

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, July 14, 2022

Meeting In Person and Via Zoom

Call to Order: Chair Hepburn convened the meeting at 3:00 p.m.

Roll Call: Chair Hepburn, Dir. Dishaw, Dir. Ralston, Dir. De Alicante, Dir. Foster, Dir. Stephens and Dir. Beenen were present.

SSD Staff: SSD: Interim Board Administrator Mindy Holliday
Fire: Chief Moor
Police: Lt. Womer, Sgt. Lopez

SROA Staff: Susan Berger

Public Input:

Mr. Doug Seator shared his thoughts on a replacement for retiring Sunriver Police Chief Cory Darling. He encouraged the Board to not post the job publicly, as there are two qualified people internally: Lt. Womer and Sgt. Lopez. Sgt. Lopez has been with Sunriver Police for almost 2 years, and the department was very fortunate to get him. He worked in Santa Clara so for 16 years and managed their police academy. He rose to the rank of Lieutenant and has been to the FBI academy. Mr. Seator said Sgt. Lopez works extremely well with the public and is outstanding at community policing. He has taken new officers under his belt and to see him operate is just special. Mr. Seator concluded that he can observe a lot as a Citizen Patrol member and either of these individuals would be able to tackle the chief position, and it would be a big mistake to advertise outside.

Mr. Al Klascius, resident of Sunriver for 20 years and member of the Citizen and Bike Patrols, supported and agreed with Mr. Seator. He highly supports Sgt. Lopez and Lt. Womer for the Chief position, which is also the recommendation of Chief Darling. He encouraged the Board to listen to that information and know there is community support for this action.

Consent Agenda

1. **Motion to approve:**
 - a. **June 16, 2022 Regular Board meeting minutes**
 - b. **SROA monthly invoice in the amount of \$18,340.21**
 - c. **Invoice to Axon Enterprises, Inc. in the amount of \$22,896.04**

Lt. Womer said the Sunriver Police Department has contracted with Axon Enterprises, Inc. to begin utilizing body cameras, which are in line with best practices across the country. This amount reflects the initial investment and first year, which are already established in the recently approved budget. Axon is replacing all the department tasers, and this package also includes storage on the Cloud, batteries, and other equipment and parts necessary. He added having all digital evidence stored in one place is critical. Chair Hepburn asked if there was a policy for body cameras. Lt. Womer answered the department utilizes the one on Lexipol and tailors it for agency specific needs. The new Administrative Assistant for Sunriver Police oversaw the implementation of this program at Bend Police Department, which will be incredibly helpful. Lt. Womer hopes to roll it out in the next couple of months. The contract is for five years, at which time the department has the option to renew.

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

Dir. Beenen said that his name is spelled wrong on the last page of last month's minutes. Interim Board Administrator Holliday will make the correction.

Old Business

2. Update on Public Safety Building

Vice Chair Ralston gave an update on the Design and OR/PM process and schedule. The Request for Proposal (RFP) for both are published. They are due July 21, 2022 and there will be no public opening. Vice Chair Ralston then reviewed the Selection Committee calendar and schedule. The Selection Committee will use a point structure to rate each RFP and will make final recommendations to the Board at the August 18, 2022 meeting. The Board is invited and encouraged to be a part of the process.

Dir. Foster asked how the RFP was publicized. Vice Chair Ralston said by law the District must announce the RFP is open, and it can do so with local newspapers or media outlets. However, to be transparent and attract a larger pool it was publicized in the Bend Bulletin and the statewide Daily Journal of Commerce (DJC).

Vice Chair Ralston also stated he and Chief Moor met with the neighboring Circle 4 condo board members. They were positive about the project but had some requests to mitigate concerns. The District will try to incorporate their requests into the plans as much as possible. The SROA Design Committee may have some feedback about these requests as well.

b. Motion to approve SROA MOU for the sale of the fire department building and land lease

Chair Hepburn updated the Board on the final Memo of Understanding (MOU) ready for signature on the sale of the building, and the lease of the Police Department facility and Fire Department land.

Dir. Ralston moved to approve the MOU dealing with the fire station and SROA; seconded by Dir. Beenen.

Dir. Dishaw objected and said it is still too much money.

Motion passed unanimously.

New Business

3. Monthly Chief/Administrator's Reports

➤ AIC Police Chief Womer

- There were 38 cases, 10 outside of Sunriver. The call log is a part of the packet.
- Treasurer Beenen asked what a "citation subject in lieu of custody for outstanding warrant" meant. Lt. Womer stated the suspect is always detained at the scene, depending on the circumstances of warrant. There are different types of warrants with varying instructions.
- Administrative: Officer Guffy started and will attend the academy in mid-November. There are two vacancies, and the department is accepting applications. Bike patrol was difficult to hire this year and the department is having a harder time finding applicants for sworn positions. The department has an in-house training program for hired officers before they can go through the academy.
- There were no fireworks or complaints over the 4th of July holiday.
- Sunriver Police participated in an active shooter threat training, in coordination with the Sunriver Fire Department, at Three Rivers School.
- Officer Paranto received her second life-saving award.

- There is currently training going on for Bike Patrol.

➤ **Fire Chief Moor**

- EMS: there was nothing out of ordinary. There was a cardiac arrest call at Crosswater Golf Club that was mutual aid. Crosswater is not in the Fire District but is in the Ambulance Service Area. La Pine had their resources on another call, so Sunriver responded. Chief Moor stated it is a great partnership.
- Administrative: staff are working on the 22/23 goal process.
- Chief Bjorvik is working on a new deployment plan in partnership with other agencies in central Oregon.
- The department will receive the Central Oregon Wildfire (COWs) agreement soon. This allows Deputy Chief Bjorvik to respond to conflagration fires. There is a new contract each year, and the captains are included.
- There will be an ISO rating update next month.
- Fire has been doing a lot of training operationally. They received an extraction grant, which included a 2018 freightliner truck to use for training.
- The Oregon State Fire Marshal (OSFM) provided a grant opportunity for agencies to increase staffing capacity for wildfire this summer. Sunriver Fire applied for and received \$18,000, which will go toward the reserves program and firefighter overtime.
- Dir. Ralston asked about the decline in turnout time and the increase in scene to hospital. Chief Moor said the turnout time is great number because there were a few times the department was already out and about when they received the call. The scene to hospital is longer due to an increase of backlog at the hospital. The ambulance and staff cannot leave until the hospital takes the patient.

➤ **Interim-Administrator Holliday**

- Public Safety Building: Continue to meet monthly with the Public Safety Building Task Force. The Scene story for the month of August will focus on the RFP process, receipt of funds, and tentative construction timeline.
- Continue to work with Vice Chair Ralston on completing and posting the Design and OR/PM RFPs. This includes communications with the legal team assisting in this process, logging entities interested in the project, being the point of contact, and managing updates on the website.
- The Task Force met June 28 and much of the discussion was about the status of building ownership and the land lease costs, project management, continued communications and financial updates.
- The bank loan of \$7,000,000 for the Public Safety Building funded on June 14. Interim-Administrator Holliday helped facilitate signing and submitting the various loan documents, correspondence with the bank and law firm representing the District and keeping records for the file.
- Budget: She worked with Deschutes County to create the LB1 document, which is posted publicly prior to the adoption of the budget. She also attended, as a representative of the SSD Board, two Deschutes County Commissioner meetings. One was for budget adoption, and the other was the resolution to approve the funds transfer from the bank for the Public Safety Building loan.
- Administrative: There were many meetings this past month which require preparation and documentation.
- Sent the updated Employee Handbook to all staff and gathered their signatures to verify acknowledgement.
- Continues to research and gather job descriptions from similar positions throughout Oregon to draft an updated job description for this position. More will be discussed on this topic later in the meeting.

4. Update on SSD Administrator Position and Job Description

Chair Hepburn stated after much review and research, the job will not be changing a lot from previously. The biggest difference is how the position interacts with both chiefs and their staff. Interim Board Administrator Holliday drafted an updated job description and presented it to the Board. The Police and Fire Departments will have two administrative assistants, and the SSD will continue to have a Board Administrator.

Both chiefs have stated that the change in cooperation and collaboration with this position has been extremely positive. Chief Moor added the tasks between the chiefs and Board Administrator won't change a lot, but there will be shift in some responsibilities and oversights.

Dir. Beenen stated he has concerns from a budgetary perspective to move this position to full time with benefits. He also added there are many administrative staff for the District comparable to the number of employees. He referenced his time in the private sector and this is an outdated approach. Interim Board Administrator Holliday followed up stating there is one Administrative Assistant for each Police and Fire, and one Board Administrator. The amount of work, reporting guidelines, etc. are the same for any agency, regardless of the size. In addition, efficiencies are already in place. For example, the Administrative Assistant for Police does administrative duties, as well as evidence, records retention, etc. In larger agencies these duties are separate, full-time positions. She added the workload for administrative staff in the private sector is much different than the public sector and cannot be equally compared.

Dir. Foster asked about Chief Moor's comment regarding moving responsibility and authority, and if it is reflected in the chief's the job descriptions. Chief Moor answered yes, but it was never carried out. He added it is important to keep the Board Administrator position as it provides consistency. Board members leave after a short period of time and this position maintains a constant, which is critical to the function of the District.

5. Motion to approve the Police and Fire Collective Bargaining Agreements

The final Police and Fire Collective Bargaining Agreements (CBAs) were presented to the Board for approval.

Treasurer Beenen suggested the following corrections:

- Police
 - Article 15.4: The vacation benefits schedule should have columns labeled and a salary table.
 - Article 16.2: It is written that the District observes the following "9 holidays", however, the list provides 12.
 - Article 26: two hundred needs to be changed to four hundred
 - Appendix A: eliminating 8.1 from the list of additional wages underneath wage table because it is already included.
- Fire
 - Article 29.2: Treasurer Beenen asked about the cost for Sage Springs. Chief Moor stated it is old contract language, that article was never opened during negotiations, and it is anticipated to be removed once the department moves into the new building. Chief Moor stated he would investigate this further.

There was discussion about a couple differences between the two CBAs and that they are two separate bargaining units, with two separate contracts.

Treasurer Beenen moves to approve the Police CBA with the modifications listed; Director Dishaw seconded. The motion passed unanimously.

Both Director De Alicante and Treasurer Beenen stated they feel comfortable moving forward with the Fire CBA after hearing Chief Moor's explanation of Article 29.2.

Director Foster moved to approve the Fire CBA as presented; Director De Alicante seconded. Motion passed unanimously.

6. Motion to approve COLA wage increase of 5% for non-represented full-time staff

Historically, when the Board approves a COLA increase for both the Fire and Police CBAs, the same amount is given to non-represented full-time staff, which includes Administrative Assistants, Deputy Fire Chief, Police Lieutenant, Police Sergeants, and the Interim Board Administrator. If approved, it would be retroactive to July 1, 2022. Chair Hepburn added this increase is already reflected in the budget.

Dir. De Alicante moved to a 5 percent increase for all non-represented full-time employees; seconded by Dir. Dishaw. The motion passed unanimously.

7. Discussion on Sunriver Police Chief Position

Chief Darling will retire effective August 31, 2022, and there are internal candidates interested in the position. The Board has discretion to decide to advertise outside of the department if they so choose. Previously, there were no internal candidates and the District advertised the position throughout the west coast. Chair Hepburn recommends exploring the internal candidates first, with the option to post it publicly if needed.

Vice Chair Ralston supported this idea. He said Chief Darling has recommended hiring from within as there are two great officers here to fill the role that know the culture, police work, and have great backgrounds. He worries if someone is brought in from the outside it could be a huge mistake.

Chair Hepburn said there will be no decisions at this Board meeting, and he will talk to Chief Darling when he returns from vacation. Dir. Dishaw added it would be helpful to have a written process or procedure on how to fill the vacancy.

8. Motion to approve the June 2022 unaudited financials

Treasurer Beenen provided a review of the June 2022 unaudited financials.

715 Operating Fund

He stated revenue, both property taxes and ambulance charges, have come in underbudget. However, expenses have been very good as Police and Bike Patrol are underbudget. Treasurer Beenen had a question about the Fire budget, as it shows it came in significantly over budget for the month regarding expenses. He would like to verify this data, as well as get more clarification from Chief Moor. The Administrative account shows the contingency of \$500,000 reflected, as it wasn't spent in the fiscal year. The total revenue is underbudget, but expenses are underbudget too, so the District finished the year in great shape.

716 Non-Operating Fund

Treasurer Beenen stated this account is in reasonably good shape. Revenue was slightly underbudget because of budget of asset disposition for the month and a surplus for both departments.

717 Public Safety Building Fund

The \$4 million Transient Room Tax (TRT) funds from Deschutes County came in after July 1. Treasurer Beenen said due to the current economy, the interest income on these funds is higher than previously projected and closer to 3%. These funds are invested in the state pool.

The Board agreed to table the vote of the unaudited financials until the large expense in the Fire budget can be explained. The Board will vote on the June and July 2022 unaudited financials at the August Board meeting.

9. Review June 2022 SROA Board meeting

Dir. De Alicante gave an update on the June 2022 SROA Board meeting. Much of the discussion was about the SSD Board nominations, class 1 vs 2 ebikes, speed limits for bikes, and the SROA ladder fuel reduction plan.

Lt. Womer provided clarification to an earlier question from the Board. In the Sunriver Police Department monthly case reports, there is a status labeled "arrest (home)" and this means the case is a Sunriver case or warrant.

Other Business

The next SSD Board meeting is August 18, 2022. The Deschutes County Commissioners appoint the new Board members in August. The annual financial audit begins.

Dir. Dishaw moved to adjourn; seconded by Dir. Ralston. The motion passed unanimously.

Meeting adjourned at 5:30 p.m.

Chair Bill Hepburn
Interim Board Administrator, Mindy Holliday