

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Wednesday, May 16, 2019

Fire Department Training Room

57475 Abbot Drive, Sunriver, OR 97707

Call to Order: Chair Ron Schmid convened the meeting at 2:58p.m.

Roll Call: Dir. Schmid, Dir. Fister, Dir. Dishaw, Dir. Hepburn, Dir. Huseonica, Dir. Gocke present. Dir. Keller present via phone.

SSD Staff: SSD: Administrator Baker
Fire: Chief Tim Moor

SROA Staff: Susan Berger, Sunriver Scene

Other: None

Public Input None

Consent Agenda

1. Motion to approve the April 17, 2019 regular board meeting minutes.
2. Motion to approve the April 19, 2019 Joint SSD/SROA meeting minutes.
3. Motion to approve SROA monthly invoice in the amount of \$17,001.67.
4. Motion to approve invoice to Physio-Control for annual maintenance in the amount of \$5,073.00
5. Motion to approve police vehicle upfit not to exceed \$9,000.

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

Old Business

6. Chief Moor requested the Chair sign a contract with Mackenzie Architecture for the Building Needs Assessment in the amount of \$7,000.

Dir. Dishaw moved to approve Chair Schmid sign Mackenzie's contract for a Building Needs Assessment in the amount of \$7,000; seconded by Dir. Fister. Motion passed unanimously.

7. Chair Schmid announced Dir. Fister and Dir. Huseonica will co-chair the Strategic Planning Committee. Dir. Fister stated the committee will also include facilitator Scott Hayes, department Chiefs, and Administrator Baker. The Board will review a drafted revision by August before the committee offers a ratified version to stakeholders such as the Resort and rental property managers for community input.

New Business

8. Chair Schmid called for the Chiefs and Administrator's monthly reports:

Fire Chief Moor-

- April calls for service increased, 27 (2018) and 35 (2019).
- SRFD responded to (2) mutual aid calls and requested (0). 90% EMS, 10% service calls, No fire calls.
- Chief met with Emergency Preparedness partners.
- Chief held a meeting with Sunriver Property Managers. 8-10 companies were present, representing approximately 1000 units.
- Everbridge system registration currently at 940 people after approximately 60 days live.
- The Siren test is scheduled for Monday May 20th around noon. The entire process should take 1-2 hours.
- SRFD is working with Oregon State Fire Marshalls on the Nature Center Construction project.
- Chief Moor and Doug Anderson met with COCC Professor of Forestry receiving further education on the local ecosystem and ladder fuel reduction programs.
- Letter of Support to the Forest Service (Kew Project).
- Contract negotiation meeting was postponed due to staffing. Chief will contact the association president to reschedule.
- SRFD participated in Central Oregon Wildfire School (COWS)
- Continued Wildfire Preparation and Training locally and regionally.
- There is a new storage container at the Training Facility.
- SRFD welcomes 5 new recruits to the Reserve Academy.
- Central Oregon Fire Service radio will be live on Monday May 20th.
- Continued discussion on Emergency Preparedness throughout the community.
- SRFD participated in Project Ponderosa planting approximately 250 seedlings.

Police Chief Darling-

Chief Darling was not able to attend the meeting. Administrator Baker highlighted details from his report.

- April 2019 calls for service, 28 (emergency) and 75 (non-emergency).
- Eight Bike Patrol have been hired and are training for the 2019 season.
- Dr. Kevin Gilmartin will be giving a presentation on Emotional Survival for Law Enforcement at the SHARC on May 24, 2019 at 8:00a.m.

Administrator Baker-

- Budget Update: The Budget, including the narrative, was submitted to the County by May 1st.
- Strategic Planning Committee Update: The Committee met on May 15th and includes Jim Fister, Joe Huseonica, Chair Schmid, Admin Baker, and Scott Hayes.
- Policy Review Committee Update: The Committee met on May 16th and includes Bill Hepburn, Dennis Dishaw, and Admin Baker.
- 5 Year Forecast: Admin Baker has been working to prepare the five-year forecast with Treasurer Mike Gocke and Chair Schmid.

9. Chair Schmid discussed SSD participation in SROA's outreach to owners at Mountain Park HOA in Lake Oswego on June 5th. The Board would like to offer an opportunity for engagement and education to homeowners.
10. Chief Moor presented an ambulance billing proposal. Currently, ambulance billing services are completed by Springfield Fire Department. The rates are increasing from thirty-seven dollars per file to fifty-seven dollars at a 40% collection rate. Chief Moor presented a proposal to the Board for a change of billing services to Systems Design. System Design has a collection rate of approximately 89%. The potential for an increased collection rate could bring the department an additional \$80-100,000 in revenue. Chief Moor requested the Board approve his proposal to contract with System Design for billing services.

Dir. Dishaw moved to approve Chief Moor to sign the Professional Service Agreement, and the Business Associate Agreement with Systems Design West, LLC for ambulance billing services; seconded by Dir. Huseonica. Motion passed unanimously.
11. Treasurer Gocke presented the Board with a five-year Financial Forecast with updated budget number for 2019/20. Revenue will continue to increase at approximately. 3% per year. The PERS rates will increase significantly in 2021/22- 2022/23 biennium. Maintaining a 3.31 millage rate indicates a projected deficit starting FY 2022/23.
12. Treasurer Gocke presented the April 2019 unaudited financials stating the general fund 715 was in good shape year-to-date. The District is ahead \$289,000 in total surplus. A variance of \$18,999 in police Materials and Services is largely due to the payment of an annual 9-1-1 invoice.

Dir. Fister moved to accept the April 2019 unaudited financials; seconded by Dir. Dishaw. Motion passed unanimously.
13. Dir. Dishaw discussed a proposal to add step-by-step instructions for the budget process to the Bylaws. He believes this would offer a more thorough introduction into the process for new members. Admin Baker noted SROA Controller Joe Healy, suggested to the Budget Committee to present a high-level summary to the Board. The Policy Update Committee has already discussed reviewing the budget process, duties, and responsibilities.
14. Dir. Fister reviewed the April 2019 SROA meeting highlighting a discussion on the planned Harper Bridge construction. Construction on the parking lot has been delayed with anticipated completion by late June. Dir. Fister also noted a successful and productive joint meeting with the SSD.

Other Business

- Budget presentation to Deschutes County May 29, 2019 at 12:30pm.
- SSD Regular Board Meeting is June 13, 2019. Police and Fire report on Semi-annual Performance Measures, Approve SAIF Invoice for Worker's Comp, Initiate work on Annual Performance review for Police Chief, Fire Chief, and Board Administrator. Note: Chair Schmid will be on vacation for the June meeting, Vice-Chair Fister will conduct the meeting in his absence.

Motion to adjourn

Dir. Dishaw moved to adjourn the meeting; seconded by Dir. Huseonica. Meeting adjourned at 4:44pm.

SSD Chair, Ron Schmid
Office Assistant, Candice Trapp

APPROVED