

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday July 16, 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
Deputy Chief Bjorvik
 - Police: Chief Darling
Lt. Womer
- SROA Staff:** Susan Berger, Sunriver Scene
- Other:** Boone Zimmerlee
Shenny Braemer
- Public Input** None

The Board honored the memory of founding SSD Director, Al Braemer. Dir. Fister shared Al was a consistent supporter of both police and fire and a lifetime fan of the Steelers. He was one of the founding Board members when the District was formed in 2002. He also served as a longtime Citizen Patrol member. Chair Hepburn shared condolences with his family and thanked them for his years of faithful service to the community.

Boone Zimmerlee and Deputy Chief Bjorvik presented the updated Community Wildfire Protection Plan. Mr. Zimmerlee shared there were no significant changes. The document was reformatted and includes an updated Risk Assessment. The draft will enter a 30-day review process before a final report is presented for signatures.

Consent Agenda

1. Motion to approve:
 - a) June 18, 2020 Regular Board meeting minutes.
 - b) Motion to approve the June 30, 2020 Special Board Meeting Minutes.
 - c) SROA monthly invoice in the amount of \$14,192.10.
 - d) Motion to approve revised Invoice for Police vehicle in the amount of \$39,167.52.
 - e) Motion to approve Police Service Agreement with 9-1-1 in the amount of \$2,800.
 - f) Motion to approve Chair's signature on contract for use of Bend Police shooting range.
 - g) Motion to approve Chair's signature on the Medical Director Contract.
 - h) Motion to approve Purchase Order for power lift gurney in the amount of \$24,291.76.

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

Old Business

2. Dir. Fister presented an update on the Strategic Plan thanking Administrator Baker for her help with the editing process. The Board held a Work-session on June 30th to discuss suggestions. He hopes the Board will approve as a working document ready for public review at the August regular meeting.
3. Chair Hepburn gave an update on the work of the SROA/SSD COVID Task Force. The Task Force did not meet last week. He shared topics of discussion from the previous meeting such as signage on the bike paths, the SHARC's soft re-opening on June 25th, and SROA's new policy on open flame burning.

New Business

4. Monthly Chief/ Administrator Reports:

Fire Chief Moor-

- June 2020 (47) calls for service. Mutual Aid calls: (6) given, and (1) received.
- Chief Moor noted 30% decrease in calls for service year-to-date due to COVID.
- Chief Moor noted the department is still operating with COVID procedures. The office is slowly re-opening.
- Advertisement placed for two full-time employees. The application process closed with twenty-three candidates. A team of five are reviewing vetting each application in preparation for preliminary interviews. The written test will be conducted by a third party. Once a list is established, the Civil Service Commission must approve. Chief Moor anticipates being ready to hire two candidates by the September 17th Board Meeting.
- Chief Moor reported the restructured Reserve Program has increased moral. He will provide a financial statement for Board review next month.
- SRFD received significant Wildfire Training this month.
- Seasonal Paramedic Academy.
- Water Tender Training.
- SRFD is working through Training Certifications. Four Reserves have completed Firefighter I certifications.
- Ladder Fuel/Debris complaints. Chief Moor is meeting with citizens to address concerns.

Police Chief Darling-

- June 2020 calls for service, 48 (emergency) and 171 (non-emergency). Two calls were taken outside of Sunriver.
- Chief Darling shared Gov. Brown is asking for compliance on the new restrictions. A mask must be worn outside if social distancing is not possible.
- SRPD Lobby is now open to the public.
- Chief Darling & Chief Moor met with COTA to discuss response to the new bike trails within the Service District.
- Chief Darling & Chief Moor met with AT&T First Net and Deschutes Co. 9-1-1 to discuss data service.
- Deschutes Co. Behavioral Health hosted the Grand Opening of the Stabilization Center.
- Testimony was given to the Joint Judicial Committee on Transparent Policing and Use of Force Reform.

- Chief Darling announced the delivery of a new police interceptor vehicle.
- Chief Darling reported on the mid-year Employee Satisfaction Survey. The Survey was sent out in June and came back positive. Chief Darling will utilize comments.
- Chief Darling discussed Policy updates noting clean up and ORS updates.
- Fifteen calls reporting fireworks on the Fourth of July.
- SRPD is in the process of on-boarding an additional bike officer.
- Citizen Patrol provided 123.75 hours in the month of June.

Administrator Baker-

- Strategic Plan: Administrator Baker shared she worked with Director Fister, Chief Moor and Chief Darling on the Strategic Plan to prepare for the June 30th Work Session.
- Actuarial Review: Administrator Baker shared she secured legal review for an agreement with Milliman for Actuarial Review on GASB 75 OPEB valuation. SDIS is paying for the services. This analyzes the liability of post-employment benefits, which is required to be reported and part of the annual financial audit.
- Employee Handbook: Administrator Baker met with Chiefs to work on proposed edits of the Employee Handbook.
- Depositions: Depositions for the Patnode Lawsuit were held the week of July 6th. Chief Darling, Lt. Womer and Administrator Baker are named in the lawsuit as were deposed. Other witnesses were also deposed. Administrator Baker anticipates having updates in executive session in September or October.
- Digital Transition: Administrator Baker purchased iPad's for each Board member. They will be set-up with protection software, a case and a pencil. The pencil will allow for note taking directly on documents before and during meetings. There will be training sessions offered for anyone needing assistance.
- Rental Property Registry: Administrator Baker met with GM Lewis regarding the Rental Property Registry project and reviewed the objectives. SROA is scheduled to discuss the registry this month in their meeting.

5. Chief Moor discussed a motion to approve his signature on Cooperative Agreement with US Forest Service and Deschutes National Forest.

Dir. Fister moved to approve Chief Moor's signature on Cooperative Agreement with US Forest Service and Deschutes National Forest; seconded by Dir. Dishaw. Motion passed unanimously.

6. Chair Hepburn shared he was not able to meet with SROA President Keith Mobley for the quarterly meeting. He will invite President Mobley to attend the monthly Executive Committee Meeting.

7. Administrator Baker shared discussion on proposed changes to the Employee Handbook:
- Grammatical edits.
 - Language and clarity.
 - Definition of employees.
 - Tattoos are more common now, language is needed.
 - CBA always prevails over the handbook, language is needed. Admin. Baker will work with legal.
 - Legal review on the Drug Policy.

Admin. Baker encouraged the Board to review the draft provided. Once the Board is satisfied, legal will review to be sure all policies are consistent with current law.

8. Director Ralston discussed a proposal to install electronic door locks. The police station has a need for the card-lock system to be installed on the front, back, and evidence room doors. The fire station would like to have the system installed on Admin. Baker's Office and the drug room. The system is expandable and transferable. The Chiefs and Admin. Baker would have control of who is allowed access including a complete report on when rooms are accessed. Cook Security Group is currently working with SROA and Deschutes County. Director Ralston believes the District should consider a sole source contract. If the District proceeds, we would tie in with Deschutes County 9-1-1 resulting in significant savings. Admin. Baker will look into sole source requirements before the Board proceeds.
9. Treasurer Schmid discussed the adjusted five-year Financial Forecast starting with assumptions. The assumptions discussed assume the District continues with the current levy rate of \$3.31/\$1,000 assessed value. The District may consider an increase of .14/1000 to fund a new facility. PERS contributions are up 20% in 2020/2021, and down 3% in 2022/2023. Health and PERS will continue to reduce the surplus. If not for this, Treasurer Schmid said the District would not run into a deficit.
10. Treasurer Schmid discussed the unaudited June 2020 financials. The District's fiscal year-end is June. The District has a positive variance in revenue of \$215,000 due to property taxes and is under-budget on expenditures by \$714,000 year-to-date. The Police Department is below budget on expenditures by \$108,000 year-to-date. The Fire Department is better than budget on expenditures by \$70,000 year-to-date. Administration is close to budget year-to-date. The District is ahead \$930,000 for the year. The capital reserve fund has an ending working capital of \$937,000. The Reserve Study scheduled to take place this summer may show there is a need to transfer money from operating to the capital fund. The District has 7.6 million in total, which will be used between now and October until replenished with property tax revenue. Treasurer Schmid said budget wise, the District had a very successful fiscal year. Joe Healy will make small year-end adjustments before going through the audit process.

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

11. Dir. Fister reported on SROA's June Board meeting. There was finance and COVID discussion including requests for refunds on membership programs. He stated despite looking like a deficit, SROA is in a good place financially. The SHARC is limiting the number of guests daily. SROA approved to increase their contribution to Bike Patrol. August 13th is the next regular meeting. The Annual meeting will tentatively be half in person and half online.

Other Business -

- The next SSD Regular Board meeting is August 13, 2020. Performance summary on Chiefs and Administrator in open session; Continued discussion and approval of changes to the Employee Handbook; Recognition of departing Board members Ron Schmid and Jim Fister.

Dir. Dishaw moved to adjourn the meeting into executive session following a short break; seconded by Dir. Murray. Meeting adjourned at 4:56pm.

SSD Chair, Bill Hepburn
Office Assistant, Candice Trapp

APPROVED