

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING 3:00 p.m. Thursday, December 16, 2021 Meeting in Person

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

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

SSD Staff: SSD: Administrator Debbie Baker, Office Assistant Mindy Holliday
Fire: Chief Moor
Police: Chief Darling

Public Input: None

Consent Agenda

1. Motion to approve:

- a. The November 18, 2021 Regular Board meeting minutes
- b. The November 19, 2021 Special Board meeting minutes
- c. SROA monthly invoice in the amount of \$16,071.11
- d. Invoice for the patrol car upfit in the amount of \$5,739.67

Chief Darling said this was not the final amount for the patrol car upfit, as there are a few delays due to supply chain issues. The remaining amount will be under the \$5,000 limit for him to approve.

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

Old Business

2. Update on Phase I of building analysis

The timeline to get on the May ballot is tight. Administrator Baker has begun drafting the proposal to request TRT from the county.

Director Ralston said KMB architects do not need to participate in the community education roadshows outside of Sunriver if they are scheduled.

Chief Moor researched a possible seismic grant, but the architects said the District does not qualify.

Director Ralston would like to set up a meeting with residents of the condominiums next door to the Fire Department to discuss the plans and answer any questions. Director De

Alicante once lived in the neighborhood and will provide a name and contact to Director Ralston.

Chair Hepburn thanked the Board, Administrator Baker, the chiefs, and administrative staff for their help in this process.

New Business

3. Monthly Chief/Administrator's Reports

Police Chief Darling

- There were 38 cases, 16 outside of Sunriver. Emergency and non-emergency calls were up slightly.
- Administrative update: Sgt. Lopez graduated from the FBI National Academy today. He took 2nd place in the mile run and will bring home the coveted yellow brick. Officer Grant Thommen was sworn in and started field training. Officer Austin Wilson was sworn in as a Police Officer. He will attend the Central Oregon Reserve Academy at COCC until his official basic academy class starts in April. There were several Lexipol updates included in the packet.
- Operations/Training update: Officer Kaping, Palmer, and Ross attended a week-long advanced interview and interrogation training. Sunriver Police also assisted Deschutes County Sheriff's Office with an attempted murder investigation.
- Community Events update: Chief Darling participated in the presentation for the Public Safety Building at the SHARC and SunriverYou.

Fire Chief Moor

- There were 29 total calls for service in November between Fire and EMS. The Fire Department went to Bend to assist in two structure fires. The weather also impacts calls and the department responded to three motor vehicle crashes. Chief Moor is providing statistics in a new format and would appreciate any input from the Board.
- Deputy Chief Bjorvik will meet with the captains to evaluate response times to determine, why they are increasing. Recently an ambulance crew was at St. Charles for 42 minutes because the patient couldn't be taken in right away.
- Administrative: Mindy Holliday has accepted the Administrative Assistant position on a three-month trial period. She will also be continuing to support the District and share time each week with both areas. The critical components during this transition for the Fire Department are timecards, ambulance billing, and accounts payable.
- Chief Moor is participating in the SROA Design Committee Task Force meetings. As the team reviews the design manual, his goal is to harden the wildland residential rules such as prohibiting shake roofs, wood siding, and combustible decks. Chief Moor is utilizing the state of Oregon and the Deschutes County building codes. These changes only pertain to new construction. Director Beenen suggested minimizing the amount of five chords of wood allowed per household.
- Operations update: the department is going through the engineer paramedic promotional process. There are three candidates. There is a written test, interview

panel, and practical exam. Chief Bjorvik included people outside of Sunriver Fire to make the interview process as neutral as possible. Charles Leifer accepted the offer and the Civil Service Commission will meet for approval. His first shift is January 4, 2022. Director Stephens asked if the department was at risk of losing the other two applicants. Chief Moor said no, this promotion creates movement within the shifts, which he thinks is helpful.

- Community events: the Fire Department was a drop off location for the local food drive. A crew will go to the North Store to assist in loading the final food drive collection.

Administrator Baker

- Administrator Baker met with the insurance broker and received the annual insurance premium, which has gone up significantly (19.16%). This is based on several factors, including losing the longevity credit. This credit is based on the District's loss ratio. The legal fees on the tort filed in Federal court and the recent employee settlement made an impact. The insurance industry has taken a big hit with claims resulting from fires and the secondary market rates have increased. However, SAIF indicated client rates will decrease on an average of 5.8%. This premium is on the fiscal year and the impact will not be known until late spring.
- Public Safety Building work: Modified the presentation slides for SunriverYou and the breakfast meeting with the Deschutes County Commissioners. Administrator Baker responded to questions from the Community Forum at the SHARC. She also worked with Mrs. Holliday on the promotional material for the building project, including the brochure and January Scene. In addition, prepared for the Task Force meeting, met with the Finance group and started prep work for the application of TRT funds to the County. Administrator Baker also reached out to the attorneys drafting the Purchase Option Agreement for the building.
- Continued preparation work for the breakfast meeting and coordinated with Deschutes County officials.
- Met with Director Beenen, Joe Healy, and Bette Butler to begin budget season.
- The SDAO annual conference is in Eugene February 10 -13, 2022, and all the board members should have received information. There are options of in-person or virtual. Contact Administrator Baker if interested.

4. Board education on the Emergency Operations Plan, Section II

Chiefs Moor and Darling reviewed the Emergency Operation Plan, Chapter 2, Situation and Planning Assumptions with the Board. This chapter focuses on utilizing training in emergency preparedness.

5. Budget Calendar, Instructions and Board direction to departments

Administrator Baker shared the calendar and instructions for the 2022-2023 budget. These documents are to provide guidance and an outline of events taking place over the next several months. There was discussion about revenue and the added expense of hiring new

employees. Administrator Baker reminded the Board salaries will be negotiated this year, and the goal is to have the budget workbooks after the first of the year.

6. Motion to approve Invoice to SDIS for annual liability insurance in the amount of \$58,812

Director Dishaw moved to approve the invoice to SDIS for annual liability insurance in the amount of \$58,812; seconded by Director Stephens. Motion passed unanimously.

7. Motion to approve the District to submit TRT funding request to Deschutes County

Administrator Baker stated the exact details of the proposal are not finalized; although the task force and a financial group has met to provide input on the general parameters of the request. A motion will approve the Chair to develop the final proposal to submit to Deschutes County Commissioners.

Director Dishaw moved to approve the District to submit TRT funding request to Deschutes County; seconded by Director Stephens. Motion passed unanimously.

There were questions about how to pay for the construction costs, in which Director Ralston answered there may be a fee up front and then monthly charges. Discussion continued about how and when potential funding from the county might be dispersed. Potential interest rates will be based on ratings and the timing of the formal approval by voters.

8. Presentation of final 2021 Performance Measures, including task list from the Strategic plan for Board and departments

Sunriver Fire Department

Operations: The department is utilizing the Blue Card system, which assists with command and control of emergency incidents. Nic Newcomb completed the course and is now a Blue Card instructor.

Staffing: The seasonal paramedics have been extremely helpful through the busy months of May through August. It not only helped the EMS side, but significantly assisted the fire side as well. Reserves freed up individuals on ambulance to be ready for initial attack on fire side. The department will start looking this spring for additional reserves. Reserves also decrease overtime, and Chief Moor will provide an overtime analysis.

Community Engagement: The department worked with rental agency and Sunriver Chamber representatives to create a comprehensive communications plan. This needs to be an ongoing project. There are great systems in place, such as the ability to text all current renters in the event of an emergency.

Emergency preparedness and home inspections: The department physically goes to Sunriver homes to provide fire assessment inspections. This program helps homeowners wanting to be fire safe, but there are restrictions regarding approval to cut down certain

trees. Lastly, Chief Moor is working with the Board for emergency preparedness operations plan trainings and meets regularly with the Deschutes County Emergency Management department.

Financial: The department has been involved in the proposed Public Safety Building campaign. Chief Moor also developed a budget to support department operations and goals successfully. The annual budget process is very collaborative. Different department managers are responsible for each budget, which has been very effective. Lastly, Captain Sphatt monitors the reserve firefighter program. He manages expenditures and their hours to keep reserves below 30 hours a week, in which they would qualify for the health insurance program.

Chief Moor will work on the organizational survey and report back at a later date.

Sunriver Police Department

Operations: The Police Department completed an internal evacuation training, which included a review and standard operating procedure of the siren alerting system. In addition, the department is working with Deschutes County on Zonehaven, a program that utilizes geographic data for evacuation. When Deschutes County updates their Emergency Operating Plan (EOP), Sunriver will update theirs in conjunction with the county process. The Sunriver EOP is tailored to the Sunriver community and dovetails with the county's plan.

Staffing: The department is fully staffed, but not fully trained. The officers have accomplished all training requirements to keep certifications valid. All department employees completed a survey, which yielded very positive results.

21st Century: Chief Darling stated the department is making progress in all areas. In the last legislative session, there were 26 bills on police reform. As a result, there were policy changes and training requirements and Sunriver Police is in full compliance. Currently the department car mobile camera systems have failed and an alternative plan is needed. Body cameras for police officers are becoming an industry standard and Sunriver Police Department is the only law enforcement agency in Deschutes County not utilizing them. Chief Darling is drafting a proposal for the coming budget year to include body cameras for all police officers.

Community Engagement: The communication plan is going well, as the police and fire departments are working in coordination on the plan. Chief Darling is working on the neighborhood watch program and utilizing Citizen's Patrol. The department is also assisting SROA on the Rules and Regulations Committee, which has made improvements in communication to rental agencies and owners. This is critical for emergency planning.

Community Events: There were few Police Department events, however, Citizen Patrol helped with Sunriver area community events.

Staffing: Obtaining and keeping qualified officers is a struggle, but Chief Darling believes the Sunriver Police Department reputation and industry involvement will keep attracting people. Lt. Womer is the Vice President of the Oregon chapter of the FBI National Academy Associates and Chief Darling is on the Board for the Oregon Association of Chiefs of Police. The department is also involved in two global-wide police reform trainings.

The Board prefers the chiefs use the Excel document for the Performance Measures format to be consistent.

9. Motion to approve Resolution 2021-019 approving changes to the Management Agreement.

Administrator Baker stated the Board has already approved the changes. A Resolution is required to approve the changes which were also approved by SROA Board and The Deschutes County Commissioners.

Director Stephens moved to approve Resolution 2021-019 approving changes to the Management Agreement; seconded by Director Foster. Motion passed unanimously.

10. Proposed changes to the Employee Handbook

Administrator Baker proposed changes to the employee handbook. Currently a full-time employee is required to work 40 hours a week. However, the federal Affordable Care Act (ACA) define full-time employees as those that work 30 hours per week. She asked the Board to consider defining full-time employees as working at least 30 hours per week.

Administrator Baker will bring a resolution to the January Board meeting for Board members to vote.

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

Chief Moor stated the "Treatment No Transport" fee of \$250 was instituted a year and a half ago. This fee applies when Sunriver Fire is called to a scene and the patient needs services but denies transport to the hospital. This fee applies to anyone, whether a Sunriver resident or visitor. Roughly, in the last six months, there has been pushback from Sunriver residents about this fee because they are taxpayers. Chief Moor asked for guidance from the Board on whether to continue with this fee or waive it for Sunriver residents.

There was discussion about this fee being customary in other districts. Director Ralston asked when the District was formed if it was intended to cover this cost. Chief Moor provided a brief history of ambulance services and billing, and added La Pine Fire District bills this fee and would if they ever had to take a call in Sunriver.

Chief Moor said his research shows it is legal to charge this fee to only certain demographics. He added the Deschutes County Attorney David Doyle is doing more research to look at Oregon state statutes. The ambulance billing company would require a formal policy. He added Sunriver Fire has roughly \$30,000 worth of “Treatment No Transport” fees and have collected about half. Medicare will not pay for this fee, so it is passed on to the patient. Private insurance providers do cover this fee.

Further discussion about upsetting Sunriver homeowners when the District will be asking for a vote on a capitol levy soon. Others mentioned there are inflationary pressures and wouldn't advise on cutting fees.

Chair Hepburn asked Chief Moor to get more information, as well as any findings from Mr. Doyle, and report back more at next month's meeting.

12. Discussion on SDAO training, virtual and in-person

The yearly training is in February. Administrator Baker encouraged everyone to go, as the classes are very informative. Board members need to contact Administrator Baker if interested to make accommodations.

13. Report on Executive Advisory Committee Meeting

Chair Hepburn gave an update on the Executive Advisory Committee meeting. The Public Safety Building was discussed, as well as the chief's performance measures. It was agreed many preferred the new format in Excel.

14. Motion to approve the November 2021 unaudited financials

Director Beenen provided the November 2021 unaudited financials.

He stated the District received the first batch of property taxes, and it was slightly less than expected. He believes more tax revenue will come in next month. With the change in staffing for ambulance billing, there is a backlog Chief Moor and Mrs. Holliday are working through. These are two of the main reasons why revenue is short for the month.

As for expenses, both the police and fire departments came in under budget. Administrative was over budget, however, year to do is on target.

The operating surplus came in less than hoped, but year to date Treasurer Beenen states is good. Overall, all the accounts are very good shape and he isn't concerned this month was short.

Director Dishaw moved to approve the November 2021 unaudited financials; seconded by Director Ralston. Motion passed with all voting yes, apart from Director Foster who abstained.

15. Review November 2021 SROA Board meeting

Director De Alicante provided an updated to the Board on the November SROA Board meeting. It was a recap of many things already mentioned in the meeting, such as the management agreement and staffing for the fire and police departments.

Other Business

Next SSD Regular Board meeting is January 13, 2021. Report on quarterly meeting with SSD Chair and SROA President; 2021 Year-End report on Police Complaints, Use of Force and Vehicle Pursuits. Board to assess Chiefs' & Administrator's competitive wages, deferred from last year.

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

Meeting adjourned at 5:02 p.m.

SSD Chair, Bill Hepburn
Office Assistant, Mindy Holliday

APPROVED