



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

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

Approval of the November 17, 2017 Meeting Minutes

Resolution: Steve Amsberry moved that the November 17, 2017 meeting minutes be approved, seconded by Caryl Gibson; unanimous.

I. FINANCIALS – Norton

Resolution: Caryl Gibson moved that the November 2017 financials be approved, as presented, seconded by Steve Amsberry; unanimous.

Resolution: Caryl Gibson moved that the December 2017 financials be approved, seconded by Steve Amsberry; unanimous.

II. COMMITTEE REPORTS

- A.** Rosemary met with the Chief and reviewed the budget forecast report done by Dave Dougherty. Chief is planning on starting on his portion of the budget in the next week, he is waiting for some projections from WHA. He and Rosemary will meet again in early February. Rosemary noted that in 2016/2017 the revenue was more, and the expenses were less than what was forecasted. The budget committee will look at Levy preparation later in the year.

III. CHAIR'S REPORT – Janssen

IV. CHIEF'S REPORT – Chief Kelley

A. Personnel

- A. The flu season has hit. We have one of our officers currently out with the flu.

B. Activity

- A. December was a bit light. The Dept. had 8 calls for service on the Ranch. 97 total incidents & 115 self-initiated calls. Citations decreased a bit, largely due to officer vacations.
- B. Officer Elliott will be given a commendation for his assistance with an accident on the Ranch. The father of the minor involved in the accident sent a "Thank You" letter with \$500.00 in Home Depot gift cards to the department. The cards were intended for Mitch and the FD EMT's who responded to the accident. The PD & FD are going to use the cards to purchase material for a dunk tank.
- C. Sgt. Schulz put on a CCW class last night and had about 16 participants. The time slot (6:30 to 8:30 pm) seems to work well for most people. It was a very successful class.

D. Equipment

- A. Chief updated the Board on the current on-going radio issues. OSHA received a formal complaint from the Union, and is now involved due to potential officer safety issues. Weekly meetings have been ongoing and will continue until all problems are resolved. Harris has stepped up and

assigned a head engineer to take ownership for resolving the issues. Department Heads from all agencies, Motorola engineers, Harris engineers, Dispatch and Union members are present at the weekly meetings. Chief is going to assign Officer Elliott to be our radio expert and to be responsible for verification of our radio templates, switch selections in the vehicles, user manual and overall quality control.

E. Misc.

- A. Chief Kelley explained some of the specifics of a new State law that went into effect Jan 1st, called the Extreme Risk Protection Order.
- B. Chief Kelley shared with the Board how our department will be able to share our body camera footage from calls we respond to with other agencies. This footage will help in the accuracy of the report writing. He is also reviewing our current policy to make sure this process is covered and adequately worded in the policy.
- C. Chief has started working on the department employee handbook. He utilized Sunriver PD's handbook as a starting point and will adjust to fit our department. A lot of the procedure's and processes are covered in the Lexipol policy, so he will be able to simply reference the Lexipol policy number in the handbook. Once he has the draft completed, he will pass onto the Board for review.
- D. Enforcement of Ranch rules vs Fed & State enforcement was discussed, as the two are a bit different.
- E. Chief Kelley advised the Board on the outcome of the Evidence Room breach. An inspection of the property room was conducted by an outside agency. 100% of the property was accounted for. The lock has been changed, new keys issued, and the alarm code has been reprogrammed. If any board member would like a copy of the final report, they can contact the Chief.

V. OLD BUSINESS – Janssen

VI. NEW BUSINESS

- A. Paul advised the board members of a SDAO Board conference in Seaside on Feb 8th & 9th, in the event anyone would like to attend.
- B. A copy of the BBRPD Service Districts Policies & Procedures were included in members meeting packets. Paul asked that each member review the document and provide any comments or suggestions for improvements. This will be on the Feb agenda and will be discussed in more detail at next months meeting. Chief Kelley requested that members specifically review the financial section.
- C. Paul brought up the idea of an employee/board member get together and asked for input from the Board. Members agreed and thought it was a good idea. It was decided to do a casual get together with spouses later in the year when the weather is warmer. Lori offered to host a BBQ at her house, if it is completed by the time of the event. Paul also offered his deck and The Lodge is also an option. Caryl Gibson, Steve Amsberry and Lori will work on putting something together.
- D. Chief Kelley reviewed the guidelines for Board members interested in participating in the MASA coverage. He will put together details on the program in a memo and get it to all the board members.

VII. CALENDAR

VIII. PUBLIC COMMENT

None

IX. NEXT MEETING DATE

February 15, 2018

X. ADJOURNMENT

Meeting adjourned at 10:14

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