

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, November 14, 2019

Fire Department Training Room

57475 Abbot Drive, Sunriver, OR 97707

- Call to Order:** Chair Bill Hepburn convened the meeting at 2:57p.m.
- Roll Call:** Dir. Schmid, Dir. Dishaw, Dir. Hepburn present. Dir. Stephens, Dir. Burford, Dir. Fister via phone.
- SSD Staff:**
- | | | |
|---------|------------------------------------|----------------|
| SSD: | Administrator Baker, Candice Trapp | |
| Fire: | Chief Moor | Charles Liefer |
| | Captain Jeffcott | Nic Newcomb |
| | Captain O'Keefe | Ethan Axton |
| | JJ Johnston | Chase Seamons |
| | Ryan Rasmussen | |
| Police: | Chief Darling | |
| | Lt. Womer | |
| | Officer Lombardo | |
- SROA Staff:** Susan Berger, Sunriver Scene
- Other:** None
- Public Input** None

Chair Hepburn welcomed Leland Miller from Eide Bailly. Mr. Miller discussed the District's 2018/2019 audit report. He stated the financial statements are clean and correct. He also noted the District has a strong fund balance of \$480,000. Mr. Leland thanked the Joe Healy and the District for their organization throughout the audit process.

Consent Agenda

1. Motion to approve the October 17, 2019 regular board meeting minutes.
2. Motion to approve SROA monthly invoice in the amount of \$16,359.75.
3. Motion to approve COLES/CODE invoice in the amount of \$11,410.67.
4. Motion to approve PO to Oregon Health Authority in the amount of \$6,333.60 for state match of GEMT.
 - 4.a. Motion to approve invoice for \$7,000 to Eide Bailly for the audit.

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

Old Business

5. Chair Hepburn would like to postpone further discussion on next steps for the Public Safety Building until February due to the retirement of SROA's General Manager Hugh Palcic, and the installation of new Board member John Ralston. Mr. Ralston is an Architect and has experience with Public Safety facilities. Deferred discussion will allow the new General Manager and Mr. Ralston an opportunity to acclimate.
6. Chief Moor called on Firefighter Paramedic JJ Johnston to give a presentation on staffing. Chief Moor then presented the Board with an administrative proposal outlining his request for additional staff.
7. Administrator Baker discussed Resolution 2019-008 adopting Board Policy changes.

Dir. Dishaw moved to approve Resolution 2019-008 adopting Board Policy changes; seconded by Dir. Burford. Motion passed unanimously.

New Business

8. Chair Hepburn called for the Chiefs and Administrator's monthly reports:

Deputy Fire Chief Moor-

- October calls for service, 28 (2018) and 39 (2019).
- Meeting with SROA to discuss renovations on the North Pool regarding access.
- Chief Moor & Chief Darling met with Representative Jack Zika and Oregon Department of Forestry as a follow up after the Town Hall held in October.
- Chief Moor attended the Central Oregon Fire Chiefs meeting.
- SRFD is in the process of transitioning to Lexipol.
- GEMT update.
- Fireworks will be part of the Grand Illumination with Fire Department personnel on site.
- SRFD participated in Live Fire training with Redmond Fire and DPSST.
- SRFD completed Confined Space Training with Bend Fire.
- Case Reviews with the Physician Advisor.
- Rescue tool demonstrations.
- Annual Reserve Competency Training.
- SRFD participated in Halloween at the Village.
- SRFD Attended the Health Fair hosted by SROA.

Police Chief Darling-

- October 2019 calls for service, 59 (emergency) and 114 (non-emergency).
- Officer Emma Paranto was sworn in on November 5th. She will be in orientation during the month of November and will go on to the Police Academy December 8th with an anticipated graduation date of April 10, 2020.
- SRPD and SRFD participated in the Town Hall event sponsored by Rep. Jack Zika on October 30th.
- SRPD assisted with security of the American Idol filming at the Resort on November 7th and 8th.
- Officer Sosa is currently working with the Deschutes County Sheriff's Office Criminal Investigative Unit. He has assisted with a search warrant and is working a sexual abuse case.
- Lt. Womer who is also Vice President of the FBI National Academy Oregon Chapter, attended the Southern Oregon FBI luncheon in Central Point.

- Lt. Womer and Chief Darling participated in a webinar related to Internal Affairs Investigations by the Daigle Law Group.
- Chief Darling instructed and facilitated the 40-hour Crisis Intervention Training Nov. 4-8th. Officers Ciampi and Ross also attended.
- SRPD will host their first community training event on Wednesday, December 11th from 5:00 – 7:00 p.m. The training will be Emergency Vehicle Operations (EVO) and winter driving tips.
- SRPD and Citizen Patrol assisted with the Safety Fair hosted by SROA.
- SRPD and Citizen Patrol assisted the Village on Halloween.
- Citizen Patrol donated 138 hours in October.

Administrator Baker-

- Task Calendar: The 2020 Task Calendar has been prepared and is ready for approval. The Board will vote later in this meeting.
- Rules Meeting Update: Administrator Baker and Chief Darling met with Assistant GM Kessar to follow up and discuss action items from the rules meeting. Nuisance ordinance and rental property registration was addressed. SROA will need to take the lead on registration of rental properties.
- Liability Insurance SDIS: Administrator Baker submitted all required paperwork for Liability Insurance through SDIS (Special Districts Insurance Services, part of the Special Districts Association of Oregon). The invoice should be ready for approval at December's meeting.
- Update on the Writ: The Writ filed by former Sgt. Patnode in Deschutes County was dismissed on 10/07/2019. The Writ review was filed on 02/28/2019 by Patnode's attorney seeking declaration the Police Officer's Bill of Rights in Oregon Statutes applied to him during the internal investigation of misconduct. The statute clearly exempts supervisors from this ORS. Mr. Patnode's attorney requested the dismissal. Notice of Intent to file a tort claim over his dismissal is still valid. Former Sgt. Patnode and his attorney have two years from June 2019 to file a tort claim.

9. Treasurer Schmid reported a clean audit for FY 2018/2019 with a recommendation for the Board to accept.

Dir. Dishaw moved to accept the 2018/2019 audit; seconded by Dir. Stephens. Motion passed unanimously.

10. Chief Darling discussed a Memorandum of Agreement (MOA) with the Sunriver Police Officers Association to supplement the current Collective Bargaining Agreement. Approval of the MOA would increase the amount of compensatory time from (48) hours to (96).

Dir. Dishaw moved to approve the Memorandum of Agreement (MOA) with the Sunriver Police Officers Association; seconded by Dir. Schmid. Motion passed unanimously.

11. Chief Moor discussed a Business and Consulting Agreement with Tactical for Ground Emergency Medical Transport (GEMT) reimbursement. The costs to hire a consultant is \$5,000 annually

which is reimbursed by GEMT. Tammie Waters noted with assistance from Blake Jamison, the District's reimbursement this year is \$46,000. Mr. Jamison was the head of GEMT for Oregon Health Authority (OHA) and has many years of experience maximizing every potential for reimbursement.

12. Administrator Baker discussed Board signature on a Code of Ethics form. Board member signature indicates they will adhere to the Code of Ethics.

13. Treasurer Schmid discussed his recommended of Mark Burford for the SSD position on the Budget Committee to which he agreed to serve.

Dir. Dishaw moved to approve Treasurer Schmid's recommendation of Mark Burford to serve on the Budget Committee; seconded by Dir. Fister. Motion passed with all voting yes, with exception of Dir. Burford abstaining.

14. Administrator Baker provided the Board with a 2020 Task Calendar. There was discussion about the frequency of Policy review. Dir. Dishaw wanted the District policies, Police Department policies, and the Fire Department policies to be reviewed on an annual basis. The annual review was moved to October 2020 from a three-year review cycle.

15. Chair Hepburn asked Administrator Baker to discuss potential agenda items for the joint breakfast meeting with Deschutes County. Topics of discussion include; The Public Safety Building, Staffing Proposal, Emergency Evacuation Protocol, Financial update, and Harper Bridge improvements. Administrator Baker encouraged the Board to contact her with any additional agenda items.

16. Treasurer Schmid presented the unaudited October 2019 monthly financials opening with discussion on property tax revenues. Approximately 95% of the District's revenues come from real property tax collections. The District operates using the initial levy rate of \$ 3.31 since its inception in 2002. This rate along with the annual 3% increase in valuation allows the District to operate.

The District collected \$63,231 in property taxes with a positive variance of \$49,764 for the month of October, and \$81,739 year-to-date. The Police department is under budget by \$1,158, Fire was under budget by \$31,537, Bike patrol was close to budget at \$304, and the non-department was under budget by \$407. Overall the District is better than budget on expenditures for the month by \$33,442, and \$264,000 year-to-date.

Dir. Schmid moved to approve the October 2019 unaudited financials; seconded by Dir. Dishaw. Motion passed unanimously.

17. Dir. Fister discussed SROA's October meeting with the SSD Board. SROA is in their budget process with an anticipated approval date in November. He also noted the SRAO Board was updated on the annual rules meeting.

Other Business -

- The next SSD regular Board meeting is December 19, 2019. Agenda items include: The budget calendar, Police & Fire report on year-end Performance Measures, and approval of the Liability Insurance invoice.

Motion to adjourn

Dir. Dishaw moved to adjourn the meeting; seconded by Dir. Schmid. Meeting adjourned at 4:45pm.

SSD Chair, Bill Hepburn
Office Assistant, Candice Trapp

APPROVED