

# SUNRIVER SERVICE DISTRICT

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## MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, February 14, 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. Gocke, Dir. Dishaw present. Dir. Keller via phone. Dir. Hepburn, Dir. Huseonica absent.
- SSD Staff:**
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|---------|--|
| SSD:    | Administrator Baker, Office. Asst. Trapp |
| Fire:   | Chief Tim Moor                           |
| Police: | Chief Cory Darling                       |
- SROA Staff:** Susan Berger, Sunriver Scene
- Other:** Fire Captain, Sphatt  
Firefighter-Engineer, Ryan Rasmussen  
Firefighter-Paramedic, JJ Johnston  
Police Lieutenant, Mike Womer  
Police Sergeant, Patnode
- Public Input** None

Dennis Dishaw was sworn in as a new director.

### **Consent Agenda**

1. Motion to approve the January 17, 2019 Regular Board meeting minutes.
2. Motion to approve SROA monthly invoice in the amount of \$15,087.87.
  - 2a. Motion to approve PO to Lifeline Emergency Vehicles for Ambulance re-mount in the amount of \$173,988, budgeted item.

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

### **Old Business**

3. Administrator Baker provided a redlined copy of the Bylaws for board review last month in preparation for discussion today. The Board suggested minor changes before proceeding with the amendment process.

4. After discussing the suggested changes, Chair Schmid presented Resolution 2019-001 Amending the Bylaws.

Dir. Fister moved to approve Resolution 2019-001 Amending the Bylaws with the discussed changes; seconded by Dir. Dishaw. Motion passed unanimously.

5. Administrator Baker provided a redlined copy of Board Policy 3, Chapter 11: Financial Management & Investments for board review. The Board discussed adding language allowing department Chiefs to make purchases exceeding the current \$5,000 limit if an EOC has been activated. The Chiefs may authorize without Board members present until the Board can come together to finalize and approve all expenditures. Additional minor changes were discussed.

6. Chair Schmid presented Resolution 2019-002 Amending Policy 3, Chapter 11: Financial Management & Investments.

Dir. Fister moved to approve Resolution 2019-002 Amending Policy 3, Chapter 11: Financial Management & Investments subject to the discussed changes, seconded by Dir. Dishaw. Motion passed unanimously.

7. Chair Schmid discussed the Strategic Plan process. After meeting with Scott Hayes, the Board is considering engaging Mr. Hayes for assistance with the Strategic Plan Process as a facilitator. Mr. Hayes has been asked to draft plans outlining a survey system. Chair Schmid will have more details to report next month.

### **New Business**

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

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

- January calls for service increased 40 (2018) and 50 (2019).
- Beginning the Administrative and Operations policy review process.
- Chief announced a successful joint meeting hosted by SRFD for Oregon State Fire Chiefs and Oregon State Fire Marshalls.
- Chief plans to present 911 BIT report data next month.
- Training Program under review.
- Emergency Operations Center Training.
- Residents respond favorably to the Knox Box Program with approximately 20 requests for installation since an article was featured in The Scene.

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

- January 2019 calls for service 58 (emergency) and 114 (non-emergency).
- Chief Darling and Lt. Womer attended the Fallen Badge Foundation banquet and fundraiser in Portland. The foundation raised \$50,000.
- The new Police Cars have been marked and are currently in Salem for upfit.
- Officer Sosa attended the Central Oregon Investigators Meeting/Training
- Officer Lombardo successfully completed Crisis Intervention Training (40 hours).
- Sgt. Beaty attended Executive Law Enforcement Training seminars in Seaside.
- Sgt. Beaty & Officer Gulbransen took most of the wind and snowstorm calls for SRPD. The department was still checking houses for damage a week later.
- Chief thanked SROA and Public Works for their response in the aftermath of the storm. He met with Hugh and Keith to refine collaboration and communication.

- SRFD/SRPD will be kicking off the newly updated Emergency Preparedness Program at the Home Expo April 9<sup>th</sup> at the SHARC.
- Citizens Patrol donated 138.5 hours during the month of January.

**Administrator Baker-**

- SDAO Conference Update: Dennis Dishaw completed new board member training. Admin Baker and Dir. Hepburn attended the conference, Chief Moor was able to attend segments. Cyber Security was the keynote topic. Cybercrime is the most prolific and has an international scope. Current targets are Administration and HR. The Board discussed exposure last fall and determined that coverage was adequate. The majority of the District's sensitive data is managed and retained by others. Training and awareness is suggested for all employees. An outline of additional coverage and cost has been attached. The Board may re-visit amount of coverage or continue with existing coverage. Additional coverage ranges from \$2,500 to \$3,500 annually.
- Chief/District Meeting: Since the beginning of Chief Darling & Chief Moor's tenure, Admin Baker, the Chair, and the Vice-Chair have been meeting monthly. The meetings started as orientation and have continued as they have settled into the District. The meetings include discussion on important matters within each department.
- Budget Meeting: A meeting is scheduled for February 22, 2019. The first draft of the budget will be presented to the Board at next months meeting.
- Building Needs Assessment: Both Chiefs have contacts for a building needs assessment and will update the Board at next months meeting.
- New SSD Board Boxes: Due to lack of space for SSD Board boxes at SROA, we will be moving them to the Fire Station in March.

9. Chair Schmid and Lt. Womer attended a work session at Deschutes County regarding Harper Bridge. Schmid shared the meeting was well attended by a variety of stakeholders. The issues presented are the result of insufficient parking and concerns for safety of the popular spot. Sheriff Nelson has committed to enforcing violations at the bridge and roadway as the County moves forward with further discussion for improvements.
10. Both Chiefs presented the Board with a copy of their department's fleet inventory analysis. Dir. Dishaw noted the police pickup has issues including rust. He asked if there were finances budgeted for paint, Chief Darling said there were no funds allocated for paint at this time. Chair Schmid requested more details on the ladder truck from Chief Moor. Chief talked about the potential for various uses in our community including mutual aid. He also believes having the ladder truck gives the fire department a more favorable ISO rating which potentially impacts home owner's insurance rates. Chair Schmid requested Chief Moor look into the potential impact in ISO ratings without the ladder truck and present the data for discussion at the March meeting.
11. Dir. Gocke lead discussion on updating the Reserve Study. The last Reserve Study was completed two years ago in 2016/17. The Board was presented with two options, the first would include updating software completed by Dir. Gocke and Joe Healy followed by a review at a minimal cost. The second option would include contracting with SROA in 2020 to split the costs associated with an on-site analysis. After discussion, the Board decided there was no urgency to complete the analysis at this time. If the District desires to complete an on-site analysis in 2020 splitting the cost with SROA, it must be clear the District's report is separate from SROA's.

12. Chair Schmid announced he will meet with President Nelson next month to discuss agenda items for the joint meeting in April. Dir. Hepburn served the remainder of Dir. Johnson's term therefore his term expires at the end of August. Chair Schmid recommended Dir. Hepburn be reappointed and serve another term. Dir. Keller's term will also expire at the end of August. The nominating process for Dir. Keller's position will begin soon.
  
13. Chair Schmid presented a copy of Resolution 2019-003, Establishing signature authority.  
  
Dir. Keller moved to approve Resolution 2019-003 establishing signature authority; seconded by Dir. Gocke. Motion passed unanimously.
  
14. Chief Moor presented the Board with Resolution 2019-004, modification to the Fee Schedule with the changes attached.  
  
Dir. Gocke moved to approve Resolution 2019-004 modifying the Fee Schedule; seconded by Dir. Fister. Motion passed unanimously.
  
15. Both department Chiefs submitted their 2018 Annual Report for review. The Board was very pleased with the quality of this year's reports.  
  
Dir. Fister moved to approve the Police and Fire Annual Reports; seconded by Dir. Dishaw. Motion passed unanimously.
  
16. Dir. Gocke presented the January 2019 unaudited financials. The District typically sees a large deficit in January due to the timing of multiple benefit payments. A deficit of \$356,000 in January is the result of payments to PERS, health, dental, and liability insurance. The District has positive variances year-to-date overall leaving no cause for concern.  
  
Dir. Gocke moved to accept the January 2019 unaudited financials; seconded by Dir. Fister. Motion passed unanimously.
  
17. Dir. Fister updated the Board on highlights from SROA's January meeting. SROA thanked SSD for a successful collaboration in response to the windstorm. The Abbot/Beaver project will move forward using remaining funds to add a tunnel under Abbot Drive. The rerouting of utilities also fits within the approved budget including contingencies.

#### **Other Business**

SSD Regular Board Meeting is March 14, 2019. Agenda items include first draft of the 2019/20 budget, Building needs consultant/next steps, and additional policy review.

Motion to adjourn

Dir. Fister moved to adjourn the meeting; seconded by Dir. Dishaw. Meeting adjourned at 4:50pm.

SSD Chair, Ron Schmid  
Office Assistant, Candice Trapp

Approved