

# SUNRIVER SERVICE DISTRICT

## MINUTES OF BOARD REGULAR MEETING

1:00 p.m. Thursday, October 17, 2024

Meeting In Person at the SROA Board Room and Via Microsoft Teams

**Call to Order:** Chair Fister convened the meeting at 1:00 p.m.

**Roll Call:** Chair Fister, Dir. Ralston, Dir. Kelley, Dir. Hepburn (Via Teams), Vice Chair Shoemaker and SROA Ex-Officio Schneider were all present.

**SD Staff:** Fire Chief Boos, Captain Kornblum, Administrator Holliday

**Public Safety Building Project Manager:** Doug Nelson

**Public Input:** No Input.

### **Acknowledgements and Introductions:**

Captain Kornblum introduced Jason Van Meter, the new Corporal for the Police Department. Corporal Van Meter has over 20 years of experience in law enforcement and previously worked for Salem and Black Butte police departments.

### **Consent Agenda**

#### **1. Motion to approve:**

- a. September 19, 2024, Regular Board meeting minutes
- b. SROA Monthly invoice in the amount of \$8,899.45
- c. Chris Mahr & Associates CPA's invoice in the amount of \$6,535.00
- d. Moss Adams' invoice in the amount of \$5,000.00

Administrator Holliday explained there is an increase in the Chris Mahr & Assoc. invoice due to the extra work needed for the audit, not an increase to the normal fee.

Dir. Ralston moved to approve the consent agenda; seconded by Vice Chair Shoemaker. Motion passed unanimously.

### **Old Business**

#### **2. Public Safety Building**

##### **a. Public Safety Building Construction Update**

OR/PM Doug Nelson and Kenny Tyler, Kirby Nagelhout, advised construction would be very busy from here on out to finish the project. Cody Smith, Kirby Nagelhout, provided a schedule update:

- Insulation, texture, drywall, paint is being done in both stations and the apparatus bay.
- The focus is the remodel on the second floor of the Fire Station.
- OR/PM Nelson advised that Furniture, Fixtures and Equipment (FF&E) purchases are in progress and are still on schedule for Jan. 3, 2024.

##### **b. Motion to approve September 2024 Building Funding Requests in the total amount of \$813,172.28 - Nelson**

- i. Systems West Engineers invoice in the amount of \$6930.00
- ii. Nelson Capital invoice in the amount of \$9,500.00

- iii. Sage Springs invoice in the amount of \$1357.70
- iv. Kirby Nagelhout Construction invoice in the amount of \$488,623.23
- v. Sunriver Christian Fellowship invoice in the amount of \$1,000.00
- vi. North Rim Electric invoice in the amount of \$65,270.00
- vii. Spacesaver Specialists invoice in the amount of \$50,782.00
- viii. Cascade Fire Equipment invoice in the amount of \$70,728.26
- ix. Mystaire invoice in the amount of \$9,200.00
- x. Day Wireless Systems invoice in the amount of \$2,156.22
- xi. SSD invoices in the amount of \$107,624.87

Vice Chair Shoemaker moved to approve the invoices as presented; seconded by Dir. Ralston. The motion passed unanimously.

- c. Motion to approve FD/PD Workout Room Equipment in the amount of \$58,543.31**
- d. Motion to approve FD/PD furniture in the amount of \$12,000**
- e. Motion to approve FD Bedroom Furniture in the amount of \$9,178.02**

OR/PM Doug Nelson requested board approval for the following:

- Workout equipment totaling \$58,543.31, which is the total amount for all equipment. Chair Fister advised he appreciated the extensive discussions back and forth between the police and fire staff to lower costs and still get the appropriate equipment.
- Fire dining room table, Police Department conference table, and seven benches for the Fire Department sleeping quarters totaling \$12,000.
- Bedroom furniture for the Fire Department; three desks and three beds totaling \$9,178.02.

The total requested is \$79,721.33.

Dir. Ralston moved to approve the funding request for the sum of \$79,721.33; seconded by Vice Chair Shoemaker. The motion passed unanimously.

- f. Review of monthly memo to Deschutes County Commissioners**

Chair Fister advised the memo is in the monthly packet and if the board sees any changes, they are to let Administrator Holliday know. Chair Fister noted that they did review the budget costs, even though we are still able to cover with the current funds in 717. The County Commissioners continue being supportive of the decisions being made.

### **3. Update on SSD Strategic Plan**

Vice Chair Shoemaker advised he is moving forward with the plan for SSD this week. Chief Boos said once the SSD plan is complete, he will complete the Fire Department's strategic plan with guidance from WHA Insurance, who specializes in the area.

### **4. SSD Post Incident Procedures**

Dir. Hepburn said there is nothing new to report this month. Chair Fister advised Dir. Hepburn continues to work with both Chief's and has been getting significant feedback. Risk management has also been looped in and the conversation will continue.

### **5. Report on FY 23-24 SSD Audit**

Administrator Holliday was hoping to get a first draft this week, but so far hasn't received it. The auditors are on the schedule to present the audit at the November board meeting.

## New Business

\*Items 11-13 were covered prior to 6-10 during the meeting but will be listed in order on these minutes.

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

#### Administrator Holliday:

- Worked with Moss Adams to provide more documents for the audit.
- Continue working through the GFOA mentorship program.
- Met with State of Oregon Social Security Administrator to learn information and clarify if the District is offering this benefit correctly.
- Met with PERS officials to discuss the employee overtime caps and do an audit for the last several years to ensure this has been reported correctly. Administrator Holliday has been working diligently to fix this issue. Chief Boos has reached out to the City of Bend to see how they handle this. This OT projecting is a budgeting tool for PERS.
- SSD Virtual Benefits Fair was held. It was helpful for staff and there is now a pamphlet WHA Insurance produced that has all of the District benefit and contact information.
- Administrator Holliday will be done with the HR Certification Course in a weeks and then there will be a final exam.
- Dana's retirement party was really nice and she is starting to work from home for Administrator Holliday on a part time basis.
- Continue to work with Streamline (website) and CompuNet (emails) to transition everything to a .gov.
- Lava Lakes Fire Had after action meeting with the chiefs.

#### Fire Chief Boos:

- Overview of monthly statistics. Refer to dashboard.
- Capt. O'Keefe received a \$4,200 grant for ballistic helmets.
- Lt. Gaede will be managing Citizen Patrol volunteers for the Fire Department.
- Attended SDAO class with Administrator Holliday on Member Relations, Expectations and Ethics.
- Conducted debrief on the Little Lava Fire and there should be an action report forthcoming. It is internal but Chief will meet with County to do one on a larger scale. Snow and rain assisted with containment.
- Attended the West Bend Pilot Project Post Burn tour. It's the first in the USA and they will be expanding the program to other states.
- Heather is doing a great job taking over for Dana as new Executive Assistant for the Fire Department.
- Chief Boos is still participating in the ODFW/OSFM Wildfire Funding Committee.
- Continue to train with La Pine Fire.
- Attended a Central Oregon Chaplaincy sponsored BBQ at Station 101.
- The District did not receive the grant for the SCBA's.

Vice Chair Shoemaker asked Administrator Holliday the status of the Reserve Study. Administrator Holliday advised they will be onsite next Friday and it should be completed by the end of November.

Dir. Ralston asked Chief Boos when they respond to the lakes, if they ever get out on the water and if they had a boat. FF Johnston advised they have a river pontoon boat that they use for swift water rescue. They also coordinate with Marine Patrol if they need boat access.

#### Captain Kornblum:

- Overview of monthly statistics. Refer to dashboard.

- Officer Mann passed her FTO training and is now on her own.
- One lateral officer candidate is in background and have hired Corporal Van Meter.
- Continue to meet with Citizen Patrol while transitioning them to volunteers at the PD. Updating their training manual and continuing to look at the scope of their duties.
- Chief Lopez attended the Oregon Leadership Association Training. Some patrol officers attended Skid Car Training. Chief Lopez attended the FBI National Academy Associates Training. Patrol officers attended Digital Forensic Lab, submitting evidence and best practices in collecting evidence, digital search warrant, and HB4002 program, which has been fully implemented starting September 1. The Sheriff's office has had 12 people enter the Deflection Program and 8 remain.
- LPR's are now installed, and all officers have been trained. Will be conducting training for the Major Incident Team on what is available to them regionally. The LPR's have been very useful thus far.
- Participated in the Three Rivers Otter Walk.
- Participated in the Faith and Blue event at the Sunriver Resort.

#### **7. Board vote to acknowledge receipt of SROA supplemental letter to SSD/Deschutes County Management Agreement**

Chair Fister stated the revised Management Agreement with Deschutes County has been signed. SROA signs to confirm they have received the document and requested an addendum supplemental letter be included with the agreement. SROA Ex-Officio Schneider advised that the SROA Board Members are unhappy that SROA has been removed from the SSD Board and have concerns about the communication moving forward. The addendum supplemental letter was submitted to the Deschutes County Governing Board, and they acknowledged receipt of the letter. County legal requested the SSD Board also acknowledge receipt of the letter. Discussion ensued regarding the relationship between SROA and SSD moving forward and steps to bring the two agencies together.

Dir. Kelley moved to acknowledge receipt of the SROA supplemental letter addendum to the SSD/Deschutes County Management Agreement; seconded by Vice Chair Shoemaker. Motion passed unanimously.

#### **8. Board Officer Elections (Chair, Vice Chair, Treasurer)**

In September there was a nomination process for Board Officers. Dir. Ralston nominated Jim Fister for the Chair, John Shoemaker for Vice Chair, and Denney Kelley for Treasurer. There were no other nominations put forward.

Dir. Ralston moved to retain Jim Fister for the SSD Board Position of Chair; seconded by Vice Chair Shoemaker. Motion passed, Chair Fister voted present.

Dir. Ralston moved to retain John Shoemaker for the SSD Board Position of Vice Chair; seconded by Dir. Kelley. Motion passed, Vice Chair Shoemaker abstained.

Dir. Ralston moved to elect Denney Kelley for the SSD Board Position of Treasurer; seconded by Vice Chair Shoemaker. Motion passed, Treasurer Kelley abstained.

Chair Fister congratulated the board members and thanked them for their continuous hard work.

#### **9. Discussion on Board Work Session in 2025**

Chair Fister advised there is typically a Board Work Session in November. However, it is being tabled due to the construction and move. Board members will be notified soon of a couple of videos to watch and

then report back to Administrator Holliday have completed. Once moved into the new building, the Board will probably do a half-day work session in February or March. Vice Chair Shoemaker advised he is gone March and April.

#### **10. Discussion on the creation of the SSD Nominating Committee**

Chair Fister advised that the creation of the SSD Nominating Committee is not an urgent issue but needs to have the process begin. Dir. Ralston has expressed interest in assisting with this process. There are four positions on the board coming up for term expiration and Chair Fister is vetting some processes with legal to get back on the 2-1-2 schedule. It was suggested to search for more candidates than needed and there should be full backgrounds conducted. Chief Lopez suggested Cory Darling as an option to conduct the backgrounds and has expressed an interest. SROA Ex-officio Randy Schneider asked if he could be on the nominating committee or if it would be a conflict of interest. He also asked if the Ex-officio position could permanently be on the nominating committee. Chair Fister said they could discuss this moving forward.

The District is also looking for two more members for the Budget Committee.

#### **11. Report on 2021 U.S. Supreme Court case Tyler vs. Hennepin County and impact to SSD Land Sales Property Tax Collections**

Administrator Holliday met with representatives from other taxing districts in Deschutes County at the County Administrative office regarding Tyler vs. Hennepin County. Also present was County legal counsel and CFO Tintle. The U.S. Supreme Court has issued a decision regarding foreclosed property and receipt of any financial equity. It is unclear whether the legislature will be making some rules or guidelines in the upcoming session, or if the rules will be created by court processes. It is also unknown how far back the ruling will apply. Over the past five years, the District has received just over \$34,000 in land sales and it is unknown if the District will be able to keep these funds. Over the past two years, the County has held on to all the funds from the sales of the foreclosures in anticipation of the Court ruling. Therefore, SSD is not responsible for the past two years. Administrator Holliday advised she would find out from the County whether the foreclosures the District received funds from must have occurred in Sunriver or if the District receives a portion of all County foreclosures.

#### **12. Review .gov website and email migration costs; motion to approve CompuNet contract**

The board has already approved funds for a new website through the vendor Streamline. Sunriver Service District, Sunriver Police Department and Sunriver Fire Department will all be together under one website. She has applied with the Federal government to get a .gov website so all the information will be housed in the United States. There are also added security benefits with the .gov indicator. The new website should be launched next month.

Regarding email, the District is working with the same firm Deschutes County utilized for this move, CompuNet. All District email addresses will house be house in one location with a higher level of security and meets various requirements. The emails would also have a .gov indicator. There will be an additional start up cost and yearly cost for these services, but this was the recommendation from County 911 and IT. She said the County stated that if something were to happen and the District chose not to spend the money for this added level of security, there is an added level of liability.

Vice Chair Shoemaker asked about access to these programs. Administrator Holliday stated access to the website would be given to each Executive Assistant, the Chief's and her. Email would just be herself and the Executive Assistants.

Administrator Holliday clarified the motion would be for signing the CompuNet contract and agreeing to the costs involved. Chair Fister reiterated the motion would be for approving the signature on the contract with CompuNet and the annual cost of \$13,818.00 and starting costs of \$13,700.00. FF Johnston added this is the gold standard and Deschutes County is moving forward with them as well. The contract has been legally approved by Deschutes County.

Dir. Kelley moved to approve signing the CompuNet contract and approving the annual cost of \$13,818.00, plus the startup fee of \$13,700.00; seconded by Chair Shoemaker. Motion passed unanimously.

Administrator Holliday advised there is a cyber security grant that she will be applying for later in the winter. The grant is for \$5,000, but there might be an opportunity for additional grants outside of SDAO.

### **13. Motion to approve September 2024 Unaudited Financials**

Administrator Holliday reviewed the three documents contained in the SSD Board Packet, but called out the following:

- There is line called equity on one of the documents, which has a negative number. She stated in Quickbooks, when done with the fiscal year, this number represents what is spent over revenue. This large amount is due to the new building construction. Once the audit is done, the accountants will allocate it to the correct account.
- Budget Overview (Police): The Police overtime is high, and Captain Kornblum explained the department is currently at 62% staffing. They have had a particularly high number of medical emergencies and illnesses in the last couple of months, along with the Lava Lakes Fire in September. She also pointed out that overall personnel costs are only at 21%, as opposed to 25% to date. Administrator Holliday added the Police Department did decrease their overall overtime budget from last year as a cost savings measure. A few other line items were discussed as being overspent and there was a logical explanation for each line item.
- Budget Overview (Fire): Fire overtime and travel are high, but these overages are related to Wildland Fire responses, which the District will receive reimbursement. Chief Boos pointed out the District was awarded an OSFM Staffing Grant a couple of years ago and received funds up front. Fire didn't spend all the funds and overtime shifts were posted this year to zero out the grant. Any unused funds were to be given back to OSFM. All the fires have been billed out for reimbursement, so the District should start seeing checks come in soon. A few other line items were discussed as being overspent and there was a logical explanation for each line item.
- Budget Overview (Bike Patrol): Most items are at 50% for Bike Patrol, but there is only 50% of the season remaining at the end of the fiscal year.
- Administrator Holliday pointed out the District is saving about \$15,000 on legal fees by contracting with Deschutes County legal. This should offset the costs incurred for CompuNet.
- Chair Fister pointed out the new accounting document formats and feedback will help with staying up on the budget.
- Administrator Holliday advised she spoke to SROA about whether they need a formal notice when moving out of the building. The answer was no, but just to keep them updated. Administrator Holliday pointed out that there is a lot involved in the move, such as evidence.
- Chair Fister encourages everyone to review the financials when they receive them and get a clarification on anything they may have questions on prior to the meeting. Then if something needs to be addressed during the meeting, they can bring it up at that time.
- Vice Chair Shoemaker asked what "Deferred Revenue" referred to. Administrator Holliday advised she would get clarification on that and email everyone. Treasurer Kelley thought it might be the previous year's taxes.

Dir. Kelley moved to approve the September 2024 unaudited financials; seconded by Vice Chair Shoemaker. Motion passed unanimously.

#### **14. Review of September 2024 SROA Board Meeting – SROA Ex Officio Schneider**

- Dir. Hepburn attended the meeting and reported concerns about firearms in Sunriver and is happy with the answers he received, and he is glad that the issue is being taken up by the SROA Board.
- Three different people brought up concerns about pathway safety. Chair Fister asked Captain Kornblum were asked how many incidents on the pathway did we have involving E-Bikes this summer. Captain Kornblum advised there weren't any documented.
- Discussion surrounding the Deschutes County Management agreement.
- GM Lewis met with the Police Department to discuss a criminal enforcement issue.
- Serviced the Fire Department Pumper Units. Annual pump test completed.

SROA Ex-Officio Schneider expressed concerns about the District providing services to Caldera and Three Rivers, as these properties do not pay for the SSD and SROA has to pay money to have services provided. Chair Fister advised in the addendum letter, there was a concern by the SROA board Sunriver Police and Fire responding outside of Sunriver. Chief Boos advised it is mutual aid, which is a common practice. Dir. Hepburn advised the funds SROA pays the District is for Sunriver Police Department to enforce Sunriver rules and regulations. Chair Fister mentioned that a comprehensive look at the money the SSD and SROA pay each other is in order, as it is needed to ensure the taxpayers in Sunriver aren't paying for the same services twice.

Chair Fister wished Coach Lopez and the Summit Storm Girls Rugby Team the best in their regionals in Idaho this weekend.

Dir. Ralston moved to adjourn; seconded by Dir. Kelley. The motion passed unanimously.

Meeting adjourned at 2:56 p.m.

Submitted by Administrator Holliday