

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, May 13, 2021

Meeting in Person and Via Phone

- Call to Order:** Chair Hepburn convened the meeting at 3:08 p.m.
- Roll Call:** Chair Hepburn, Dir. Dishaw, Dir. Ralston, Dir. Beenen, Dir. Foster, Dir. J. Schmid present. Dir. Stephens attended via phone.
- SSD Staff:** SSD: Administrator Debbie Baker, Office Assistant Mindy Holliday
Fire: Chief Moor
Police: Chief Darling, Lt. Womer
- SROA Staff:** Susan Berger, Sunriver Scene
- Public Input:** None

Consent Agenda

1. **Motion to approve:**
 - a) The April 15, 2021 Regular Board meeting minutes
 - b) SROA monthly invoice in the amount of \$17,552.02
 - c) The April 16, 2021 Joint SSD/SROA Board meeting minutes

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**

Director Ralston gave an update to the Board about the status of the proposed Public Safety Building.

- Vice-Chair Ralston met with the project consultants earlier in the day to discuss programming and square footage. The team will start at the desired amount of square footage and evaluate what the District can afford and maintain.
- Vice-Chair Ralston discussed the positive relationship between Sunriver Police and Fire, and the ability to have common areas in the new facility.
- 3 potential sites remain:
 - Former Mavericks Buildings
 - 1.a. Building: Attempting to determine availability. It was learned there are pending sale negotiations for the center building. There could also be structural issues, a shared parking lot and various settlement problems.
 - 1.b. Bare property west of former Mavericks, near Circle 10: Requested information from SROA to determine if this property is designated “common ground,” which would make it unbuildable.
*both Mavericks locations have marginal response times. The Board eliminated the former Mavericks and will await SROA’s response on the vacant land.
 - 2. Lot east of Fort Rock park

This is a vacant piece of land owned by SROA and has compatible zoning. A request was sent to the SROA Board to determine if the lot is available for sale or lease. This location offers excellent response times. Purchasing this lot would require a vote of Sunriver homeowners.

○ 3. Existing site

The appraisal is complete and was valued at \$2,700,000. The first draft of programming was discussed with Chiefs and District and included a verbal report by the structural engineer. The existing site has some inadequate and compromised areas, such as the roof in the bay area. The current location provides excellent response times.

- A tentative schedule from the consultants for Phase 1 was given to the Board.
- Task Force members:
 - John Ralston
 - Dennis Dishaw
 - Ron Schmid
 - Jim Fister
 - Doug Seator
 - James Lewis
 - Peter Martell
 - John Salzer
 - Harry Hamilton
 - SROA Board Member

The first Task Force Meeting is scheduled for Monday, May 17, 2021 at 10 a.m. at the Fire Station Training Room.

- Administrator Baker, Chair Hepburn and Vice-Chair Ralston met with County Commissioner Tony DeBone regarding progress of Phase 1, the projected timeline for decisions to proceed and various funding opportunities.
- The Task Force should reach out to the SROA Owners Enrichment Committee for homeowner outreach in Phase 2. This committee develops, promotes and plans potential educational, social and recreational activities/programs for the benefit of all Sunriver homeowners.

New Business –

1. Monthly Chief/Administrator's Reports

Police Chief Darling

- April 2021: (642) calls for service, (46) cases. There were (16) calls for service outside of Sunriver. Emergency calls were (54) and non-emergency calls were (155). There was a significant increase in Traffic Violations this month, compared to April 2020 due to the COVID restrictions at the time.
- Administrative Update: Chief Darling met with Stacy Wesson, Cascara Vacation Rentals General Manager, and Susan Berger, SROA Communications Director, to discuss Emergency Preparedness. A refrigerator magnet will be dispersed to all homes in Sunriver that includes a QR code directing individuals to the Sunriver Emergency Preparedness website.
- Shred and Drug Disposal event is scheduled for June 19 from 10:00 a.m. to noon.
- Sunriver Police was awarded with the GOLD standard from Lexipol for excellence in policy management.
- Operations and Training: Various in-service trainings took place.
- Officer Ross interviewed a suspect in Salem in reference to a credit card theft reported by the Sunriver Fire Department. A warrant for the suspect's arrest will be requested via Polk County District Attorney's Office.
- There were no community events due to COVID.
- Chief Darling stated the Deschutes County Behavioral Health program is testing the Crisis Assistance Helping Out On The Streets (CAHOOTS) model, first developed in

Eugene. In this model, a community-based public safety group of mental health professionals and paramedics provide mental health first response for crises involving mental illness, homelessness, and addiction without police officers. It will extend across all of Deschutes County. Chief Darling added all Sunriver Police officers complete a 40-hour training on how to deal with mental health calls.

Fire Chief Moor

- April 2021: Calls for service were up compared to last April due to the COVID lockdown in 2020. There were (9) mutual aid calls, many of which were at Mount Bachelor. There were also fires along highway 97 that Sunriver Fire provided assistance.
- The department is in full wildland fire mode, and are currently replacing old nozzles in the hose packs firefighters carry to progress with a wildland fire.
- Ladder fuels: Chief Moor, Deputy Chief Bjorvik, Patti Gentiluomo, SROA Natural Resources Director, and experts Gordon Foster, Oregon Department of Forestry, Jeff Crawford, US Forest Service, and Boone Zimmerlee, Deschutes County-Project Wildfire, evaluated the Sunriver ladder fuel program by walking the various locations. They started East of Sunriver and as they moved West could compare the various areas on the 6-year cycle. All felt comfortable maintaining the 6-year cycle, and agreed more work needs to be done with individual homeowners on this issue. Currently, a homeowner will get a notice if a tree or wood piles are too close to their home. Homeowners have a year to correct this problem, and there was discussion if this is too long of a time frame.
- Chiefs Moor and Darling discussed Emergency Preparedness Communications with Cascara Rental Agency and SROA.
- Sunriver Fire supported and assisted ODF and USFS in numerous prescribed burns along Highway 97.
- Update on La Pine Fire Communications: Chief Moor spoke with La Pine Chief Supkis about the transition to the new radio system and offered support. La Pine Fire District is creating an internal communications committee for the transition. La Pine fire has numerous mutual aid calls to the south, where they do not use the new radio system.
- Chief Moor attended the Phase I meeting for the new Public Safety Building.
- Operations Update: attended the monthly training for Central Oregon Communication Training and Wildfire Structure Protection.
- JJ Johnson earned his Fire Officer I certification, which makes him eligible to be a Captain.
- The Seasonal Paramedic job position is open and posted.
- Community Events: There were three Home Wildfire Inspections, and the department continues to work with the SROA Natural Resources staff to share resources.

Administrator Baker

- The 2020-21 budget needs to be reconciled, primarily the Bike Patrol personnel expenditures will be over budget. As long as all personnel expenditures District wide come in under budget, there is no need for further action.
- The 2021-22 budget was submitted to the Deschutes County. The District's budget hearing is scheduled for June 2 at 12:45 p.m. The Board was given the Budget Summary narrative that was submitted with the budget.
- Administrator Baker, Chair Hepburn, Vice-Chair Ralston and County Commissioner Tony DeBone met regarding the progress on our Phase One analysis for the building. The

county is in line for significant federal stimulus dollars and there was discussion on the criteria to be set up to distribute those funds. The Transient Room Tax (TRT) was also discussed. Plans are to connect individually with the other two commissioners and the CEO of Central Oregon Visitor Association (COVA). Administrator Baker followed up with Deschutes County Commissioners Patti Adair and Phil Chang. Commissioner Chang is new and needs to be invited to Sunriver to meet the Board.

- Administrator Baker sent a letter to Mr. James Lewis, SROA General Manager, on the potential build site east of Fort Rock Park. The site is owned by SROA and has compatible zoning for public safety. Inquiry will be made to the SROA Board if they would entertain consideration for this property to be developed by SSD. Mr. Lewis will present this to the SROA Board at their work session on May 14 for discussion.
- Made arrangements for an Executive Session after the May meeting with the District's attorney.
- Submitted proposed updated Administrative, Accounting and Bike agreements with SROA to legal for review. The proposed changes are a discussion item later on the agenda. The Rules and Vehicle Maintenance agreements will be addressed next month.
- Board training with Christy Monson will occur on June 17 at 11:30 a.m. Lunch will be provided and the Board regular monthly meeting will be that afternoon at 3:00 p.m. at the Fire Station Training Room.
- Administrator Baker dispersed the TRT revenue information, as well as a chart with distribution of the revenue into various dedicated accounts.

2. Report on first quarter meeting with Chair and SROA president

Chair Hepburn will meet with the SROA president next week, and will report back to the Board next month.

3. Review of draft changes to Administrative, Accounting and Bike Agreements

The Board reviewed the Administrative, Accounting and Bike Agreements with SROA and will vote on the revisions at next month's meeting. The changes to these agreements were minor, and have already been approved by legal.

The Administrative and Accounting Agreements show a set amount the District pays for these services monthly. The Board reviews this amount every 3 years.

There was discussion about the amount SROA reimburses the District in the Bike Agreement for these services. The amount reflected in the agreement had not been updated, however, SROA reimburses the District with the current rate. Joe Healy will provide the updated amounts prior to voting next month.

Administrator Baker stated there will be two more agreements for the Board at the next meeting due for cyclical review.

4. Motion to approve Chair's signature to Agreement for Physician Medical Supervision

Chief Moor explained the department is changing their Physician Advisor (PA) and this in the contract for his services. Deschutes County legal has reviewed the contract.

Dr. Peterson is a new St. Charles Emergency Room doctor and will be able to offer more frequent training for the department. In addition, Dr. Peterson will provide feedback monthly for cases and

situations. All paramedics work under the PA. The previous PA had multiple organizations as clients, however, Sunriver Fire is the only client for Dr. Peterson.

Director Dishaw moved to approve the Chair's signature to Agreement for Physician Medical Supervision; seconded by Director Beenen. Motion passed unanimously.

5. Motion to approve the April 2021 unaudited financials

Director Beenen provided the April 2021 unaudited financials. He gave an update and concluded total revenue is underbudget, but the year-to-date revenue numbers are overbudget. Fire expenditures are overbudget in April, but underbudget for the year. Bike Patrol expenses are overbudget, but Director Beenen is able to use the overarching Personnel Services line item to reconcile this account. Overall, expenses in all areas are underbudget and the District is in very good shape financially.

In regards to the 716 non-operating budget, the District is overbudget for the current month. Director Beenen is not concerned about the year-to-date numbers due to the \$1.5 million transfer of funds from the 715 operating account the Board approved last month.

Director Foster moved to approve the April 2021 unaudited financials; seconded by Director Ralston. Motion passed unanimously.

6. Review April 2021 SROA Board meeting

Directors Schmid and Beenen provided an update to the Board on the second half of the April SROA Board meeting, as the first half was the annual joint SROA and District Board meeting.

- SROA received confirmation from legal that they can allow class 1 ebikes on the paths, and not class 2 (unless ADA accommodations are needed).
- The ladder fuel reduction program is a shared responsibility to keep the community safe.
- The Recycle Task force made their recommendation to the SROA Board and there will be a town hall meeting on the issue next month.

Other Business -

- Emergency Operation Training May 21, 2021 8:00 am – 12:00 pm at the SHARC. Budget Hearing with the County is June 2, 2021 at 12:45. "Sunriver You" presentation on Emergency Preparedness by the Chiefs on June 9, 2021. Board training June 17, 2021 at 11:30, lunch will be served and the regular Board meeting will be at 3:00 pm. Items on the regular meeting agenda: Initiate Chiefs and Administrator's annual review; Resolution to reconcile budget accounts; Semi-annual report on Police & Fire performance measures.

Chief Moor reminded the Board about the siren test scheduled for May 19 at noon. SROA sent an email to homeowners, and will send another the day before as a reminder.

Director Dishaw moved to adjourn into Executive Session; seconded by Director Schmid.

Meeting adjourned at 4:35 p.m.

SSD Chair, Bill Hepburn
Office Assistant, Mindy Holliday