

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, January 14, 2021

Virtual Meeting Via Zoom

- Call to Order:** Chair Bill Hepburn convened the meeting at 3:01 p.m.
- Roll Call:** Chair Hepburn, Dir. Dishaw, Dir. Ralston, Dir. Beenen, Dir. Stephens, Dir. Foster, Dir. J. Schmid
- SSD Staff:** SSD: Administrator Debbie Baker, Office Assistant Mindy Holliday
Fire: Chief Moor
Police: Chief Darling, Lt. Womer
- SROA Staff:** Susan Berger
- Public Input:** None

Chair Hepburn welcomed and swore in new Board member, Gerhard Beenen.

Consent Agenda

1. Motion to approve:
 - a) The December 17, 2020 Regular Board meeting minutes
 - b) The December 17, 2020 Joint Meeting minutes with Deschutes County
 - c) SROA monthly invoice in the amount of \$14,220.64
 - d) SDIS invoice for 2021 liability insurance coverage in the amount of \$49,354
 - e) AT&T Mobility for Fire FirstNet upgrade in the amount of \$5,808.98

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

Old Business

2. Strategic Plan Update

Director Dishaw gave an update on the Strategic Plan. There were a total of three work group meetings this week: Expectations of Service/Emergency Preparedness, Finance and Facility. The work groups provided valuable input and highlighted a few focus areas, such as more communication, SSD accomplishments and the potential of expanding the service area to increase funds. Director Dishaw was very appreciative of each stakeholder.

Facilitator Fister will send the Board an updated draft of the Strategic Plan, and it is on the agenda for next month to be finished and adopted. It was suggested soon after a task force be created for facility needs. Chair Hepburn will schedule a special board meeting to discuss the formation of a task force, and for each board member to identify an area of interest to participate.

New Business –

3. Monthly Chief/Administrator's Reports

Police Chief Darling

- Chief provided a year end comparison of calls for service between 2019 to 2020. Emergency calls for service increased by 58 from 2019, and non-emergent calls and the number of arrests had increased from 2019 too. Even with COVID-19 restrictions, 2020 was a very busy year.
- December 2020: (24) total cases, (5) outside of Sunriver. Sunriver Police focuses on cases within Sunriver, and only assists on outside cases when asked by Oregon State Police or Deschutes County Sheriff.
- Administrative: Transitioned to AT&T FirstNet from Verizon.
- Sgt. Lopez was sworn in and began 2 weeks ago. He is currently completing orientation.
- Officers have received the first round of COVID-19 vaccinations, and the second round is scheduled in 2 weeks.
- Chief Darling attended the SROA Convenance meeting. Watercraft and parking issues were major topics. SROA is moving forward with new rules to help with parking enforcement, especially around Cardinal Landing.
- The Deschutes County District Attorney received final grant approval for the Domestic Violence investigator position. Officer Thompson will fill that position located in the DA's office. She is set to start March 1, and it is a 1-year position. Chief is moving forward to fill this position with an over-hire officer.
- 2 officers are attending the Police Academy and will graduate in April. At that point they will go through police officer training for 15-16 weeks in Sunriver.
- Sunriver assisted Deschutes County Sheriffs with a wanted homicide suspect from Nevada. The arrest took place outside of Sunriver, near the busines park.
- New Year's Eve celebrations: responded to 8 fireworks complaints, and a couple loud party complaints. The department is communicating to visitors that there is a ban on fireworks. The Rental Registry Task Force will help in this effort.
- Sunriver officers worked a sexual abuse case and had assistance from Bend PD detectives. This is a Measure 11 crime and there are additional investigations in Corvallis and Philomath for this individual.
- Community events: Sunriver Police partnered with the Fire department to deliver goody bags at Three Rivers School during lunch pick up.
- Citizens Patrol operations continue to be on hold due to COVID restrictions.
- The December report shows numbers are down from 2019 in general, which is due to COVD putting the department on lockdown and not making proactive stops.

Fire Chief Moor

- A year review will be provided to the Board at the February meeting.
- There were (45) calls last month. (25) were EMS with (13) transports, (5) mutual aid calls, and (2) were structure fires. This includes crews assisting in fire suppression at a hotel in Redmond with the Sunriver ladder truck.
- (7) motor vehicle crashes, (2) were in Sunriver. All were due to icy conditions.
- Administrative: received first round of the Pfizer COVID-19 vaccine. There were very little side effects, mainly sore arms. The front doors to the Fire Department remain locked.
- Working with La Pine Fire District on how to improve mutual aid agreements and calls.

- Attended strategic planning meetings, and the input and information provided by stakeholders has been appreciated.
- Attended the Rental Registry Task Force meeting.
- Chief Moor was assigned to the NW Leadership Seminar Board of Directors.
- Attended the Central Oregon Fire Chiefs Board Meeting and discussed wildland fire funding, and the new building code proposal for fire safe homes.
- Chief Moor met with James Lewis, SROA, to discuss the ladder fuels program and the CWPP plan. The current process is 6 years to get from one end of Sunriver to the other, however Chief Bjorvik is creating a task force with the goal to reduce it to 4 years.
- Operations: finished the quarterly fire training evaluations, which are actual pass/fail tests, done at each shift and for the reserve staff.
- Finished the Hazardous materials training throughout the entire organization.
- Held a small CPR class for new US Forest Service staff. Due to COVID-19, the department is still not able to provide these classes to the community.
- Chief Bjorvik is working on a region-wide mayday policy.
- Continue reserve training, as the department will lose 2 paramedic reserves soon.
- Community events: attended the event at Three Rivers School with Sunriver Police, as well as participated in a drive-by memorial service for a retired Bend fire chief in Redmond.

Administrator Baker

- Continued coordinating Strategic Plan logistics and communications.
- The Rental Registry Task Force is making progress. The task force has been re-named to the "Rule Awareness and Compliance Task Force." Director Gerhard is creating a database, and there is discussion about a supplemental rental agreement that is specific to Sunriver. This would include emergency information, as well as commonly violated rules.
- Met with Bette Butler, Budget Committee member, to review various Excel spreadsheets she had updated to make more readable and user-friendly. The Chiefs and Administrator Baker are working on their budgets for the new fiscal year, which are due at the end of the month. The Budget Committee meets in February, and that is also when any capital requests will be presented to the SSD Board.
- Finalized the changes to the Employee Handbook. Administrator Baker recommends the chiefs train their employees on the information in the updated handbook, and include documentation of the training.
- Emailed the Board SDAO conference registration information. It is virtual and free. There are several concurrent meetings, and attendees have the option to choose which ones to attend. She encouraged everyone to register.
- Collective Bargaining Agreements for wage increases are CPI with a minimum of 1.5%, and a maximum of 3%. In 2020 CPI was 1.4%, and increases for represented employees will be 1.5%. At the next meeting the Board will decide if non-represented employees will receive the same increases for cost of living.
- The SROA vehicle fleet hourly rate has increased, and it is a separate agenda item.
- There are several SROA agreements due for review. Administrator Baker is meeting with James Lewis next week to start this process.

4. Motion to approve Resolution 2021-001, approving changes to the Employee Handbook

Director Dishaw moved to approve Resolution 2021-001; seconded by Director Foster. Motion passed with all voting yes, with exception of Dir. Beenen who abstained.

5. Report on 2020 Police Complaints, Use of Force and Vehicle pursuits

Chief Darling shared various Use of Force statistics for 2020. There were (17) total use of force events in 2020. He noted the incidents were doubled from 2019 due to one individual, who was responsible for 6. This individual eventually was subject of a SWAT takedown. However, everything else was in line with the year prior.

Chief Darling an officer can use different levels of forces within one incident. He also stated the use of a weapon displayed is commonly used in high-risk traffic stops, such as a stolen vehicle or wanted subject.

Pursuit Report showed (3) for 2020. The first was discontinued due to a minor traffic violation, the second was discontinued and picked up by Deschutes County, and the third was on Highway 97 with a driver going the wrong way. Chief Darling said it is common to reach speeds of over 100 mph, especially on Highway 97. He added that spike strips were used for the second incident.

Sunriver Police had (7) complaints, in which (3) were exonerated, (3) were unfounded, and (1) was sustained with an oral reprimand. Chief Darling said these numbers were average with previous years.

Due to recent national events, there is more concern about use of force. There is a state-wide committee looking at police reform regarding this issue. The Department has restricted the use of a carotid artery restraint unless it is a deadly force situation. In addition, it is already policy if an officer sees another officer using an excessive use of force that they can intervene.

There was concern about diversity among hired officers in one of the Strategic Planning meetings, and Chief Darling shared that all officers go through a 40-hour crisis intervention training to learn ways to deal with diversity, as well as substance abuse and mental health issues. The training focuses on de-escalation tactics. Currently 25% of the department is female and there are 2 officers of color. Chief Darling wants the department to mirror community we serve.

6. Discussion of adjustments to the Fee Schedule

Chief Moor provided information about ambulance fees that are charged with every transport. Currently, Sunriver charges a flat rate of \$1,500, \$0.22 per mile, and a \$250 treatment fee for non-transport. A cost analysis of other agencies in central Oregon showed that Sunriver is below average, therefore, Chief Moor proposed to increase the fee from \$1,500 to \$1,750.

Chief Moor added that Administrator Baker provided an analysis showing that increasing the ambulance rate doesn't necessarily correlate to an increase in revenue. In fact, it increases bad debt write-offs. However, this is the only area that the department is able to increase rates to hopefully increase revenue. He shared that due to COVID, their cost of personal protective equipment (PPE) has increased tremendously. An increase in the flat rate would aid this shortfall.

The Board will discuss fees next month.

7. Motion to approve SROA 2021 vehicle fleet labor rate of \$96.04/hour

Both chiefs do not utilize SROA maintenance as often as years past, and primarily use entities that specialize in emergency vehicles and equipment. In addition, SROA is more expensive than other options. However, SROA maintenance is convenient and offers great customer service. The \$96.04 labor rate reflects a 6% increase.

Director Ralston moved to approve the SROA vehicle fleet labor rate of \$96.04/hour; seconded by Director Beenen. Motion passed with all voting yes, with exception of Director Dishaw voting no.

8. Discussion on review of Executive compensation

Next month the Board will vote on a cost-of-living increase for non-represented employees of the District. Historically, the executive staff of the two chiefs and administrator have received the same increase. Administrator Baker stated the Board performs a periodic salary analysis every 3 years for executive compensation, and one is due in 2021. Director Beenan recommended a salary comparison study, and many of the Board members agreed. Chairman Hepburn will bring the Board more information at the February meeting.

9. Report on the quarterly meeting between SSD Chair and SROA President

Chair Hepburn met with Brad Skinner, SROA President, last month. They discussed how to help their respective organizations, such as finding commonalities and ways to address common challenges. Both pledged to meet often, and Chair Hepburn asked Board members to send him any questions or topics.

10. Motion to approve Resolution 2021-002, approving job description for Fire Reserves

Chief Moor explained how reserve employees were recently moved to part time and assigned specific hours, which has made a positive difference not only in operations, but morale and turnover. Reserves are also not required to be paramedics, and it is a similar job description to firefighters. This continues to give Sunriver an advantage and be successful in recruiting candidates from COCC, as the Bend and Redmond programs are EMS specific.

Director Foster moved to approve Resolution 2021-002; seconded by Director Dishaw. Motion passed unanimously.

11. Motion to approve Resolution 2021-003, approving job description for Seasonal Paramedic

Chief Moor discussed how the Seasonal Paramedic position was beneficial, as 80% of their calls are EMS. This is a non-firefighter position, and they are not issued turnout gear. It is paramedic only position and works either a 24- or 48-hour shift, depending on staffing. It is seasonal, 3 – 4 months, and allows for a full staff to stay in Sunriver. Last year was a trial year for the program, and there appears to be demand for it, both from community need and recruitment.

Director Schmid moved to approve Resolution 2021-003; seconded by Director Ralston. Motion passed unanimously.

12. Report on Executive Advisory Committee Meeting

Director Ralston shared the following:

- The fire department will continue to work with Tactical Solutions for ambulance billing.
- Administrator Baker is creating a committee to discuss health insurance.
- There was discussion about the current sexual abuse case.

- Chief Moor is working with La Pine Fire Department on radio communications. The goal is to streamline communications, and to encourage La Pine to transition to a common radio system. Chair Hepburn shared safety concerns in using different radio communications. Chief Moor will report progress to the Board in February.

13. Police & Fire Department proposed 2021 Performance Measures

Chief Darling discussed the current performance measures and, asked if the Board finds them useful. Both chiefs would like to streamline the information provided, and were seeking feedback from the Board. Items from the Strategic Plan could be incorporated into these measures. The Chiefs would also like to have them consistent between departments. They will bring back a proposal next meeting.

14. Motion to approve the December 2020 unaudited financials

Chair Hepburn stated that the property taxes received was slightly less than budgeted. Chief Moor confirmed ambulance calls were down because it is typically a slow time of year, and there were only 27 calls in December. Administrator Baker said the year to date is still well on the positive side. Chief Darling said Police materials and services were higher than budgeted because there were modems installed on all vehicles. Chair Hepburn concluded that the SSD is still below budget for the year.

Director Dishaw moved to approve the December 2020 unaudited financials: seconded by Director Foster. Motion passed unanimously.

15. Review December 2020 SROA Board meeting

Director Schmid shared the following:

- An update to the proposed SROA rule restricting river access and egress in Sunriver. There was a work session where homeowners were able to call in with questions and/or concerns. Many issues were expressed with the new proposed rule, and the SROA Board decided to send it back to the Convenance Committee to review. The original proposal focused on people exiting the river, however, it was deemed that the real issue is parking and that should be the focus of the rewrite.
- Many amenities continue to be closed due to COVID.
- The north pool is on target to be completed in mid-May, hopefully open in mid-June.
- SROA continues to work with Bend Broadband about discrepancies in their agreement, and are looking at alternatives.
- The Rental Registry Task Force is still meeting.
- The Recycle Task Force has received a number of responses for possible curbside recycling, however, many homes do not have trash enclosures for 2 cans. Many homeowners also want the recycling center to be open for homeowners only, but that may lead to funding issues.
- Discussed allowing class 1 and 2 ebikes on the paths. Both go up to 25mph, however, class 1 requires pedaling before the motor starts and class 2 has a throttle to start motor immediately.
- Director Gerhard has agreed to be on SSD Board, as well as the SROA Board.
- Installed new gate to RV storage that requires users to have an electronic card.
- New website is doing well.
- The number of building permits have skyrocketed.

Other Business

- The next SSD Regular Board meeting is February 18, 2021 items on the agenda: Approval of any changes to the FY 2021/22 fee schedule; Approve wage increases for non-represented employees; Approval of Department Capital requests; First draft of Police & Fire 2020 annual reports
- SDAO Conference will be held virtually in February, sign up – it's free!

Director Dishaw moved to adjourn; seconded by Director Ralston. Motion passed unanimously.

Meeting adjourned at 5:00 p.m.

SSD Chair, Bill Hepburn
Office Assistant, Mindy Holliday

APPROVED