



**CALL TO ORDER** Paul Janssen – 9:05 a.m.

Members present: Caryl Gibson, Steve Amsberry, Rosemary Norton (via phone), July Emry-Dougherty (via Zone)

Members Absent: Judy Osborne, Carl Burnham

Others present: Chief Kelley

Others Absent: Lori Steinthal

### ***Approval of the January 19, 2016 Meeting Minutes***

*Resolution:* Caryl Gibson moved that the January 19, 2017 meeting minutes be approved as presented, seconded by Rosemary Norton; unanimous.

### **I. FINANCIALS**

*Resolution:* Steve Amsberry moved that the January financials be approved as presented, seconded by Caryl Gibson; unanimous.

### **II. COMMITTEE REPORTS**

One meeting took place (chaired by Carl Burnham) to discuss the body camera policy and make sure the district is in full compliance with the law. Per the Chief, no substantial changes were needed. Carl will report the committee's findings to the Board at the March meeting.

### **III. CHAIR'S REPORT - Janssen**

A. There has been substantial water damage to the inside of the department, specifically to the Evidence Room. The department would like to make some slight changes to improve the security of the Evidence Room.

### **IV. CHIEF'S REPORT – Chief Kelley**

#### **A. Personnel**

No changes

#### **B. Activity Report**

A. A slight bump in training hours and commendations. Some of the commendations covered the last six months and were well deserved.

**B. Equipment**

- A. Chief has budgeted for a new vehicle next year, but we will probably not need to purchase one.

**D. Training**

- A. Department trains heavily, 9 months out of the year. We train in part with Bend PD. We are currently involved in *active shooter* and *de-escalation* training and in two weeks we will be doing *defensive tactics* training, *EVOG* (emergency vehicle operations) training. Chief offered to let all the Board members know of the next training dates so that if any members want to observe, they can make arrangements.
- B. Every month each officer completes 3 hours of on line training related to our policy manual.

**E. Misc.**

- A. The Evidence/Property Room is under strict guidelines for storing and the handling of property. Only two people have access to the room; Sgt. Schulz and Lori Steinthal. Because of the leaks and mold that developed inside the Evidence Room, all the property had to be evacuated and transferred to Bend PD property room for storage. We still maintain custody & Chain of Command of our property and evidence. Since all the walls have been torn down inside the Property room, we would like to make some changes to improve the security and efficiency of our property room. The room is currently not vented so we would like to add venting. In addition to the venting, we would like to move our computer into the property room, enlarging the room slightly, and install professional property lockers. Evidence could then be put into locker, by the officer, by pushing a button, the locker is locked so that there is no access from the outside. This allows a much more secure process than we currently have. Some electrical and plumbing work would be upgraded. The current bid to purchase the lockers and complete all the upgrades and improvements is \$10,383.00 (this cost is above and beyond the insured repairs covered under the BB Ranch insurance policy). Would like to move forward with this, if the board approves, within the next month. Some types of evidence could be, but not limited to: guns, drugs, found property. Funding would come from our current budget (we are currently under budget) and there would be no need to increase our budget. Paul Janssen asked for input/questions from the board and requested that the board make a motion to approve the funds from our current budget (not specific to any budget item).

**Resolution**

2017-02-01: Steve Amsberry moved to approve the funding & repairs to the Evidence Room as presented, seconded by Caryl Gibson; unanimous

- B. Chief reviewed the three *draft* versions (as requested by Paul Janssen) of the budget. The differences between the three versions are:
  - a. Version 1 reflects (Personnel side, last FY) the cost of living increase applied only to the Union employees (4).
  - b. Version 2 reflects all 8 employees receiving the same cost of living increase.

- c. Version 3 reflects version 2 plus including health care for the part time Sgt. The ACA has requirements as it relates to part time employees. Sgt. Edwards is right on the cusp of the guidelines, working 30 hrs. month. When Sgt. Edwards was hired, he was offered health insurance, but declined the insurance coverage because he is covered under his spouse's insurance. His wife is retiring at the end of Aug. In version 3, Chief assumed 100% health care for Sgt. Edwards & his spouse, full MERP, full HRA-Veba) to give the Board an idea of the cost increase would look like. However, a possibility would be if he only works  $\frac{3}{4}$  of the time, offer compensation for  $\frac{3}{4}$  of the cost of the insurance coverage. The health care costs go from \$139K to \$155K. The % changes are represented in the far-right column on the purposed budget spreadsheet. % numbers are reflective of the purposed budget and the current budget. 35% increase in the part time Sgt's. position is due to his current actual trend. Big ticket items are health care costs (with or without Sgt. Edwards) and PERS (almost 20% increase). The good news with PERS, is this increase will be for the next 2 fiscal years. Increase in PERS is about 2% per person overall (there are two employees that are not participating in PERS). We are at 23.6%, for the three participating officers. The cap is 25%, once 25% is reached, the employees would pay the difference. Chief believes this should be the final PERS number and should be good for the next to two fiscal years. The next step is to provide the purposed budget to the budget committee for their recommendation, then the final recommended budget goes to the county for final approval. Cost of living numbers, from the government should be coming soon. The numbers across the three versions of the proposed budgets show the lowest (version 1) at a 6% increase and the highest (version 3) at a 9% increase. We are still accruing money year over year. We are almost at 100% of revenue with one more month of tax revenue coming in March. Chief will have all the draft information & preparation notes out to the board next week.
- C. Chief answered several random questions regarding Human Trafficking, Emergency preparedness topics and recent local incidents with the board members, evidence retention requirements as it relates to body camera footage. Chief offered the possibility of showing the board members body camera training footage to demonstrate what you can and can't see in the video of the body camera.

#### V. OLD BUSINESS – Janssen

Take Home Vehicles – A draft was given out to members during the January meeting. This is an important personnel policy, so Paul Janssen requested a motion to accept the policy, as provided in the draft.

#### *Resolution*

2017-02-02: Steve Amsberry moved to approve the *Take Home Vehicle Police* as presented, seconded by Caryl Gibson; unanimous

**VI. NEW BUSINESS**

- A. Paul Janssen mentioned the upcoming eclipse on 8/21 and the huge load to our nearby communities (mainly in Madras area) with the thousands of extra people coming to the area. The local emergency departments are preparing for the increase and some of our officers may be called to work in the Madras area. Chief has advised all the officers and is prepared to make shift changes, if needed.
- B. HRA/Veba benefit - The Chief was not eligible for this benefit when this was offered last year, as he did not participate in our health insurance. He is now participating and covered under our health care insurance. The HRA/Veba is part of the health benefits and it was recommended by our insurance rep (Kim Nichol森) that the Chief also be included in the HRA benefit plan. Paul Janssen approved the enrollment and funding last week and an account was set up and funded (\$2K) for the Chief.
- C. The annual luncheon with the County Commissioners is usually held in June. We generally try to hold the luncheon on the same day as our monthly board meeting. June's meeting will fall on June 15th. Lori is working with the county to see if 6/15 will work for the commissioners. There is a possibility the June Board meeting could be rescheduled to a different day in June. More to follow.
- D. The BBRPD Board has only one change this year, that being Carl Burnham term. His first term is scheduled to expire in June. Paul will speak to Carl about continuing for a second term.
- E. Caryl reviewed the BBRPD & BBRFD "How We Are Looking Out for You" flyer she is working on with the two departments.

**VII. CALENDAR**

**VIII. PUBLIC COMMENT**

None

**IX. NEXT MEETING DATE**

March 16, 2017

**ADJOURNMENT**

Meeting adjourned at 10:20

<p><b>Next Meeting Date: Thursday March 16, 2017 Time 9:00 a.m.</b></p>
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