

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING 3:00 p.m. Thursday, January 13, 2022 Meeting via Zoom

Call to Order: Chair Hepburn convened the meeting at 3:02 p.m.

Roll Call: Chair Hepburn, Dir. Dishaw, Dir. Ralston, Dir. Beenen, and Dir. De Alicante present. Dir. Foster and Dir. Stephens were not present.

SSD Staff: SSD: Administrator Debbie Baker, Office Assistant Mindy Holliday
Fire: Chief Moor
Police: Lt. Womer

Public Input: None

Consent Agenda

1. Motion to approve:

- a) The December 16, 2021 Regular Board meeting minutes
- b) The December 16, 2021 Annual Joint Meeting with Deschutes County Commissioners meeting minutes
- c) SROA monthly invoice in the amount of \$16,837.30
- d) Annual HRA/VEBA invoice in the amount of \$61,600

Clarification was requested about the monthly invoice from SROA (c). Administrator Baker said this is the monthly charge from SROA, in which the District has a contract to outsource Accounting and Human Resources services.

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

Old Business

2. Update on Phase I of building analysis

Chair Hepburn said the Deschutes County Board of Commissioners awarded the District \$8 million from the unallocated TRT funds to be provided in payments of \$4 million, \$2 million and \$2 million over the course of the next three fiscal years. The District will ask Sunriver voters to approve a 10-year Capital Levy to finance the debt of the remaining \$7 million. The goal is to have this included on the May 17, 2022 ballot.

The District has an attorney working on a purchase option agreement for the Fire Department facility. There will also be a separate agreement to cover the various outstanding items that must be completed before transfer of ownership of the building.

Chair Hepburn and Administrator Baker will meet with the attorney soon. SROA has indicated willingness to transfer the building for a nominal fee, will retain the land, and provide a long-term lease for a fee. The SROA Board is fully supportive of the project.

Director Stephens joined the meeting at 3:11 p.m.

Office Assistant Holliday provided a communications update. The February Scene article will feature information about the TRT award, as well as more information about the 10-year Capital Levy and the financial impact. Chair Hepburn suggested the March issue focus on voting yes for the project. Director Ralston also suggested the road shows be scheduled soon too.

Director Ralston and Chief Moor met with Tim Lowen, a Sunriver resident at the condominiums next to the fire department. They walked the site and explained the plans. Mr. Lowen and his neighbors have some concerns, primarily about the fence. Director Ralston is going to schedule a time to talk to other members of the community to address concerns and answer any questions.

New Business

3. Monthly Chief/Administrator's Reports

Police Lieutenant Womer

- Administration: the department is done with all re-accreditations standards and the on-site audit is slated for March.
- The year-end reporting is included in the packets. Pursuits and Use of Force were down. Statistics for Use of Force inside versus outside of Sunriver are not provided in the report, but Lieutenant Womer can provide the Board with that information.
- Performance evaluations are in progress.
- The department lost a probationary employee during training. He was a lateral hire.
- Operations: no training due to the holiday season.
- Director Dishaw asked what precautions are being taken in patrol cars due to COVID. Lieutenant Womer said the same procedures are in place since the beginning of 2020, which are officers clean the car after each shift and/or after any type of transport. The administrative office is also being cleaned regularly.
- Citizen's Patrol: Thank you to Doug Seator and Carolyn Barr for assisting with traffic control during a traffic crash investigation.
- Chief Darling would like to thank Lt. Womer for negotiating a barricaded subject into custody without a force response.

Director Foster joined the meeting at 3:27 p.m.

Fire Chief Moor

- Calls for Service: December had the standard call volume and the winter snow brought vehicle crashes. There has been a focus in training on the EMS side. The monthly meetings with the physician advisor have made a positive impact and difference for the team. He is an ER physician at St. Charles. For mutual aid calls, Sunriver Fire asked for assistance one time and provided help six times.
- COVID has hit the department and there is an outbreak in the organization. One employee has tested positive, and other employees and reserves were exposed and are awaiting test results. It could be a difficult situation if an entire shift is positive, but the department is working on a plan for worst-case scenario. La Pine Fire District lost seven members of their organization. They are doing an emergency hire and hired two Sunriver reserves. They are not able to help, and Chief Moor is reaching out to Bend. There was discussion about whether at-home tests should be administered before shifts. Sunriver Fire is following CDC guidelines for quarantine, social distancing, and required testing to return to work. The Fire station is locked down, masks are required everywhere in the building, and the reserve program has been paused. Chief Moor is encouraging everyone if they are sick to stay home.
- Director Dishaw asked about the Police department and any COVID exposure. Lieutenant Womer said the department has been impacted by COVID recently, but the office hasn't been closed to the public. The department is following physician guidelines regarding testing and quarantining. Lieutenant Womer said the office is cleaned professionally once a week and he will put up additional signage. Chair Hepburn recommends the police department wear masks within the building.
- Chief Moor shared his 2022 projects with the January Officer's meeting. Some include the fire station transition plan, complete the ISO rating process, budgeting, contract negotiations, front office reorganization, and District Board emergency planning.
- There was a Civil Service Meeting last month to approve the Engineer/Paramedic promotion. Charles Leifer accepted the position in January, and filled the vacancy created due to Robert Redden retiring.
- All ambulance billing is caught up. Administrative Assistant Holliday submitted 71 EMS charts last month.
- The Sunriver Fire Department was a drop off location for the community food drive and assisted in loading and unloading food at the North Store.

Administrator Baker

- Administrator Baker said the fleet rates are a separate agenda item and will be discussed more later.
- Public Safety Building: The TRT proposal was due to the County on January 4 and the presentation to the Board of Commissioners occurred January 12. Preparing for the ballot measure will be a top priority. Administrator Baker wrote the February Scene article on TRT funding and the proposal to the County.

- The 2022-2023 budget has started, which covers all three departments. Two Budget Committee dates have been set for February 9 and 25. Department capital requests will be presented to the Board for approval at the February Board meeting.
- The SDAO Conference is now completely virtual.
- Administrator Baker will be leaving her position at the end of February.

4. Board education on the Emergency Operations Plan, Section III/Roles & Responsibilities

Chief Moor stated this section required handouts, and there wasn't enough time to get them electronically in the packets as the meeting was moved to virtual. This topic is deferred to next month.

5. Motion to approve 2022 SROA fleet rates of \$98.92/hour

This is the rate SROA Public Works charges to provide mechanical support to police and fire vehicles and apparatus. It is part of the Vehicle Maintenance Agreement, which includes a 3% increase over last year. The Chiefs can utilize SROA for these services at their own discretion.

Director Ralston moved to approve the 2022 SROA fleet rates of \$98.92/hour; seconded by Director Dishaw. Motion passed unanimously.

6. SSD elected positions of Chair, Vice Chair & Treasurer

Director Dishaw said the policy states the Chair is responsible for the development of the Board succession plan. Recently the Board voted on next year's officers without a clear nomination and election procedure. Director Dishaw has drafted various questions he is sending out via email to all Board members to receive input. His goal is to create a process for nominations and elections for District Board Officers.

Chair Hepburn said a challenge is getting people interested in these positions. In addition, the two concurrent SROA/SSD Board members are prohibited from taking on the Chair position.

Administrator Baker reminded the Board that discussions with entire group via email is considered quorum. A Board member can collect information but cannot have an email discussion on a topic that should be discussed in open session.

7. Year-end Police report on Complaints, Use of Force and Vehicle Pursuits

Lieutenant Womer covered this agenda item as part of his report earlier.

8. Motion to approve Resolution 2022-001 approving changes to the Employee Handbook

Administrator Baker reminded the Board this was discussed at the last meeting. This provision allows other benefits in the handbook to be available to a 30 hour a week

employee. These changes would be consistent with the Affordable Care Act, which provides health insurance to an employee working an average of 30 hours a week.

Only one employee will be impacted, and this will not require additional funds as a full-time employee was already budgeted for that position.

Director Ralston moved to approve Resolution 2022-001 approving changes to the Employee Handbook; seconded by Director Dishaw. Motion passed unanimously.

9. Discussion on Board process to assess Chiefs' & Administrator's salaries (deferred from 2021)

Director Dishaw shared comparable statistics of fire and administrator salaries from other Oregon departments and districts. Sunriver ranks in the middle comparatively. Chief Moor said the comparable statistics were given about a year and a half ago and are still accurate.

Director Dishaw said both chiefs have the same pay amount as when they started three years prior. Per the District handbook, salary increases above the initial start wage are not guaranteed and solely up to the Board. He added each chief received an excellent performance review this year.

Director Dishaw will get more information on the police side to share at the next meeting.

Administrator Baker suggested the Board makes any salary changes on a fiscal year, as the budget for current salaries is already established. It is best to make changes during the budget process in March and April to enact July 1, rather than on a yearly calendar.

There was further discussion about salary increases, timelines, and if combining it with performance evaluations would be beneficial. Administrator Baker said the task list has salary assessment on a cycle of three years.

10. Motion to approve suspending non-transport medical response fees to Sunriver residents

Chief Moor has confirmed with Deschutes County legal counsel that the taxpayers within the Sunriver Service District are eligible to receive a write off of the Treatment No Transport (TNT) fee. The District would provide a write off, not a waiver.

Chief Moor said he would work with the department's third-party billing agent to develop a policy and process to enact. To collect the data necessary, one option would be to add a box in the Patient Care Reports for responders to mark if the patient is a Sunriver property owner. Deschutes County legal has offered to assist in writing the policy.

There was concern about the complexity of offering the TNT fee as a write off, as well as discussion about whether it should or should not be charged to Sunriver property owners. Chief Moor said since the inception of the policy, there has been \$32,000 TNT charges and

half have been collected. These numbers include all patients, not just Sunriver property owners.

Director De Alicante moves to authorize Chief Moor to work with Deschutes County legal to create a policy to write off the TNT fee to Sunriver property owners; seconded by Director Ralston. Directors Ralston, De Alicante, Stephens, Dishaw and Chair Hepburn voted in favor, and Directors Foster and Beenen voted against. The motion passed.

Chief Moor will have a draft of a policy for the meeting next month.

11. Motion to approve the December 2021 unaudited financials

Director Beenen provided the December 2021 unaudited financials.

Revenue came in over budget for the month, primarily because ambulance charges were billed and are now up to date. The year-to-date numbers show ambulance revenue and overall revenue is over budget.

As for expenses, police, fire and EMS came in underbudget for the month and year to date. Personnel costs came in underbudget as there was much lower overtime in the Fire Department. Administration is over budget on expenses, which is primarily due to a settlement payment and legal fees on a previous employee matter.

Working capital is in good shape, and there was a large influx in tax revenue in November. These monies must last until November of next year.

The operations budget is positive for the month and year to date. Director Beenen said from a financial perspective the District is doing extremely well compared to the budget.

As far as the non-operating budget, there was nothing of note. All the numbers match the budget and year to date is right on target.

Director Dishaw moved to approve the December 2021 unaudited financials; seconded by Director Stephens. Motion passed unanimously.

12. Review December 2021 SROA Board meeting

- There was discussion about the concept of a new labyrinth/maze on the ground using logs in a common area. It has not yet been approved by the SROA Board.
- Information was shared about the ladder fuel reduction program. Chief Moor had had input and brought the Board up to date. Tree removal discussion might be needed.
- There was discussion about reducing the amount of split wood on properties. SROA allows up to five chords, and the request is to lower it to two chords.
- There was further dialogue about dogs on leashes and recycling.

Other Business

Next SSD Regular Board meeting is February 17, 2021. Approval of FY 2022/23 Capital Outlay budget requests; Police & Fire 2022 Performance Measures; First draft of Police & Fire annual reports.

Chair Hepburn will not be present for the February meeting.

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

Meeting adjourned at 4:58 p.m.

SSD Chair, Bill Hepburn
Office Assistant, Mindy Holliday

APPROVED