

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, March 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. Johnson present. Dir. Keller & Dir. Nelson via phone.
- SSD Staff:** SSD: Administrator Baker, Admin. Asst. Trapp
Fire: Interim Chief Bjorvik
Police: Interim Chief Hayes
- SROA:** Pat Hensley, SROA President
Susan Berger, Sunriver Scene
- Public Input** None

Consent Agenda

1. Motion to approve the February 15, 2018 Regular Board meeting minutes.
2. Motion to approve SROA monthly invoice in the amount of \$14,288.02.

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

Old Business

3. Dir. Nelson gave an update on the training facility stating that the project is on time and expected to be done by June. He met with two engineers from Century West at the "Gas Station Pit" for a look at the aggregate rock ODOT has offered free of charge. Dir. Nelson had the aggregate tested through Carlson and will move forward with bids for transportation when the results are in. The estimated cost of transportation is cheaper due to the proximity of ODOT's pit- saving roughly \$75-80,000. Interim Chief Bjorvik and Dir. Nelson met with Mikes Fencing to discuss the required electronic gate and a 50x50 pad that needs to be fenced due to lease requirements and security. The fence will be 6ft tall with barbed wire on top. The fence will be installed at the end of the project. They require a 30% deposit to hold the bid.
4. Dir. Nelson presented the board with an invoice and contract with Mike's Fencing in the amount Of \$19,315.00. Dir. Johnson noted that Mike's was the only contractor in the area that can do the electrified gate.

Dir. Schmid moved to authorize expenditure of \$19,315.00 to Mike's Fencing; seconded by Dir. Johnson. Motion passed unanimously.

5. Directors Schmid & Keller gave an update on the Fire and Police Chief recruitment process. The hiring committees will meet on March 16, 2018 to review all applications and proceed with scheduling interviews for those who qualify. The community forum is scheduled at the SHARC on April 24, 2018 at 1:00pm. The new chief could be appointed May 17, 2018 at the regular Board meeting.
6. The status of the Rules Agreement was discussed. SROA had proposed language that would have ended the agreement one year from signing. This provision was not part of the agreement previously approved by the board. There was discussion of potential problems with a specific end date. Current agreement language already provides a 90-day notice for termination by either party.

Dir. Johnson motioned to adopt the agreement as it has come back from the Owners Association; seconded by Dir. Schmid.

Chair Fister clarified that the motion discussed would authorize him to negotiate termination language and sign the agreement.

Motion passed unanimously.

New Business

7. Administrator Baker discussed the projected 13.9% health insurance rate increase. The increase will cause health insurance costs to be approximately \$66,000 higher next year. Oregon Fire Chief's Association created this collaboration and last year, began partnering with SDIS. The groups claim ratio was 95% because of large claims, causing the increase.
8. Dir. Johnson presented the board with a first-look of the 2018/19 Budget. The Board will adopt FY 2018/19 requested at the April 19, 2018 board meeting before the budget is sent to The County Commissioners. Dir. Johnson noted last year's budget was well received.
9. Chair Fister discussed the Management Agreement. This agreement was initially between the County and the Owners Association but discussed how the County is the governing board for SSD. The agreement is before the board for review to discuss any potential changes. Administrator Baker recommended a work session before the regular meeting in April to further discuss the Managing Agreement. David Doyle suggested a restated Management Agreement because the agreement has been amended twice in the past. Section 11 says that the agreement is to be reviewed annually. Modifications may be proposed by the District Managing Board, elections of the District or the District Governing Body. He also said the County is more than willing to participate in the proposed work session next month. Administrator Baker also invited SROA to attend the work session. Chair Fister said he would like to discuss increasing the number of Board members to seven. Dir. Keller talked about the method of selecting board members and wondered if they should be elected instead of appointed. Dir. Nelson then

expressed concerns that only registered voters would be the ones selecting board members. There are a great many more home owners that would not have an opportunity to be involved in selecting directors. Dir. Keller said that with the current process, only a handful of homeowners make the recommendation for board members. This issue can be developed more during the work session. The board gave direction to Administrator baker to set up a work session before the regular meeting next month.

Dir. Nelson excused himself from the meeting at 4:31pm.

10. Administrator Baker presented the board with a copy of the SSD Annual Report. The board approved and gave Administrator Baker authority to have the official report professionally printed.
11. Dir. Johnson presented the February 2018 unaudited financials for approval. The Police Dept is \$58,000 under budget, Fire is \$27,000 over budget- deployment to California fires will be reimbursed, and the District is \$37,000 under budget on expenses for February and \$107,000 under budget year-to-date.

Dir. Schmid moved to approve the February 2018 unaudited financials; seconded by Dir. Johnson. Motion passed unanimously.

12. Interim Chief Hayes stated that the radio/911 police issues are almost fixed. Harris is working with Bend to resolve issues with their Motorola radios. Harris and Motorola are working together to add a new tower and it should not have a negative impact on either department in Sunriver.
13. Chair Fister discussed the agenda items for the annual joint SSD/SROA meeting April 20th. The Board reviewed an agenda from last year's meeting deciding to remove the Magistrates Annual Report. SSD/SROA cost recovery or cost neutral will be added as well as a status update on fire evacuation.
14. Dir. Nelson briefed the SSD board on the February 2018 SROA meeting stating the loan with Bank of America had been shifted internally to SROA.
15. Monthly Chief Reports:
 - Interim Chief Hayes-
 - SRPD received Everbridge Training- Provided by 911
 - Grand Jury Training- Provided by the DA's Office
 - Narcan Training
 - Officer Tiffany Hughes received PIO Training
 - The Scene will be publishing an article on new external carry vests
 - Chief will publish safety tips for the public in the Scene over next 8 months.

Interim Chief Bjorvik-

- Two community meetings scheduled- April 25th “Community Connections”, is for resident/owners. The Second meeting scheduled April 26th “Business Partnerships” is for local businesses.
- Fire extinguisher training was given to all SROA staff on February 27th.
- Department members received seven professional certifications from DPSST.
- Seven department members participated in the 27th Annual SCOTT Firefighter stair climb in Seattle on March 11th. The team raised over \$14,000.
- Interim Chief Bjorvik attended the 2018 OSFM Task Force Leader Symposium in Redmond.

Other Business

April 19th Meeting Agenda items:

- April 19, 2018 SSD agenda items include approval of the final budget and report of the quarterly meeting with SROA President and SSD Chair.
- Five-year financial projection to help evaluate the appropriate amount of contingency funds.

Motion to adjourn

Dir. Johnson moved to adjourn; seconded by Dir. Nelson. Meeting adjourned at 4:55pm

SSD Chair, Jim Fister
Administrative Assistant, Candice Trapp