

# SUNRIVER SERVICE DISTRICT

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## MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, June 18, 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<br>Tammie Waters, Administrative Assistant |
| Police: | Chief Darling<br>Lt. Womer                            |
- SROA Staff:** Susan Berger, Sunriver Scene
- Public Input** None

### Consent Agenda

1. Motion to approve:
  - a) June 18, 2020 Regular Board meeting minutes.
  - b) SROA monthly invoice in the amount of \$16,792.18.
  - c) Motion to approve SAIF Invoice in the amount of \$61,512 for Worker's Comp coverage.
  - d) Motion to approve Deschutes County 9-1-1 Invoice in the amount of \$18,557.
  - e) Motion to approve Invoice to Deschutes County 9-1-1 for Fire in the amount of \$5,070.
  - f) Motion to approve Invoice to Hughes Equipment for repairs & maintenance to the Ladder Truck.

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

### Old Business

2. Dir. Fister presented a working draft of the Strategic Plan to the Board for discussion and feedback on next steps. He hopes to have a revised draft completed in August for citizen input. Administrator Baker will schedule a Work Session in two weeks to refine the draft presented.
3. Chair Hepburn gave an update on the work of the SROA/SSD COVID Task Force. The Task Force met last week and discussed signage on the bike paths, the SHARC's soft re-opening on June 25<sup>th</sup>, and SROA's new policy on open flame burning.

## **New Business**

### **4. Monthly Chief/ Administrator Reports:**

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

- May 2020 (28) calls for service. Mutual Aid calls: (0) given, and (2) received.
- Chief Moor noted record low calls for service due to COVID.
- Chief Moor noted the department is still operating with COVID procedures with plans to slowly re-open the office.
- SRFD will begin to accept service calls (Knox Box) within one week.
- Advertisement placed for full-time employees.
- Discussion on Seasonal Employees.
- SRFD received Water Rescue Training with Police, provided by Deschutes County Search & Rescue.
- Fire prevention visits for the airport and Cove project.
- Acting -In-Capacity Program.
- Reserve wildfire training.
- Ladder Truck annual maintenance.
- Firefighter certifications.
- SRFD participated in (1) Wildfire Protection home visit and (2) Birthday drive-byes.

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

- May 2020 calls for service, 39 (emergency) and 144 (non-emergency). one case was taken outside of Sunriver.
- Chief Darling noted Emergency Calls are on track from last year. Officer initiated activity decreased due to COVID-19.
- SRPD Lobby is now open to the public.
- Chief Darling attended the Task Force Meetings with SROA.
- Congratulations to Justin and Amy Ciampi with the newest addition to their family Henry Ciampi.
- Chief Darling shared they successfully sold the GMC pickup for \$11,545.00.
- SRPD received Swift Water Rescue Training with DCSO SAR last Saturday & Sunday.
- SRPD assisted Bend PD with the peaceful protests (2 SR Officers each day).
- Chief Darling discussed the purchase of a WRAP restraint device.
- Online Echelon Front Leadership Training.
- Online Blue Valor Training (Officer safety training)
- Citizen Patrol provided 86.05 hours of bike patrol, 38.8 hours of administrative projects and 3.5 hours of training in the month of May.
- Janet Gordon has resigned from CP. Thank you for your contribution to CP and the PD.
- Police and Fire participated in two drive-by for community birthday celebrations.

#### **Administrator Baker-**

- SDAO/SDIS: Administrator Baker shared she has completed the Best Practices survey to provide the District with a 10% savings on the annual liability insurance policy for next year.
- Employee Handbook: Administrator Baker shared she started going through the Employee Handbook requesting each Chief do the same by the end of June. Recommended changes will be brought forward and the Board will review for additional suggestions in July. Legal review will also be required before the final product is approved. Discussion on the Employee Handbook is on the July agenda.

- SAIF Worker's Compensation: The SAIF Worker's Comp Invoice is required to be approved and paid by July 10<sup>th</sup>. The premium for FY 2020/21 is \$61,511.59, almost \$4,000 less than last year. The current premium includes the two additional FF/Paramedics. The reason for the reduction is the Mod was .91 and last year it was 1.02. This is based on the previous five-year claims experience. The Citizen Patrol was removed from WC coverage several years ago and we cover them with an accident insurance policy. The premium for FY 2020/21 is \$602.00.
  - Budget Hearing: Administrator Baker attended the Budget Hearing with Deschutes County Commissioners on Mat 27<sup>th</sup>, 2020. Bette Butler and Ron Schmid attended via Zoom. The District budget was approved.
  - Rental Property Registry: Administrator Baker requested an update from SROA on the Rental Property Registry. The SROA Board had initial discussion at their May meeting and GM Lewis plans to add it to the July SROA meeting agenda, with a potential task force to address the issue. The goal is to have the project completed by the end of the year.
  - iPad: Administrator Baker will begin purchasing tablets for Board members in July so the bulk of all meeting material can be online instead of paper packets. The Zoom meetings hopefully have increased the comfort of material in this format.
  - Executive Advisory Committee: The Executive Advisory Committee Meeting was held on June 8<sup>th</sup>.
5. Administrator Baker discussed a motion to approve wage increases of 2.3% for all non-represented employees.
- Dir. Fister moved to approve a wage increase of 2.3% for all non-represented employees; seconded by Dir. Dishaw. Motion passed unanimously.
6. Chief Moor discussed a motion to approve Chair signature on an Intergovernmental Transfer Agreement to pay the invoice for GEMT fee in the amount of \$7,064. All but \$1,200 will be reimbursed. Chief Moor noted the department will receive approximately \$45,000 in August from the annual GEMT reimbursement.
- Dir. Schmid moved to approve Chair signature on the Intergovernmental Transfer Agreement to pay for GEMT reimbursement fee in the amount of \$7,064; seconded by Dir. Dishaw. Motion passed unanimously.

7. Chair Hepburn reported on the Executive Advisory Committee Meeting held on June 8<sup>th</sup>, 2020. He shared they discussed the following:
  - Police and Fire Performance Measures
  - Chief Moor discussed the Reserve Program
  - Fire Administrative Assistant, Tammie Waters 4/10 schedule.
  - Addition of two Bike Patrol Officers
  - Bike Path Issues
  - Rental Registry
  - Employee Handbook
  
8. Chief Darling discussed Police Reform “8 Can’t Wait”. This movement in essence lists eight policies that can be immediately implemented and reportedly decrease Police violence while upholding accountability. Chief Darling went through each policy with the Board to discuss what Sunriver Police Department has in place as it relates to this movement. Please refer to the detailed report attached.
  
9. Chief Moor and Chief Darling reported on each of their departments’ mid-year Performance Measures. The Board expressed appreciation for a job well done.
  
10. Chief Darling discussed a motion to approve the addition of two Bike Patrol Officers for the remainder of the summer. Eight Bike Patrol officers are hired seasonally each year. Due to the increased traffic on the bike paths and river, the department has seen an increase in activity. Chief Darling requested the addition of two Bike Patrol positions for a total of ten. SROA General Manager James Lewis will discuss increasing their financial support to help offset the cost.

Dir. Dishaw moved to approve the addition of two Bike Patrol officers for the remainder of the summer; seconded by Dir. Ralston. Motion passed unanimously.
  
11. Chair Hepburn discussed preparation of the annual performance reviews for Chief Darling, Chief Moor, and Administrator Baker. He will present the performance reviews in executive session after the regular Board meeting in July.
  
12. Administrator Baker discussed a motion to approve Resolution 2020-007, Transfer of Contingency money to address shortfalls. PERS and COVID related operations caused the shortfall. The Oregon Legislature enacted changes to the PERS contribution rules after the FY 2019/20 budget was adopted. The new legislation required unbudgeted contributions, causing a shortfall in the Administrative personnel services.

Dir. Schmid moved to approve Resolution 2020-007, transferring \$5,000 from Contingency to address shortfalls; seconded by Dir. Dishaw. Motion passed unanimously.

13. Administrator Baker discussed a motion to approve Resolution 2020-006, approving FY 2020-21 Health Insurance rates. The rates are approved in June so the Invoice can be paid on time in July.

Dir. Dishaw moved to approve Resolution 2020-006, approving 2020-21 Health Insurance Rates; seconded by Dir. Ralston. Motion passed unanimously.

14. Chair Hepburn discussed the current suspension of event participation by employees and volunteers in place until the end of June. The Board wishes to let the current moratorium lapse allowing the Chiefs' to decide on a case-by-case basis.

15. Chief Moor discussed his proposal for a restructure of the Fire Reserve Program. Currently, Reserves are not considered employees and are minimally compensated by a stipend program. The proposal includes converting the eleven existing Reserves to part-time employees. Through attrition, the program will operate with seven Reserves. The part-time employees will be scheduled to augment career staff allowing the department to provide consistent and efficient deployment of fire and ambulance on responses. No additional funding is needed.

Dir. Dishaw moved to approve restructuring of the Fire Reserve Program; seconded by Dir. Fister. Motion passed unanimously.

16. Chief Moor and Chief Darling discussed purchasing a card-lock system for the District. Chief Moor, Chief Darling and Dir. Ralston met with Cook Security Group to consider installing a card-lock security system. Chief Moor shared the Fire Department's bid included ten doors at a cost of approximately \$35,490. He stated the team would rather have money added to the facility fund. He will proceed with obtaining a formal bid to have the card-lock system installed on the EMS room where narcotics are stored. Chief Darling requested the Board consider installing the card-lock system on three doors (front, back, and evidence) allowing control of access. The cost is approximately \$12,840. Chief Darling will have a formal bid available by the July meeting.

17. Treasurer Schmid shared the Budget Hearing with Deschutes County was successful, the District's budget was approved. The Deschutes County Commissioners did inquire about COVID-19's impact to Sunriver.

18. Treasurer Schmid discussed the unaudited May 2020 financials. The District is eleven months into the fiscal year. The District positive variance in revenue by \$201,000 and is under-budget on expenditures by \$244,000. The Police Department is below budget on expenditures by \$106,000 year-to-date. The Fire Department is better than budget on expenditures by \$120,000 year-to-date. Administration is ahead of budget by \$18,000 year-to-date. Ambulance charges and court fines are down due to the impact of COVID. Treasurer Schmid shared he is slightly concerned about revenue next year.

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

19. Dir. Fister reported on SROA's May Board meeting stating recreation in Sunriver will slowly re-open. Tennis and pickleball will be available while the basketball courts will remain closed. The SHARC will be open five days a week. SROA discussed a Resolution to fund recreation programs and reimburse lost revenue due to COVID. Clean-up was needed after recent the storms.
20. Chair Hepburn discussed whether or not the July Board meeting should return to in person or remain virtual. The consensus of the Board was to hold July's meeting in person. Zoom will also be available for those who are remote.

**Other Business -**

- The next SSD Regular Board meeting is July 16<sup>th</sup>, 2020. Performance reviews on Chiefs and Administrator in Executive Session; Discussion on the five-year financial forecast; Report on SSD Chair/SROA President quarterly meeting.

Dir. Fister moved to adjourn the meeting; seconded by Dir. Murray. Meeting adjourned at 5:33pm.

SSD Chair, Bill Hepburn  
Office Assistant, Candice Trapp