

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, July 15, 2021

Meeting in Person

- 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 present via Zoom.
- SSD Staff:** SSD: Administrator Debbie Baker, Office Assistant Mindy Holliday
Fire: Chief Moor
Police: Chief Darling, Lt. Womer
- SROA Staff:** Susan Berger, Sunriver Scene
- Fire Staff:** Tammie Waters
- Public Input:** None

Consent Agenda

1. Motion to approve:
 - a) The June 17, 2021 Work Session Minutes
 - b) The June 17, 2021 Regular Board meeting minutes
 - c) SROA monthly invoice in the amount of \$16,159.44
 - d) Purchase Order for budgeted Police MDTs in the amount of \$22,434
 - e) Purchase order for Fire EMS Physician Advisor in the amount of \$5,061.08

Director Foster moved to approve the consent agenda; seconded by Director Beenen. Motion passed unanimously.

Old Business

2. Update on Phase I of building analysis

The Chiefs and the Project Team have chosen to move forward with Design Option 1 of the two options presented by the architects. Originally there were two schemes to remodel the current fire station. However, even though Option 2 had the fire station open during construction it was significantly more expensive. Option 1 had a lower cost and enforced interaction between the two departments more than Option 2. This interaction was the one of the chiefs' priorities for the combined public safety building. Chief Moor originally had concerns regarding the Apparatus Bay Support Functions with Option 1. He met with his department members and the architect suggesting modifications and is now satisfied with the plan.

Director Ralston met with architects earlier in the day to review the new plans and budget. He will be meeting early next week with Marty Seamons, SROA Community Development Code Officer.

Project Cost Estimates

The Rough Order of Magnitude (ROM) costs have decreased due to a 40% drop in the cost of materials. The estimations do not include acquisition costs of the building and land. The current preliminary estimates for the two options were provided by the architect, which included 30% soft costs and 4% per year escalation are:

- Option 1: \$13,974,443
- Option 2: \$18,171,316

Task Force

The third meeting was held on June 22, and the next one is scheduled for July 20. Subgroups for various function were selected:

- Chair Bill Hepburn, Office Assistant Mindy Holliday, Mr. John Salzer and Mr. Doug Seator will lead the communications group.
- Mr. Ron Schmid and Administrator Debbie Baker will lead financial effort.
- Director Dennis Dishaw will create a Communications Log for Task Force Members to use to track any communications.

FINANCE: Mr. Schmid met with District Treasurer Beenen and Mr. Joe Healy, SROA Controller to gather information. Mr. Schmid will also reach out to Public Facilities Investment Corporation (PFIC), a developer for public facilities. Furthermore, a representative from SDAO will be asked to make a presentation at the next Task Force meeting regarding financing options. Mr. Schmid, Chair Hepburn, and Administrator Baker will meet with Greg Munn, Deschutes County Treasurer, and David Doyle, Deschutes County Legal, soon to discuss different options in regards to ownership and funds from the county.

SROA: Mr. Jim Fister was appointed the liaison with SROA to assist in navigating conversations and discussions on various options of ownership of the facility and land. The current fire station facility appraised at \$2.7 million, before any mitigation of the compromised roof from previous damage of a heavy snow load.

SROA BOARD MEMBER ON TASK FORCE: Mr. Clark Pederson has agreed to join the Task Force as a representative of SROA.

COMMUNICATION STRATEGY: The Task Force discussed starting a campaign to manage the messaging and to educate Sunriver homeowners. Office Assistant Holliday shared a draft communication plan she created. The Sunriver Scene has provided a space every month for the District to send information about the Public Service Building. Chair Hepburn wrote an article for the July issue giving an update, and the August issue will feature a "Did you know" campaign to provide information on the District. Contact will be made with the SROA Owner Enrichment Committee and SunriverYou to set up a presentation for homeowners.

Chair Hepburn spoke to Citizens Patrol in July about the Public Safety Building project. He was asked many good questions, and also received some constructive criticism.

Budget/Invoice Approval

The architects have sent three (April, May, and June) invoices. Administrator Baker recommends the Board pay these invoices from funds budgeted in the 2020-2021 budget. That books close on June 30, 2021, with final reconciliation at the end of July.

Director Ralston moved to approve the invoices from KMB Architects for architectural services of Phase 1 of the new Police/Fire facility remodel in the total amount of \$30,293.78; seconded by Director Dishaw. Motion passed unanimously.

New Business –

3. Monthly Chief/Administrator's Reports

Police Chief Darling

- June 2021: 632 calls for service and 73 cases. There were 76 emergency calls, 211 non-emergency calls, and 11 calls for service were outside of Sunriver. DUI calls are up significantly.
- Administrative update: Police Officer hiring process is underway. There were 15 interviews this week, 3 more at a later date. The interview committee ranked the applicants, and the top 6 will move on to interviews with the Chief and Lieutenant. Chief Darling is creating an eligibility list for future job openings.
- Officer Thompson will return in April 2022 from her temporary appointment as a Domestic Violence Investigator with the Deschutes County DA's office.
- The 4th of July had very few firework complaints, and there were no major calls for service.
- Received replacement Mobile Data Terminals (MDTs) and are installing them in patrol vehicles.
- All department staff are CPR certified.
- Sgt. Lopez completed Firearm Instructor Development training and certification.
- Identified the burglary suspect on Oregon Loop and recovered some of the property back. Sunriver Police is pursuing an arrest of the suspect.
- There were no community events. Citizen's Patrol assisted over the 4th of July weekend.
- Chief Darling provided a breakdown of bike patrol statistics.
- Cardinal Landing: signs are posted and citations are being issued.

Fire Chief Moor

- June 2021: 52 calls for service were, 90% were EMS calls. The past month provided 12 mutual aid calls. Central Oregon mutual aid is extremely busy, and there is shortage of assets and equipment. Chief Byorvik went on 2 deployments. Sunriver Fire recently provided a fully staffed fire engine and brush engine to Sisters and La Pine. The department is not compensated for staff and equipment on mutual aid calls, unlike conflagration fires.
- There was a serious vehicle crash on highway 97 and staff were able to use the new battery-operated extrication tools. Sunriver Fire recognized Sunriver Police Officer Ross, who provided first aid and stabilization to the patient. Chief Moor stated he did an outstanding job and was there the whole time to help and support the patient. The Fire Department awarded him a Letter of Commendation.
- Administrative: Chief attended the Oregon Fire Chiefs Association annual conference. Provided helpful information, primarily leadership skills coming out of COVID.
- Wildfire season: Central Oregon Fire Chiefs met and are working with the state on new programs to preposition and speed up resources. If central Oregon is in a red flag warning, fire chiefs are able to call the state fire marshal's office to have task force stage equipment and resources in the area in the event of a fire. It is called Immediate Mutual Aid, which is a step between mutual aid and conflagration. Immediate Mutual Aid was recently used in Sisters. Normally the request would have to go to the governor, etc. Sunriver Fire does not receive reimbursements for immediate mutual aid. However, in most cases immediate mutual aid moves to conflagration, which provides reimbursement from the initial

response.

- Operations update: Engaged in monthly trainings, including a water rescue at Mary McCallum Park. The department also installed 4 new Bendix King mobile radios for wildland fire usage. There are weekly trainings with the Forest Service partners that are beneficial.
- Community events: Completed 4 home inspections, which gives the homeowner a report on how they are doing well, with suggested improvements to mitigate fire danger.
- The department hired 2 new reserves and two seasonal paramedics. One reserve has Forest Service firefighting background and has already been on a wildland fire. Sunriver Fire lost a reserve due to an injury outside the organization. In total, the department is down about 4-5 reserves and are actively trying to fill those positions.
- Historically there is a helicopter at Sunriver owned by a private firefighting company entity. The goal is to have 2 this year and the Forest Service asked Sunriver Fire to help coordinate access and landing, etc. at the Sunriver airport.

Administrator Baker

- Administrator Baker continues to work with the Building Task Force to complete various assignments. Office Assistant Holliday is helping with the communications plan associated both with the Public Safety Building and general District communication. The plan is to make a visual presentation to the SROA Board at their work session in September.
- Administrator Baker participated in the meetings with the architects.
- Sunriver Service District Position #1, which is a joint SROA member, is filled by Jackie Schmid. She will be ending her term with SROA in August and a replacement is needed. A request was sent to SROA General Manager Lewis to add this to the SROA Board Agenda. The term begins Sept. 1, and the appointment request is submitted to the county commissioners for final approval.
- The District will receive a \$23,681 dividend from SAIF, which usually arrives in the fall. This is based on SAIF's claims year and bottom line. The amount varies year to year and this amount is higher than usual (last year it was \$10,192).
- Reviewed all the FMLA required forms and required steps to create a check list for the Police and Fire Departments. Administrator Baker worked with the Chiefs to ensure consistent forms, processes and that their needs are met.
- Folders for regular meeting minutes and the Public Safety Building project were added to the Google Drive for Director reference.
- Board members were reminded to return their Board Reference Manuals, as there is now an electronic version on the Google Drive.
- Administrator Baker is on vacation for a week in August and will miss the August 18th meeting.
- Cyber insurance: The District currently has this insurance and a supplemental policy. However, it the policy for electronic use needs to be updated. Administrator Baker will gather information about this topic and report back.

4. Board action on Step 3 Grievance

Director Dishaw moved that the Board deny the Step 3 grievance filed by the Sunriver Police Association on Behalf of Officer Aaron Gulbranson; seconded by Director Beenen. Motion passed unanimously.

5. Report on Committee reviewing the evaluation process for Chiefs and Administrator

Directors Dishaw, Stephens and Foster provided a draft performance review document to the Board for the Fire Chief, Police Chief and Administrator positions. Their goal was to create a document that had commonalities to review these positions to help guide both sides to a good quality evaluation. The document addresses topics such as, professionalism, leadership, goal setting, and community engagement. There is also a section to add in personal and departmental goals, as well as employee and Board comments.

There was additional discussion about the timing for the Board to review each evaluation and provide additional comments, as well as whether or not to receive subordinate comments and feedback to include in the evaluation process.

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

The following Board members volunteered to manage the annual performance reviews for:

- Director Dishaw - Police Chief Darling
- Director Foster - Fire Chief Moor
- Chair Hepburn - Administrator Baker

7. Motion to approve Resolution 2021-013 approving amended and restated Vehicle Maintenance Agreement with SROA

Administrator Baker stated the updated document had minimal changes and was brought to the Board last meeting to review.

Director Beenen moved to approve Resolution 2021-013 approving amended and restated Vehicle Maintenance Agreement with SROA; seconded by Director Ralston. Motion passed unanimously.

8. Motion to approve Resolution 2021-014 approving amended and restated Rules Agreement with SROA

Administrator Baker stated the updated document had minimal changes and was brought to the Board last meeting to review.

Director Dishaw moved to approve Resolution 2021-014 approving amended and restated Rules Agreement with SROA; seconded by Director Ralston. Motion passed unanimously.

9. Motion to approve the June 2021 unaudited financials (first run of the FY 2020-21 year-end report)

Director Beenen provided the June 2021 and FY 2020-21 year-end unaudited financials.

715 Operating Budget

Overall revenue was \$50,000 below budget for the month, which was partly due to late property taxes, interest income, and ambulance charges that came in lower than expected. However, year to date (YTD) revenue was \$400,000 more than budgeted. For the month of June, Police expenses came in on budget, but below budget for the year. Bike Patrol came in underbudget for the month, but on budget for the year. Fire was overbudget for expenses for the month, but underbudget YTD. Administration was slightly overbudget for the month of June, and finished the year over budget. Total expenses are underbudget for the year, and the account shows an operating surplus.

716 Capital/Non-Operating Budget

Yearend showed a budget surplus as revenue and expenses came in slightly underbudget. Director Beenen reminded the Board about the \$1.5 million transfer to this account, and that the 716 Fund will be adequately funded at that point moving forward.

Administrator Baker stated Mr. Joe Healy, SROA Controller, will keep the 2020-2021 books open for a while as invoices for the past fiscal year are still coming in.

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

10. Report on quarterly meeting of Chair with SROA President Mobley

Mr. Brad Skinner resigned and Mr. Keith Mobley has been assigned as interim-president through August. Chair Hepburn will contact Mr. Mobley soon and schedule a meeting.

11. Review June 2021 SROA Board meeting

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

- The nuisance property rule was approved. Training for police officers on the incident report database will begin this week. The technological issues have been resolved.
- SROA is having a hard time filling vacant positions, therefore many facilities have reduced hours.

12. Motion to approve Chief Moor's signature on MOU for a Plan of Cooperation with Deschutes County Building Department and area fire officials

Chief Moor stated smaller organizations do not have the staff for the Fire Marshal function. Sunriver Fire has partnered with Deschutes County and other area agencies to provide this service. This document had not been updated since 2008, there are no significant changes, and it has been reviewed by Attorney Bruce Bischof.

Director Dishaw moved to approve the Chief Moor's signature on MOU for a Plan of Cooperation with Deschutes County Building Department and area fire officials; seconded by Director Stephens. Motion passed unanimously.

Director Foster asked about the new state law changes to disciplinary practices for law enforcement, and if changes are required in the Collective Bargaining Agreements. Chief Darling said it is yet to be seen.

Other Business

Next SSD Board meeting is August 19, 2021.

Motion to Adjourn

Director Foster moved to adjourn; seconded by Director Dishaw. Motion passed unanimously.

Meeting adjourned at 4:36 p.m.

SSD Chair, Bill Hepburn
Office Assistant, Mindy Holliday