

# SUNRIVER SERVICE DISTRICT

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## MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, May 14, 2020

Fire Department Training Room

57475 Abbot Drive, Sunriver, OR 97707

- Call to Order:** Chair Bill Hepburn convened the meeting at 3:02 p.m.  
All parties were present virtually
- Roll Call:** Dir. Hepburn, Dir. Schmid, Dir. Dishaw, Dir. Ralston, Dir. Stephens,  
Dir. Fister, and Dir. Murray present
- SSD Staff:**
- |         |                                      |
|---------|--------------------------------------|
| SSD:    | Administrator Baker<br>Candice Trapp |
| Fire:   | Chief Moor<br>Tammie Waters          |
| Police: | Chief Darling<br>Lt. Womer           |
- SROA Staff:** Susan Berger, Sunriver Scene
- Other:** None
- Public Input** Max Goldwasser, KZTV

### Consent Agenda

1. Motion to approve:
  - a) April 16, 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 \$14,901.36.

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

### Coronavirus

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

**Fire Chief Moor-**

  - All staff are currently healthy.
  - Decreased call volume in April 2020. Down ½ from April 2019.
  - SRFD has a healthy supply of Personal Protective Equipment (PPE) thanks to Captain Jeffcott.
  - Employees inside the station are required to wear face masks.
  - There is a slow re-opening plan established for Sunriver Fire which includes two phases.
    1. Administrative, and 2. Operational.

- All open house and station tours have been cancelled this summer.
- SRFD will begin offering virtual tours.

**Police Chief Darling-**

- All staff are currently healthy.
- Increased call volume due to requests for enforcement of the Governors Executive Orders. SRPD completed 55 investigations into the ban on short-term rentals, seven were in violation but voluntarily complied after being educated.
- The SRPD Lobby will open on May 15<sup>th</sup> with added safety protocols. The use of masks and hand sanitizer are now required.
- Starting May 15<sup>th</sup>, Officers will proceed with standard operations.
- SRPD has established a slow re-opening plan.

3. Chair Hepburn discussed Governor Brown’s approval of Deschutes County re-opening plan. Phase-one will begin May 15<sup>th</sup>. Sunriver will likely see an influx of visitors with businesses reopening. The Resort and the Village will open on May 15<sup>th</sup> on a very slow and limited basis. The Owners Association has installed educational information along the bike paths and map sites. Both Chiefs are proactive and prepared as Sunriver begins the reopening process.

**Old Business**

4. Dir. Fister stated he anticipates having a draft of the Strategic Plan available for the Board by next week. He hopes to have completed the process by the end of his term in August.

**New Business**

5. Chiefs and Administrator’s monthly reports:

**Fire Chief Moor-**

- April 2020 there were 26 calls for service. Mutual Aid calls: three given, and zero 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.
- Based on the CARES Act, some EMS costs will be reimbursed.
- Participated in the SSD/SROA Task Force meeting.
- Stakeholder Meeting (Resort, SROA, Village) regarding re-opening plans.
- All Central Oregon Fire Chiefs will meet on June 18<sup>th</sup> to review COVID-19 Wildfire procedures.
- SRFD received Airport Training.
- Sunriver Firefighters Association Executive Board Meeting.
- SRFD continues to offer Wildfire Protection Home Inspections.
- SRFD & SRPD participated in a birthday convoy for a 90-year-old and a 9-year-old.

**Police Chief Darling-**

- April 2020 calls for service, 43 (emergency) and 92 (non-emergency). Six incidents were outside of Sunriver.
- COVID-19 update and operational protocol for the department.
- National Police Week May 10-16<sup>th</sup>.
- Burglary reported at 11 Whistling Swan Ln. Arrested two individuals, property was recovered.

- Increase in trespass related incidents. Three trespass arrests, one unlawful entry into a motor vehicle and one DUII of same individual.
- Eight Bicycle Patrol Officers have been selected and will begin their training.
- Seven Citizen Patrol members have expressed interest in starting CP Bike Patrol. They have all the basic training. They will complete a refresher training to bring them up to date with COVID-19 protocols.
- Most training has been cancelled due to COVID-19.
- A test of the siren system occurred on Tuesday, May 12, 2020 at noon. Communication to the public was provided to the community in tandem with SROA. Chief Darling noted the exercise was successful with only one siren down. Day Wireless was contacted for repairs.
- Chief Moor and Chief Darling will assemble a Public Service Announcement (PSA) video for community members related to Emergency Preparedness, Evacuation, and Wildfire Safety.
- Chief Moor, Chairman Hepburn, and Chief Darling have been in discussion with the Village and Resort as it relates to the re-opening of Sunriver.
- Citizens Patrol's non-essential operations have been suspended due to COVID-19. Chief Darling is in discussions with CP to resume routine duties.

#### **Administrator Baker-**

- Mass Gatherings & Events: Administrator Baker worked with General Manager James Lewis on the Joint letter to the County regarding mass gatherings vs. events.
- Letter to Employees & Volunteers: Administrator Baker formatted Chairman Hepburn's letter to employees and volunteers. This item is on the agenda to discuss if June 30<sup>th</sup> is the appropriate end date for non-participation in Sunriver events.
- Resolution 2020-004: Administrator Baker shared she forwarded the signed Resolution 2020-004 requesting SROA create a rental property registry. She also created a draft document to start the discussion and identify some of the components that will need to be considered (attachment provided).
- Special Meeting: Administrator Baker set up a Special Meeting on May 7<sup>th</sup>, 2020 to approve the budget and made adjustments to the spreadsheets. The approved budget was submitted to Deschutes County on May 8<sup>th</sup>, 2020. The hearing with Deschutes County is scheduled for May 27<sup>th</sup>, 2020 at 12:45pm.
- Meeting with GM Lewis: Administrator Baker met with SROA General Manager Lewis to discuss the Task Force created for COVID, rental property registry, Emergency Operations and coordination of all agencies moving forward.
- Discovery: Administrator Baker shared she has provided additional discovery for the Patnode lawsuit. Depositions are scheduled the week of July 6, 2020 in Sunriver.

6. Chief Moor discussed his request for the Chair's signature on a reimbursement contract from FEMA. This agreement will reimburse the department for 75% of all expenses related to COVID-19. The contract will need to be reviewed by legal prior to being signed.

Dir. Fister moved to approve Chairman Hepburn's signature pending legal review; seconded by Dir. Ralston. Motion passed unanimously.

7. Chief Darling discussed a Memorandum of Understanding (MOU) with St. Charles. The new program allows Law Enforcement Officials in Deschutes County to pick up and deliver prescriptions to those in their community who are at risk or immobile. Bend PD and Black Butte are already participating in the program. The MOU would require Chief Darling's signature once the drafted and approved by the Board.

Dir. Dishaw moved to approve Chief Darling's signature on the final Memorandum of Understanding (MOU) with St. Charles; seconded by Dir. Ralston. Motion passed unanimously.

8. Chair Hepburn discussed a letter to all District employees and volunteers. To protect the health and well-being of District personnel, the Board has decided it will temporarily suspend support of events and gatherings in Sunriver. District employees and volunteer involvement in any event or gathering is suspended through the end of June. Ongoing evaluations in May and June will determine if these restrictions should be extended. Employees and volunteers of the District are welcome to continue volunteering their own time for various causes they support, even though they will not be allowed to represent the District. All employees volunteering, are encouraged to take precautions and appropriately practice distancing and other safety measures.

9. Chair Hepburn reported on the Task Force Meeting with SROA. The Task Force was created for cohesive communication between SSD & SROA. Chief Darling, Chief Moor, Chair Hepburn, Vice Chair Fister, and Administrator Baker represent the Sunriver Service District. There was discussion on signage for the bike paths to educate on social distancing. All events in Sunriver have been cancelled this summer. The SHARC will not be included in the phase-one reopening plan. There was also much discussion on the expectations of homeowners for the incremental approach of re-opening. There will be significant communication as well as education provided. Chair Hepburn noted there was great participation from SROA with siren testing. He is hopeful the Task Force will result in a unified message from all entities in Sunriver.

Max Goldwasser from KZTV present via zoom, asked three questions:

1. Chair Hepburn was asked about the Resort's plans for re-opening.

Chair Hepburn stated he was not able to speak for the Resort and suggested Mr. Goldwasser contact Tom O'Shea at the Resort for more information.

2. Chief Darling was asked to review the possible partnership between Deschutes County Law Enforcement and St. Charles. What will the service be? Why should tax dollars be going to law enforcement as a delivery service when as you mentioned, you have received an influx of calls lately. What is the influx related to?

Chief Darling stated from a public safety standpoint, the people in our community are a vulnerable population and they pay taxes. Due to the unusual situation of a pandemic, those who need medication for serious health conditions are at risk. There is no reason why the police department can't help them and he is more than willing to spend his own gas money to help the community he serves. Dir. Ralston noted Sunriver homeowners are the ones who pay for public safety with their taxes and therefore benefit. The influx of calls was regarding enforcement of the State and County's orders. Sunriver PD has been investigating and the vast majority of those complaints are unfounded as they are people that own property here. The few that were found to be in violation were provided education and complied voluntarily.

3. Board was asked about their worry level with tourist coming to town as things start to reopen. How will that be handled in a general sense.

Dir. Murray stated he believes this question is better suited for the SROA Board, not Police and Fire. Chair Hepburn touched on expectations and maintaining social distancing much like every other entity in Deschutes County. The biggest concern is not knowing the impact.

10. Chief Moor discussed the Community Wildfire Plan which was established in 2005 and is currently under review as is done every five years. He shared a draft of the updated plan with the Board and noted the importance of collaboration for a comprehensive review of the Community Wildfire Protection Plan. The final draft should be available by next week.

Dir. Schmid moved to approve the Community Wildfire Plan; seconded by Dir. Dishaw. Motion passed unanimously.

11. Treasurer Schmid discussed the unaudited April 2020 financials. The District is ten months into the fiscal year. Revenue is exceeding budget by \$230,000 YTD and expenditures are under budget by \$212,000 YTD with a total budget surplus of \$443,000. Prior to year-end on June 30<sup>th</sup>, the district will need to accrue \$43,000 for PERS contributions for the five District employees who are PERS retirees. Prior to the 2019 Legislation requiring contributions for retired PERS employees, the District was exempt. The payment to PERS will be made in September, however the accrual needs to happen this fiscal year. He noted the ongoing cost will be approximately \$86,000 in fiscal year 2020/2021. The District will also proceed with budgetary cleanup before year-end to ensure all major categories are within budget parameters. Ambulance billing revenue has decreased due to COVID-19 and the trend is expected to continue. The fire department was ahead of budget for the month by \$21,355 and ahead by \$104,723 year-to-date. The Police department was over budget for the month by \$17,602 due to a separation agreement with an officer in personnel costs but \$87,234 ahead year-to-date. The administrative department is above budget for the month by \$28.00 and \$19,584 year-to-date. Looking at the combined balance sheet, the District has a strong operating and reserve funds of \$7,996,214. Noting this balance will begin to decline each month between now until the District receives property tax revenue in November. Treasurer Schmid said the budget is in good shape with a positive variance.

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

12. Dir. Fister reported on highlights from SROA's April meetings. He stated SROA has seen significant loss of revenue with the closure of SHARC. For those who pay their assessment in installments, the second installment has been delayed as a result of COVID-19. The revenue shortfalls are affecting SROA's budget. All seasonal hiring was halted and the pool staff was laid-off.
13. Chair Hepburn discussed the June Board meeting with the option to meet in person or continue with Zoom virtual meetings. It was the consensus of the Board to continue with Zoom in June with a reassessment for the July meeting.

**Other Business -**

- Budget hearing with Deschutes County is on May 27<sup>th</sup>, 2020.
- The SSD Regular Board Meeting is June 18<sup>th</sup>, 2020. Semi-annual report on Police and Fire Performance Measures; Resolution on any budget adjustments for year-end; Initiate performance review on Chiefs and Administrator; Resolution approving health insurance monthly premium rates.

Dir. Ralston moved to adjourn the meeting; seconded by Dir. Murray.  
Meeting adjourned at 4:31pm

SSD Chair, Bill Hepburn  
Minutes prepared by Office Assistant, Candice Trapp