

# SUNRIVER SERVICE DISTRICT

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## MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, December 14, 2017

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. Nelson, Dir. Schmid, Dir. Johnson present. and Dir. Keller by telephone
- SSD Staff:**
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|---------|--|
| SSD:    | Administrator Baker, Admin. Asst. Wright |
| Fire:   | Interim Chief Bjorvik                    |
| Police: | AIC Sgt. Womer                           |
- SROA:**
- Pat Hensley, SROA President  
Susan Berger, Sunriver Scene  
Joe Healy, SROA Controller

### Public Input

Al Braemer, Gene Bennington, and Frank Brocker made comments to the Board in support of Chief Mills. Questions were asked about why he was on paid administrative leave. Questions were asked about details of the allegations, they felt the public had a right to know. Mr. Braemer wanted to know about the cost of the investigation.

Chair Fister explained that the investigation was ongoing and details are not available at this time. Information will be released at the appropriate time to ensure accurate information while all parties rights are preserved.

### New Business

1. Ron Cutter from Brown & Brown Insurance presented a review of our liability coverage through SDIS. He said that we would receive longevity credit of \$8,331.00, over two years if we agreed to stay with SDIS. The premium is down \$2,500 annually from last year. Mr. Cutter suggested the Crime Coverage maybe a little low. The Board discussed the exposure, given we contract out for accounting services. Mr. Cutter also discussed options for additional cyber coverage for an estimated \$1,623.00. The Board will discuss this further at a future meeting.
2. Motion to approve the annual liability premium in the amount of \$43,436.

Dir. Johnson moved to approve the invoice; seconded by Dir. Keller. Motion passed unanimously.

Dir. Schmid moved to adopt the continuation of coverage through SDIS; seconded by Dir. Nelson. Motion passed unanimously.

### **Consent Agenda**

3. Motion to approve the November 16, 2017 Regular Board meeting minutes.
4. Motion to approve SROA monthly invoice in the amount of \$15,019.84

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

### **Old Business**

5. Dir. Nelson gave an update on the Fire Training Facility, stating that the site plan review is 95% complete. The application will be submitted the first of January 2018. Dir. Nelson reported that the time and materials contracts had been negotiated and he was happy to announce that we are currently \$12,000 under budget. Due to the big expense of transporting the aggregate, we are looking into a combination of rock and concrete. The project is on schedule and as soon as we receive approval from the County we will begin obtaining bids.
6. The selection committee for fire Chief's replacement reported that they would like to move forward with recruiting a Fire Chief after the job posting has been updated. Dir. Schmid and Dir. Keller have been appointed to the hiring committee and have been asked by Chair Fister to report back on criteria and potential candidates.
7. Administrator Baker reviewed the current status of the Accounting and Administrative Agreements. Both agreements were reviewed by legal counsel and language was agreed upon by SROA and SSD. President Pat Hensley from SROA later suggested changes to the recitals be made. Chair Fister will meet with President Hensley to discuss the agreements before deciding on final language.
8. Administrator Baker presented the Board with a re-cap of the Rule Agreement meeting and details are attached.
9. Chair Fister discussed the response given regarding the Strategic Plan. Overall, the plan appears to be in good shape. Light response was given in suggestion of an update with no desire for revision at this time. Administrator Baker suggested that after budget, we bring the community together to gather their input.

### **New Business**

10. Motion to appoint Cory Darling to the position of Sunriver Interim Police Chief. Chair Fister noted that Cory Darling is employed by Bend Police Department as a Captain and was graciously offered to stand in as interim Chief by Chief Porter for Sunriver Police Department temporarily.

Dir. Johnson motioned to appoint Cory Darling to the position of Interim Police Chief; seconded by Dir. Keller. Motion passed unanimously.

11. Dir. Nelson motioned to retain outside legal counsel, Peck Rubanoff Hatfield (PRH) Law Firm; Seconded by Dir. Johnson. Motion passed unanimously.
12. Administrator Baker discussed the hiring of Pacific Consulting Investigations to do an independent administrative investigation.  
  
Dir. Keller motioned to retain Pacific Consulting Investigations; seconded by Dir. Johnson. Motion passed unanimously.
13. Chair Fister discussed the SROA owners survey results specific to public safety and the results regarding Police and Fire were positive. He said he would bring back details and present to the Board at the January meeting.
14. Dir. Johnson motioned to approve 2018 Task Calendar; seconded by Dir. Schmid. Motion passed unanimously.
15. Dir. Johnson presented the Board with a budget calendar. He noted that the date given for the presentation of final budget to the Board for adoption should be April 19<sup>th</sup>, 2018 instead of the 15<sup>th</sup>.
16. Dir. Johnson presented the Board with the November 2017 unaudited financials. He noted that the Fire Departments variance is still due to the pay out of Chief Hatch's retirement and will continue to decrease over time. In review of our financial, Dir. Johnson states that we are \$60,000 under budget on expenses year to date.  
  
Dir. Nelson motioned to approve November 2017 unaudited financials; seconded by Dir. Schmid. Motion passed unanimously.
17. Chair Fister had nothing to report to the SSD Board in regards to the review of November 2017 SROA meeting at this time.

### **Chiefs' Reports**

#### **AIC Sgt. Womer-**

- Sgt. Womer assured the Board that the Department is still steadfast in their mission to serve the Sunriver community. He reported that Interim Chief Cory Darling has been well received and is doing well both internally and externally.
- Officers attended a firearms Night Shoot.
- Sgt. Patnode attended a CPTED Seminar (Community Policing Through Environmental Design)
- Sunriver Police Department attended the Grand Illumination and despite a few parking issues, there was nothing major to report.
- Sunriver Police Department participated in a no shave November fundraiser raising \$1,600.

- Two suspects were arrested and thousands of dollars' worth of property recovered in a November Burglary investigation.

#### **Interim Chief Bjorvik-**

- The deer rescue from a frozen pond went viral with 16 million hits on social media with international coverage. They used the recently purchased ice rescue equipment that was received from a grant. SRFD also received an award from PETA for the rescue.
- There were (22) calls for service in November (17) less than November of last year.
- Wednesday December 6<sup>th</sup> an engine crew was sent as part of a Central Oregon Strike Team to assist with the fire situation in Southern California. They have been moved to San Diego and assigned to the Thomas fire.
- The on-duty crew participated in the Wonderland Express Event.
- SRFD participated in the Christmas Basket Sharing Program.

#### **Other Business**

- Meeting with GB December 20, 2017 8am, in the Hearth Room.

January 18<sup>th</sup> Meeting Agenda items:

- Approving Police and Fire Performance Measures
- First draft of the annual reports
- Presentation of Chair and SROA President quarterly meeting.

Motion to adjourn

Dir. Nelson moved to adjourn; seconded by Dir. Schmid. Meeting adjourned at 4:23pm

SSD Chair, Jim Fister  
Administrative Assistant, Candice Wright