

# SUNRIVER SERVICE DISTRICT

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## MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, January 16, 2020

Fire Department Training Room

57475 Abbot Drive, Sunriver, OR 97707

- Call to Order:** Chair Bill Hepburn convened the meeting at 3:01 p.m.
- Roll Call:** Dir. Hepburn, Dir. Fister, Dir. Schmid, Dir. Dishaw, Dir. Burford, Dir. Ralston present. Dir. Stephens via phone.
- SSD Staff:**
- SSD: Administrator Baker present. Candice Trapp absent.
  - Fire: Chief Moor
  - Police: Chief Darling
- SROA Staff:** Susan Berger, Sunriver Scene
- Other:** None
- Public Input** Doug Hoscheck #7 Tournament Lane, asked for a follow up meeting to discuss a practice evacuation. Mr. Hoscheck also expressed concerns regarding smoke issues and the increased population during peak season. Chair Hepburn stated someone from the District would be in touch with Mr. Hoscheck to discuss his concerns further.

### **Consent Agenda**

1. Motion to approve:
  - a) Motion to approve the revised November 14, 2019 Regular Board meeting minutes.
  - b) December 19, 2019 Regular Board meeting minutes.
  - c) December 19, 2019 Joint with Deschutes County Commissioners meeting minutes.
  - d) SROA monthly invoice in the amount of \$14,793.08.

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

### **Old Business**

2. Dir. Fister stated he had nothing significant to report on regarding the Strategic Plan process. He and facilitator, Scott Hayes hope to report on a new timeline next month.

3. Dir. Fister discussed his research on additional cyber liability coverage. The District reviewed additional liability coverage last year and found the existing coverage through SDAO appeared to be sufficient due to minimal exposure. However, since then SROA experienced a significant ransom attack which took five months to resolve leading to additional costs for labor outside of what insurance covered. Dir. Fister recommends the District go beyond the coverage provided by SDAO and consider additional liability coverage. He reviewed two supplemental plans and found no significant differences. The Board discussed the District's potential vulnerabilities and decided to move forward with Coalition for supplemental cyber liability coverage. Coalition will provide coverage and test for vulnerabilities at a cost of \$2,500 annually.

Dir. Fister moved to approve additional cyber liability coverage with Coalition and the plan they proposed; seconded by Dir. Dishaw. Motion passed unanimously.

#### **New Business**

4. Chair Hepburn called for the Chiefs and Administrator's monthly reports:

##### **Fire Chief Moor-**

- December 2019 (36) calls for service. Mutual Aid calls: (7) given, and (1) received.
- Chief Moor gave an update on Emergency Response.
- Chief Moor discussed State Fire Marshal's Office / SROA Inspections update.
- Chief Moor updated the Board on Central Oregon Fire Chiefs Regional Training Center in Redmond.
- SRFD has completed all personnel evaluations.
- SRFD completed training with GEMT consultant.
- SRFD using 90-day trial for new Office Hours.
- Chief Moor gave an update on Lexipol. His goal is to go live by the first of March.
- Chief Moor announced a holiday staffing plan which includes six vacation blackout dates with added staffing to cover simultaneous calls.
- SRFD will begin a five-year training schedule.
- Chief Moor participated in Regional planning for Active Shooter Training.
- Chief Moor met with the Firefighters Association to discuss and review Drug Policy.
- SRFD participated in an Annual Reserve Competency Training
- SRFD is hosting a Pickleball Tournament for the Stair Climb fundraiser.

##### **Police Chief Darling-**

- December 2019 calls for service, 69 (emergency) and 102 (non-emergency).
- 2019 Calls for service, 9,003 (total).
- Chief Darling discussed department survey results.
- Chief Darling is working with Deschutes County Emergency Services to develop a continuity of operations plan for Sunriver.
- SRPD received three reports of fireworks during New Year festivities. More were observed without being reported. SRPD will work with SROA next year to increase signage and public information via social media.
- SRPD offered community education on Use of Force.
- SRPD & SRFD participated in Diversity and Inclusion Training.
- Lt. Womer attended Train The Trainer in preparation for the new CAD system through Deschutes Co. 911.
- Lt. Womer attended advanced Internal Affairs training in Portland.

- SRPD completed Radar Refresher class with Bend PD.
- Officer Steve Lombardo is currently assigned to the DCSO Criminal Investigative unit.
- Citizen Patrol donated 117.75 hours in December.

**Administrator Baker-**

- SDAO Conference: Administrator Baker discussed the SDAO conference in Seaside on February 6<sup>th</sup>-9<sup>th</sup>. Dir. Ralston and Dir. Dishaw will attend the full conference. Dir. Stephens and Dir. Ralston will attend the pre-conference training on Board Responsibilities.
  - Vehicle Maintenance Rate: The Vehicle Maintenance Agreement with SROA requires the Board to approve an hourly shop rate set by SROA each year. The rate for 2020 is \$93.25 per hour, which is a 3% increase from last year's rate of \$90.53 per hour.
  - Legal Update: Administrator Baker prepared notes for the attorney representing the District on the lawsuit filed in Federal Court. The attorney, Ron Downs, is preparing a response which he expects to be filed in February. He will attend the executive session on February 13<sup>th</sup> to brief the Board.
  - Letter to Representative Jack Zika: Administrator Baker and Chair Hepburn prepared a letter to State Representative Jack Zika on the impact of SB 1049 PERS legislation to the District. A copy of the letter was provided to the Board.
  - 2020 Oregon Preparedness Workshop: Administrator Baker reported Sunriver will host the 2020 Oregon Preparedness workshop on March 17<sup>th</sup>-19<sup>th</sup>. This event may be of interest to staff and Board members. Registration is open and those interested can reach out to request the registration link.
  - Executive Advisory Committee: The Executive Advisory Committee met on Monday January 13, 2020.
5. Chair Hepburn reported on the Executive Advisory meeting. Jim Bennett, the District's Public Information Officer attended. Mr. Bennett submits an article to the Scene each month on behalf of the District. The advisory committee discussed the need for strategic messaging moving forward. Topics such as wildland fire preparedness will be published in the spring.
  6. Chief Darling presented the 2019 year-end reports on Police Complaints, Pursuits and Use of Force. The department received a total of 5 citizen complaints in 2019, three were unfounded and two were sustained. The department assisted Deschutes County Sheriff's Office with one pursuit during the calendar year. Chief Darling discussed the Use of Force report noting the department received a total of 8,692 calls for service in 2019. There were seven use of force responses, five control holds and two display of weapon. The Board asked how many were inside Sunriver property and how many were outside. Chief Darling did not have those statistics for 2019. He was asked to collect data for 2020.
  7. Chief Darling addressed a motion to approve the Chair's signature on 911 Technical Support Agreements for Police and Fire. He shared the agreements cover technical support, software, hardware and maintenance.

Dir. Dishaw moved to approve Chair signature on the 911 Technical Support Service Agreements for Police and Fire; seconded by Dir. Burford. Motion passed unanimously.

8. Chair Hepburn revisited discussion from last month on Resolution 2020-001 adopting the District Policy changes regarding Conflicts of Interest and Ethics. Most of the new language is from the State Ethics Laws. Additional language specifies Board members may not be employed or a part of volunteer programs of the District or any of its departments to avoid an actual or potential conflict of interest. This does not preclude Board members from volunteering at singular events of the District, Police, or Fire Departments.

Dir. Fister moved to adopt Resolution 2020-001 updating District Policy regarding Conflicts of Interest and Ethics; seconded by Dir. Ralston.

VOTE:

Dir. Stephens	YES
Dir. Burford	YES
Dir. Schmid	YES
Dir. Ralston	YES
Dir. Fister	YES
Dir. Dishaw	NO
Dir. Hepburn	YES

9. Administrator Baker discussed the 2020 billing rates proposed by SROA for vehicle maintenance. The rate of \$93.25 per hour is up 3% from last year. There was discussion on the new rate being high. Some of the work on emergency vehicles require the mechanic have specific certification. Both Chiefs said they have used other services when appropriate to save money.

Dir. Stephens moved to approve SROA's 2020 billing rate for vehicle maintenance; seconded by Dir. Dishaw. Motion passed unanimously.

10. Chief Darling addressed a disposition request for two decommissioned police vehicles. The Board was notified previously of the disposition however, the Board never voted to approve the disposition.

Dir. Fister moved to reapprove the disposition of two decommissioned police vehicles; seconded by Dir. Burford. Motion passed unanimously.

11. Both Chiefs addressed their proposed Police and Fire Performance Measures. Dir. Fister stated he would like to see more details in the personnel section as the employees are the District's most valuable asset. He appreciated the focus on employee wellness. Chair Hepburn asked that wildland fire issues be specifically addressed in the operations section. The Board discussed a desire for an increase of measurable details moving forward.

12. Chief Darling & Chief Moor discussed their progress on the Police & Fire Annual Report. Chief Darling stated the police department's report is approximately 75% complete. Chief Moor shared his report is a work in progress as well. The fire department will highlight emergency preparedness as a theme in this year's report. The Board discussed outreach methods and requested online viewing statistics to determine if offering the report online is effective.

13. Treasurer Schmid addressed the unaudited December 2019 financials noting property tax collections were underbudget by \$12,000 for the month but ahead of budget by \$159,955 year-to-date. He discussed a variance of \$13,173 in charges for services for the month and noted it was due to the change of vendors for ambulance billing. The fire department is still \$20,000 ahead of budget year-to-date which does not include a substantial GEMT reimbursement for 2018 and 2019. The Police department was close to budget for the month and \$97,000 ahead year-to-date. The administrative department is close to budget for the month as well as year-to-date. The District is ahead on expenditures year-to-date by \$364,000. There were no capital expenditures for the month of December and Treasurer Schmid stated he was pleased with the management of District finances.

Dir. Dishaw moved to approve the December 2019 unaudited financials; seconded by Dir. Burford. Motion passed unanimously.

14. Dir. Fister reported on SROA's December Board meeting noting the Board held discussion on the ongoing search for a General Manager. The hiring committee will interview two remaining candidates and report to the SROA Board with a recommendation this week. Dir. Schmid highlighted the District's success with a public panel when the Chiefs were hired and inquired whether or not the hiring committee had considered soliciting input from the community. Dir. Fister stated he would share the suggestion once again on behalf of the Board.

**Other Business -**

- The next SSD regular Board meeting is February 13, 2020.

Motion to adjourn

Dir. Dishaw moved to adjourn the meeting; seconded by Dir. Ralston. Meeting adjourned at 5:05pm.

SSD Chair, Bill Hepburn  
Office Assistant, Candice Trapp