

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, February 15, 2018
Fire Department Training Room
57475 Abbot Drive, Sunriver, OR 97707

Call to Order: Chair Jim Fister convened the meeting at 3:00p.m.

Roll Call: Dir. Fister, Dir. Schmid, Dir. Nelson, Dir. Johnson present. Dir. Keller absent

SSD Staff: SSD: Administrator Baker, Admin. Asst. Trapp
Fire: Interim Chief Bjorvik
Police: Interim Chief Hayes, Sgt. Womer

SROA: Pat Hensley, SROA President
Susan Berger, Sunriver Scene

Public Input None

Consent Agenda

1. Motion to approve the January 18, 2018 Regular Board meeting minutes.
2. Motion to approve SROA monthly invoice in the amount of \$14,945.25.
3. Motion to approve in voice Peck, Rubanoff & Hatfield in the amount of \$9,568.25.

Dir. Johnson moved to approve the consent agenda; seconded by Dir. Nelson. Motion passed unanimously.

Old Business

4. Chair Fister announced that the press release regarding Police Chief Marc Mills was released on February 9th, 2018. Marc Mills officially resign on February 2nd, 2018. By law he has seven days to revoke this agreement. The Board proceeded with an announcement of Marc Mills' resignation on February 9th, 2018. Chair Fister gave attendees an opportunity for public input at this time.

Public Input

Mr. Al Braemer, #6 Titleist Lane asked if the invoice approved in the amount of \$9,568.25 was part of the legal expense regarding this investigation. Mr. Braemer also asked for an account of any additional legal and investigation expenses. He was advised that was the legal bill above was January's invoice. Other expenses include the investigation of approximately \$4,800 and a December legal bill in the amount of \$1,000.

Dennis Dishaw, #6 Ochoco Lane thought the press release was a well written response and was fair to both sides. Mr. Dishaw appreciated a good even-handed response to what had been up in the air for some time.

5. Dir. Nelson updated the Board on the Fire Training facility. The application has been submitted to the County and an announcement has been posted to a tree on the property for public input. There is no estimated date for approval yet but Dir. Nelson believes the process will move along quickly. There may be an opportunity to get rock for free from ODOT, decreasing the anticipated costs of transportation of the product as well. Dir. Nelson will be attending a group meeting at the pit on Tuesday the 20th to determine if this is a viable option. Request for bids should be going out soon once the availability of the rock is determined.
6. Dir. Schmid presented the Board with a suggested timeline of the Police and Fire Chief selection process. The openings will be posted for 30 days locally and regionally on industry specific sites. The Committee hopes to have a candidate in place by the end of May. Dir. Schmid believes the timeline is aggressive, but doable.
7. Administrator Baker presented the Board with an update on the Rules Agreement with SROA. Baker said she has met with GM Palcic and believed most of the items are agreed to. The draft agreement is attached. There was a desire by GM Palcic to add language to the agreement in section 2.1. Baker recommended no language be added to take away discretion of officers to take appropriate enforcement action based on the totality of the circumstances. Of note there was added language in 9.2 for SSD and SROA to collaborate on protocols and share data. SROA is scheduled to discuss at their meeting tomorrow. Baker suggested the Board authorize the Chair to execute the agreement if no substantial changes as a result of SROA Board input.

Dir. Schmid moved to authorize Chair Fister sign the updated Rules Agreement with SROA if there are no additional changes and SROA signs as well; seconded by Dir. Nelson. Motion passed unanimously.
8. Chair Fister discussed the SROA owners survey results specific to Public Safety stating that the Service District has rated high historically. This last survey, Police services were rated 4.15/5 and Fire services 4.23/5. Chair Fister stated that both were up from the 2014 survey.

New Business

9. Dir. Johnson moved to approve Resolution 2018-003 establishing the 2018-19 fee schedule-reflecting an 10% increase in ambulance fees; seconded by Dir. Nelson. Motion passed unanimously.
10. Dir. Schmid moved to approve Resolution 2018-004 amending the Fire Chief job description; seconded by Dir. Johnson. Motion passed unanimously.
11. Dir. Nelson moved to approve Resolution 2018-005 amending the Police Chief job description; seconded by Dir. Schmid. Motion passed unanimously.

- 12.** Chair Fister discussed the motion to appoint Interim Police Chief Scott Hayes as well as approval of his employment agreement. The Board welcomes retired Deputy Police Chief from Salem PD, Scott Hayes. The Board recognizes that Chief Hayes does work for Oregon Association of Chiefs of Police (OACP) as an evaluator for police departments seeking accreditation. He has a few onsite evaluations the he has committed to in the coming months. This work will for OACP not interfere with his duties and responsibilities to the Sunriver Police Department.

Dir. Johnson moved to appoint Scott Hayes as interim Police Chief; seconded by Dir. Nelson. Motion passed unanimously.

Dir. Nelson moved to approve Interim Police Chief Scott Hayes employment agreement; seconded by Dir. Schmid. Motion passed unanimously.

- 13.** Dir. Johnson reported on the budget meeting stating that the committee went through the budget line-by-line. The committee will meet again on February 26, 2018 and should have the budget available to board for first look by next meeting. The budget will be voted on in April and presented to the County in May.

- 14.** Chair Fister discussed the citizens' concerns on emergency evacuation plans. He noted that we do have emergency plans in place that may need some updating. Chair Fister discussed his desire for better documentation for citizens and visitors especially during the summer season. Fister asked the Board along with the interim Chiefs' to proceed with the refinement of the evacuation plans.

- 15.** Dir. Schmid summarized his findings at the resent SDAO conference:
- Side accounts "extra funds", can contribute to PERS and the state will match 25% as the fund sits and earns what PERS earns. In effect, you can pre-pay your PERS contributions with a bonus.
 - There are proposed rule changes to lessen the impact of write offs for Medicare/Medicaid that must be approved at the Federal and State level.
 - Senate Bill 481 public records law was changed. Code references have changed that affect the request for public records. If a request for records is made, the board has five days to respond whether they can or can't fulfill that request. In ten more days, the board is required to respond with how they can fulfill the request and the cost.

- 16.** interim Chief Hayes reported on 911 radio problems. Representatives from Harris Radio rode with officers three days last week to identify and resolve issues within the system. Interim Chief Hayes noted that both Deschutes 911 and Harris Radio have gone above and beyond to rectify the issues and will begin holding training sessions for all officers in the region.

- 17.** AIC/ Sgt. Womer gave the board a presentation a proposal for police external vests citing the benefits, policy, and cost.

Dir. Johnson moved to authorize Interim Chief Hayes to purchase the external vests as well as allowing the Police Department to write policy; seconded by Dir. Nelson. Motion passed unanimously.

18. The discussion of the SSD Annual Report was deferred to next meeting.
19. Dir. Johnson discussed the January 2018 unaudited financials. In terms of all revenue for the first seven months, \$4,522,000 has been collected and the budget was \$4,407,000. The District has collected \$115,000 more than was budgeted. Police expenses are \$79,000 below budget, Fire is \$69,000 above budget, Bike \$6,000 under budget, and Non-Dept \$8,000 under budget. The District is currently \$24,000 under budget even with deficit of -\$69,000 from Fire. Dir. Johnson noted that the reason Fire expenses exceed the budget by \$69,000 was due to the extra overtime for reserves called out for deployment on other fires. He stated that California has not sent repayment for the staff and equipment deployed yet. Interim Chief Bjorvik confirmed that California will be the one to send payment, not FEMA. The billing packets have been submitted to Oregon Fire Marshal and there is no estimated date for payment at this time.
- Dir. Johnson moved to approve January 2018 unaudited financials; seconded by Dir. Schmid. Motion passed unanimously.
20. Dir. Nelson had nothing to report on January 2018 SROA meeting. Chair Fister stated the board had first reading of Rules and Regulations as they work on revisions. The owner meetings regarding Abbot/ Beaver traffic circle have taken place and the board is moving forward hoping to vote on the project in August.

Chiefs' Reports

Interim Chief Hayes-

- SRPD welcomes officer Steve Vuylsteke, he is currently a Black Butte officer and will be starting in Sunriver on March 12, 2018.
- Chief Hayes commended Interim Chief Darling for a job well done and thanked him for a smooth transition.
- Sgt. Patnode and Sgt. Womer attended Sexual Harassment Training sponsored by DCSO.
- Sgt. Patnode and Sgt. Womer attended Executive Leadership Training in Seaside.
- Reserve officers volunteered 201.75 hours in January, up from 147.
- Citizen Patrol volunteered 183.25 hours during the month of January.
- Officers attended lunch at Three Rivers Elementary School in an ongoing effort to build relationships with the school and staff.

Interim Chief Bjorvik-

- Planning for 2018 enhanced outreach with Jim Bennett has begun.
- Assistance with smoke detector installation/ maintenance continue for residence.
- Unscheduled station tours continue on weekends.
- The department received \$15,367.19 from the USFS as reimbursement for Sunriver's response to the Oregon fires last summer.
- OSFM has submitted the billing packet to California for the first mobilization.
- Commercial business inspections began with some Resort buildings mid-month. These inspections are conducted with OSFM will resume with continued emphasis on finishing the Resort facilities. This is due to a typically high occupant load.
- There were forty calls for service in January.

Other Business

None

Motion to adjourn

Dir. Johnson moved to adjourn; seconded by Dir. Nelson. Meeting adjourned at 4:26pm

SSD Chair, Jim Fister
Administrative Assistant, Candice Trapp

APPROVED