

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING 3:00 p.m. Thursday, December 15, 2022 Meeting In Person and Via Zoom

Call to Order: Chair Fister convened the meeting at 3:04 p.m.

Roll Call: Chair Fister, Vice Chair Shoemaker, Treasurer Beenen, Dir. De Alicante, Dir. Foster, Dir. Hepburn and Dir. Ralston were present.

Public Input: None

SSD Staff: Board Administrator Holliday, Fire Chief Moor, Police Chief Womer, Police Lt. Lopez, OR/PM Nelson

SROA Staff: Susan Berger

Consent Agenda

1. Motion to approve:

- a. The November 16, 2022 Board Work Session meeting minutes
- b. The November 17, 2022 Regular Board meeting minutes
- c. The December 1, 2022 Special Board meeting minutes
- d. SROA monthly invoice in the amount of \$18,842.39
- e. 2023 HRA VEBA deposits in the amount of \$63,600.00

Dir. Foster moved to approve the consent agenda; seconded by Dir. Ralston. The motion passed unanimously.

Old Business

2. Public Safety Building

a. Motion to Approve November 2022 Building Funding Requests:

- i. Nelson Capital invoice in the amount of \$9,500.00
- ii. KMB Architecture invoice in the amount of \$19,073.20
- iii. Local Government Law Group invoice in the amount of \$1,942.76
- iv. EVREN NW invoice in the amount of \$ 20,141.00
- v. Bend Mapping invoice in the amount of \$ 68.00
- vi. SSD Reimbursement in the amount of \$150.09

Dir. Ralston moved to approve the November 2022 building funding requests in the total amount of \$50,875.05; seconded by Vice Chair Shoemaker. The motion passed unanimously.

b. Project Status

OR/PM Nelson said the first estimate from Kirby Nagelhout Construction Company (KNCC) is moving into estimating ahead of schedule, in which OR/PM Nelson will provide a report to the Board for review. To alleviate redundancies, the District has paused KMB Architecture's estimating services.

OR/PM Nelson is meeting with Deschutes County, and SROA for another informal meeting the first part of January. As required by the SROA Rules and Regulations Committee, the District

will host a Neighborhood Meeting on Jan. 12, 2023 to share the latest renderings and floor plans, as well as answer questions.

c. Review of monthly memo to Deschutes County Commissioners

The Board had no changes to the memo. Administrator Holliday will include it in the meeting packet for the Joint Meeting on Dec. 20, 2022.

New Business

3. Monthly Chief/Administrator's Reports

Police Chief Womer

- Calls for service: there were 36 cases, 13 outside of Sunriver. Dir. De Alicante asked about any trends, and Chief Womer answered there is an increase in DUIs as the department received a grant for up to \$10,000 for overtime providing DUI enforcement.
- Administrative: Officer Lyman was sworn in and is going through onboarding process. The department is interviewing for additional officers and has offered a conditional job offer. Chief Womer said it takes a little less than a year for an officer to go through the academy and required training to be on their own. While officers wait for the academy, they continue to go through in-house training with a training officer. There is significant interest in getting a regional academy in central Oregon.
- Dir. De Alicante noticed suspicious prowlers has almost doubled. Chief Womer said this is due to many owners having cameras on their house, which is a great help.
- Sunriver Police received a SDAO grant for \$5,000 for a drone. It is a matching grant and will be discussed more later in the meeting.
- Operations: Chief Womer went to Las Vegas for a conference and the entire department is participating in the Axon Taser training.
- Community Events: the department participated in another Coffee with a Cop. The Grand Illumination event at the Resort went well, and officers worked with kids at Three Rivers School to make cards to hand out to citizens. Wonderland Express was cancelled and is coming back next year. Shop with a cop is ongoing.

Fire Chief Moor

- Calls for service are roughly 10 more ambulance calls than the previous year. There is an increase in calls going to one address multiple times, which is usually people living alone and declining in health.
- Training hours is lower because reserve program is in pause mode. Ice rescue is training this month, as well as blue card incident command training.
- Mutual Aid given: four total, three were EMS calls and 1 Fire, all to La Pine.
- Administrative: The Firefighter/Paramedic interviews were successful. This is the final position to have four people on each shift. Three candidates were interviewed, two moved on to the next round. Deputy Chief Bjorvik managed the process, and the interview panel had representation from each shift. The final two candidates went through a cardiac event scenario and were interviewed by Chief Moor. Sunriver Police is doing the background check and the goal is to have the person start on Jan. 1, 2023.
- Chief Moor attended the SROA Convenance meeting and spoke about firewood rules. SROA is reducing the allowed amount of wood from five to three chords. He also said at many homes the wood piles are stacked in areas that get in the way when pulling hoses for fires.
- Operations: The Physician Assistant has been with Sunriver Fire for a year. He provides feedback and critiques for paramedics on their calls. It is a great training tool for the entire team.

- Community: The department was a collection point for the food drive. This weekend the crew will help load up all the donations at the North Country Store. Chief Moor worked with the fireworks technician for the Grand Illumination event.

Administrator Holliday

- Public Safety Building: Administrator Holliday continued to work with Vice Chair Ralston and OR/PM Nelson on the CM/GC RFP process, including scheduling interviews, Selection Committee meetings, and the SSD Special Meeting. She also assisted in answering various questions from those not chosen and made public all documents related to the process. There were also numerous meetings the past month with the design team to discuss the building schematics and updated plans. The Scene story for next month will provide an update on the CM/GC process and show one of the latest renderings of the building. The Task Force is slated to meet again after the first of the year.
- SROA: Continued to review the SROA Rules and Regulations and ensured compliance from the District, including printing and mailing roughly 150 letters to those living within 500 feet of the facility notifying them of an upcoming Neighborhood Meeting on Jan. 12, 2023 at 5 p.m. In addition, designed and printed a banner on display out front of the fire station with required verbiage per the manual. Information is in the Scene and on social media as all Sunriver residents and property owners are invited.
- SDAO: Coordinated with SDAO and the Public Safety Building Task Force to be interviewed on camera for a video to be shown at the annual conference. A few members of the team will share their role in the project. The taping will be in the apparatus bays with an ambulance and patrol vehicle in the background.
- Budget: A Budget Committee meeting is scheduled for Jan. 4, 2023 to begin the 2023/2024 SSD Budget. Administrator Holliday is organizing the budget calendar and instructions, including getting PERS, health insurance, workers compensation and other rates to use for calculations.
- Administrative: Continue to gather information on the Paid Leave Oregon program and drafting an RFP for HR, Accounting and Payroll services for the District. The District Board will be moving to the Microsoft 365 platform soon.

4. Motion to approve Sunriver Fire Department Memorandum of Understandings (MOUs) for Vacation and Acting-In-Capacity incentive

Chief Moor presented to the Board the current and proposed language for the Acting in Capacity (AIC) position. In many cases for an employee to take the AIC position to cover another shift, there wasn't much of an incentive, as sometimes it equated to only a few pennies raise. AIC positions are temporary to cover a position on another shift, and the department does not currently have any employees willing to be AIC Captains. For a Captain to backfill a Captain it is much more expensive than paying an AIC to bridge the gap. The goal would be to have an AIC Captain on each shift. Chief Moor is proposing a 5% wage increase for an employee to work AIC in any position.

The second MOU is in regard to the Captain position and the number of firefighters that can take time off at the same time. The current language states only two employees will be allowed off at any one time. The proposed new language adds that only two employees are allowed off at any time except in the instance the person requesting the time off holds the rank of Captain.

Dir. Foster moves to approve the two MOUs of December 15, 2022, covering Article 13.2 and 15.2; seconded by Treasurer Beenen. The motion passed unanimously.

5. Discuss Sunriver Police Department material requests

Chief Womer has an immediate equipment needs and shared info. The first is to purchase drones with a grant from SDAO. The grant requires a match of \$5,000 by the District. The cost is \$15,000 and includes training and all equipment. Chief Womer would work with SROA to get approval as current rules state drones are not allowed in Sunriver.

The second need is ballistic helmets, patrol rifles, and vest rifle plates. The department currently has two patrol rifles that are serviceable, but they are a shared asset and not zeroed to the person they are assigned to. In addition, there is no accountability for equipment care. Board approval would provide a patrol rifle, helmet, and rifle plates for every officer and enhance safety, especially in active shooter situations. The cost of these items would be no more than \$35,000.

Chief Womer shared future needs, which includes an additional vehicle. He stated it takes a long time to get vehicles fixed and the department currently only has four vehicles in operation. This capitol expense can be planned in the next budget, but he recommends purchasing a new chief's vehicle and move the old one to Citizen Patrol. The current Citizen Patrol vehicle is very old and has many issues.

Chief Womer provided quotes to the Board for all the materials requested. He shared that the Police department has returned to the District a large amount of funds each fiscal year due to staffing shortages. Chief Womer said having this equipment will help with retention and recruitment.

There was discussion by Board members about how these items are important to officer safety and the betterment of the department.

Treasurer Beenen said this would be paid out of the Capitol Budget, Fund 716, which is in very good shape.

Chair Fister said he met with Chief Moor to see if the Fire Department had material requests, and the answer was no.

Dir. De Alicante moved to fund the helmets, rifle plates, patrol rifles and drone not to exceed a total of \$50,000; seconded by Dir. Ralston. The motion passed unanimously.

6. Discuss Budget Calendar, Instructions and Board direction to SSD departments

Administrator Holliday has begun gathering information for the 2023/24 Fiscal Year Budget. She shared a draft of the Budget Instructions with the Board for feedback.

Chief Moor stated each department usually ends each fiscal year with a large balance and suggested each have their own contingency. This would be in place of one large contingency for the entire District. He added this would provide more flexibility as well as help with unforeseen costs due to inflation and staffing.

Chair Fister would like each department to evaluate their respective budgets and each line item. He encouraged both chiefs and Administrator Holliday to align line items with actual operations and spending, and the move any extra amounts to the contingency.

The Board instructed the departments and Budget Committee to build a budget that fits their needs and bring it to them for review.

7. Discuss proposed changes to the Employee Handbook

Chair Fister asked Administrator Holliday to provide a list of benefits and which employees they are or not offered to. Fire Department Administrative Assistant Dana Whitehurst assisted Administrator Holliday in this process to review the Fire CBA, Police CBA and SSD Employee Handbook.

Due to time constraints of many Board members, this topic will be discussed more at a later meeting.

8. Reminder of SDAO annual conference in February, virtual and in-person

Administrator Holliday reminded the Board of the SDAO annual conference in Sunriver this February. She encouraged each Board member to register and to attend the Saturday night Awards Banquet, where the Public Safety Building Task Force members will receive the Volunteers of the Year award.

9. Discussion on agenda items for joint meeting with Deschutes County

Administrator Holliday shared the final draft of the joint meeting agenda with the Deschutes County Commissioners on Dec. 20. The Board approved and did not have any changes.

10. Motion to approve the November 2022 unaudited financials

Treasurer Beenen reviewed the November 2022 unaudited financials. November is when the District receives a large portion of tax revenue, however, currently it is \$121,000 less than budgeted. Treasurer Beenen stated this could be a long-term problem as it was less than budget last year too. The 715 Operating Fund is doing very well against the budget, and Police and Fire were underbudget in regard to expenses. Administration was slightly over budget. Treasurer Beenen said the 716 Capitol Account is in good shape too. The 717 Public Safety Building Fund is slightly higher than expected for revenue. The levy proceeds and interest income came in higher. The first loan payment was made to Zions Bank.

Dir. Foster moved to approve the November 2022 unaudited financials; seconded by Dir. De Alicante. The motion passed unanimously.

11. Review November 2022 SROA Board meeting

Dir. De Alicante gave an update on the last SROA Board meeting, which included discussions on firewood, SROA financials, House Bill 2534 and compliance, and the TDS special election.

Other Business

The annual joint breakfast meeting with Deschutes County Commissioners is Dec. 20, 2022 at 9 a.m. at the Sunriver Resort. Next SSD Regular Board meeting is Jan. 19, 2023; 2022 Year-End report on Police Complaints, Use of Force and Vehicle Pursuits will be reviewed.

Treasurer Beenen moved to adjourn; seconded by Dir. Hepburn. The motion passed unanimously.

Meeting adjourned at 5:40 p.m.

Submitted by Board Administrator, Mindy Holliday