

# SUNRIVER SERVICE DISTRICT

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## SSD Joint Meeting with Deschutes County – Meeting Minutes Thursday December 19, 2023, 11:00 am Hearth Room Sunriver Main Lodge

- Call to Order:** Chair Fister convened the joint meeting of the SSD Managing Board and Deschutes County Commissioners meeting at 11:09 a.m.
- Roll Call/SSD:** Chair Fister, Vice Chair Shoemaker, Treasurer Beenen, Director Ralston, Director Kelley
- Roll Call/County:** Deschutes County Commissioners Patti Adair, Phil Chang and Tony DeBone present.
- SSD Staff:** Fire Chief Bill Boos, Fire Deputy Chief Rod Bjorvik, Police Chief Stephen Lopez, Police Captain Tory Kornblum, Board Administrator Mindy Holliday, SSD Office Assistant Heather McGuire
- Public Safety Bldg:** OR/PM Doug Nelson, KNCC Kenny Tyler
- SROA Staff:** James Lewis, General Manager
- County Staff:** County Administrator Nick Lelack, Deputy County Administrator Erik Kropp, Chief Financial Officer Robert Tintle, Legal Counsel David Doyle, Legal Counsel Kim Riley, Deputy Deschutes County Administrator Whitney Hale, Budget Committee Judy Trego
- Public Input:** None

### Welcome & Introductions

#### 1. SSD update

Chair Fister gave an update on the priorities of the District, which included protection and peacekeeping of Sunriver, being a strong asset to public safety for Deschutes County, and a strong community engagement. He discussed the accomplishments and positives for 2023 and looking ahead to 2024 the key focus areas for the District, which include the construction of the Public Safety Building to remain “on budget and on time,” drive a healthy five-year financial outlook, and continued improvement in training, recruiting and providing personnel opportunities. For the one to two-year outlook, Chair Fister’s goals include finishing re-working of staffing and budget, creation/execution of police staffing and recruitment, alignment of south Deschutes County fire resources, and review and renew the Strategic Plan.

#### 2. Public Safety Building update

OR/PM Nelson discussed the status of the construction of the Public Safety Building. He thanked the county for their help in getting initial permits done and approved in a timely manner. The team worked hard to get the building dried-in before winter. The exterior walls and the roof are covered with water resistive barriers, sitework and utilities installations continue to progress, phased demolitions continue

and in the existing fire station, the new addition on the east side has started ahead of schedule, doors and windows will be installed before the end of the year, and the rough-in for the mechanical, electric, plumbing and fire systems is progressing.

Fire personnel have remained in the existing station during construction while construction crews complete work in phases. OR/PM Nelson emphasized how well crews and contractors are working together throughout all phases to keep the project on schedule. The projected completion date is January 2025.

### **3. Fire Department update**

Chief Boos provided an update on the Fire Department and reviewed statistics for the year. He discussed how Sunriver Fire is a training ground for new fire recruits, and he hopes to get the Reserve program up and going again. He went over staffing, Deputy Chief Bjorvik's fire deployments, staff training, working through the construction, and the concern for a better wildfire alert system due to the limited evacuation routes in and out of the Sunriver area. Chief Boos shared he has actively been working with the new chief of La Pine Fire Department to establish a better relationship and to look for ways to provide better joint service. Chief Boos' goals include implementing a solid health and wellness program for staff, policy review and updates, better internal communications, assessing staffing program, updating emergency response plan, and reviewing the continuity of operations plan.

### **4. Police Department update**

Chief Lopez reviewed the Sunriver Police department statistics for 2023, and discussed staffing changes, including promotions and new hires. He stated the department is still actively hiring new officers. The department drone program was established, and one officer has become an expert in this area. Chief Lopez added the past year provided an opportunity to provide many officer trainings and new equipment was acquired. He stated the Police Department leadership is very well qualified with strong backgrounds. Sunriver Police also makes community policing a priority and attends multiple community events throughout the year. Chief Lopez said a high priority looking forward is hiring and retaining personnel, reviewing and assessing policies, passing accreditation, risk assessment, strategic plan development, Public Safety Building transition preparation, and continued development of new strategies.

### **5. Administrative Operations update**

Administrator Holliday reviewed 2023 which included the transition to move Accounting, HR and Payroll internally. She thanked the county personnel for their help and support during the transition. The District also moved all financials to Quickbooks software, and all payroll to ADP. She is currently working with the Chiefs and SDAO to update the organizational structure, job descriptions, and provide wage analysis information. Administrator Holliday will also be meeting with the auditors in January to provide a mid-year assessment now that she is managing the District's financials. As far as goals for 2024, Administrator Holliday looks to prioritize training and professional development, assess expenses, look for efficiencies, and continue to seek guidance from Deschutes County on multiple matters.

Meeting adjourned at 1 p.m.

Submitted by Board Administrator, Mindy Holliday