



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

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

Approval of the January 18, 2018 Meeting Minutes

Resolution: Mike Gemmet moved that the January 18, 2018 meeting minutes be approved, seconded by Caryl Gibson; unanimous.

I. FINANCIALS – Janssen

Tax revenue is on target for this time of year. We are at 58% overall YTD. Steve Amsberry asked for details on account 7080 and Mike Gemmet asked about account #7052. Lori will get specifics after today's meeting. Chief mentioned we do not expect to purchase a car this year. He did budget a new vehicle into next year's budget.

Resolution: Steve Amsberry moved that the January 2018 financials be approved, as presented, seconded by Caryl Gibson; unanimous.

II. COMMITTEE REPORTS

None

III. CHAIR'S REPORT – Janssen

None

IV. CHIEF'S REPORT – Chief Kelley

A. Personnel

- A. Officer Steve Vuylsteke has been hired by the Sunriver PD. His last day will be March 12, 2018. The department has a replacement lined up and has already started the hiring process. Chief hopes to have the new officer on board prior to Steve's departure so that the two of them can work together/train for a week or two. Paul Janssen has approved the over hire expense for a few weeks. The new officer will be a full time/temporary employee. He has 25 years' experience in law enforcement. This will be a non-union position. The District will pay for medical insurance, but there will not be any PERS contributions, MERP or VEBA costs. He will accrual sick time, but not vacation time. The Department will post the position for a permanent employee, which could take up to 3 months to fill and complete the process.

B. Activity

- A. The department received another ODOT speed grant (traffic) for \$4K.
- B. Activity on the Ranch is light (normal for this time of the year). Chief covered several recent calls (3 arrests, DUII & a shoplift).
- C. OSP has requested their officers be allowed access to the BBRPD. This would allow officers patrolling the pass and HWY 20, to write their reports and use the facilities without having to drive back into Sisters or Bend. Chief is working through the details to allow them access to the department.

C. Equipment

Nothing new to report

D. Training

- A. In-service training (range, legal updates, skills) was completed this week. Sgt. Schulz instructed the firearms training. Policy training is ongoing (requirement is 4 hrs./per person/per month).
- B. Bend PD will be hosting driving training next month. We will be participating along with Sunriver.

E. Misc.

- A. Chief has sent out a draft of the budget to the Budget Committee and copied the BBRPD Board. He noted that the District does not currently pay for two officers PERS (Edwards & Vuylsteke) because of their retirement status, nor were these numbers included in our 2017 budget. However, the county practice is for departments to budget full PERS benefits for all employees, regardless of their position. This will result in about a 31% increase in categories 7021 & 7031 in our new budget. Additionally, there is no increase from our current PERS rate. The state adjusts the PERS rate every two years, next year we will see a significant jump in that rate. Chief reminded the Board that there is a 25% cap on PERS contributions paid by the District. Once the 25% is reached, the represented (Union) employees will begin to pay their 6% portion of the contributions. Our Workman's Comp rates are estimated to drop by 10% and Medical insurance rates are estimated to increase 16% for the next FY. The department is looking at an 8% overall increase, with PERS & health care being the two largest contributors to the overall increase. Chief met with Nora Ellison, who is on the BBR Budget Committee, and reviewed our planning process for the Levy and the overall budget. Chief's goal is to have the Budget finalized by next month's meeting.

Once the BBR Budget committee and our Board approves the budget, it is then presented to the County for vote and final approval. The County budget meeting is scheduled for May 9th. Two budget committee members must be present.

- B. Command Staff is working on the department employee handbook.
- C. Chief suggested reviewing the section on PTO cash outs in the union contract at the next contract negotiation session. The union contract wording indicates 40 hrs. of PTO may be cashed out per calendar year. Theoretically, an employee could cash out twice in a FY, which is not budgeted for twice a year. The non-representative employees may cash out 40 hrs. of PTO once in a FY.
- D. Paul Janssen asked about a department complaint. Chief provided a high-level brief but gave no specific details due to an ongoing investigation, but noted it does not appear to be criminal.
- E. 9-1-1 continues to deal with the ongoing radio issues. Different agencies are experiencing different issues. The Union sent a letter to all the law enforcement agency CEO's about their concerns. They have filed a complaint with OSHA. Corporate reps from Harris are now on site at 9-1-1 to help resolve the issues. There are weekly meetings with Agency heads, Union reps, Harris reps and MOT reps to trouble shoot all the problems. Chief has assigned Officer Elliott to be our department QA (radio) and make sure both types of radios are uniformly programmed, manage documentation for any/all work that is done on our radios and training of the staff. Chief mentioned a lot of what the media is reporting is not accurate.

V. OLD BUSINESS – Janssen

- A. Caryl, Steve and Lori will be working on details for a department/Board get together. Date & location to be determined.
- B. Paul is working on a re-write of the department's Policy & Procedures manual over the next few months and would appreciate any feedback from the Board.

VI. NEW BUSINESS

Paul noted that 2 board members will be completing their first-year term on the board (Judy & Rosemary) and hopes they continue for another term, resulting in no open seats for the upcoming year.

VII. CALENDAR

VIII. PUBLIC COMMENT

None

IX. NEXT MEETING DATE

March 15, 2018

X. ADJOURNMENT

Meeting adjourned at 10:03

**Next Meeting Date:
Thursday, March 15, 2018
Time 9:00 a.m.**