

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday August 13, 2020

Virtual Meeting Via Zoom

- Call to Order:** Chair Bill Hepburn convened the meeting at 3:00p.m.
- Roll Call:** Dir. Hepburn, Dir. Schmid, Dir. Dishaw, Dir. Ralston, Dir. Stephens, Dir. Fister, Dir. Murray present.
- SSD Staff:**
- SSD: Administrator Baker, Candice Trapp
 - Fire: Chief Moor
 - Police: Chief Darling
Lt. Womer
- SROA Staff:** Susan Berger, Sunriver Scene
- Other:** Robert Foster
- Public Input** None

The Board and both Chiefs' thanked Jim Fister and Ron Schmid for their guidance, friendship, and years of dedicated service to the community.

Chair Hepburn shared memorial and donation information for Mark Burford via email. The Memorial will be held in Bend on September 12, 2020.

Consent Agenda

1. Motion to approve:
 - a) July 16, 2020 Regular Board meeting minutes.
 - b) SROA monthly invoice in the amount of \$17,323.26.
 - c) Motion to approve purchase order for budgeted Holmatro Rescue System in the amount of \$67,675.
 - d) Motion to approve invoice for annual police Lexipol subscription in the amount of \$7,304.00.

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

Old Business

2. Dir. Fister discussed a motion to accept the Strategic Plan as developed moving forward with the public input phase. Jim Fister will remain as voluntary consultant.

Dir. Fister moved to accept the Strategic Plan as developed; seconded by Dir. Dishaw. Motion passed unanimously.

3. Chair Hepburn gave an update on the work of the SROA/SSD COVID Task Force. The Task Force discussed:
 - Pathway use
 - Signage effectiveness
 - Social distancing
 - Use of masks
 - Bike Patrol Stats
 - Chief Darling will be retaining Bike Patrol one week after Labor Day to evaluate continued need for support. He believes Sunriver may still see an increase of visitors beyond Labor Day due to remote learning.
 - Cardinal Landing Bridge
 - Complaints of river users getting out and loading on adjacent roads.

The Task Force met regularly throughout the summer and will shift to meeting as needed.

New Business

4. Monthly Chief/ Administrator Reports:

Fire Chief Moor-

- July 2020 (55) calls for service. Mutual Aid calls: (8) given, and (0) received.
- Chief Moor noted a decrease in calls for service year-to-date due to COVID. However, transports are equal to 2019 year-to-date.
- Good intent calls for service have increased.
- Chief Moor highlighted a decrease in response times now at an average of 5.84 down from 8.67 last year.
- SRFD continues to operate with full PPE as a precaution.
- Advertisement placed for two full-time employees. The application process closed with twenty-three candidates. A team of five are reviewing vetting each application in preparation for preliminary interviews. The written test will be conducted by a third party. Once a list is established, the Civil Service Commission must approve. Chief Moor anticipates being ready to extend a conditional offer to two or three candidates at the September 17th Board Meeting.
- Chief Moor reported SRFD will begin to transition to First Net.
- SRFD received Vehicle Fire Training.
- Deputy Chief Bjorvik has been deployed to three fires this season.
- SRFD deployed one engine and three staff to the Mosier Creek Fire.

Chief Moor would like to hire the same consultant who helps with GEMT reimbursement for the COVID-19 reimbursement grant.

Dir. Dishaw moved to approve Chief Moor's signature on the Agreement with Tactical Business Optimization Solutions for the COVID-19 reimbursement grant; seconded by Dir. Murray. Motion passed unanimously.

Police Chief Darling-

- July 2020 calls for service, 75 total cases. Nine calls were taken outside of Sunriver.
- Pathways continue to be heavily used. Chief Darling noted SROA has provided great signage.
- First Net modem trial has been very successful.
- SRPD's posted Police Officer position will closed on August 30th.
- Chief Darling is working with SROA and Deschutes County to enhance communication at Harper Bridge.
- Arrest DUII, possession, delivery and manufacture of controlled substances (Heroin, Xanax)
- Arrest during domestic violence case possession of cocaine.
- Arrest for Hit and Run resulting in property damage.
- Bike Patrol Stats included.
- SRPD Officers attended Domestic Violence Strangulation Training through the DA's Office.
- Citizen Patrol provided 218 hours in the month of July.

Administrator Baker-

- Legislative Issues: Administrator Baker shared she responded to SDAO's request for legislative issues for the upcoming 2021 session. 1) Modification of SB 1049 passed last full session. The impact could negatively affect recruitment of experienced professionals to Sunriver who were previously exempt by statute of limited post retirement hours. The District now has to pay on current PERS retirees at a cost of more than \$87,000 annually; 2) Advocating retaining Qualified Immunity for police officers as well as other public employees; 3) Legislation dictating uniforms for police; 4) Changes in Arbitrations rules for police as they should be the same for all public employees.
- PERS: Administrator Baker shared the Supreme Court upheld changes to PERS. The changes require current employees to pay a portion of their 6% (which the District pays) back to fund deficit. This means less goes into their PERS account. Tier ½ contribute 2.5% of their salary and OPSRP (Tier 3) will contribute .75% of their salary. Admin. Baker noted she is getting information ready for employee education. Employees can make up the difference by a payroll deduction to keep the monthly contribution whole or decide to invest elsewhere.
- New Board Member: Administrator Baker received a Resolution from SROA recommending Robert Foster for SSD Board Position #5, which was vacated by Director Schmid. SROA delayed recommending a replacement for position #1 being vacated by Director Fister until after the election of new board members. These recommendations will be forwarded to the Deschutes County Commissioners for appointment.

- SSD Orientation: Administrator Baker recommended a Work Session at the September meeting for new board member orientation. This would also be review for current board members.
 - Reserve Study: Administrator Baker shared the District will proceed with an update to the Reserve Study which includes a site visit for an agreed cost of \$3,900 with the Felix Reserve Group, which is the same company SROA is using. Treasurer Schmid, Joe Healy, Chief Moor, Chief Darling, and Admin. Baker met with Robert Felix on August 3rd.
 - Executive Advisory Committee Meeting: Administrator Baker shared the Executive Advisory Committee met on August 5th.
 - Employee Handbook: The Employee Handbook has been forwarded to legal for review. The Board will review and approve the update once the legal review is completed.
5. Chair Hepburn shared he was not able to meet with SRAO President Keith Mobley for their quarterly meeting this month.
 6. Chair Hepburn shared the Board completed evaluations for Chief Moor, Chief Darling, and Administrator Baker. He noted the Board as a whole was very satisfied with their performance.
 7. Chief Moor discussed an MOU with the Fire Association on the use of Sage Springs Club and Spa. The MOU details suspending the membership to Sage Springs during COVID as a precaution. The exercise equipment has been purchased for the station and staff has been utilizing it. The MOU was reviewed by Labor Attorney, Bruce Bischof and the language was approved.

Dir. Ralston moved to approve Chair's signature an MOU with the Fire Association regarding temporary suspension of the Sage Springs membership; seconded by Dir. Dishaw. Motion passed unanimously.

8. Chief Darling shared SRPD has been given an opportunity to send one officer to the DA's office as a Domestic Violence Investigator. The position is grant funded and the District will be reimbursed for the officer's wages including benefits for one year.

Dir. Dishaw moves to approve Chief Darling move forward with next steps; seconded by Dir. Schmid. Dir. Dishaw withdraws motion.

9. Director Dishaw asked about next steps on the Public Safety Building and recommend a committee be created moving forward. Chair Hepburn agreed.

10. Chair Hepburn reported on the Executive Advisory Committee meeting.

- Building discussion
- Fire Department hiring process
- Electronic door locks and next steps
- Ambulance billing and the possibility of changing billing companies
- DA/SRPD DV. Investigator opportunity
- Employee Handbook revisions
- Future rules meeting this fall and the development of recommendations
- Work Session request for Board orientation
- Inventory will occur this fall

11. Chair Hepburn shared the Board will meet in work session one hour prior to the regular September meeting for board orientation.

12. Treasurer Schmid discussed the unaudited July 2020 financials. Ambulance charges are \$17,000 ahead of budget while charges for service are slightly ahead as well. Police personnel services are below budget by \$12,724 due to one open position. The Fire Department is better than budget on expenditures by \$3,500. Administration is close to budget year-to-date. The District is ahead of budget by \$39,000 year-to-date.

Dir. Dishaw moved to accept unaudited July 2020 financials; seconded by Dir. Murray. Motion passed unanimously.

13. Dir. Fister reported on SROA's July meeting;

- COVID-19 discussions included:
 - SHARC modified hours of operation
 - Signage on pathways
 - Request made to ban short-term rentals, which SROA does not have authority to do.
- Community Wildfire Protection Plan
- Rental Registry has SROA support to move forward with a Task Force
- Recycle Center will be re-evaluated
- SSD Position #1 appointment was deferred to August
- Ladder fuel reduction is ongoing
- Financial deficit as a result of COVID. SROA has reserves to cover short-term cash flow issues.

Other Business:

The next SSD Regular Board meeting is September 17, 2020. Swearing in new Board Members; Election of Officers of Chair, Vice-Chair and Treasurer; Quarterly meeting with SROA President and SSD Chair; Work Session for new board member orientation plus review for current board.

Dir. Murray moved to adjourn the meeting; seconded by Dir. Fister. Meeting adjourned at 4:56pm.

SSD Chair, Bill Hepburn
Office Assistant, Candice Trapp