

# SUNRIVER SERVICE DISTRICT

---

## MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, December 13, 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 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  
Lieutenant Womer  
President of Sunriver Stars, Sharon Sackett  
Director of Publicity Sunriver Stars, Fred Sackett  
Vice President of Sunriver Stars, Ron Pugh

### Public Input

Sunriver Stars President Sharon Sackett 18 Camas Lane, shared a brief introduction on what Sunriver Stars offers to the community. Mrs. Sackett thanked the Board and Fire Department for the opportunity to use the training room for rehearsals. Ron Pugh VP of Sunriver Stars, announced the theaters' next production beginning March 8<sup>th</sup>-16<sup>th</sup>. Chair Schmid recognized the group for their outstanding involvement with South County Kids.

**Meeting closed at 3:04pm for a scheduled tour of the Police Station lead by Lieutenant Womer.  
Meeting reconvened at 3:34pm. See attached addendum for results of the tour.**

Chair Schmid added an invoice for HRA VEBA to the consent agenda.

### Consent Agenda

1. Motion to approve the November 7, 2018 Special Board meeting minutes.
2. Motion to approve the November 15, 2018 regular Board meeting minutes.
3. Motion to approve the November 15, 2018 Work Session meeting minutes.
4. Motion to approve SROA monthly invoice in the amount of \$15,818.17.
5. Motion to approve annual invoice to SDIS for liability insurance in the amount of \$46,032.
6. Motion to approve PO for the Fire Department budgeted water tender in the amount of \$77,296.85.  
Motion to approve annual expenditure to HRA VEBA Trust in the amount of \$60,000.

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

## **Old Business**

7. Chief Moor presented the board with Resolution 2018-025, Resolution 2018-026, and Resolution 2018-027 with attached job descriptions for Firefighter/Paramedic, Engineer/Paramedic, and Fire Captain. The job descriptions have been reviewed by the Union and previously approved by the Civil Service Commission.

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

10. Chair Schmid presented the agenda for Friday's annual BOC/SSD meeting. Admin Baker briefly discussed the agenda items listed and noted an earlier start time.
11. Chair Schmid held discussion regarding the board's desire to proceed with Strategic Plan facilitator, Roy Palmer. The board will review the quality of future processes and discuss whether to move forward with Mr. Palmer's assistance.

## **New Business**

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

### **Fire Chief Moor-**

- Chief Moor noted calls for service are slightly down from this time last year. 2017 summer calls for service were equivalent to summer 2018. Majority of calls are for EMS.
- Both Chiefs attended SROA's Enrichment Committee and plan to present an Emergency Evacuation Plan at the SSD meeting in January.
- Chief Moor attended the Oregon Fire Chiefs meeting to discuss a review regarding the wildland fire season.
- SRFD completed Ice Rescue Training.
- SRFD Ambulance was shipped to the factory for chassis remount. Pictures and updates are available on social media.
- The water tender should be completed between Christmas and New Year's.
- SRFD is participating in the Christmas sharing program again this year.
- Chief Moor and Chief Darling attended Coffee with the Chiefs.
- SRFD participated in the Wonderland Express event and the Grand Illumination.

### **Police Chief Darling-**

- Calls for service have increased slightly from this time last year.
- Chief announced 911 plans to release the new CAD program in the second quarter of 2020.
- SRPD conducted the swearing in of Officer Taylor Ross on December 5<sup>th</sup>.
- DA's office received a grant to hire a Domestic Violence Investigator.
- Lt. Mike Womer has been selected to attend the FBI National Academy in Quantico Virginia April 1- June 7, 2019.
- SRPD recovered a Stolen vehicle from suspect at the Lodge.
- Officer Tiffany Hughes attended Mass Casualty Training in Redmond.
- The Department participated in Defensive Tactics in-service training.
- SRPD attended the Grand Illumination and Wonderland Express event.
- Sgt. Beaty took 6<sup>th</sup> place in a no shave November beard contest at Backyard Pizza. Over \$4,000 was raised for the American Cancer Society.

**Administrator Baker-**

- 2019-2020 Budget process update: The budget sheets have been created for the 2019/20 budget cycle. The Chiefs will submit their preliminary budget by January 25<sup>th</sup>. Admin Baker and Mike Gocke will meet with the budget committee in early January to review the current budget, provide information about the process, and set up meeting dates for February and March.
- SDIS Liability Insurance Invoice for 2019: The board approved 2019 SDIS premium in the amount of \$46,032 on the consent agenda. This is a 5.76% increase from last year and partially attributed to the addition of one Police Officer. Agent Ron Cutter from Brown & Brown discussed options for additional cyber coverage. He provided four options for additional coverage with an annual premium range of \$2,541 to \$3,512. The board will revisit the proposal for additional cyber coverage after Dir. Fister attends a cyber security class offered by SDAO at the upcoming conference.
- SROA Nominating Committee: SROA will not be ready to recommend two new SSD Board members at their meeting in December. If discussed in January, the new board members will join our Board in February 2019.

13. Chief Moor and Chief Darling presented the Board with their 2018 year-end Performance Measures. Chair Schmid requested the board have an opportunity to review the documents before discussing them at the January meeting.
14. Chief Darling discussed a motion to approve Chair signature on a Memorandum of Understanding with the Sunriver Police Officers Association on payroll deductions. The MOU clarifies a modification to Article three of the current Collective Bargaining Agreement which aligns with current law. The District can no longer mandate participation in the bargaining process, or mandate the withholding of dues.

Dir. Hepburn moved to approve Chair signature on the Memorandum of Understanding with the Sunriver Police Officers Association; seconded by Dir. Schmid.

During discussion Dir. Gocke pointed out a typo in Section 3.4. The proposed language in Section 3.4 stated, 'The Association shall indemnify and hold the District harmless against any claims made and against any lawsuit instituted against the District as a result of any action taken pursuant to the provisions of Section 3.1 through 3.24.' The language should read, Section 3.1 through 3.4.' The number 2 should be a strikethrough.

Dir. Hepburn moved to amend the motion to acknowledge the typo found by Dir. Gocke in Section 3.4; seconded by Dir. Fister. Motion passed unanimously.

The original motion to approve Chair signature on the Memorandum of Understanding with the Sunriver Police Officers Association was then voted on and passed unanimously.

15. Dir. Gocke presented the November's unaudited financials. The board received a newly formatted financial summary highlighting current month and year-to-date including revenue and expenditures. Property tax collected in November was better than expected at \$89,856, but less than last year. Dir. Gocke noted the total expenses are under budget displaying good stewardship.

Dir. Gocke moved to accept the November 2018 unaudited financials; seconded by Dir. Fister. Motion passed unanimously.

16. Dir. Fister held a discussion on the proposed Public Safety Building stating two different options. The first option would be to remodel the current Fire Station building and add an extension. The second option would include leasing land to construct a new building. Dir. Fister noted SROA is willing to discuss leasing the SSD land to build a facility, and could use the current facility for Public Works if the District decided to build instead of remodel. The estimated cost for either option is roughly five million dollars. There is potential for enhancing a new building to accommodate additional needs of the County in exchange for financial support. Dir. Fister encouraged an aggressive timeline in hopes the board will have a plan in place before SROA votes on the campus rework in August. The project would take approximately two years after approval.
17. Chair Schmid prompted the Board to attend SDAO's Conference at Sunriver Resort February 7<sup>th</sup>-10<sup>th</sup>, 2019 with a promise for good education in return.
18. Dir. Fister gave a review of SROA's November meeting highlighting two topics. First, Abbot/Beaver project was slightly ahead of schedule. The project will be completely finished in the spring on 2019. Second, Sunriver appealed Caldera's expansion due to water pressure and sewer capacity concerns. An Engineer is scheduled to investigate both concerns and Sunriver owners will consider withdrawing their appeal if results are satisfactory.

#### **Other Business**

January 17<sup>th</sup> Meeting Agenda items:

- Annual Report on Police and Fire performance measures.
- 2018 Year-End report on Police complaints.
- Report on SSD chair and SROA President quarterly meeting.

Motion to adjourn

Dir. Fister moved to adjourn the meeting; seconded by Dir. Hepburn. Meeting adjourned at 4:54pm.

SSD Chair, Ron Schmid  
Administrative Assistant, Candice Trapp



# SUNRIVER POLICE DEPARTMENT

57455 Abbot Drive, PO BOX 4788  
Sunriver, OR 97707  
541.593.1014

## MEMORANDUM

Date: December 21, 2018  
To: SSD Administration  
From: Cory Darling, Chief of Police  
Subject: Board Police Station Tour Deficiency List

---

In November of 2000, the Sunriver Police Department moved to its current location. At that time, the department comprised of 11 full time employees. Currently, the police department has 13 full time employees, approximately 40 volunteer citizen patrol members and anywhere from 8 to 12 full time seasonal bike patrol officers May through September. The Citizen Patrol has a designated office within the police department, but there is no designated office space for the bike officers. There is inadequate space in our current office to accommodate the employees and to be compliant with several state and federal requirements.

The police department currently shares a building with Sunriver Owners Association (SROA). SROA has also outgrown the space they currently occupy and would like the ability to expand into the police department's current space.

### Current Deficiencies:

#### Exterior

- ✓ No external barriers to prevent vehicular intrusion into the building, accidental or intentional.
- ✓ No exterior video camera security system.
- ✓ No secure parking for employees and patrol cars.
- ✓ No covered parking for patrol cars to keep them out of the elements and mission ready.
- ✓ Inadequate door lock system. Current system doesn't track who is coming and going.

#### Lobby

- ✓ Lacks security for Administrative Assistant (no barrier).
- ✓ Lacks privacy for public contacts. Should have a privacy room right off the front lobby.
- ✓ No public restroom. The public ends up using the restroom where the locker rooms are, which poses a security threat and violation of CJIS requirements.

### **Offices**

- ✓ No Interview Room. Interviews are often conducted in the employee lunch room. This is in violation of current ORS as it relates to video and audio recording of interviews.
- ✓ Offices have no sound barrier. Private conversations can easily be heard from outside the offices as well as SROA offices.
- ✓ Current Sergeant's office lacks privacy and has an interior window into the patrol report writing room.

### **Space/Storage**

- ✓ Lacks a designated room for fingerprinting and Intoxilyzer B.A.C. testing.
- ✓ Lacks storage space. Current storage room is too small. Evidence supplies are stored in the evidence room due to lack of space. Uniforms are stored off site in the round house due to lack of space.
- ✓ Computer server/equipment located in the storage room at the police station and SROA. Should be housed in a secure server room.

### **Evidence**

- ✓ Lacks drug storage with proper ventilation. Drugs are currently being stored in a file cabinet which poses certain health risks to Evidence personnel.
- ✓ Refrigerated items are kept off site (round house), because current evidence room is too small to accommodate the refrigerator.
- ✓ Evidence temporary storage lockers provide undetected, easy access into the evidence room.
- ✓ Inadequate evidence processing area.
- ✓ No designated evidence bay for large evidence processing.

### **Locker Room**

- ✓ Men's Locker room is too small for the current number of male employees.
- ✓ Locker rooms should each contain a shower stall for bio hazard situations.