

# SUNRIVER SERVICE DISTRICT

## MINUTES OF BOARD REGULAR MEETING

3:00 P.M. Thursday, July 15, 2010

Fire Training Room

57475 Abbot Drive, Sunriver 97707

An executive session pursuant to ORS 192.660(2)(i) will be held after the regular meeting.

Call to order- Chair Coe opened the meeting at 3:08 PM.

Roll call - Present were Chair Coe, Directors Nelson, Hamilton, Wrightson, and Director Angell

Owners in Attendance: None

Public input – None

### Old Business –

1. Motion to approve the SSD Statement of Strategic Issues and a motion to approve the name change back to the SSD Strategic Plan 2010-2015. The discussion began with a few corrections and the Board approved the corrections.

NELSON: Move approval of the Statement of Strategic Issues 2010-2015 seventh draft with noted corrections.

WRIGHTSON: Second

VOTE:	NELSON:	Yes
	WRIGHTSON:	Yes
	ANGELL:	Yes
	HAMILTON:	Yes
	COE:	Yes

WRIGHTSON: Move approval of the name change from Statement of Strategic Issues 2010-2015 to Sunriver Service District Strategic Plan 2010-2015.

ANGELL: Second

VOTE:	NELSON:	Yes
	WRIGHTSON:	Yes
	ANGELL:	Yes
	HAMILTON:	Yes
	COE:	Yes

2. Chairman Coe opened the discussion on administrative title and competitive wages by making sure each director had viewed the wage comparison in their books. Director Hamilton said that the comparison did not show job descriptions just titles. He would like to see a comparison done on matching more of the job descriptions and responsibilities. The Chiefs discussed with the Board that job descriptions were looked at and that duties would vary somewhat from

Sunriver's administrative personnel, since this district is the only one in the state that have both police and fire departments. The Board discussed job titles and duties, and agreed that job titles should be consistent throughout the district's documents. The Board also agreed that a committee of two board members, Directors Wrightson and Hamilton, with the chiefs for consulting, to do more in depth research on job titles, wages and duties and report back to the Board.

3. The Board approved the Resolution 2010-007 IGA with the City of Springfield for ambulance billings. Director Wrightson reviewed with the Board the agreement, stating that it was the same as the previous agreement.

NELSON: Move approval of Resolution 2010-007 IGA w/City of Springfield for ambulance charges

WRIGHTSON: Second

VOTE:	NELSON:	Yes
	WRIGHTSON:	Yes
	ANGELL:	Yes
	HAMILTON:	Yes
	COE:	Yes

#### New Business –

4. Motion to approve the SSD minutes from the June 17, 2010 regular monthly meeting. Director Angell inquired about possibly getting a better speakerphone in the fire training room for when a board member is not present and would like to participate in the meeting via the phone, when the SROA boardroom is not available, and if costs were reasonable.

ANGELL: Move approval of June 17, 2010 regular monthly meeting minutes

WRIGHTSON: Second

VOTE:	NELSON:	Yes
	WRIGHTSON:	Yes
	ANGELL:	Yes
	HAMILTON:	Yes
	COE:	Yes

5. Motion to approve the SSD minutes from the June 17, 2010 workshop.

ANGELL: Move approval of SSD minutes from the June 17, 2010 workshop minutes

NELSON: Second

VOTE:	NELSON:	Yes
	WRIGHTSON:	Yes
	ANGELL:	Yes
	HAMILTON:	Yes
	COE:	Yes

6. Motion to approve SSD May 2010 un-audited financials. Director Wrightson reminded the Board that the June un-audited financials would be presented at the August meeting since the books are being held open to clear any last minute June postings. No motion was made.
7. Motion to approve SROA July 2010 invoice. No invoice was represented therefore no motion was made.
8. Director Wrightson reviewed with the Board the highlights of the SROA minutes from June. He stated that SROA had elected new officers for the coming year, Bob Nelson will President, Scott Hall will be Vice President, Doug Filker will Secretary and Bob Wrightson will be Treasurer. Director Wrightson then updated the Board on the SROA ballots being mailed out today and they need to be returned by noon August 14<sup>th</sup>.
9. Motion to approve to disposal of two Cannon mountain bikes (police). Chief Kennedy reviewed with the Board the disposal of the bikes to the Citizen Patrol.

ANGELL: Move approval disposal of two Cannon mountain bikes to the Citizen Patrol.  
 HAMILTON: Second

VOTE:	NELSON:	Yes
	WRIGHTSON:	Yes
	ANGELL:	Yes
	HAMILTON:	Yes
	COE:	Yes

Motion to approve to dispose of chainsaws (fire), Chief Hatch reviewed with the Board the disposal of the chainsaws to the Central Oregon Community College.

WRIGHTSON: Move approval disposal of chainsaws (fire) to the community college.  
 HAMILTON: Second

VOTE:	NELSON:	Yes
	WRIGHTSON:	Yes
	ANGELL:	Yes
	HAMILTON:	Yes
	COE:	Yes

Motion to approve to disposal of the Canon ImageRunner copier (fire), Chief Hatch reviewed with the Board the disposal to Salem.

WRIGHTSON: Move approval disposal of Canon ImageRunner copier (fire) to Salem  
 HAMILTON: Second

VOTE:	NELSON:	Yes
	WRIGHTSON:	Yes
	ANGELL:	Yes
	HAMILTON:	Yes
	COE:	Yes

10. The motion to approve the payment of COLES insurance SRP assessment portion in the amount of \$7,824. Chief Kennedy reviewed with the Board that COLES (Central Oregon Law Enforcement Services) is a group that pools resources and money, such as a SWAT team that can be used by participating agencies so that the agency does not need to have their own SWAT team, as well as DEA enforcement. The insurance is for liability purposes.

WRIGHTSON: Move approval of payment to COLES in the amount of \$7,824  
HAMILTON: Second

VOTE:	NELSON:	Yes
	WRIGHTSON:	Yes
	ANGELL:	Yes
	HAMILTON:	Yes
	COE:	Yes

11. The motion to approve the purchase for the budgeted copier in the amount of \$5,028.98 – Fire Department.

WRIGHTSON: Move approval to purchase the budgeted copier in the amount of \$5,028.98  
ANGELL: Second

VOTE:	NELSON:	Yes
	WRIGHTSON:	Yes
	ANGELL:	Yes
	HAMILTON:	Yes
	COE:	Yes

12. The motion to approve the purchase for the budgeted copier in the amount of \$5,912 – Police Department.

WRIGHTSON: Move approval to purchase new Canon copier and trading in the existing copier for a net cost of \$5,912  
ANGELL: Second

VOTE:	NELSON:	Yes
	WRIGHTSON:	Yes
	ANGELL:	Yes
	HAMILTON:	Yes
	COE:	Yes

### 13. Chief's Report

Fire Chief –

- Chief Hatch updated the Board on the mobile data terminals that were acquired by the Department of Homeland Security grant are installed and running.
- Chief Hatch handed out a draft policy regarding annexation for the Board to review. He has a meeting Monday morning with the county assessor's office to discuss the next

procedure to annex the two properties that are on Sunriver's boarder. The Chief is working with both the owner and the county to get this accomplished.

- Chief updated the Board on his meeting with Tom Peck regarding the fire hydrant issues and the judgment that was passed. He said that SROA was discussing the possibility of appealing that judgment.

#### Police Chief –

- Chief Kennedy updated the Board that the department had received nine new applications. Six of the applicants have completed the process and have been added to the rank. Bringing the total of active and reserve members to 30.

#### 14. Other Business –

- Chair Coe discussed the handout for the changes to the agenda and minute suggestions prepared by Director Angell to incorporate into district policy for the Board to review and discuss at the next meeting.
- Chair Coe discussed the handout that was prepared by Director Nelson regarding the SSD board calendar reflecting the action items in the SSD Strategic Plan. Director Nelson explained how he created the calendar. Director Nelson asked the other board member to email him suggestions for the calendar and discuss it in further detail at the next meeting.

The Board adjourned for the executive session.

The meeting was adjourned at 4:26 P.M.

Board Chair, Jim Coe

Recording Secretary, Sharon L. Smith