

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, April 16, 2020
Fire Department Training Room
57475 Abbot Drive, Sunriver, OR 97707

- Call to Order:** Chair Bill Hepburn convened the meeting at 3:12 p.m.
- Roll Call:** Dir. Hepburn, Dir. Schmid, Dir. Dishaw, Dir. Ralston, Dir. Stephens, Dir. Fister present via Zoom virtual meeting.
- SSD Staff:**
- SSD: Administrator Baker present. Candice Trapp via Zoom.
 - Fire: Chief Moor present via Zoom
 - Police: Chief Darling via Zoom
Lt. Womer
- SROA Staff:** Susan Berger, Sunriver Scene
Joe Healy, SROA Controller
- Other:** Betty Butler, Budget Committee
- Public Input** None

Dir. Schmid honored the memory of Board member, Mark Burford. He shared Dir. Burford's many achievements and expressed his gratitude for his faithful service to the community.

Dir. Fister honored the memory of late Board member, Jim Wilson. He was a past Board member of both SROA and SSD. He served as Chair on the SSD Board and had an extensive financial background. He contributed in many other ways to the Sunriver Community.

1. Treasurer Schmid, SROA Controller Joe Healy, and Budget Committee member Betty Butler discussed the potential financial impact of COVID-19 on the Districts 2020/21 budget. The Districts primary source of income is currently property tax collections. The Budget Committee will have to assess the projected rate of collection. In Sunriver, the collection rate is typically 98%. The Budget committee will discuss projections and modify the budget accordingly.

Consent Agenda

2. Motion to approve:
 - a) March 19, 2020 Regular Board meeting minutes.
 - b) Motion to approve the April 6, 2020 Special Board meeting minutes.
 - c) SROA monthly invoice in the amount of \$15,242.32.

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

Coronavirus

3. Chief Darling and Chief Moor gave a COVID-19 response briefing.

Fire Chief Moor-

- Firefighter and his family tested negative for COVID-19.
- Temperature checks continue twice daily.
- Documentation of all movements outside the station.
- Employees inside the station are required to wear face masks.
- Administrative Assistant Tammie Waters decontaminates daily.
- SRFD has offered the use of one ambulance dedicated to the transportation of COVID-19 patients only. There are a total of five in Central Oregon.
- 911 has established a run card prioritizing transportation.
- Most of the Personal Protective Equipment (PPE) from Deschutes County and the Emergency Operations Center have arrived.
- All supplies purchased by the department will be reimbursed by a grant from FIMA.
- Call volume has decreased as a result of COVID-19.
- As of today, St. Charles has three COVID patients (none on ventilators). There are 55 cases in Central Oregon with thirty-seven in recovery.
- The St. Charles emergency room is currently running at 35% capacity.
- SRFD has reserves on-call. Deputy Chief Bjorvik is currently offering training online.
- Chief Moor thanked the Sunriver Women's Club for making two masks for each employee.

Police Chief Darling-

- Chief Darling thanked the Sunriver Women's Club for donating masks for everyone in the department.
- SRPD is investigating reports on short-term rentals.
- There are currently no reports of illness within the department.
- SAIF reimbursement grant accepted to recover out of pocket costs.

Old Business

4. Dir. Fister discussed the Strategic Plan and his desire to hold a work session followed by community input this summer. He hopes to have the Strategic Plan process completed before the end of his term in August 2020.
5. Chief Moor and Chief Darling announced the Emergency Operations Drill scheduled for May has been postponed. Further discussion on evacuation plans with Deschutes County Emergency Manager Nathan Garibay continue. The evacuation drill will be rescheduled for a later date. Public Information Officer Jim Bennett will continue to publish information regarding Emergency Preparedness evacuation in The Scene.

New Business

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

Fire Chief Moor-

- March 2020 (33) calls for service. Mutual Aid calls: (3) given, and (0) received.
- Chief Moor noted there has been several calls regarding the smell of natural gas.
- The call volume has decreased due to COVID-19.
- Chief Moor noted the community wildfire protection plan expired last year. Project Wildfire has a new manager and the protection plan is being updated. Deputy Chief Bjorvik is representing the department and expects to have it completed by June.
- SRFD completed active shooter training.
- Wildfire Training has started in preparation for the season.
- Central Oregon Fire Chiefs Association held a meeting regarding COVID-19 restrictions which affects wildland fire crews.

Police Chief Darling-

- February 2020 calls for service, 36 (emergency) and 112 (non-emergency). Eight incidents were outside of Sunriver.
- Chief Darling has implemented operational COVID-19 protocol for the department.
- SRPD Lobby remains temporarily closed to the public.
- All training has been cancelled due to COVID-19.
- SRPD assisted the County with a shooting that took place on Cottonwood.
- SRPD assisted with a DUI on highway 97.
- SRPD conducted a death investigation which was suspicious but later classified a result of natural causes.
- Citizens Patrol donated 59 hours in March before activities were suspended due to COVID-19.

Administrator Baker-

- Rental Property Historical Review: Administrator Baker shared she has completed a historical review of rental property issues and concerns regarding the safety and livability of the community. As a result, the Resolution before the Board will address the issues.
- Zoom Virtual Meetings: Administrator Baker created a Zoom account to conduct virtual meetings. It was necessary to upgrade to webinar package to allow for public meeting requirements.
- Health Insurance: Administrator Baker shared Health Insurance rates came in at an increase of 4.8% over last year.
- Employee Handbook: Administrator Baker updated the Employee Handbook to include legislation on pregnancy and lactating mothers. The Handbook is due for a comprehensive legal review to hopefully be completed this year.
- COVID-19: Due to the various closures and regulations regarding COVID-19, the District is navigating the various information as it comes in.

7. Chair Hepburn discussed Resolution 2020-004 requesting SROA enact a Rental Property Registry. There was extensive discussion regarding chronic reemergent issues with parking and loud parties. A nuisance ordinance and rental property registry were requested bringing improvement to the safety and livability of Sunriver. Dir. Fister noted 35%, roughly 1,400 homes, are rented in Sunriver according to the last survey completed in 2017.

Dir. Dishaw moved to approve Resolution 2020-004 requesting SROA enact a Rental Property Registry; seconded by Dir. Schmid. Motion passed unanimously.

8. Administrator Baker discussed Resolution 2020-005 amending the Employee Handbook regarding equal employment opportunity policies. The new language includes policy for lactating mothers.

Dir. Fister moved to approve Resolution 2020-005 amending the Employee Handbook to include policy for equal employment opportunity; seconded by Dir. Ralston. Motion passed unanimously.

9. Chair Hepburn reported he was unable to meet with SROA president Keith Mobley for their quarterly meeting. President Mobley called to inquire about the District's desired qualifications in a new Board member. Chair Hepburn thanked him for being forward thinking, as it was much appreciated to be included.

10. Treasurer Schmid discussed the unaudited March 2020 financials. The District is nine months into the fiscal year. The fire department was ahead of budget for the month by \$11,377 and ahead by \$83,368 year-to-date. The Police department was ahead of budget for the month by \$13,222 and \$104,836 ahead year-to-date. The administrative department is ahead of budget for the month by \$4,793 and \$19,556 year-to-date. Treasurer Schmid said the budget is in good shape with a positive variance. Treasurer Schmid noted the police vehicle scheduled to arrive is delayed and will be expensed from the next budget year. The Board discussed concerns for potential issues with property tax collections and valuation issues due to the impact of COVID-19.

Dir. Dishaw moved to approve the February 2020 unaudited financials; seconded by Dir. Fister. Motion passed unanimously.

11. Chair Hepburn reported the joint meeting with SROA scheduled for April 17th was postponed.

12. Dir. Fister reported on highlights from SROA's March meetings. He shared they discussed COVID-19 and no action regarding personnel has been taken at this time. SROA welcomed two new Board members.

Other Business -

- A Special meeting is scheduled for May 7th at 1:00 to approve the budget. The next SSD regular Board meeting is May 16, 2020. There will be a Work Session on the strategic plan before the meeting at 1:30.

Dir. Schmid moved to adjourn the meeting; seconded by Dir. Ralston.

SSD Chair, Bill Hepburn
Office Assistant, Candice Trapp

APPROVED