

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, June 17, 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. J. Schmid, Dir. Stephens present
- SSD Staff:** SSD: Administrator Debbie Baker, Office Assistant Mindy Holliday
Fire: Chief Moor
Police: Chief Darling
- SROA Staff:** Susan Berger, Sunriver Scene
- Public Input:** None

Consent Agenda

1. Motion to approve:
 - a) The May 13, 2021 Regular Board meeting minutes
 - b) SROA monthly invoice in the amount of \$15,624.64
 - c) FY 2021-22 SAIF invoice in the amount of \$63,545.70
 - d) Invoice for Fire Dept replacement radios in the amount of \$15,804.76
 - e) Invoice for Police Dept replacement bicycles in the amount of \$11,189.50
 - f) Fee to Tactical Business Group for processing GEMT reimbursement in the total amount of \$5,000.00
 - g) Invoice for Police replacement vehicle in the amount of \$39,452.19

(Note: 1.c., 1.d., 1.e & 1.g. are budgeted 2021-22 expenditures and will be paid on or after July 1, 2021)

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

Old Business

1. Update on Phase I of building analysis

Director Ralston gave an update to the Board about the status of the proposed Public Safety Building, including building programming, square footage, and two different options for the remodel design of the current building. He provided reasons why other locations for the new building would not work. Once a remodel option is decided, the architects will present to the Board in August.

The Task Force continues to meet regularly to discuss the various building deficiencies, funding sources, campaigning and marketing strategies, owner education, District ownership options, etc. Chair Hepburn, Director Ralston, and Administrator Baker met individually with the Deschutes County Commissioners to update them on the project and discuss funding. Attorney Greg Lynch was contacted and willing to help when needed.

There was discussion about a long-term ground lease options instead of a sale of SROA property, which would need voter approval. Chair Hepburn stated the Task Force is assessing all options. Director Schmid shared the SROA also has many limitations on what they are able to do legally. There was further discussion about SROA and SSD land use options, funding, and communication.

New Business –

2. Monthly Chief/Administrator's Reports

Fire Chief Moor

- May 2021: Calls for service are back to normal. There is an increase of people on the bike paths, where Fire received most of the calls. There were (8) mutual aid calls, (5) to La Pine. There was an increase in Public Assist calls, with (9) being Good Intent calls. Chief Moor stated these usually spike as people come back to the area. There were (19) EMS transports.
- The department continues to have slightly longer response and turnout times because of COVID requirements to wear protective equipment.
- The front door to the Fire Station is open and the department has seen walk-ins. People are screened at the door and then receive care in the first aid room.
- Chief Moor stated the department does not require staff to be vaccinated.
- Staffing update: The seasonal paramedic recruitment campaign was not as successful because of the increase in requirements. Chief Moor contacted people on the Firefighter/Paramedic eligibility list and received a decent response. The Reserve Program is also struggling, but Fire has brought on 2 new reserves this week.
- Administrative update: The Civil Service Committee met recently to review their Civil Service rules compliance. Chief Moor will bring any changes to the Board for approval.
- The department performed the final inspection at the new Sunriver Resort pool, the Cove. Fire was involved in the beginning of the building process to give information and feedback. The same happened at the North Pool, and the department gave feedback for changes during the design process to meet safety regulations.
- Operations Update: Chief Bjorvik received an Oregon Hazmat grant to purchase 4 chemical containment pools and 2 thermal imagers.
- Community Events: Attended the ribbon cutting for the Cove. Met with Ranch Cabins to discuss firewood storage issues. Met with Ridge Condos to provide additional information and training to staff on fire escapes, and occupancy and staff accountability.

Police Chief Darling

- May 2021: (570) calls for service, (49) cases. There were (16) calls for service outside of Sunriver. Emergency calls were (68) and non-emergency calls were (157). DUI arrests are up substantially.
- Emergency Preparedness – Chiefs Darling and Moor presented to Ridge Condo Management, as well as Sunriver You. Refrigerator magnet cards have been designed and distributed to property management companies for all rentals. The chiefs have also met with Sunriver Resort to display the information in all units and homes. Chief Darling reported the Siren Test went well and all of them work. The EOC training was held at the SHARC.
- There was a Swearing in Ceremony for 2 new Sergeants and 3 new Officers. Sgt. Scott Vincent retired.
- Chief Darling attended the 2021 annual Fire Chief Meeting for Executives.
- Posted hiring process to establish a list for Police Officer position.

- Continue to work on Public Safety Building programming and Task Force.
- Hired 6 Bike Patrol staff. 1 additional will begin in July for a total of 7 of the 8 needed. Bike Patrol can issue parking and SROA rules and regulations citations, but are not able to issue other types of citations because they aren't sworn officer. They must call an officer to issue those citations.
- There was a residential burglary and \$24,000 in property is missing. Sunriver Police is continuing the investigation and working on getting a search warrant.
- There were no community events. Citizen Patrol will assist at Cardinal Landing on 4th of July weekend.

Administrator Baker

- Attended Deschutes County Budget Hearing on June 2. Budget Committee members Bette Butler and Mike Gocke attended virtually, and Directors Foster and Beenen attended in person. Administrator Baker presented the 2021-2022 budget to the Deschutes County Commissioners and fielded questions. The budget was approved as submitted. Administrator Baker also shared at the hearing the District will be contacting the Commissioners about funding options for the new Public Safety Building.
- Met with SROA General Manager James Lewis on various SROA and District agreements due for renewal. There are minor changes for all agreements.
- Attended Task Force meeting, and met with an attorney and Deschutes County Commissioners to discuss the new Public Safety Building.
- The workers compensation premium is up slightly from last year. However, the District receives roughly \$10,000 is returned in dividends.
- Administrator Baker asked the Board if they are comfortable having the Board Reference Manual only available electronically on the Google Drive. This would make it much easier to update regularly. The Board agreed. Administrator Baker requested all Board Members bring their hard copies to the District Administrative Office.

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

Chair Hepburn met with SROA General Manager James Lewis and SROA President Brad Skinner.

Mr. Lewis appreciates the collaborative work between the District and SROA for the nuisance property rules. However, there are issues regarding the tools Sunriver police officers need for reporting. Chief Darling said he met with Mr. Lewis and SROA Information Technology to get the module needed for reporting on the computer in the patrol vehicles. There are security issues and this problem is still in process.

There was also discussion about ladder fuels, Emergency Preparedness, and EOC operations during an emergency. Due to Sunriver not being incorporated as a city, there are additional issues to navigate, such as who declares an emergency and how to proceed. SROA is also looking forward to being a partner in the Public Safety Building project.

4. Report on semi-annual Police & Fire Performance Measures

Chief Darling gave an update on the Police semi-annual performance measures and stated there has been progress in all areas. He also shared there are training obstacles with having new hires. A new officer in training must ride with a field training officer for a length of time, so instead of having two officers on duty it is just one unit. However, there are two officers completing their training and will be solo status in July for the high-volume season.

Chief Moor gave an update on the Fire semi-annual performance measures. He stated there was progress in emergency operations and continued work on tabletop exercises with the Board to review roles and responsibilities. Lastly, the Blue Card training was assigned to an internal person to provide efficiencies.

5. Report on the Executive Advisory Committee meeting

Director Beenen reported the Executive Advisory Committee met with the chiefs and discussed much of the information already presented. Some of the main topics were Bike Patrol, Seasonal Paramedics, Emergency Operations planning and training, officer training, and creating a comprehensive communication plan.

Chief Moor was asked if the issue with La Pine Fire radios had been resolved. He said La Pine is still working on this issue, and they are going through the process of integrating the P25 system. Chief Moor added in the summer months the departments working wildland fires are on a completely different system.

6. Motion to approve Chair's signature to annual Technical Support Service Agreements with 911 for Police & Fire

This agreement provides IT assistance, records management, etc. for Sunriver Police and Fire Departments. Administrator Baker stated all these agreements and IGA's were not reviewed by legal because they are the same as last year's agreements, which were reviewed by legal at that time.

Director Dishaw moved to approve Chair's signature to annual Technical Support Service Agreements with 911 for Police & Fire; seconded by Director Ralston. Motion passed unanimously.

7. Motion to approve Chair's signature to annual Radio Service Agreements with 911 for Police & Fire

Chief Darling stated there were not any changes to this agreement, and 911 provides an annual assessment, updates, etc. for all portable and vehicle radios for both Sunriver Police and Fire. Chief Moor added 911 also provides the ability to trade a radio or have a loaner if one does not work. He also said Sunriver Fire has not received their final agreement for the Chair to sign, but if there are any changes he will bring to the Board at the next meeting.

Director Dishaw moved to approve Chair's signature to annual Radio Service Agreements with 911 for Police & Fire; seconded by Director Stephens. Motion passed unanimously.

8. Motion to approve Chief Moor & Chief Darling signatures to annual IGA with 911 for the Police & Fire Departments

Chief Moor stated this Intergovernmental Agreement is with the Oregon Department of Transportation to utilize their towers for 911 communications. Sunriver Fire and Police have their own radios, but do not need to build their own towers through this agreement.

Director Beenen moved to approve Chief Moor & Chief Darling signatures to annual IGA with 911 for the Police & Fire Departments; seconded by Director Stephens. Motion passed unanimously.

9. Review of draft changes to the Vehicle Maintenance and Rules Agreements with SROA

Administrator Baker shared minor changes to the Vehicle Maintenance and Rules Agreement, which were outlined in red. SROA sets the rates for vehicle maintenance during their budget process in December, and the District receives the finalized amount in January. The Vehicle Maintenance Agreement does not require the chiefs to use Public Works. However, the agreement does require SROA Public Work mechanics to be certified on fire apparatus. Chief Moor will verify the mechanics are certified. Chief Moor also shared the new mechanic position has made an impact and Fire has begun using Public Works more.

The Board will vote on the revisions at next month's meeting.

10. Motion to approve Resolution 2021-010 approving amended and restated Administrative Agreement with SROA

Administrator Baker reminded the Board this is the same agreement discussed from last meeting.

Director Dishaw moved to approve Resolution 2021-010 approving amended and restated Administrative Agreement with SROA; seconded by Director Schmid. Motion passed unanimously.

11. Motion to approve Resolution 2021-011 approving amended and restated Accounting Agreement with SROA

Administrator Baker reminded the Board this is the same agreement discussed from last meeting.

Director Foster moved to approve Resolution 2021-011 approving amended and restated Accounting Agreement with SROA; seconded by Director Beenen. Motion passed unanimously.

12. Motion to approve Resolution 2021-012 approving amended and restated Bike Patrol Agreement with SROA

Administrator Baker reminded the Board this is the same agreement discussed from last meeting.

Director Dishaw asked how much the District is paid through this agreement. Administrator Baker answered the amount was updated in the amended agreement because the original number was agreed upon 3 years ago. The amount now reflects the current payment. In addition, there was language in the agreement added last year acknowledging the negotiations between SROA and the District to reconcile the costs if there is an addition or decrease in the number of bike officers.

Director Beenen moved to approve Resolution 2021-012 approving amended and restated Bike Patrol Agreement with SROA; seconded by Director Ralston. Motion passed unanimously.

13. Assignment of Chiefs and Administrator's annual performance reviews

Chair Hepburn asked the Board to discuss what the performance reviews should include. The Board recommended a subcommittee to draft a template to review job descriptions, chief and Board goals, performance measures, etc. for consistent future use.

Directors Dishaw, Stephens and Foster volunteered for the subcommittee and will report back to the Board their findings at the July meeting. They requested the Chief's share any formats they use for employee evaluations.

14. Motion to approve the May 2021 unaudited financials

Director Beenen provided the May 2021 unaudited financials. He gave an update and concluded revenue had a surplus, with ambulance charges and GEMT revenue overbudget. Expenses were all below budget, except Administration, which was slightly over budget on materials and services. Director Beenen stated the year-to-date revenue is good, in part due to the unexpected grant Fire received and property tax collection higher than expected. Year-to-date expenses are underbudget. Director Beenen shared there is a large balance in this fund, but reminded the Board it will need to carry the District through the fall until the November tax revenue is deposited.

In regards to the 716 non-operating budget, the District is slightly overbudget due to unexpected operating equipment needs. Director Beenen reminded the Board there will be a transfer of \$1.5 million from the 715 operating account in July.

There was discussion about how much the District will put towards the new Public Safety Building, other sources of income, and the duties of the Task Force.

Director Beenen moved to approve the May 2021 unaudited financials; seconded by Director Dishaw. Motion passed unanimously.

15. Review May 2021 SROA Board meeting

Directors Schmid and Beenen provided an update to the Board on the May SROA Board meeting.

- Current President Brad Skinner is moving from Sunriver and a new SROA president will be voted in at the June meeting.
- Staffing is an issue for the various aquatic facilities.
- The shuttle from La Pine to Sunriver has begun. There are communications about a shuttle to and from Bend as well.
- **SROA has an agreement that is under review.** There are discussions about building a Sunriver-owned network.
- The SROA survey is on the website. Board members should review it, as there are some public safety questions and information about demographics.
- Voluntary side yard recycling is available.

Other Business

- Chair meets with SROA president for the second quarter meeting in June, reporting results in July. Next SSD Board meeting is July 15, 2021.

Motion to Adjourn

Director Dishaw moved to adjourn; seconded by Director Ralston.

Meeting adjourned at 4:45 p.m.

SSD Chair, Bill Hepburn
Office Assistant, Mindy Holliday