

Black Butte Ranch Police Department



Managing Board Meeting Minutes
April 19, 2018

CALL TO ORDER Paul Janssen – 9:00 a.m.

Members present: Caryl Gibson, Mike Gemmet, Rosemary Norton, Judy Osborne
Members Absent: Carl Burnham, Steve Amsberry
Others present: Chief Kelley, Lori Steinthal

Approval of the March 15, 2018 Meeting Minutes

Resolution: Caryl Gibson moved that the March 15, 2018 meeting minutes be approved, seconded by Judy Osborne; unanimous.

I. FINANCIALS – Norton

Resolution: Rosemary Norton moved that the March 2018 financials be approved, as presented, seconded by Judy Osborne; unanimous.

II. COMMITTEE REPORTS

A. The County budget meeting date has been rescheduled to June 6th. Nora Ellison is available to attend this meeting.

III. CHAIR'S REPORT – Janssen

A. The Oregon Association Chief of Police (O.A.C.P.) has formed a subgroup specifically for smaller agencies. Chief Kelley is now Co-Chair of the group, on a state-wide basis. The newly formed group is in the process of identifying what the groups overall focus will be.

IV. CHIEF'S REPORT – Chief Kelley

A. Personnel

- A. We will be conducting interviews on Monday, April 23rd. The interview panel will be Tim Edwards, Steve Vuylsteke, Paul Janssen and Lori Steinthal. Each applicant will also meet, on a more casual basis, with Chief Kelley and Sgt. Schulz immediately following each of their panel interviews. The panel will be using a scoring scale and questionnaire that Chief Kelley, Sgt. Edwards and Lori put together. Chief would like to have a decision on the new hire by 4/27. A full background will need to be completed, along with a few requirements, which should take approximately 6 weeks to complete everything. Chief is targeting July 1, 2018 for the official new hire start date.
- B. Tim Edwards will be retiring. His last day will be June 22nd. Steve Vuylsteke will move into the Sgt. position. This position has been a part-time position, largely due to having a succession of people who wanted part-time. Steve Vuylsteke is interested in full-time. Chief Kelley would like to make this position a full-time. This would allow him some flexibility and would open the position, in the future, to more candidates. Additionally, having Steve on full time would allow Sgt. Schulz, who currently covers many graveyard shifts, to switch (or share) those graveyard shifts with Steve, allowing Rob to focus on more day to day administrative work. Paul Janssen suggested a possible option would be to make the position full time during the summer months and part time during the off season. Chief Kelley thought it was an interesting idea but would require some more research. One issue would be how to switch the

pay structure from part time to full time, as part time employees are paid on an hourly basis and full time are salary.

Resolution: Caryl Gibson moved that a second full time Sgt. position be approved, as presented, seconded by Judy Osborne; unanimous.

B. Activity

- A. The numbers are in line with previous years.
- B. O.T. hours are well below average for the current FY.
- C. Training hours are down slightly due to Bend PD cancelling a March training class (would have been approx. an additional 16 hrs. of training).
- D. Rob has been in Lakeview several times assisting with the transition to the new Chief. Rob is under a separate contract with Lakeview and the days he is there, he is taking PTO from our department. Chief counted this activity as an "event" because it is a service we are providing to another agency. Chief Kelley may also make a future trip to Lakeview to conduct an agency assessment.
- E. Dan Slauson has been on graveyard shift and has been conducting building checks during his shifts. He is finding a large number of doors and windows unsecured. Chief suspects this has been happening for some time and we have not been making a note of the findings. Chief shared this information with Jay Head yesterday and he is concerned. He will be addressing the issue with his staff.
- F. Chief briefed the board on a recent call from a homeowner and property manager. They were concerned that the cleaners were possibly sub-letting or using the house themselves. Chief is looking into different ways to work with the community, management companies and BBR homeowners to minimize these types of situations. The Ranch has installed a few cameras at different locations on the Ranch. Chief has asked for access to the video feed from those cameras. There will be additional cameras installed in the future.

C. Equipment

- A. We are looking into purchasing a couple of Airsoft pistols for training. We would use them for "force on force" training. They are about \$100.00/each.
- B. We recently purchased two flags, an Oregon State flag and a US Flag. Both are displayed in the PD lobby. We will use them for ceremonies, events and photos.

D. Training

- A. We have an all-day in-service training coming up that will cover force on force training and legal updates.

E. Misc.

- A. Chief is almost through his second re-write of the employee handbook. Chief thinks it is currently more detailed than it needs to be. He was able to briefly discuss the handbook with an attorney with Peck, Rubanoff & Hatfield, who was attending the OACP Conference in Bend last week. This particular law firm has experience in this area, so the Chief may have them review the final document for recommendations.
- B. The radio system is improving. The biggest step in this improvement was having an engineer from Mot and one from Harris working together to resolve outstanding issues. Steve Reinke (9-1-1 Director) retired.

V. OLD BUSINESS – Janssen

- A. Paul has finished his review of the Districts Policy & Procedures Manual. He updated a few areas, mostly terms and titles. There was nothing major to note. There were no further comments from the Board. Lori will re-type the manual.

VI. NEW BUSINESS

- A. Mike Gemmet shared that he had been contacted by a homeowner inquiring about the BBRPD pulling cars over in Sisters and an increased presence off Ranch and on the highway recently. He wanted to know how to respond. Chief explained that we do not go into Sisters to work traffic. The department does fuel our vehicles in town and the Chief and Sgt. Schulz do have take home cars and travel through Sisters on a regular basis. We do cover calls for service in Sisters and/or hazards on the Hwy and cover other agencies, but he doesn't think our activity in Sisters has increased since he has been with the department. Chief did go on to say we have had a bigger presence on the Hwy, due to several grants and for safety corridor improvement. Chief also discussed a recent sting operation the department was involved in, involving an independent housekeeper (who has done work in the past on the Ranch). Not wanting to bring this person out to the Ranch, we intentionally set the sting up in Sisters. The sting did result in an arrest. Chief covered our jurisdiction boundaries and explained that our department has authority state wide. He also mentioned the cost per homeowner is \$100.00 a year per every \$500K assessed amount. If BBRPD did not exist, the nearest Deputy would be in Sisters and that currently is not a full-time position. Mike felt that was enough information for him to respond back to the homeowner.
- B. Paul has a conflict with next months meeting date and asked if the board would be available to hold the May board meeting on May 24th, instead of the 17th. Lori will send out an email to all board members to check availability.

VII. CALENDAR

VIII. PUBLIC COMMENT

None

IX. NEXT MEETING DATE

May 24th (to be confirmed)

X. ADJOURNMENT

Meeting adjourned at 10:10

**Next Meeting Date:
Thursday, May 24th, 2018
Time 9:00 a.m.
Location: The Admin. Bldg.**