

SUNRIVER SERVICE DISTRICT / DESCHUTES COUNTY

MINUTES OF BOARD ANNUAL JOINT MEETING

7:30 a.m. Thursday, December 18, 2014

Fireside Room, Great Hall, Sunriver Resort

Sunriver, Oregon 97707

Call to Order:	Chair Baker convened the meeting of the SSD Managing Board at 7:53 a.m.
Roll Call/SSD:	Director Keller, Dir. Gocke, Dir. Murray and Chair Baker were present. Director Angell was absent.
SSD Staff:	Fire Chief Art Hatch, Police Chief Marc Mills and Administrative Assistant Angie Powers
SROA Staff:	SROA General Manager Hugh Palcic
Public input:	None
Roll Call/County:	Deschutes County Commissioners Tony DeBone and Alan Unger were present. Deschutes County Administrator Tom Anderson, Deputy Administrator Erik Kropp, Finance Director Wayne Lowry and Legal Counsel David Doyle were also present. Commissioner Tammy Baney was absent.

1. Chair Baker gave a brief overview of the 2013-2014 SSD Operating Year:

- Chair Baker shared that the Sunriver Service District is unique in that it includes both a Police *and* a Fire Department. Sunriver also includes other entities, including the Resort, a private entity who also owns the water and sewer department, and the Sunriver Owners Association, which oversees the Public Works department, among others.
 - The February 2014 flood event was challenging, in that it required cooperation amongst all of Sunriver's stakeholders.
- The County approved a zoning change for the proposed fire training facility. Chief Hatch is in the process of searching for grant opportunities. The site will be utilized for Emergency Operations Plan (EOP) training exercises and other fire-related training. The facility's close proximity to the community of Sunriver will enable a quick emergency response time.
 - In response to Com. DeBone's inquiry, Chief Hatch stated that the Sunriver Fire Department's mutual aid partners, including Bend Fire and La Pine Fire, will be able to train alongside Sunriver Fire at the new facility.
- In June of 2014, the lawsuit filed against the district by the former Sunriver Police Chief was closed. The judge ruled in favor of the District by granting the District's motion for summary judgment against the plaintiff.
- The summer of 2014 was a busy one. The District's Bike Patrol played a crucial role in assisting owners and visitors during the busy summer months.
- Sunriver has been experiencing an increase in river traffic, and SROA is currently creating its own marina. Looking forward, Chair Baker foresees the need for more water-rescue training for both departments.
- The District is looking into the possibility of consolidating the Fire and Police Departments into a joint facility, to be housed in a newly expanded Fire Station building. They have preliminary drawings in-hand. Should the District wish to pursue the public safety building, they will need to look into the possibility of either purchasing the building or entering into a long-term lease, as SROA owns the building.

- A recent wage dispute, filed by a Reserve Firefighter, was dismissed by the Bureau of Labor and Industries (BOLI). Reserve Firefighters are volunteers, and receive a stipend instead of an hourly wage. BOLI ruled in favor of the District.
- The District is pleased with the leadership of the new 9-1-1 Executive Director.

2. Dir. Gocke gave a brief financial summary for the District's operating year:

- He reported that the annual audit is completed. This was year 1 of 5 with new auditors, and some challenges were presented.
- A minor bookkeeping error, relative to bad debt expenses and ambulance charges, was resolved. The error represented less than 0.25% of the District's revenue. The error was not a "significant deficiency", and the auditors issued the District an "unmarked" audit report.
- The District's current tax rate is \$3.31 per \$1,000 in assessed value. The limit is \$3.45/\$1,000, without going out for a vote. Looking into the future, the resources in reserves are insufficient for funding the fire training facility and fire station expansion. In addition, fire apparatus replacement and radio system upgrades are on the horizon. Dir. Gocke anticipates that within the next 5 years or so, the District may have to consider putting a tax rate increase out for a vote.

3. **Chief's Reports** –

A. Chief Hatch gave a brief summary of his department's annual highlights:

- He reported that his department has worked with the Centers for Disease Control (CDC) and local hospitals in drafting an "Ebola Response Plan"
 - i. They have contracted with Cascade Medical Transport (CMT) for transporting Ebola patients, and are waiting on their physician consultant to sign off on their Standard Operating Guidelines.
- The zone change for the fire training facility took effect November 26th. Chief Hatch is currently looking for money (via grant opportunities) to fund the facility.
- In response to Mr. Kropp's inquiry, Chair Baker reported that current Fire and Police labor contracts are effective through June 30, 2016. Negotiations will begin taking place in approximately one year.
- Com. DeBone asked about radio system upgrades, and how it affects the Fire Department. Chief Hatch responded that the radio system upgrade doesn't affect the Fire Department as much as it does the Police Department, and Chief Mills will discuss this in further detail.

B. Chief Mills summarized his department's annual highlights:

- He shared that the Board developed an outline of performance measures for himself (and his department). The outline follows four areas of performance measures: operations, personnel, community policing and financial. Chief Mills defined community policing as "being engaged with our community", and this has been one of his department's top priorities.
- In the past year, the Police and Fire departments participated in a full-scale EOP exercise, which included a train derailment scenario, in which the train cars were filled with liquid gas. Among others, some agencies who participated include: Oregon State Police, Redmond Police and the HAZMAT team out of Eugene. Chief Mills believes that the railroad's transport of hazardous materials, such as crude oil, should be on everyone's radar, with the close proximity of the railroad tracks to the communities of Sunriver and Bend.

- Looking into the future, Chief Mills' hopes to see more mitigation actions taking place, to prepare for the potential of another flood event.
- Chief Mills brought to everyone's attention that the Sunriver Police Department is an accredited law enforcement agency. It goes through its reaccreditation process every three years, and the next one will take place in April 2015.
- Chief Mills' department worked with the County's new Deputy Medical Examiner in developing an "End of Life" pamphlet, containing resources for grieving families. Officers will distribute the pamphlet to its intended recipients, when the need arises.
- Chief Mills spoke of the renewed partnership between the police and fire departments, as well as his department's efforts in building and maintaining relationships and partnerships with the community and different agencies.
- In response to an inquiry from Com. DeBone, Chief Mills and Mr. Anderson discussed the radio system upgrade. Chief Mills' hope is for the cost to be spread equally, and for any cost savings to go towards internal infrastructure upgrades. Some grant monies were used to purchase a number of radios at a bulk discount. The District received five of these radios: two for Fire and three for Police. They continue to search for more grant opportunities.
- Looking into the future, Com. Unger is searching for ways to gain voter support for 9-1-1 infrastructure upgrades. He asked the District to be cognizant of voter support for any tax increase, and suggested the District consider small increases over time as opposed to a larger single increase. Dir. Gocke anticipated the need to ask for voter approval to raise the District's tax rate limit, in the next 3 to 4 years. Chief Hatch shared that, when the District was created in 2002, the tax rate was capped at \$3.45/\$1,000, and was only expected to sustain the District for 10 years. The District has long surpassed this timeline, and Com. Unger commended the District for its frugality.
- Mr. Anderson commented that radio system upgrade will incorporate all facets of the system, from the 9-1-1 building to the transport infrastructure to vehicle radios. The County has hired a consultant to "value-engineer" the estimated cost down. The new 9-1-1 Executive Director has many contacts to assist in this process. In addition, the search for grant monies continues. It has been found that many of the grant monies available are for end-user equipment, as opposed to base equipment. They are pursuing the possibility of agencies to migrate into the new system over time, in an effort to alleviate the cost. Steve Reinke, the 9-1-1 Executive Director, is in the process of finalizing a Strategic Plan for 9-1-1 itself, to address staffing, shift coverage and other issues. The Deschutes County Sheriff's Office and 9-1-1 will most likely have to ask voters for permanent rate funding. They will require the support from all stakeholders, to convince voters that the tax increase is critically necessary for emergency services. Chair Baker voiced the District's support.

4. SROA General Manager Hugh Palcic briefly commented on the February '14 flood event. SROA has retained two engineers to work on the matter. Due to the involvement of the Resort and some private homeowners and attorneys, Mr. Palcic could not comment on the specifics. He went on to say that the SROA is working diligently with all parties involved, on finding solutions. He and other SROA staff members are in regular communication with involved parties.

Chair Baker adjourned the Sunriver Service District meeting at 8:55 a.m.

Board Chair, Debbie Baker

Recording Secretary, Angie Powers

DATED this 4th day of May 2015 for the
Deschutes County Board of Commissioners.

Anthony DeBone
ANTHONY DEBONE, Chair

Alan Unger
ALAN UNGER, Vice Chair

Tammy Baney / absent -
TAMMY BANEY, Commissioner

ATTEST:

Bonnie Baker
Recording Secretary

SUNRIVER SERVICE DISTRICT

Governing Body and Managing Board

Joint Meeting Agenda

7:30 a.m. Thursday, December 18, 2014

Fireside Room, Great Hall, Sunriver Resort

Sunriver, Oregon 97707

Call to Order

Roll Call

Public Input

- | | |
|---------------------------------------|-------------|
| 1. Welcome and Introductions | Baker |
| 2. Review of 2013-2014 Operating Year | Baker |
| 3. Financial Summary | Gocke |
| 4. Chiefs' Reports | Hatch/Mills |
| 5. Other Business | |

Please note board meetings are subject to last minute agenda additions, deletions rescheduling and other changes. Contact Angie Powers at ssdadmin@sunriversd.org if there are any questions.

SSD Managing Board – GB Joint Meeting Agenda for December 18, 2014

When: Thursday, December 18, 2014@ 7:30 a.m.
Where: Sunriver Resort, Great Hall, Fireside Room
What: Annual Joint SSD/GB Breakfast Meeting
Who: Planning to Attend –

Deschutes County:

1. Alan Unger, *Deschutes Co. Commissioner*
2. Tammy Baney, *Deschutes Co. Commissioner*
3. Tony DeBone, *Deschutes Co. Commissioner*
4. David Doyle, *Deschutes Co. Legal Counsel*
5. Erik Kropp, *Deputy Deschutes Co. Administrator*
6. Tom Anderson, *Deschutes Co. Administrator*
7. Wayne Lowry, *Deschutes Co. Finance Director*

SSD:

8. Debbie Baker, *SSD Board Chair*
9. Mike Gocke, *SSD Board Treasurer*
10. Mark Murray, *SSD Board Director*
11. Greg Keller, *SSD Board Director*
12. Art Hatch, *Sunriver Fire Chief*
13. Marc Mills, *Sunriver Police Chief*
14. Angie Powers, *SSD Admin. Assistant*

SROA:

15. Hugh Palcic, *SROA General Manager*