted to Deschutes County by May 1, 2019.

Dir. Fister moved to approve the Final Draft of 2019/20 Budget; seconded by Dir. Dishaw. Motion passed unanimously.

8. Dir. Schmid presented a preliminary draft of the Budget Narrative. He and Dir. Gocke will work with Administrator Baker to polish and prepare the final draft.

New Business

9. Chair Schmid called for the Chiefs and Administrator's monthly reports:

Fire Chief Moor-

- March calls for service increased, 32 (2018) and 48 (2019).
- SRFD responded to (6) mutual aid calls and requested (3).
- Chief Moor held meetings with Emergency Preparedness partners.
- The Knox Box program has been well received by the community.
- The Insurance Service Office will re-evaluate the departments ISO rating on June 19th.
- Chief Moor has been appointed to the Governor's Wildland Fire Counsel. The Counsel focuses on prevention, suppression, and life after a wildland fire.
- The new Ambulance is in service.
- The water tender is currently going through the in-service training process.
- SRFD continues to provide commercial inspections. OSFM has completed inspections on the Village. Chief noted the Village has been very responsive.
- Bill Phillbrook will lead the Fire Response Support Team.
- SRFD has been engaging with the community to discuss Emergency Preparedness Plans.

Police Chief Darling-

- February 2019 calls for service, 33 (emergency) and 73 (non-emergency).
- SRPD is in the process of conducting seven background checks for seasonal bike patrol applicants.
- Sgt. Beaty is a proud grandfather to Teigen James Beaty, born on 3/13/19.
- Chief Darling and Chief Moor met with Tim McGinnis of ODOT and Sgt. Garibay to discuss emergency management and evacuation.
- Both Chiefs also met with Tom O'Shea in regard to Emergency Preparedness and Evacuation.
- SRFD and SRPD will be working with SROA to explore the potential of contracting with a consultant to evaluate our Emergency Preparedness and Evacuation Plan.
- Taylor Ross graduated from DPSST Police Academy on April 12, 2019.
- The next Collective Bargaining Agreement negotiation meeting is scheduled to take place on May 17th.
- Lt. Mike Womer is attending the FBI National Academy in Quantico, VA
- Dana Whitehurst attended FBI IBR Training.
- The Everbridge Alert System is live. Text SRALERTS to 888777 for emergency notifications.

- The Emergency Web Site is up and running. www.SunriverEmergencyinfo.com
- Citizen Patrol donated 135.5 hours during the month of March.
- SRPD participated in the local Job Fair on March 27, 2019
- SRPD has been engaged with the community offering Emergency Preparedness Presentations.

Administrator Baker-

- District Policy Update: The District Policies are in need of updating. Administrator Baker quickly discovered the project was extensive and the update process was better suited for a Board Committee with her assistance. Suggested revisions can be brought back to the full Board. Many policies are original to the creation of the District in 2002. There is no Reserve Policy and the Budget Committee has suggested adding one.
- Special Districts Insurance Services (SDIS): Has agreed to provide coverage for the Writ filed in Deschutes County Court by Sgt. Patnode. They have agreed to cover this claim and also approved Peck, Rubanoff & Hatfield as our preferred firm. A portion of the invoice listed on the consent agenda will be reimbursed by SDIS in the amount of \$4,847.25. The remainder of the invoice are not related to this claim.
- Budget Process Update: Administrator Baker worked with the Chief's and the Budget Committee to produce the budget being presented at this meeting. The narrative attached, will accompany the budget when submitted to the County. Admin Baker recommended the Board review the narrative and submit changes by 4/29/19.
- 2019/20 Health Insurance Rates: The 2019/20 Health insurance rates attached, reflect a 5% increase from this current year. Initially rates were projected to be 11.7. The opinion is a 5% increase can be absorbed this year. Other options such as setting up a Medical Expense Reimbursement Plan can be considered in future years.
- Worker's Comp: Admin Baker met with our insurance agent about the upcoming Worker's Comp calculations. Our MOD is slightly increased which will have a small impact on the rates. Two factors that could significantly impact the rates in the future are, one a proposal by the Governor to divert some of the reserves of SAIF to partially offset the PERS unfunded liability. The other is proposed legislation to consider PTSD a presumptive condition of emergency responders who would file Worker's Comp claims.

10. Chair Schmid met with SROA President Bob Nelson for a quarterly meeting. They discussed the Agenda for a joint SSD/SROA meeting scheduled on April 19, 2019. Chair Schmid said he would share the details of their conversation later in the meeting.
11. Chief Moor discussed Sunriver's ambulance billing rates. Currently ambulance billing is completed by Springfield Fire Department. The rates are increasing from thirty-seven per file, to fifty-seven. Chief Moor presented a preliminary proposal to the Board for a change of billing services to Systems Design. Systems Design is highly recommended and carry extensive knowledge of the current laws state-by-state. Currently, our collection rate is between 41-42%. System Design has a collection rate of approximately 89%. The potential for an increased collection rate could bring the department an additional \$80-100,000 in revenue. Chief Moor will present a formal proposal at next months meeting.
12. Admin Baker discussed the need for a Board Committee to review and update District policies in her administrative report. Chair Schmid stated that he would take responsibility of organizing a committee.

13. Chief Darling acknowledged SROA's contribution on the Emergency Preparedness Presentation. The Board was provided with an outline of presentation dates scheduled for various stakeholders within the community. Tom O'Shea is working with Chief Darling to discuss public education for the transient population.
14. The Joint SSD/SROA meeting is scheduled to take place at the SHARC on April 19, 2019 at 9:00am. Discussion topics on the agenda include a report given by the Chief's, SSD Financial report, USFS Mt. Bike Trail update, Abbot/Beaver update, Harper Bridge update, Emergency Operations Plan update, and an Admin Campus/Public Safety Facilities update.
15. Chair Schmid presented the March 2019 unaudited financials for Treasurer Gocke. The District's revenue is up \$16,734 for the month and \$179,000 year-to-date. The police department is over budget in March by \$10,114 due to being fully staffed, but \$23,000 ahead of budget year-to-date. The fire department was ahead of budget in March by \$9,087, and ahead \$70,000 year-to-date. The District is \$296,000 ahead of budget year-to-date. Chair Schmid believes the current budget along with the number of contingencies will absorb the increases projected in the 2019/20 budget. He states the District is in good shape fiscally.

Dir. Fister moved to accept the March 2019 unaudited financials; seconded by Dir. Keller. Motion passed unanimously.
16. Dir. Fister noted there was nothing relevant to the District discussed at SROA's March meeting.

Other Business

SSD Regular Board Meeting is May 16, 2019. Agenda items include an update of the five-year financial forecast, review of 2019/20 Health Insurance Rates, and Chief Moor's recommendation on Ambulance Service Billing.

Motion to adjourn

Dir. Dishaw moved to adjourn the meeting; seconded by Dir. Huseonica. Meeting adjourned at 4:38pm.

SSD Chair, Ron Schmid
Office Assistant, Candice Trapp