

## SUNRIVER SERVICE DISTRICT

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### MINUTES OF BOARD REGULAR MEETING 3:00 p.m. Thursday, March 17, 2022 Meeting In Person and via Zoom

**Call to Order:** Chair Hepburn convened the meeting at 3:13 p.m.

**Roll Call:** Chair Hepburn, Vice-Chair Ralston, Dir. Dishaw, Dir. De Alicante, Dir. Foster, Dir. Beenen, Dir. Stephens present.

**SSD Staff:** SSD: Interim Board Administrator Mindy Holliday  
Fire: Chief Moor  
Police: Chief Darling, Lt. Womer, Dana Whitehurst

**SROA Staff:** Susan Berger

**Public Input:** None

Dana Whitehurst, Sunriver Police Department Administrative Assistant, introduced Marci Hagan. She is new to the department and will be replacing Dana.

#### Consent Agenda

##### **1. Motion to approve:**

- a) The February 17, 2022 Regular Board meeting minutes
- b) SROA monthly invoice in the amount of \$20,865.64
- c) Deschutes County 911 invoice in the amount of \$20,021.57

Director Dishaw moved to approve the consent agenda; seconded by Director Foster. Motion passed unanimously.

#### Old Business

##### **2. Update on Public Safety Building**

###### a. Project Management

Director Ralston has been receiving inquiries from prospective project managers. Form interviews will be conducted at a later point. In addition, the District is looking to retain an attorney to serve as a guide through this process and ensure the District follows all rules, laws, and guidelines. Director Ralston is not signing any contracts or making any commitments until after the vote is sealed, but is getting certain tasks ready in the time for better time management.

Director Ralston and Chief Moor also met with the residents living next door in the Circle 4 condos. They had concerns that were addressed, as they will be impacted the most as direct neighbors.

b. Ballot Measure/Levy

Everything has been submitted to the County for the ballot measure. The 10-year capital improvement levy is Measure #9-144 for the May 17, 2022 election. Citizen's Patrol, Jim Fister, and SROA have submitted letters of support for the voter's pamphlet.

c. Communications

Interim-Administrator Holliday gave an update on the communications plan for the Public Safety Building. She said the Communications Committee has been meeting regularly. Current tasks include printing a brochure, posting the upcoming events to social media, organizing the in-person and virtual forums, continuing the facility tours, and submitting monthly articles to the Scene.

d. Funds allocation

Treasurer Beenen is working on the framework of funding to report back to the Board. He is also coordinating the creation of a new budget line for the Public Safety Building.

### New Business

**3. Motion to approve rate lock for Public Safety Building loan**

Director Dishaw said the District is approved for the \$7 million loan if the levy passes. The lender offers a free 60-day interest rate lock prior to funding. The temporary funding date is June 1 to give the County Clerk's office plenty of time to certify the election, assuming the levy will pass. Therefore, Director Dishaw would be able to lock the rate in the middle of April. The lender will be sending Director Dishaw current interest rates on a regular.

Director De Alicante moved to give Director Dishaw the authority to lock in the rate for a \$7 million, 10-year loan for the Sunriver Service District when he has determined, based on facts and circumstance, the most advantageous time after consultation with the Chair and Mr. Ron Schmid; seconded by Director Foster. Motion passed unanimously.

**4. Motion to approve Chair's signature on engagement letter with Procurement Law Attorney to assist with legal aspects of contracting services for the Public Safety Building with an estimated range of \$2,000 - \$4,000, depending on services requested**

The Chair suggests hiring an attorney to verify the various contracting, purchasing, and bidding tasks for the Public Safety Building are according to county, District, and state laws. This lawyer also can also assist if there is a protest by a vendor.

Director Dishaw moved to approve the Chair's signature on an engagement letter with the Procurement Law Attorney to assist with legal aspects of contracting services for the Public Safety Building with an estimated range of \$2,000 - \$4,000, depending on services requested; seconded by Director Foster.

Director De Alicante suggested the Board investigate if the county legal team has the resources to assist, as it would save the District money.

Director De Alicante moved to amend the motion to add “after checking with county counsel to see if they can provide the services;” Director Beenen seconds. Motion passed unanimously.

Treasurer Beenen asked which Board member is managing the engagement with the law firm. Chair Hepburn answered he and Director Ralston.

The vote on the original motion passed unanimously.

**5. Motion to approve increase in compensation package for Police and Fire Chiefs**

Chair Hepburn requested postponing this until next meeting.

**6. Motion to approve Fire Department hiring additional FF/Paramedic**

Chief Moor said the Fire Department uses a three-platoon system and one of the shifts is running short. Therefore, when someone is sick or on vacation the department uses overtime to fill the vacancy. When drafting the 2022/23 budget, Chief Moor added in an additional firefighter/paramedic position at a cost of \$133,294.

Chief Moor added there are two funding options he has identified to assist covering this cost. Option 1 is to utilize a portion of the \$250,000 funds from a Covid grant that has not been spent. In addition, the department receives GEMT revenue when transporting Medicaid patients. For the last three years the department has received roughly \$90,000 in GEMT funds that have been provided as a direct result of the firefighter/paramedic positions and would be appropriate to utilize. Option 2 is reducing the reserve program from 11 to nine positions. This would allocate roughly \$30,000 to the new position.

Director De Alicante asked about the parameters using the Covid grant. Treasurer Beenen stated the grant was from the federal government and went into the operating budget and is part of the working capital. It can be used at any time.

Treasurer Beenen noted the additional firefighter position is in the budget currently, but that Chief Moor also has additional overtime listed as well. He stated there only needs to be one.

Ron Stephens joined the meeting at 4:04 p.m.

Director Dishaw asked Chief Moor if there was an impact to overtime when the Board approved the hiring of two additional firefighters/paramedics last year. Chief Moor handed out data on the most recent overtime reports but stated he had not received updated information from SROA since October of 2021.

Director Dishaw reminded the Board the 2022/23 draft budget has a deficit already. However, Director De Alicante said the chief anticipates overtime going down so that should help the bottom line. Chief Moor confirmed he will take the additional \$25,000 allotted for overtime out of the current draft if this position is approved.

Direct De Alicante added the Fire Department provided a service, and it is important to fill this position. In addition, it will positively impact morale as staff are not being constantly pulled in on overtime.

Director Ralston joined the meeting via phone at 4:17 p.m.

Director Dishaw moved to hire the additional firefighter/paramedic; seconded by Treasurer Beenen. Director Stephens abstained. The motion passed unanimously.

### **7. Motion to Approve Policy for Waiver of Treatment Non-Transport Medical Response Fees**

The Treatment Non-Transport (TNT) fee is assessed when the Fire Department is called to provide aid or assistance but does not transport the patient to the hospital. The fee is \$250 and Chief Moor said this helps offset the costs of the call. He added over the last 18 months the department has billed over \$30,000 for this fee and collected about half to date. This fee has resulted in Sunriver residents being upset, saying that they pay taxes to cover the cost of this service. If the patient lives in Sunriver the TNT fee can be waived, and Deschutes County Legal has confirmed this is correct.

Chair Hepburn asked how difficult it is for the crew to determine if a patient is a Sunriver resident and was concerned it would put the staff in an uncomfortable situation. Chief Moor answered the ambulance billing company can put another checkbox on the report if the patient responds they are a homeowner. He is confident it wouldn't be a problem.

There was discussion about the various expenses of a call, but if the patient is not transported there is no way to recoup those costs without the TNT fee.

Directors De Alicante and Ralston do not think it should be waived and believe it is a benefit for our community.

Director De Alicante moved to write off TNT fees for Sunriver homeowners and dependents including those on the books who have not paid; seconded by Director Ralston. Director Dishaw voted no, Director De Alicante voted yes, Director Foster voted no, Treasurer Beenen voted no, Director Ralston voted yes, Director Stephens voted no, the Chair voted yes. The motion failed.

### **8. Motion to Approve Resolution 2022-003 Approving the Fee Schedule**

Interim-Administrator Holliday shared the draft 2022/23 fee schedule, which includes the TNT fee, to be approved by the Board and sent to Deschutes County no later than April 1.

Treasurer Beenen moved to approve the new fee schedule that includes the TNT fee; seconded by Director Dishaw. Motion passed unanimously.

## **9. Monthly Chief/Administrator's Reports**

### **a. Fire Chief Moor**

- February, like January, is one of the slower months. There was a structure fire that ended up being a flu fire with some extension into the home. Due to the good weather,

motor vehicle accidents are much lower than normal. EMS calls have been consistent with 23 total transports. Chief Moor is very pleased with turnout times. There were seven mutual aid calls, six to La Pine and one to Bend. Sunriver Fire reached out to Bend once for mutual aid.

- Administrative: There have been numerous budget meetings. Chief Moor attended the SDAO conference online. He also attended the State of the County Breakfast with Chief Darling and Vice Chair Ralston.
- Operations: Chief Moor gave an update on the Reserve Program. It has been difficult to get people to apply for the positions. Staff are reviewing the program and may possibly implement a student program.
- Deputy Chief Bjorvik is working with COCC to have wildland fire class. In addition, he is coordinating with the Forest Service to put on the annual central Oregon Wildland School.
- Seasonal paramedics: There are three positions in the budget. Chief Moor hopes to fill these vacancies to have a successful summer.

#### **b. Police Lt. Womer**

- Calls for Service: have stayed consistent. Citations are up as the new employees are very motivated. Director Dishaw asked if there was a breakdown of how many calls were inside versus outside of Sunriver. Lt. Womer will gather those details and report back. He did share that the Sunriver Police Department does receive a portion of money from tickets given outside of Sunriver. There was also a question about the sharp increase in criminal offenses, Lt. Womer answered staff are in training and taking cases outside of the area that are skewing the numbers.
- Administrative update: the department was successfully reaccredited. In addition, the new Administrative Assistant, Marcie Hagan, was hired.
- Officer Tiffany Thompson accepted a position with Deschutes County to continue her work in the Domestic Violence department.
- The first round of CBA negotiations has happened, and there are more scheduled later in the month.
- The department took possession of 15 patrol rifles donated from Bend PD. Sgt. Lopez chose the best and can now issue them to each officer.
- Operations: There was a burglary on Cherrywood Lane and the suspect was arrested. There was discussion about the population of homes in Sunriver that are not occupied, and this leaves them vulnerable. Sunriver Police is working on a Ring neighborhood account to work with community members to address this issue.
- Sgt. Beck and Ofc. Davis attended the 40-hour Oregon Executive Development Institute Leadership Training.
- SRPD hosted a two-day Mindfulness Training at the SHARC. Law Enforcement from Central Oregon, Salem, Springfield, and agencies from California attended.
- The next Sunriver siren test is May 26.

#### **c. Interim-Board Administrator Holiday**

- **Public Safety Building:** Interim-Board Administrator Holliday continues to work with the Communications Subcommittee of the Task Force. Additional SHARC forums, Zoom Meetings, and facility tours have been scheduled through the Election Day. The Scene story for the month of April will focus on the financial impact to Sunriver property owners, where to go to find more information, and the upcoming list of events.
- Commissioner Patti Adair visited the Sunriver Police and Fire departments. Both chiefs, Deputy Chief Bjorvik, and Vice-Chair Ralston led her on a tour of both facilities. Interim-Board Administrator Holliday took pictures and sent those, along with a brief press release, out to local media.
- The Task Force met March 1 and much of the discussion was on communications, but also building ownership, project management, election timelines, and financial updates.
- **Budget:** Interim-Board Administrator Holliday has been working with Bette Butler, Budget Committee member, to update and maintain the spreadsheets for each departments budget. The Budget Committee met on Feb. 25 and is getting close to a balanced budget. The Department capital requests will be approved by the Board as part of the entire budget approval in April.
- **Administrative:** She continues to meet regularly with Chair Hepburn, Vice-Chair Ralston, both chiefs and Dana through the transition.

#### **10. Update on SSD Administrator Position**

Chair Hepburn shared he, along with Interim-Board Administrator Holliday and both chiefs, are reviewing the SSD organizational structure, the Board Administrator job description, and a gap analysis. He hopes to find efficiencies and assess tasks that may need to be managed by the chiefs. The most recent plan is to have three Administrative Assistants, one for Fire, one for Police and one for the Board. These positions will be full time and provide for cross-training. There was discussion about moving the Board Administrator position to an Administrative Assistant position.

#### **11. Board education on Emergency Operations Plan, Section III/Roles & Responsibilities**

This agenda item was postponed until next month.

#### **12. Discussion on first draft of proposed budget**

Treasurer Beenen led a discussion on the proposed 2022/23 budget to address the additional firefighter/paramedic position, adjustments to overtime, capital expenditures, changes to the District administrative position, the TNT fee, the chiefs compensation packages, the impact of collective bargaining, and the current milage rate.

#### **13. Motion to approve the February 2022 unaudited financials**

Director Beenen provided an overview of the February 2022 unaudited financials.

Total revenue came in below budget, which he stated was driven by property taxes also coming in below budget. Treasurer Beenen shared he was concerned the tax payments are not coming in as previously expected. Police, Administrative, Fire and EMS expenses came in underbudget. Bike Patrol did not have any expenses. The District had a surplus for the month of February and also for

year-to-date. The operating working capital is down, which Treasurer Beenen said is to be expected as the District consumes the tax revenue that comes in from November throughout the year.

As for the 716 non-operating fund, it is well capitalized. Treasurer Beenen added if the District takes possession of the Fire Department building, those assets will need to be added to this reserve fund.

Director Dishaw moved to approve the February 2022 unaudited financials; seconded by Director De Alicante. Motion passed unanimously.

#### **14. Review February 2022 SROA Board meeting**

Director De Alicante provided an update to the Board on the February SROA Board meeting. The main points discussed were about E-bikes and telecommunications.

#### **Other Business**

The next SSD Regular Board meeting is April 14, 2022. This will include approval of the FY 2022-23 Operating 715 & Reserve 716 budget with the narrative.

Director De Alicante moved to adjourn; seconded by Director Foster. Motion passed unanimously.

Meeting adjourned at 5:56 p.m.

Chair, Bill Hepburn  
Interim Board Administrator, Mindy Holliday