

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, January 18, 2024

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

Call to Order: Chair Fister convened the meeting at 3:01 p.m.

Roll Call: Chair Fister, Treasurer Beenen, Dir. De Alicante, and Dir. Kelley were present. Dir. Ralston was present via Teams. Dir. Hepburn and Vice Chair Shoemaker were not present.

SSD Staff: Board Administrator Holliday, Police Lt. Lopez, Captain Tory Kornblum, Fire Chief Boos

SROA Staff: Susan Berger

Public Input: None

Dir. De Alicante joined at 3:03 via Teams.

Sunriver Police Department Foundation Update

Dennis Dishaw joined the meeting to discuss adding the Sunriver Fire Department as part of the Sunriver Police Department Foundation. He and Fire Chief Boos met in November to talk about the Fire Department coming under the coverage of the Foundation, as well as Police Chief Lopez. Mr. Dishaw said the Foundation board is in favor and will do a formal approval at their next board meeting. A name change will later be discussed to better suit the new alliance. The Foundation is a 501c3.

Consent Agenda

1. Motion to approve:

- a. December 14, 2023, Special Board meeting minutes
- b. December 19, 2023 Regular Board meeting minutes
- c. SROA monthly invoice in the amount of \$46,888.22
- d. SDIS invoice for 2024 liability insurance coverage in the amount of \$76,831.00

Chair Fister asked Administrator Holliday to discuss item d, the SDIS invoice for 2024 liability insurance coverage in the amount of \$76,831.00. Administrator Holliday stated SDIS is the carrier of liability insurance for all of District property. She worked with both departments to update their list of items and schedules for auto and mobile equipment. Due to miscommunication, many of the items are overvalued, based on the insurance clause of the replacement value. When a claim is filed, the District will receive either the value listed on the replacement schedule or the cost to replace the exact same piece of property, whichever is less. The values currently listed on the schedule are the amounts to replace each item with brand new models, which are much more expensive. Both chiefs will get Administrator Holliday updated pricing for the replacement schedules, which she believes will result in a credit to the account. Chief Boos is also spearheading requests for quotes from other insurance companies to ensure the District is receiving the best value and coverage. Dir. Ralston suggested looking into La Porte, as this agency was able to provide the builders risk insurance when no other company would. Administrator Holliday said she will have more information at next month's meeting, additionally, she will email the Board with information on current coverages after the meeting.

Treasurer Beenen moved to approve the consent agenda; seconded by Dir. Kelley. Motion passed unanimously.

Old Business

2. Public Safety Building Update

OR/PM Nelson provided an update on the Public Safety Building construction and stated Form E was submitted to SROA last month. It was approved, with the exception of the screening of the condenser units. Solid enclosures will be used instead of mesh fencing as originally proposed. Construction is moving ahead with windows, siding, and roofing materials. Flat roofs are done with a single membrane, and everything on west side of building is dried in. Currently there are two permits submitted to Deschutes County, the Fire Alarm and Fire Suppression.

David Martin, Kirby Nagelhout Construction Company, stated Mechanical, Electrical, Plumbing, Fire (MEPF) rough in is complete for the police department. Insulation will begin on bottom truss and walls, which will take a week and a half to two weeks due to the extensive insulation in the separation wall. After insulation, construction will move into sheetrock and drywall. MEPF rough in will be finished on the fire station followed by insulation, vapor barrier, and drywall. The electrical room is being loaded with electrical panels and transformers. The focus is on this area due to the extensive amount of work required for the electrical room. Crews were able to get into the apparatus bay to do structural improvements on existing trusses. He added the first four-foot walls were poured on the addition to the east of the apparatus bay.

a. Motion to Approve November 2023 Building Funding Requests in the total amount of \$760,671.65

- i. Nelson Capital invoice in the amount of \$9,500.00
- ii. KMB Architecture invoice in the amount of \$34,179.02
- iii. Kirby Nagelhout Construction invoice in the amount of \$690,773.87
- iv. Eds Propane invoice in the amount of \$8,640.15
- v. Sunriver Christian Fellowship invoice in the amount of \$1,000.00
- vi. Honeywell invoice in the amount of \$5,512.50
- vii. SSD Reimbursement in the amount of \$10,066.11

Dir. De Alicante moved to approve the invoices as presented; seconded by Dir. Ralston. The motion passed unanimously.

b. Motion to approve the Audio-Visual Vendor

OR/PM Nelson recommends Premier Integrated Technologies, who gave a proposal for enhancing all rooms with appropriate audio-visual requirements. The total cost of \$86,725 would come out of FF&E budget. There was discussion about the lists of the requested equipment and the justification of cost. The cost includes new items, as well as upgrades to current systems, to complying with various requirements. Purchasing all equipment and services through one vendor makes any warranty needs much smoother. TVs being purchased are commercial grade and will have more longevity.

Dir. Kelley moved to approve the Audio-Visual vendor and the invoice amount; seconded by Dir. Ralston. The motion passed unanimously.

c. Motion to approve KNCC PCO #001, GMP Amendment No 1 (change order for costs to purchase and install some FF&E items under KNCC contract)

OR/PM recommends the first change order to move funds from FF&E to KNCC to purchase and install lockers, stainless steel lab equipment, and fire department extractor. Installation integrates with construction and therefore should be done by KNCC over an outside vendor.

The total cost is \$244,557.60, and this is a transfer of funds between budget line items. This is not a request for additional money.

Treasurer Beenen moved to approve change order KNCC PCO #001, GMP Amendment No 1; seconded by Dir. Ralston. The motion passed unanimously.

d. Review of monthly memo to Deschutes County Commissioners

Treasurer Beenen suggested including pictures with the monthly memo.

3. Discussion on Management Agreement changes

The most recent version of the Management Agreement is in the packet and unchanged from November's meeting. Chair Fister did not receive any feedback. Chair Fister, Vice Chair Shoemaker, Administrator Holliday, and both chiefs will meet on Feb. 26 with the District's governing board, the Deschutes County Commissioners, to discuss the changes.

New Business

4. Monthly Chief/Administrator's Reports

Police Chief Lopez:

- 19 cases, 7 outside Sunriver; the majority were proactive DUI cases or motor vehicle accident assists outside District bounds.
- 2023 calls (case reports written) for service: 422 cases, 147 outside Sunriver; assists included.
- Administrative Update: Moving ahead with short term priorities; significant hiring, reviewing policy manual, getting updated standard operating procedures in place.
- Hired Tristen Ardaiz as Police Officer, academy graduate, moved directly into field training.
- Hired Casie Mann as entry level Police Officer, will start academy the end of January.
- Extended offer letter to Liz Lawrence to be hired as a Corporal.
- Re-established administrative meetings; set short-term priorities.
- Mission and vision statements updated and adopted.
- Working on a new towing policy. There is currently no policy or contract in place and need to seek assistance from Deschutes County when there is a towing need.
- New volunteer policy to include Citizen Patrol, Bike Patrol and potentially Community Service Officer.
- Chief Lopez and Captain Kornblum attended Oregon Chief of Police Executive Leadership Training in Seaside
- Operations Update: Officer Mai returns from academy and will go into field training
- Minor use of force with DUII suspect, who was not being cooperative.
- Significant domestic violence arrest was made.
- Officer Wilson attended Interview and Interrogation training.
- Drone deployment report not available at the time of the meeting.
- New Police trucks are in service and have been well utilized with the recent weather.
- Community Events: Shop with a Cop, Polar Plunge coming up in March, the event raises money for Special Olympics.

Fire Chief Boos:

- Emergency response for December included 20 more calls in 2023 than 2022.
- Ambulance revenue slightly under budgeted amount for the year.
- Training hours up in December and overall for the year.
- Total call volume down for the year, less mutual aid given which has resulted in lower call volume. Motor vehicle accidents down.

- Administrative Update: Hiring a Firefighter/Paramedic. Received applications. A couple applicants toured facility and met with staff.
- Latest meeting between Sunriver Fire and La Pine Fire was delayed due to weather and call volume.
- Looking to start Fire Reserve program again in May.
- Still looking into new staffing software, trying to decide if they will stay with current system or go with Vector Solutions. PD is also looking at Vector Solutions.
- Mental Health Training and Peer Support: received a bid from Dr. Barum, will include with upcoming budget. Crews in support of having access to mental health support for themselves and training for family members.
- Met with SROA and ODF on Firewise Assessment, which is completed every couple years to keep certification.
- Captain O'Keefe is writing a grant requesting \$48,000 to purchase helmets for active threat incidents.
- Captain O'Keefe was awarded a \$41,000 grant to purchase ballistic vests. They should arrive in June, and the old vests will go to Crook County Fire & Rescue.
- Monthly Training: Ice Rescue training this month with La Pine Fire at the Sunriver Marina and SHARC.
- Two Firefighters out on injury.
- Fire crews raised \$4,300 for the Leukemia & Lymphoma Stair Climb.
- Assisted with Sunriver Food Drive.

Administrator Holliday:

- Accounting: Met with Joe Healy to discuss year end LGIP transfers, reconciliation, and standard operating procedures. Worked with Brenna Glass, NowCFO, to utilize Adobe fillable form for approval by Board for transferring funds between various accounts. Preparing for meeting with auditor for mid-year assessment. Met with Brown & Brown to update property insurance information for 2024. Weekly meeting with Brenna Glass to discuss any financial questions or concerns. Facilitated FY 24-25 Budget Kickoff Meeting to discuss upcoming items. Next meeting 2/14. Updating FY 24-25 budget spreadsheets. Met with First Interstate Bank to move credit cards to cash rewards program, convert one of the checking accounts to a money market account to earn more interest, and adding a "sweep" capability to all accounts to cover lag time between account transfers.
- Payroll: Working with ADP to ensure W2's are correct, as the initial run had inaccurate information for many employees. Identified pre- and post-tax deductions for employees in ADP and ensuring these are accurately reflected in paychecks. There were some errors by ADP, which prompted an internal audit of the Q3 and Q4 payroll. Met with PERS representative for accurate onboarding and offboarding procedures.
- Human Resources: Identifying workers' compensation claim needs, assessing District policy and standard operating procedures. Receiving Paid Leave Oregon applications, and meeting with staff individually as well as going to staff meetings to discuss. Identifying policy for the District. Working on employee handbook updates with the help of legal counsel. Updating various documentation for onboarding and offboarding employees.
- Operations: Met with Fire and Police leadership and administrative support to discuss organization structure of the District, working to update job descriptions, as roles and responsibilities are updated. Continue to work with Deschutes County on processes and updating management agreements as well as for support.
- Public Safety Building: Submitted monthly Scene story.
- Administrator Holliday asked for feedback from the Board on the SHARC passes provided to employees and their families as a benefit. They agreed it was a benefit to continue for next year.

5. Year-end Sunriver Police Report on Complaints, Use of Force and Vehicle Pursuits

Police Chief Lopez stated the calls for service were consistent between 2022 and 2023, but self-initiated activity was higher in 2023. There were 2000 vehicle stops and 100+ arrests in 2023.

There were zero bias complaints, but three citizen complaints: two for rudeness, one for driving. One was dismissed based on lack of cooperation from the citizen, and other two were exonerated with coaching due to not violating department policy. One informal internal complaint resulted in verbal counseling. There were zero administrative investigations.

There were two pursuits in 2023; one DUII, which resulted in an arrest of a subject with additional warrants/wants; second pursuit was after an individual traveling at very high speeds and the pursuit ended when the vehicle pulled out of sight.

There were 10 total use of force activities in 2023. Three were dispatched to wounded animals. Two use of force on humans involved in multiple controls, such as physical control and use of taser. The numbers are down from 17 total use of force activities in 2022. There were zero fatal use of force instances. All use of force activities were investigated and justified based on the incident.

6. Review and discuss updates to SSD Fee Schedule:

Administrator Holliday noted changes to the Sunriver Service District fee schedule. The administrative fees were increased to salary increases or increases by third parties. Fire Chief Boos discussed the per hour charge for fire support vehicles has changed from a set fee to "Current OSFM reimbursement rate," which is set each year by the Oregon State Fire Marshal. This allows the Sunriver Fire Department to be consistent with other agencies charging fees set by the state.

Treasurer Beenen moved to approve the Fee Schedule changes as proposed; seconded by Dir. Kelley. The motion passed unanimously.

The approved fee schedule will be sent to Deschutes County for approval.

7. Update on End of Year LGIP Fund transfers for FY 22-23

Administrator Holliday stated the District has three funds with the Oregon State Treasury: the 715 operational fund, the 716 reserve fund, and the 717 Public Safety Building fund. In the past, Mr. Joe Healy, SROA, would reconcile all funds at the end of the fiscal year and after the audit has been received. She presented documentation to show the journal entries for each account, and the amount of funds needed to be transferred between all three to reconcile and finish out the 22-23 fiscal year.

8. Motion to approve leave year from calendar year to measured forward year beginning on the Sunday immediately preceding the date of which OFLA/PLO begin.

Administrator Holliday met with legal counsel to discuss Paid Leave Oregon (PLO) updates to the employee handbook. The District currently has a Oregon Family Leave Act (OFLA) benefit calendar that begins on Jan. 1 each year. PLO will soon have a benefit calendar on a "measured forward" year. It has been recommended the District align the OFLA and PLO benefit calendars to be on the same "measure forward" plan. This is to ensure continued access to OFLA entitlements for eligible employees and align leave period calculation with the new PLO program.

The District is legally required to give employees 60 days' notice before a change to the leave calendar. If approved by the Board, Administrator Holliday will notify employees right away so the change will be implemented March 18, 2024.

Dir. Kelley moved to approve the memorandum to change the benefit leave year to align with PLO; seconded by Treasurer Beenen. The motion passed unanimously.

9. Discussion on updating the SSD Strategic Plan

Vice Chair Shoemaker volunteered to take the lead to update the SSD Strategic Plan. It was agreed that the previous five vectors would remain in place going forward: Staffing and Demographics, Facility and Equipment, Financial Diligence, Emergency Preparedness, and Stakeholder Relationships. Updates will begin with input from Administration, Fire and Police. A work session will be held to share input and dive further into outlining the vectors. Chair Fister asked the Board if there was anything they wanted to pass on to Administrator Holliday, Fire Chief Boos and Police Chief Lopez to get the discussion started. It was agreed that more time was needed to think on the subject. This item will be moved from new business to old business and worked on and updated continually until approval in the Fall. A public session will be included in this process.

10. Reminder of SDAO annual conference February 8-11, 2024

Administrator Holliday is attending this conference and extended the offer to anyone else interested. Chair Fister noted the conference is very good and has some very useful workshops.

11. Motion to approve the December 2023 unaudited financials

Treasurer Beenen provided the December 2023 unaudited financials.

715: Property taxes came in, and ambulance charges were slightly under budget for December and YTD. Police is under budget in December and YTD. Fire and emergency services are over budget for the month of December, but under YTD. Administration is over budget for December, but under budget YTD. Overall YTD 715 is on target.

716: Revenue is on target YTD. Administrator Holliday noted Police and Fire have spent their capital expenses for the year, but she tracks this to ensure the budgeted expenses do not go over.

717: This fund has underspent YTD, which is most likely due to the late start on Public Safety Building. The project is underway we will see numbers closer to budgeted. Administrator Holliday noted a negative discrepancy on the Insurance and Financing column due to the Zion Bank loan payment being allocated to the wrong fund.

Treasurer Beenen revisited a request for a different format for the monthly report. There was discussion regarding the format and the needs/requests from the Board and each department. Chair Fister suggested sending out the format to the Board for review. There was further discussion of utilizing an expandable format that gives an overview of the YTD but can also be expanded to show monthly details.

Treasurer Beenen moved to approve the December 2023 unaudited financials; seconded by Dir. Ralston. The motion passed unanimously.

12. Review December 2023 SROA Board meeting

Dir. De Alicante provided an update on the last SROA Board meeting, which included ODOT District Manager speaking on how highway 97 is maintained, a potential dog park, the recycling center, a presentation from SROA insurance company, there were over 10,000 visitors to the SHARC in 2023 and already 25 events booked for 2024, large group working on strategic plan, and the comprehensive owners survey going out soon.

Meeting adjourned at 5:35 p.m.

Submitted by Board Administrator, Mindy Holliday

APPROVED