

# SUNRIVER SERVICE DISTRICT

## MINUTES OF BOARD REGULAR MEETING

3:00 P.M. Thursday, December 15, 2011

Fire Department Training Room

57475 Abbot Drive, Sunriver 97707

Call To Order: Chairman Ron Angell convened the meeting at 3:00 P.M.

Roll Call: Directors Present: Angell, Wrightson, Wilson, Nelson, Baker

Others Present: Chief Hatch, Chief Kennedy, Brooke Snavely, Capt. Ruthardt

### Public Input:

- a) Chair Angell announced public input would be available now and/or after Chief Hatch's presentation re fire training facility. No public input at this time.

### Consent Agenda:

1. Motion to approve the Minutes of the November 17, 2011 Regular Meeting:
  - a) Chair Angell requested change in Nov. 17 meeting minutes; Item 12 a) should read "...no change in carriers....." not no change in financial.

Dir. Wrightson made a motion to approve the Minutes of Nov. 17, 2011, as amended; Seconded by Dir. Wilson.

VOTE:	Nelson:	Yes
	Wrightson:	Yes
	Wilson:	Yes
	Baker:	Yes
	Angell:	Yes

Old Business: None

### New Business:

2. Annual Audit – Discussion re Questions – Board
  - a) No questions – Wrightson advised Audit now w/County. All Board members have received Final Audit Report
3. Review/Approve November Unaudited Financial Statements – Wrightson
  - a) Wrightson presented the November statements and advised nothing unusual in our expense categories.

Dir. Wrightson made a motion to approve the November financial statements; Dir. Wilson seconded the motion.

VOTE:	Nelson:	Yes
	Wrightson:	Yes

Wilson: Yes  
Baker: Yes  
Angell: Yes

4. Review of SROA November, 2011 Minutes - Wrightson
  - a) Wrightson advised meeting was "standard". SROA moving ahead w/ potential property exchange w/Resort;
  - b) Also first reading in change in bylaws re Board candidacy process – finalize in January.
  
5. Review/Approve "Resolution Authorizing Adoption of Plan Restatement" - Wrightson
  - a) Legislative change in deferred compensation plan; had to adopt 3 or 4 changes through payroll for employees. Wrightson authorized to sign on behalf of District.

Dir. Wrightson made a motion to approve the Resolution; Seconded by Dir. Baker.

VOTE:           Nelson:           Yes  
                  Wrightson:       Yes  
                  Wilson:           Yes  
                  Baker:            Yes  
                  Angell:           Yes

6. Discussion of Status of Budget Preparation – Wrightson
  - a) Wrightson advised on course – worksheets sent to Chiefs 12/14/2011 w/instructions; Due back to admin on January 13, 2012.
  - b) Budget Committee should have something ready to review @ next Board Meeting on January 19.
  
7. Resolution 2011-008 Authorizing The Establishment of A Health Reimbursement/Voluntary Employees' Beneficiary ("HRA VEBA") Plan – Board
  - a) Resolution to approve paperwork re HRA VEBA Plan approved earlier this month was presented to the Board.

Dir. Wrightson made a motion to approve Resolution 2011-008; Seconded by Dir. Wilson

VOTE:           Nelson:           Yes  
                  Wrightson:       Yes  
                  Wilson:           Yes  
                  Baker:            Yes  
                  Angell:           Yes

- b) Dir. Baker advised that the Chiefs should be thanked for getting this new Health Plan together in such a timely manner on such short notice; Chair Angell agreed.

8. Chiefs' Reports:
  - a) Chief Hatch – Training Facility Status Report  
Reviewed status of Land-Use Permit;
    - i. Dec. 20, 2011 at 5:00 PM deadline for any new or written comment; Chief Hatch sent in comments today;

- ii. December 30, 2011 deadline at 5:00 PM for rebuttal to comments by anyone;
  - iii. January 6, 2012 deadline at 5:00 PM for final arguments; Hearings Officer should have decision on Land-Use Permit by end of January.
- b) Chief Hatch met again last week w/Steve Runner for continued conversation of 350 acres off Cottonwood Road in Lake Penhollow area;
- a. Owned by resort – acquired in land swap w/Forest Service “some years ago”;
  - b. Discussed w/S. Runner 3 years ago – no interest then, but seems to “taking root now”. S. Runner now more inclined to explore further.
  - c. Would be closer location; Dir. Nelson suggested might be appropriate to have meeting w/Chief/Angell/O’Shea/Runner to move to next level of discussion;
  - d. Chief Hatch/Chair Angell feel it’s appropriate/willing to do that. Wrightson advised good to explore/research other options – not close to making decision; no funding source yet.
- c) Dir. Wilson made a Motion to eliminate the consideration of the property at Covina and Solar; “Causing a great deal of grief for a number of people”. Fairly likely we would not continue further – no point in continued discussion – would only cause greater consternation.
- d) Dir. Nelson seconded the Motion.
- e) Chair Angell asked for discussion prior to the Vote:
- i. Chair Angell stated that District’s Legal Counsel advised that we could request Hearings Officer put Plan On Hold for 60 – 90 days to allow for further discussion re options w/o abandoning petition.
  - ii. Dir. Nelson advised need for adequate training still exists – won’t go away. Advised Chief was given this property option by County; did not make decision to build – only made decision to explore the viability of that site. Now hearing about lots of other “interesting possibilities”.
  - iii. Dir. Wrightson advised don’t want to close the door on this – can we bring it back up?
  - iv. Dir Nelson advised no blame to be assigned here; would have liked to build here on-site – not allowed by SROA. Still need to find a solution.
  - v. Chair Angell reiterated – Chief Hatch did exactly what the Board authorized and asked him to do, and noted that the Chief was to be thanked for his efforts on the Board’s behalf;
  - vi. Dir. Baker advised that training is critically important – Sunriver needs to be a progressive fire and rescue department, but we still want to be good neighbors, and will continue to do so.

Chair Angell called for a Vote to be taken re the Motion on the table to Eliminate Consideration of the Property at Covina and Solar:

VOTE:	Nelson:	Yes
	Wrightson:	Yes
	Wilson:	Yes

Baker: Yes  
Angell: Yes

- f) Dir. Nelson asked people assembled if Sunriver Fire was to establish a site in the Lake Penhollow area, would anyone be opposed to that?
  - i. Public in attendance advised they would not be opposed to that plan, would support it.
- g) Chair Angell invited public input:
  - a) Attendee advised that he was on La Pine Fire Board, knew that the Chief there would be willing to work with Sunriver;
  - b) Woman in attendance provided Chair Angell with all available petitions; provided Board with copy of CC&Rs and advised that if property in question came up for consideration again, CC&Rs would prohibit that land use;
  - c) Chair Angell thanked the public for coming.

#### Chief Hatch Report – Cont’d.

- a-1: Airport Crash Rig Discussion – Chief Hatch advised Board that he and Chair Angell had met with Tom O’Shea who indicated that he would look into the matter of finding suitable storage for the Crash Rig.
  - i. Chief Hatch advised having crash rig at airport would be absolutely necessary to save time in case of airplane crash.
- a-2: Chief reported that EOP Report for Homeland Security has been completed, due Monday; expenses for EOP were covered by Grant – turned into the State.

#### Chief Kennedy Report:

- a) Just returned from “Shop-With-A-Cop” Program; underprivileged kids shop w/cop at Wal-Mart for gifts – Holiday tradition for police.
- b) All else is pretty typical for this time of year; tourist population down now due to lack of snow.
- c) Responded to Chair Angell’s request re thoughts on new law re no texting when driving; hard to enforce.

#### 9. Chiefs Annual Reports – Discussion by Board

- a) Dir. Baker feels great opportunity to recap the year; public needs to know specifics of what is done; great outreach –who we are, where we want to go, what goals have been met;
- b) Chair Angell advised should contain “specifics” – have completed a lot this year; what you are contemplating doing to improve services, etc.;
- c) Dir. Baker has template used in past; would like to rough template of information that community can use – emphasize usefulness of Fire Dept. programs; this would be relevant to newcomers to this area;

- d) Chair Angell would like to see a draft report of thoughts on this for January meeting – what it looks like to be discussed by Board; have report completed by February meeting. Agreed to by Dir. Baker & Chiefs.

10. Report on Expense Approval Requirements -

- a) Chair Angell reported that there are no exceptions to approval requirements. Board must approve all purchases over \$5,000.00, including capital purchases. Have to approve even if budgeted expense.
- b) Keeping in mind Dir. Nelson’s comments re being more transparent, Chair Angell requested that all things that require Board Approval should be on Monthly Agenda ahead of meeting.

- i. Need to now ratify the hose testing invoice previously submitted :

Dir. Wrightson made a motion to approve the hose testing P.O. #00504 for \$5,216.75; Dir. Wilson seconded the motion.

VOTE:	Nelson:	Yes
	Wrightson:	Yes
	Wilson:	Yes
	Baker:	Yes
	Angell:	Yes

11. Review & Discuss Letter from Central Oregon Police Chaplaincy – Chair Angell advised Board of receipt of a Fund Solicitation Letter from Chaplaincy Organization:

- a) Chief Kennedy advised his officers often participate in the Police Chaplaincy program through payroll deductions;
- b) Police and Fire both have access – funding comes through COFA – they are a tremendous aid to victims and families;
- c) No action taken.

12. Review & Approve Invoice from Law Office of Robert E. Franz - Board

Dir. Wrightson made a motion to approve the Invoice from Attorney Robert Franz in the amount of \$9,086.07; Dir. Baker seconded the Motion.

VOTE:	Nelson:	Yes
	Wrightson:	Yes
	Wilson:	Yes
	Baker:	Yes
	Angell:	Yes

13. Other Business –

- a. Chair Angell commented on letters received from Postal Service in response to Board’s letter of October, 2011; Sunriver not removed from closure list as of this date.
- b. Next month’s Agenda:
  - i. January a good month to take a look at “Managing Board Calendar” – 3 or 4 pages of actions we take during the year.

- c. Chief Hatch commented that he appreciated the comments made regarding his actions re the Training Facility prior to the Motion made to eliminate consideration of the subject land-use permit; feels we will find another location.
  - i. Chair Angell advised that this action would hopefully generate more support and enthusiasm within our community.

Chair Angell adjourned the Regular Meeting at 4:05 P.M., and the Board moved into Executive Session.

Recording Secretary – Jan Michelsen