

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

1:00 p.m. Thursday, January 15, 2026

Meeting In Person at Seator Hall Conference Room and Via Microsoft Teams

Call to Order: Chair Fister called the meeting to order at 1:00 PM

Pledge of Allegiance

Roll Call: Chair Fister, Vice Chair Shoemaker, Treasurer Zook, Dir. Kelley and Dir. Stephens were all present.

SROA: Ex Officio Randy Schneider

SSD Staff: Fire Chief Boos, Police Lieutenant Van Meter, and Administrator Holliday

Public input:

Sunriver resident Thomas Kelley submitted an inquiry regarding concerns related to Flock camera monitoring. Chair Fister will discuss the matter further with Police Chief Rasic and will follow up with Mr. Kelley.

Consent Agenda

1. Motion to approve:

- a. November 20, 2025 Regular Board meeting minutes
- b. December 16, 2025 Joint SSD/Deschutes County meeting minutes
- c. December 18, 2025 Regular Board meeting minutes

Dir. Kelley moved to adopt the consent agenda; seconded by Treasurer Zook. The motion passed unanimously.

Old Business

2. Public Safety Building Construction Update

Chair Fister provided the update on the Public Safety Building construction, stating there have been no significant changes since the December meeting and a few items remain outstanding. Approval has been received from SROA regarding minor stain and paint changes, and work will proceed once favorable weather conditions allow.

Fire Chief Boos added that concrete grinding will take place in the decontamination room, followed by epoxy application. Following that the contractors will grind the hose room floor; all hose equipment will need to be temporarily removed during this work.

3. Update and status of SSD Reserve Study

Administrator Holliday is waiting on numbers, no update at this time.

4. Update on SROA Rules and Regulations/Bike Patrol contracts

Chair Fister stated negotiations with SROA are ongoing.

5. Discussion and Vote: Approval of an SSD insurance buyout for eligible employees

Administrator Holliday presented a one-time voluntary separation offer for district employees, providing eligible employees the option to separate by September 30, 2026. Employees will receive one month

District provided healthcare coverage for every year of service. The specific terms of the offer, including eligibility requirements and benefit calculation details, were outlined in a letter prepared for distribution to all staff. Administrator Holliday also presented the background and rationale for the proposal, noting it had been vetted with legal and is consistent with similar programs offered by other local government entities. Interested employees must respond by February 27, 2026.

Dir. Stephens joined the meeting at 1:09 p.m.

The Board discussed the proposed response timeline and agreed the six-week window was appropriate.

Vice Chair Shoemaker moved to approved SSD insurance buyout for eligible employee issuance; seconded by Dir. Kelley. The motion passed unanimously.

New Business

6. Monthly Chief/Administrator's Reports

Police Lieutenant Van Meter

- Calls for Service and Staffing: In December, the Police Department had 512 calls for service, a slight increase from November. Self-initiated activity has increased, and staff levels have returned to normal for various reasons, contributing to a rise in traffic stops. Of the 19 ongoing investigations, 2 occurred outside of Sunriver. In the Caldera/CW area, there were 15 calls; SPD responded to 4, while DCSO handled 11. Citizen Patrol volunteers contributed 22 patrol hours and completed 25 house checks, for a total of 99 community service hours.
- Contract negotiations with SROA regarding rules enforcement and Bike Patrol are ongoing. Discussions between Chief Rasic and James Lewis continue, with no significant progress on material terms to date.
- Contract negotiations with the SPOA for the CBA have reached a tentative agreement on language, and discussions are now focused on financial matters.
- Recruitment efforts for Sergeant and Officer positions continue. Jason Van Meter has been promoted to Lieutenant, a provisional offer has been made to a Sergeant applicant, and entry-level officer recruitment remains ongoing.
- Lt. Van Meter successfully completed training at the FBI Academy in December.
- Community Engagement: Participated in events including Shop with a Cop and Wonderland Express.

Vice Chair Shoemaker inquired about any concerns or calls regarding the Flock Camera System in Sunriver. Lt. Van Meter explained both internal and external discussions have taken place, and he and staff have worked extensively to understand the system and its proper use in the community. He shared an example of an elderly person reported missing; using the Flock system, he was able to confirm the individual had not left Sunriver, and the person was safely located shortly thereafter. Lt. Van Meter emphasized that the Sunriver Police Department has implemented a robust set of security measures to ensure the system is used responsibly.

Administrator Holliday

- Budget and Payroll: The FY25 audit was submitted to the state, and development of the FY 2027 budget is underway. Administrator Holliday stated health insurance costs are anticipated to increase.
- Administrator Holliday reviewed the PERS sick leave sell-back program for Tier 1 and 2 employees, and the need for corresponding paperwork to be submitted to PERS. In addition, she is working on resolving various PERS-related issues.

- Human Resources: There was a transition to a new Flexible Spending Account (FSA) provider, with Administrator Holliday assisting employees in navigating the program. Staff have been provided with data and information regarding the One Big Beautiful Bill (OBBB) and potential federal overtime exemption benefits.
- Administrator Holliday met with Deschutes County HR regarding Equal Pay Act requirements and will begin implementing the necessary review to ensure compliance with the state's three-year mandate.
- In other updates, work continues with the nominating committee on District Board replacements and potential district expansion.
- Rachel Popp, new executive assistant, has settled in quickly and is already making valuable contributions.

Fire Chief Boos

- 2025 yearly report: In 2025, fire successfully managed all EMS calls without relying on mutual aid from neighboring areas. Overall call volume remained consistent with last year, while improved turnout times allowed crews to respond more quickly. Both mutual aid given and received decreased. Training hours have increased. Ambulance revenue rose significantly, largely due to higher ALS response costs. Although the true cost of an ALS response averages \$7,000, the District charges \$2,000, with property taxes covering the difference. Fire billing rates are in line with Central Oregon norms but rising operational costs and limited federal reimbursement continue to pose challenges.
- Calls for Service: In December, calls were up compared to the previous year. There are no fire responses in December of 2024 or 2025. Fire provided mutual aid nine times but received none, demonstrating strong internal coverage.
- OSFM Heather Miller will talk to SROA Board about home hardening and defensible space. SROA would like to start a wildland task force. The Oregon State Fire Marshal is transitioning to a new, nationally standardized fire reporting system. Training is complete, and everyone has now gone through it, so implementation is progressing smoothly.
- Chief Boos participated in the Oregon Fire Chiefs Association Roundtables; discussions were around worker's compensation.
- Operations Update: The Fire Department has regular case reviews with physician advisor, Dr. Murphy. He noted the team handled complex OB and pediatric cases exceptionally well.
- Deschutes County approved the R-327 building code for home hardening in unincorporated areas, impacting fire-resistant construction and potentially future remodels in Sunriver. The county's next step will address defensible space, which could further affect local building standards.
- Deputy Chief Bjorvik will provide coverage for Chief Boos January 29- February 14.

7. Allocation of funds for legal research on potential district expansion to Caldera/Crosswater for police services only

Vice Chair Shoemaker noted there are questions regarding the potential expansion of district police services to the Caldera and Crosswater communities. He proposed retaining outside legal counsel with experience in service district expansions to provide guidance, with a retainer fee not to exceed \$10,000. Dir. Stephens added that the Sunriver Service District is a unique District within the state, being both police and fire. Therefore, there is no template or existing model to follow for this type of expansion, making it important to seek guidance from those with specific expertise in this area. While the District currently utilizes Deschutes County Legal, there may be a potential conflict of interest, necessitating separate legal representation. Administrator Holliday further stated that Caldera and Crosswater approached the District expressing interest in receiving police services; therefore, whether in this

situation or any similar circumstance, it is the District's responsibility to gather the necessary information.

A board vote on this proposal is scheduled for next month's meeting.

8. Fire Chief Boos' Employment Contract Revisions

The Board discussed and reviewed revisions to Fire Chief Boos' employment contract. The contract will be retroactive from September 2025. A board vote on approving the contract is scheduled for next month's meeting.

9. Policy Regarding Use/Allocation of 717 Funds

Chair Fister stated staff had been asked to research whether Public Safety Building (717) levy funds could be used for the land lease, utility bills, or ongoing building maintenance. Legal counsel advised that these funds are restricted to building construction and loan repayment, consistent with the ballot language approved by voters, and should not be used for utilities or maintenance expenses.

In addition to the levy funds, other revenues—including interest earned and a \$500,000 transfer from 715 to 717—are in the 717 Fund. Administrator Holliday clarified that while levy funds cannot be used for the above expenses, other revenue sources could be considered. She recommended continuing to use Fund 715 to cover these costs, even though using Fund 717 could help alleviate some financial pressure on 715. However, doing so would reduce reserve levels and create additional administrative work and oversight requirements. The Board provided direction to continue utilizing Fund 715 for the land lease, utility expenses, and ongoing building maintenance costs.

10. Vacancy on Sunriver Fire Department Civil Service Commission

Chief Boos shared the Civil Service Commission has a vacancy due to Doug Seator's passing. He would like assistance in filling this vacancy and to schedule a meeting soon to discuss various topics. Chair Fister agreed to attend the meeting.

11. Adjustment of February and March Regular Board Meeting Times

The Board agreed to move the February and March regular board meeting times from 1 to 2 p.m. to accommodate a board member traveling abroad.

12. Review and approve December 2025 unaudited financials

Fund 715 Receivables:

Administrator Holliday reported 90% of property tax revenues have been received. Ambulance revenue is also on budget. Miscellaneous income district has been receiving funds from prior payroll tax inaccuracies she has been working with the IRS to get refunded. All conflagration reimbursements have been received.

Expenses:

Police Department: Personnel and benefits are below budget but will begin to notice changes as newly hired staff begin. Materials and Services are under budget. Overall, police department is under budget.

Fire Department: Personnel and benefits are right on budget. The separate document for conflagration breakdown of overtime shows the amount reimbursed from fires versus staffing overtime. Materials and Services under budget.

Bike Patrol: Nothing new to report.

Administration: Personnel is under budget but will notice changes with new Executive Assistant Rachel Popp starting. Legal is currently slightly over budget, and to note with the additional legal fees to research district expansion will be allocated to this fund as well. Materials and Services are under budget.

Fund 716

The Fire department completed outfitting the capital truck and are just waiting on final invoice. The Police department has purchased the capital equipment (suppressors), but invoices are still pending.

Fund 717

Administrator Holliday stated the recent budget adjustment is included in the financials. There is roughly \$1.1 million in the fund, however, there is an expected large expense to Kirby Nagelhout Construction and upcoming loan payment is due.

Overall, each fund is doing well. Administrator Holliday will correct the conflagration fire revenue to the correct budget line.

Dir. Kelley moved to approve the December 2025 unaudited financials; Treasurer Zook seconded. The motion passed unanimously.

13. December 2025 SROA Board meeting

Ex-Officio Schneider provided an update on the recent SROA Board meeting, which included discussion on the fire protection task force, the proposal to open the member pool during winter, community development for enforcing tree protection, the Rules and Regulations task force, TDS updates indicate that 1,300 residences have been activated, and concerns regarding e-bike usage on the new Bend to Lava Butte path.

Other Business None.

Vice Chair Shoemaker moved to adjourn; seconded by Treasurer Zook. The motion passed unanimously.

Meeting adjourned at 2:42 P.M.

Submitted by Executive Assistant Popp