

# SUNRIVER SERVICE DISTRICT

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## MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, September 16, 2021

Meeting in Person and via Zoom

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

### Consent Agenda

1. Motion to approve:
  - a) The August 19, 2021 Regular Board meeting minutes
  - b) SROA monthly invoice in the amount of \$16,762.84
  - c) KMB Architects invoice in the amount of \$19,543.65 to be charged to the 2020/21 - 716 Account
  - d) KMB Architects invoice in the amount of \$22,306.54 to be charged to the 2021/22 – 716 Account

KMB Architects are contracted for the Public Safety Building and are managing the billing for the two Bend firms assisting in the process (Pinnacle Architecture and Ashley Vance Engineering). Pinnacle and Ashley Vance had two months of billing from last fiscal year, which is why their bills are separated out.

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

### Old Business

#### 2. Update on Phase I of building analysis

Director Ralston stated Phase 1 of the Public Safety Building is complete, except for the community education piece. The estimate for the building is \$16 to \$18 million. Director Ralston emphasized the project cannot come in over budget, and these numbers do include contingencies. Construction will likely start in 2023 as all the necessary potential voting will occur in 2022. Director Ralston shared concern interest rates may increase during this time, but hopes construction costs will decrease. Other costs to consider are the relocation expenses for moving Fire Department staff, equipment and apparatus out of the current building for an extended period of time.

Chief Moor said the department has created an internal team to outline a process to meet all of the department needs, including living quarters, storage, office space, etc. Modularity is available for sleeping quarters and there are options for a temporary facility for apparatus. The team will also work with Deschutes County 911 and create a plan on how to transfer 911 communications. Chief Moor stated the goal is to keep as much of the department together as possible, but some functions may be located at other areas.

The Board discussed the project schedule, along with potential voting dates. Director Ralston said the homeowner vote about a transfer of the land and building ownership likely would be February 12, 2022. This is contingent on SROA Board land/building negotiations and decisions. The vote on the County ballot for a capital levy is tentatively earmarked for Nov. 9, 2022.

Drafting of the community and homeowner education campaign is underway. The architects will be at the two presentations to provide information and answer questions. The team is waiting on the final cost variables to share information with homeowners.

## **New Business –**

### **1. Monthly Chief/Administrator's Reports**

#### **Police Chief Darling**

- August had 767 calls for service. There were 60 cases and 11 outside of Sunriver. Emergency calls were down slightly, but non-emergent calls were up. The calls outside of Sunriver were assisting Deschutes County.
- Administrative update: two lateral police officers are scheduled to be interviewed. Lateral means the officer is already certified and does not need to go through basic police academy. The newest lateral hire was delayed due to COVID-19, but he started this week. This means Sunriver Police is fully staffed.
- Officer Ross is on light duty from an on-the-job injury and is working with the Bend Police Department doing detective work.
- All the new mobile data terminals are installed in the police vehicles and working well.
- Police will be moving over to a new email system, which will change all department email addresses.
- Bike patrol, bike crash, and biking citations issued are included in the Board packet.
- Sunriver Police and the Deschutes County Sheriff's Department will host Dr. Kevin Gilmartin who provides emotional survival training.
- Officer Ross completed field training at Redmond Police Department. Sgt. Beck completed Internal Affairs training in Prineville.
- There were no community events.
- Chief Darling thanked Dane Lomax, Nicole Garrens, Chris Copeland, and Josie K's for supporting law enforcement. They all supplied lunch for first responders in appreciation for our service.
- Traffic stops are up, compared to last year. This is due to COVID-19 last year, and officers were hesitant to stop people. Chief Darling clarified the acronym DWS, which is Driving While Suspended. He also added there were many tunnel citations, but very few transports.
- Sunriver Police Department takes possession of firearms when people forget their weapons in Sunriver. The Chief says this happens often. There are also times when the owner does not want the firearm anymore and the department can dispose of it. Unclaimed weapons get destroyed, and they can rarely be converted to department use. The Sunriver Police

Department works with a person in Bend that has a press to destroy the firearms and turn them into scrap.

### **Fire Chief Moor**

- The month of August had 73 calls for service, with 24 transports and numerous non-transport. Non-transport do not want to go to the hospital or will do so in a private vehicle. There were significant calls last month, such as a HVAC system fire, dryer fire, and 2 motor vehicle crashes that included a fire. Chief Moor added the first motor vehicle accident required the department to call Bend Fire to assist on scene and to cover Sunriver.
- Wildfire update: Chief Bjorvik is on the Cougar Fire near Lakeview. Units are starting to be released due to the rain in the forecast.
- Administrative update: The department is following all of the COVID-19 mandates, including mandatory vaccinations. Sunriver Fire will be at 100 percent vaccinated by the Oct. 18 deadline. Chief Moor said Ryan Rasmussen, the department Union representative, has done an outstanding job with communication.
- Lexipol has many updates, the majority of which were about FMLA.
- The 2021 fee schedule approved by the Board included a non-transport treatment fee. Since then, the department has billed \$32,000 of additional revenue associated with this fee. The fee is usually covered by insurance, and to date the department has collected roughly \$14,500 of the outstanding debt.
- Operations update: Sunriver Fire attended a monthly training with the Forest Service of a large-scaled wildland fire simulation off of Forest Service Road 41. This was a full simulation of wildland fire, incident command, etc. The trainings also assist in building relationship with various partner agencies.
- Employment:
  - Currently looking for an engineer position, which is the driver of the fire engine. Chief Moor said the department is going through the promotional process to fill this position, which includes a written 3rd party exam, tactical exam, and interview process.
  - One of the newest firefighters has turned in his resignation after accepting a job outside of the field. There is an active list in place, therefore the department will not have to go through the entire hiring process. The goal is to have both positions start mid-November or the first of December.
  - Sunriver Fire has another Firefighter/EMT vacancy due to a medical retirement. Chief used limited duration seasonal paramedic to fill the position until a fulltime employee is hired.
- Community events: Sunriver Fire is working with the county on lot line adjustments for the area previously known as Mavericks. The Department is involved to assess access for all commercial buildings, water, hydrants, etc.
- Director Ralston asked Chief Moor about scheduling a table top Emergency Operations drill. Chief Moor agreed that one needs to be scheduled.

### **Administrator Baker**

- Administrator Baker is actively working with the Public Safety Building Task Force and assisting with the presentation and communication pieces. The team will present to SROA Friday, Sept. 17, 2021. The team is scheduled to present at the Sunriver Rotary Club at the end of October and SunriverYou in December. Administrator Baker stated the coordination of all messaging is very important. The Task Force is open to everyone.
- There was an agenda item sent to the Deschutes County Commissioners to appoint Director Beenen as Treasurer and the District Budget Committee members.

- The Cyber security policies in the Employee Handbook have been updated and is a separate agenda item.
- Administrator Baker is working on reviewing health insurance rates. The rates did not go up in 2021, but the premiums are very expensive. A committee is being created to look at options.
- The Management Agreement with Deschutes County is in the packet. There are no items to discuss, it is just time for normal cycle review.
- Greg Keller, a former board member and retired fire chief, recently lost his wife to cancer. Administrator Baker will get a card and send it from the District.

### **3. Elections for Chair, Vice Chair and Treasurer**

Director Ralston nominated Chair Hepburn for the office of Chair; Director Beenen seconded. Motion passed with all voting yes, with exception of Chair Hepburn who abstained.

Chair Hepburn nominated Director Ralston for the office of Vice-Chair; Director Foster seconded. Motion passed with all voting yes, with exception of Director Ralston who abstained.

Chair Hepburn nominated Director Beenen for the office of Treasurer; Director Dishaw seconded. Motion passed with all voting yes, with exception of Director Beenen who abstained.

Director Dishaw suggested the Board established a policy on how to elect officers to create a transparent procedure.

### **4. Selection of two board members to represent the District at the annual review of the Rules Agreement with SROA – Hepburn**

Chair Hepburn needs two Board members to represent the District at the annual review of the SROA Rules Agreement. Administrator Baker said the meeting is roughly 2 hours and will be scheduled sometime in October. She also stated the two representatives cannot be the joint SROA and District Board members. Board members are to contact Administrator Baker if interested.

### **5. Proposed changes to the Employee Handbook regarding Cyber Security**

Administrator Baker shared the employee handbook with a small area in red updating information about Cyber Security. The Board will review this change and vote on it at the next meeting. Administrator Baker stated the District policies are more global in language, whereas the Police and Fire Department policies are more specific. This change would tie in what the departments has to the District employee handbook.

Director Dishaw asked about penalties for misuse of the web or emails. Administrator Baker answered it would be a violation of policy and the departments would have to investigate.

Director Stephens asked if Deschutes County 911 manages the technical aspects of technical support. Administrator Baker said yes, and it is part of the District's agreement with them.

### **6. Presentation on the Public Safety Building to SROA Work Session 9/17/21 at 9:00 am**

Chair Hepburn, Director Ralston, and Administrator Baker shared the draft presentation to be given to the SROA Board the following day at their Work Session. The District Board provided feedback and asked questions. Chair Hepburn emphasized the need for the District and SROA Board to work together, and both represent the Sunriver homeowners. Director Beenen provided concerns the SROA Board may have for the presenters to be aware and prepared to address.

**7. Motion to approve Resolution 2021-016 approving the re-appointment of Ron Angell to the Civil Service Commission**

Mr. Ron Angell was appointed to the Civil Service Commission (CSC) Oct. 1, 2018 and his term will expire on Sept. 30, 2021. He has agreed to serve another term. The commission is comprised of community members and are appointment by the District Board.

Director Dishaw moved to approve Resolution 2021-016 approving the re-appointment of Ron Angell to the Civil Service Commission; seconded by Director Stephens. Motion passed unanimously.

**8. Motion to approve Administrator Baker's signature to letter of understanding with Auditors**

This will be the fourth year the District has used Eide Bailly LLC for the annual audit. Eide Bailly LLC also completes the Deschutes County audit, as well as other Districts within the county. The Board can choose to utilized a different auditor, but this company is very familiar with the District. This letter of understanding is the exact same as last year, but the fee is a little higher.

Director Ralston moved to approve Administrator Baker's signature on the letter of understanding with the Auditors; seconded by Director Dishaw. Motion passed unanimously.

**9. Motion to remove job codes on all District Job Descriptions except Fire Captain, Engineer/Paramedic & Firefighter/Paramedic**

Administrator Baker said all the District job descriptions have codes, however, they have no meaning and it is problematic. When looking at pay equity analysis, there have been positions with the same code that have very different duties. Administrator Baker talked with Human Resources and both chiefs to confirm the codes are not needed, except for civil service positions. Civil service positions are defined in their job descriptions as "combating fire."

Director Stephens moved to remove job codes on all District job descriptions except for civil service positions; seconded by Director Dishaw. Motion passed unanimously.

**10. Motion to approve the August 2021 unaudited financials**

Director Beenen provided the August 2021 unaudited financials.

He stated revenue was ahead of budget for the month and year to date. This was primarily driven by ambulance charges. Director Dishaw asked if this was due to increase use of service or the new fees recently instituted. Chief Moor answered it is due to volume.

Police expenses came in ahead of budget, but Director Beenen said the department is close to being on budget for year to date. Bike Patrol posted a negative on materials and services. Fire/EMS and Administration came in on budget, and year to date both areas are under budget.

Director Beenen shared revenue is up for the District, and total expenses are below budget. This created a surplus for the month.

The 716 Reserve account is on budget, and Director Beenen does not foresee any problems. Once the \$1.5 million transfer from the 715 occurs, the account will be set for years.

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

**11. Review August 2021 SROA Board meeting**

Director Beenen provided an update to the Board on the annual August SROA Board meeting. It was a recap of 2020, the impact of COVID-19, and discussion about 2021.

**Other Business**

Next SSD Board meeting is October 14, 2021. Auditors will begin the annual audit this month. Quarterly meeting between Chair and SROA President to take place in September. New Board member for joint SSD/SROA position #1 will join in October.

**Motion to Adjourn**

Director Foster moved to adjourn into Executive Session pursuant to ORS 192.660 (2)(i); seconded by Director Stephens. Motion passed unanimously.

Meeting adjourned at 4:41 p.m.

SSD Chair, Bill Hepburn  
Office Assistant, Mindy Holliday

APPROVED