

# SUNRIVER SERVICE DISTRICT

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## MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday December 17, 2020

Virtual Meeting Via Zoom

- Call to Order:** Chair Bill Hepburn convened the meeting at 3:01 p.m.
- Roll Call:** Chair Hepburn, Dir. J. Schmid, Dir. Foster, Dir. Dishaw, Dir. Ralston, Dir. Stephens present via Zoom.
- SSD Staff:**
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|---------|--|
| SSD:    | Administrator Baker<br>Office Assistant Mindy Holliday |
| Fire:   | Chief Moor   |
| Police: | Chief Darling<br>Lt. Michael Womer                     |
- SROA Staff:** Susan Berger, Sunriver Scene
- Other Fire Staff:** Tammie Waters
- Public Input** None

### Consent Agenda

1. Motion to approve:
  - a) The November 19, 2020 Regular Board meeting minutes
  - b) The November 23, 2020 Work Session meeting minutes
  - c) SROA monthly invoice in the amount of \$14,773.92
  - d) 2021 Annual VEBA/HRA invoice in the amount of \$64,200.00
  - e) Coles & Code annual assessment in the amount of \$ 11,410.67
  - f) Budgeted Knox Box secure system PO in the amount of \$7,100.00

Chief Darling added that the Coles & Code funds support the Central Oregon Emergency Response team, SWAT, the Drug Enforcement Team and more.

Chief Moor added that the funds for Knox Box are for an accountability system to track the keys on various fire apparatuses. Director Dishaw asked how many Knox Boxes are in Sunriver. Chief Moor didn't have the exact count, but will follow up with the answer. Director Dishaw shared concern about purchasing an accountability system after already starting the program. Chief Moor stated that until recently there weren't many Knox Boxes, but with continued growth the tool is essential.

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

## Old Business

### **2. Strategic Plan**

Director Dishaw gave an update on the Strategic Plan. There are 18 stakeholders participating and all meetings are being limited to 1 hour. Board members are asked to provide information as needed. There is a limit of 3 board members per work group, unless the meeting is public noticed.

The first meeting was held on November 23, 2020 and provided an overview of the Strategic Plan. Stakeholders were divided into three workgroups to further develop specific areas. After each work group, participants were asked to respond to three homework questions.

Director Dishaw requests that the work groups meet again the second week of January to provide concrete suggestions and feedback. Director Dishaw will check the proposed meeting dates with Mr. Fister before scheduling.

## New Business

### **3. Monthly Chief/Administrator Reports:**

#### **Fire Chief Moor-**

- Yearly calls are down 20% and nothing was out of the ordinary. Chief Moor stated that the turnout response time goal is 2 minutes, and the department is well within that time frame.
- The Fire Department responded to 5 motor vehicle crashes, most on Highway 97. Winter months impact the number of these calls.
- EMS responses had (15) Advanced Life Support (ALS) calls and (0) Basic Life Support (BLS) calls.
- Before the full COVID lockdown in late November, the station had a couple of medical walk-ins.
- Chief Moor stated the department typically installs batteries for smoke alarms for homeowners and that has stopped since the second lockdown. However, if someone calls 911 and has the monitor going off, Sunriver Fire will respond as an emergency response.
- Chief Moor stated training hours are increasing.
- There is a spreadsheet in the packet with various Oregon conflagration reimbursements that have been received. These funds offset expenses and overtime. Of the \$110,000 due for reimbursement, we have received \$68,000. The remaining amount should be coming at some point. The conflagration is authorized by the Governor and reimbursement is guaranteed and is based on actual costs.
- Chief Moor discussed the COVID emergency vaccine process, and there will be a 2 to 4-week delay in availability of vaccines for first responders.
- Chief Moor discussed the ambulance contract. When assessing general revenue efficiencies and resources, ambulance revenue is a key component. The SSD Board has the ability to increase ambulance rates, and Chief Moor will be discussing with the Board early next year. The Fire Department is considering changing the ambulance billing company to Tactical Business Solutions. This company is currently used for the GEMT reimbursements and uses cloud-based technology. Chief Moor will bring a proposal to the Board in January, after finishing obligations with current provider.
- Sunriver Fire and La Pine Fire are working on an operational guideline for mutual aid responses, the goal is to implement these guidelines in January of 2021. Chief Moor said

La Pine is using the old radio system. It creates communication difficulties on mutual aid responses. Chair Hepburn shared his concern on this issue and asked if SSD Board involvement would be helpful. Chief Moor wanted to get through the cooperative work on the operational guidelines first.

- Chief Moor shared that the new extrication tools have arrived and the department has cut up over 15 cars at the training site. The crews are learning the new protocols of these tools.
- Chief Bjorvik has been focusing on HAZMAT training and certified 14 individuals with HAZMAT awareness certificates.
- The department is currently evaluating software programs, since many overlap in function. A task force has been created to review these programs.
- The Fire Department stopped its membership at Sage Springs due to COVID, creating a small work out area on the mezzanine. Deschutes County approved the temporary use permit of the mezzanine for this function.
- The station was a collection point for Christmas food boxes, and will be helping with dispersing to families in need.
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#### **Police Chief Darling-**

- November calls for service were down, both emergent and non-emergent. Arrests were up, but officer-initiated activity is down. There were (32) total cases, (7) outside of Sunriver.
- Sergeant PJ Beaty retired after 25 years of service.
- Two officers will be graduating from the police academy in April, and will spend the holiday break in Sunriver for trainings.
- Stephen Lopez accepted the final job offer for police sergeant and will start January 1, 2021. He will need to complete a two-week online DPSST training on Oregon law but not the full academy.
- The Domestic Violence investigator position is still a work in progress, and they are finalizing paperwork.
- Chief Darling attended the SROA Covenants meeting this week, and river access, parking and e-bikes were discussed. There is a proposed new rule regarding crossing common areas with watercraft, as well as enhancing parking rules and improving stage 2 e-bikes.
- The department participated in a wellness program through the Sheriff's office. Sergeant Vincent received a grant to pay for various blood testing at physicals.
- The department received \$10,900 from Bend for reimbursement of hiring costs after the departure of Officer Champi.
- CODE completed a large drug investigation in Sunriver, with the assistance of the Sunriver Police Department and the Resort. Seized were 36 pounds of methamphetamine, 6 pounds of heroin, guns, cash and three arrests were made.
- Sunriver Police attended an in-service training with Bend Police Department.
- No community events due to COVID. However, Police and Fire will be handing out gifts to kids at Three Rivers School next Monday when lunches are being provide.
- Director Dishaw requested that Sergeant Lopez be introduced at the next Board meeting.
- Director Dishaw asked what the reasons were for the increase in high-profile investigations. Chief Darling said the new officers are doing a good job and are actively making things happen.

### **Administrator Baker-**

- A chart was shared showing the new 2021-23 and historic rates of PERS Tiers 1, 2 and OPSRP. Administrator Baker said that the Oregon Legislature, in their last session, passed employee cost-sharing to stabilize the PERS fund. She added in that same legislation now requires SSD to pay the employer's portion of Tier 1 or 2 retirees that work for the District.
- Administration coordinated meetings, documents and emailed summaries for each of the Strategic Plan and Work Group meetings.
- The Rental Task Force meets monthly and a part of the focus is creating a database that is accessible and kept current. Administrator Baker hopes that this task force will help with sharing who is renting properties and contact information.
- Bette Butler is on the SSD Budget Committee and is working on the financial spreadsheets to make them easier to read.
- Administrator Baker shared concern whether the SROA proposed rules are addressing the core issues of river use impact to Sunriver and the resulting impact to the Police Department. The SSD Board may want to consider providing feedback to SROA on the proposed rule changes.
- Due to the yearly meeting with the Deschutes County Commissioners becoming viral, Administrator Baker had to cancel breakfast being catered by Café Sintra. She encouraged everyone to give them business.

#### **4. Motion to approve Resolution 2020-009 Approving changes to the District Policies**

Dir. Foster moved to approve Resolution 2020-009, approving changes to the District Policies; seconded by Dir. Ralston. Motion passed unanimously.

#### **5. Motion to approve Chair signature on letter of support to Deschutes County on defensible space**

This letter of support would go to the Deschutes County Planning Manager to support the defensible space and enhanced building codes for Deschutes County. Each fire district and chief in the county has been asked to send a letter of support, as many have worked on this project to make new homes and structures more fire safe. There was discussion regarding coordination with SROA and Deschutes County for building new homes and remodels.

Dir. Dishaw moved to approve the Chair's signature on the letter of support to Deschutes County on defensible space; seconded by Dir. Schmid. Motion passed unanimously.

#### **6. Discussion and input back to SROA on the proposed Rule changes regarding common ground restricted use**

Chief Darling said the SROA Covenants Committee has been working on the issue of e-bikes and watercraft being taken out of the river across Sunriver common ground. The impact has primarily been around Cardinal Landing. He added that if the Board would like to make recommendations, it would be a good time to discuss it.

Chief Darling worries the issue isn't being addressed comprehensively and enforcing the way out of the problem is not a good solution. He added that from a staffing standpoint, he would need to post someone full time at Harper's Bridge providing education, and someone downstream to enforce rules for those coming out of river. That would mean a couple of positions in the

summer months. He said activity on the river is part of Sunriver growing and he hopes SROA can find a solution as opposed to just enforcement.

Director J. Schmid shared that this topic is on the agenda tomorrow for the SROA work session. She added that the Board has not received an official report on this, but she can bring any comments from the SSD Board to the meeting. Director J. Schmid said it is an ongoing issue and includes many stakeholders. She continued that finding something on the other side of the river has been looked at. It can be a long-term solution; however, it will not happen in a matter of weeks.

Director Dishaw questioned how SROA intends to have the police department enforce this new rule, and the potential impact. He suggested finding a place on the west side of the river. Director Ralston said he felt homeowners are being punished due to visitors impacting the neighborhoods. He wanted to address SROA Board as a homeowner, apart from SSD membership. Chair Hepburn said as long as it is clear he is responding only as a homeowner, there is no conflict.

Director Stephens said that the entire area around the river is common ground, even homes that back up to the river. He asked if any of those owners would be able to get in or out of the river on their property, or have to use the marina. Director Stephens added that rules will not stop people from doing things. It will not change the impact if you do not provide what they are looking for. This could cause enforcement issues.

Director Ralston discussed how bike patrol are ambassadors of good will, and this rule puts them in a position of being cops writing tickets all the time.

Director Dishaw recommended that the Board consider some type of response. Director J. Schmid added that she will take their feedback to the meeting, but she agrees that a statement from the SSD Board would have more weight at a Board meeting. Director Dishaw agreed and that since both chiefs are at the meetings and have shared their opinions, that the Board needs to have a firmer stance. Administrator Baker suggested to wait and see how the SROA meeting goes tomorrow, she then could work with Chair Hepburn on a draft response to approve at the January board meeting. Chair Hepburn agreed, and reiterated that there is plenty of time to share disagreement.

## **7. Discussion on changes to the Employee Handbook**

Administrator Baker said the Employee Handbook is reviewed every couple of years. It is an important review because laws change and having a legal review ensures the District is in compliance. The Board reviewed the summary sheet of changes at the last meeting.

Director Dishaw asked who had input in the document, Administrator Baker responded that she, the two chiefs and legal counsel all contributed. He then asked if there is anything about exit interviews in the document. Administrator Baker answered no, in which Director Dishaw suggested it be added. He also wanted more information on donated sick leave. Administrator Baker said if an employee is not working due to a medical condition, other employees can donate some of their sick leave to that employee so their benefits are maintained.

Administrator Baker suggested not to require a 6-month minimum for Limited Duration employees and keep the 12-month maximum. It would provide the Chiefs more flexibility in covering staffing needs. There is a provision in the IAFF CBA on Limited Duration employees. Both Police and Fire Associations were provided the proposed changes in the Handbook.

Administrator Baker stated the Handbook currently differentiates between major and minor infractions. After discussion it was agreed to have one list of infractions.

Director Foster asked if a definition of HIPAA should be added and defined. Administrator Baker will add what the acronym stands for. He then asked about the drug policy, specifically marijuana, which is still illegal on the federal level and wondered about CBD. Chief Darling stated that the department must regulate marijuana because it can create liability for the District, such as when an officer is involved in a deadly force incident. The policy may need adjustment when/if the federal government changes the laws on the marijuana.

Director Dishaw asked what would happen if there were conflicts between the SSD policy and the agreements with the union? Administrator Baker said the union contracts trump the handbook.

Chair Hepburn asked the Board members to get any questions to Administrator Baker so the final Employee Handbook can be voted on at the January meeting. She will bring a clean copy with the changes to the January meeting with a resolution to approve.

#### **8. Police & Fire Department reports on year-end Performance Measures**

Chief Darling shared the Police Performance Measures and said many items were impacted by COVID.

Chair Hepburn asked if the Emergency Operations Plan (EOP) will be completed soon. Chief Darling said he and Chief Moor are reviewing the EOP with the Board over the next few months. They are also working with the Deschutes County Emergency Manager on the update of the county wide plan, ensuring the District's EOP plan dovetails with it.

Chief Moor stated that adding 2 firefighter paramedics was a major accomplishment, and the reserve program reorganization is making a huge difference in operation and morale. The department's new training curriculum has had positive results, as it is much more flexible and allowing crews to finish at their own pace. Chief Moor also shared that both departments are sending out joint communications and attending weekly COVID 19 meetings throughout the pandemic. The goal is to be consistent with public service announcement and social media. He added that there were some disappointments due to COVID, but the department continues to be fiscally responsible and the GEMT program is robust.

The Chiefs will be developing their 2021 Performance Measures next month.

**9. Budget calendar, instructions and Board instructions to budget committee & staff**

Chair Hepburn shared that the process for the budget calendar and preparations are similar to last year. The departments will prepare a base budget in January for the Budget Committee which consists of Bette Butler and Mike Goecke.

There was discussion on providing the departments direction from the Board on creating their budget. Personnel costs are pre-determined and increase at a greater rate due largely because of PERS and health care costs. The board would like the Material & Services section to be no more than 3% higher than the current year.

**10. Motion to approve Chief Moor & Chair's signature to the Community Wildfire Protection Plan**

The Community Wildfire Protection Plan (CWPP) is 5 years old and Chief Moor collaborated with regional partners to update the document. The SROA and the Deschutes County Commissioners have signed it. Chief Moor is requesting the Board to sign the document. He added one of the focus areas is the SROA ladder fuels reduction program. Chief Bjorvik will continue to work on this issue with Patti from SROA.

Chair Hepburn asked if it is a binding or legal document. Chief Moor said it is not binding, rather a collaboration of the wildland firefighting partners agreeing to work together with wildland fire mitigation and firefighting.

Dir. Dishaw moved to approve Chief Moor & Chair Hepburn's signature to the Community Wildfire Protection Plan; seconded by Dir. Ralston. Motion passed unanimously.

**11. Discussion on a segment of the Emergency Operations Plan**

Chief Moor and Chief Darling proposed having 30 minutes to an hour prior to each SSD Regular Board Meeting be an educational workshop for the board on the EOP. Discussion supported this Work Session training prior to the Board meetings.

**12. Motion to approve the November 2020 unaudited financials**

Chair Hepburn gave a financial update and that the SSD received the property tax allocations from Deschutes County in November. The SSD assumed a 95% tax collection rate during the development of the budget, due to COVID uncertainties. Fortunately, the SSD received almost 2% more than expected. He added that with the addition of the \$250,000 grant, the District is on good financial standing. He also credited this to the overall good stewardship of both chiefs and Administrator Baker.

Dir. Foster moved to approve the November 2020 unaudited financials; seconded by Dir. Dishaw. Motion passed unanimously.

**13. Review November 2020 SROA Board meeting**

Director J. Schmid shared that there were not any homeowners at the last Homeowners Forum Work Session. The meeting began with an insurance presentation, and they were able to find top of the line insurance companies willing to underwrite SROA and give a reduction in premiums. Discussion also consisted of updates on the CWPP, telecommunications and the 2021 budget. Director J. Schmid stated that SROA will have to have a million-dollar deficit budget. Even though this sounds very harsh, the SROA is in a good cash flow situation. The maintenance fees will be increased 6%, which is still much lower than any other HOA of a resort community. There will also be an increase in fees for services such as RV storage, building permits, etc. The

goal to finish the North Pool is the end of June and that certain pieces cannot be done during inclement weather. She added the project was on time and under budget.

**Other Business -**

- The next SSD Regular Board meeting is January 14, 2021 items on the agenda: Approval of **2021** Police & Fire Performance measures; **2020** year-end report on Police Complaints, Use of Force and Pursuits; Review of Fee Schedule for any changes; Report on Chair/SROA President meeting
- Board scheduled to review Chiefs and Administrator's wages
- SDAO Conference will be held virtually in February, details available in January

Dir. Dishaw motioned to adjourn; seconded by Dir. Ralston. Motion passed unanimously.

Meeting adjourned at 4:56 p.m.

SSD Chair, Bill Hepburn  
Office Assistant, Mindy Holliday

APPROVED