



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

Members present: Caryl Gibson, Steve Amsberry, Carl Burnham, July Emry-Dougherty (via Zone)

Members Absent: Judy Osborne, Rosemary Norton

Others present: Chief Kelley, Lori Steinthal, Steve Silva/WHA Insurance

Others Absent:

### ***Approval of the November 17, 2016 Meeting Minutes***

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

### **I. FINANCIALS**

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

### **II. COMMITTEE REPORTS**

Carl Burnham, Rosemary Norton and Chief are scheduled to meet on Monday (1/23) to discuss the body camera policy and make sure the district is in full compliance with the law.

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

A. Paul Janssen expressed his appreciation in the efforts put forth in arranging the 9-1-1 tour. He was very impressed with what he saw and the level of knowledge and ability in the dispatchers.

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

#### **A. Personnel**

No changes in personnel. Chief did hand out several commendations on Tuesday night and has several more to hand out.

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

A. Activity is on a normal trend for this time of the year. He addressed some OT hour questions with Julie Dougherty, over the phone.

B. Chief discussed a couple of active cases (D.V. on New Year's Eve & coat theft).

**C. Equipment**

- A. County will be gifting the department with several radios. We will have to pay about \$1K/piece to flash upgrade, then they will be ready for use. All portables will be MOT Radios and the cars will all be equipped Harris radios.
- B. The 2008 Charger and the 2004 Impala have been sold.

**D. Training**

- A. Department is continuing to train with Bend PD. The training schedule is typically heavy the first part of the year.
- B. AED/CPR training will be done internally, in addition to radio operation, less lethal and weapons qual.
- C. Training hours, at the end of December were at 1010 for the entire department for 2016.

**E. Misc.**

- A. The department is experiencing multiple water leaks. The Evidence Room has several areas where water is coming into the room. This creates a bit of an issue, due to CJIS requirements. Steps have been put into place to make sure all evidence remains protected and secure. When repairs are scheduled we will most likely move all our evidence to another agency for storage until all repairs are completed and the evidence room can be secured.
- B. The accreditation process is moving along and the Chief hopes the process will be completed by April/May timeframe. The certification is an important piece of the Strategic Plan and the Chief encouraged the board to review the certification details.
- C. Chief will be starting the budget planning soon. The budget approval meeting with the county is already scheduled for June.

**V. OLD BUSINESS – Janssen**

- A. Take Home Vehicles – A draft was given out in November and the members were asked to review the policy. Paul Janssen recommended the following changes: *“Transportation for personal purposes which the Chief regards as incidental use. Other situations include i.e. 1) personal use when the Chief is on call and may be required to respond rapidly to Black Butte Ranch or an incident site, and 2) when a personal emergency arises while using a car on official business.”*

There were no further questions or comments from the members.

**VI. NEW BUSINESS**

Steve Silva reviewed the BBRPD Service Districts overall insurance policy. Discussed current deductibles, employee safety notifications and claim processes. Steve advised us to report any storm damages to our building to BBR Corp immediately. Chief Kelley asked Steve to confirm our coverage in the event of an employee being exposed to Fentanyl (Hazardous substance). Steve will also confirm if security camera's being installed would reduce our insurance cost. The district should be receiving their budget forecast from SDAO in early February.

**VII. CALENDAR****VIII. PUBLIC COMMENT**

None

**IX. NEXT MEETING DATE**

February 16, 2017

Black Butte Ranch Police

January 19, 2017

**ADJOURNMENT**

Meeting adjourned at 10:13 a.m.

**Next Meeting Date:  
Thursday February 16, 2017  
Time 9:00 a.m.**