



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 February 15, 2018 Meeting Minutes

Resolution: Caryl Gibson moved that the January 18, 2018 meeting minutes be approved with noted spelling corrections, seconded by Steve Amsberry; unanimous.

I. FINANCIALS – Janssen

Income is fine, we are at a healthy level, slightly better than budget. Personnel services is slightly below budget on an overall basis. M & S is well below budget. We don't intend to purchase a vehicle this year (although it is in the budget), possibly next year. Steve Amsberry asked about #7080, YTD \$ equip repairs detail. Lori will run a detailed report for him after the meeting. Caryl Gibson asked about the "Handcuff" expenses.

Resolution: Caryl Gibson moved that the February 2018 financials be approved, as presented, seconded by Mike Gemmet; unanimous.

II. COMMITTEE REPORTS

The Budget Committee is done with their review. They got together by phone and went through items line by line. It worked out well. Paul realized he did not get a formal nomination and vote to add Rosemary Norton and Nora Ellison to the budget sub-committee. He asked that a motion be made to nominate and vote in both members, after the fact. The county is asking for the nomination & vote.

Resolution: Steve Amsberry moved that the retroactive nomination and vote of Rosemary Norton and Nora Ellison to the budget subcommittee be approved, as presented, seconded by Mike Gemmet; unanimous.

III. CHAIR'S REPORT – Janssen

- A. Both Rosemary and Judy have agreed to re-up a second term (their first term will be up on June 30, 2018). Paul is pleased that they both agreed to remain on the board. We will not have any open seats this June and don't need to make any announcements until next year.
- B. Paul has finished reviewing the current Policy Manual. Paul does need to get with Lori to discuss the flow/approval of receipts (last page), in the next few weeks. He will mark the manual up and get copies to the board members for review.

IV. CHIEF'S REPORT – Chief Kelley

A. Personnel

Officer Steve Vuylsteke has been hired by the Sunriver PD. However, he has rescinded his request & has decided to stay. We also have Dan Slauson on board and have purchased his equipment and we now have an extra body. This is temporary, and we have room in the budget to carry an extra body.

Tim Edwards has let us know he plans on officially retiring in June, so we will move Steve into that position. We are accepting applications for the officer position. We will close the application process at the end of the month. Paul has asked Chief to look at adjusting the part time Sgt position to a full-time position. It would mean 10 hours more a week. Steve would be interested in that (Tim was not interested in working full time) but is flexible either way. Chief looked at the budget, the impact would be about \$25K (probably less than that). We are in a good position to absorb that amount. Steve Amsberry asked the Chief to discuss the need to add a full-time position. Chief explained the impact in workload is not that much, about 45 shifts a year. A second full time Sgt. position would give our department more flexibility and reduce overtime a bit. Part time employees that work more than 80 hours in a work period, are required to be paid overtime. The full time Sgt. position is not paid overtime. Another benefit to having a full time Sgt. and having Dan on board is schedule flexibility. We would be able to send a few personal to train with other agencies for a week at a time (with Detectives or Drug Unit), which would be a great experience for them and a benefit for the overall department. An additional advantage to bringing Steve into a full time Sgt. position is currently when he is called out on a CERT call, it is overtime pay. That will not be the case once he moves into a full time Sgt. position (no overtime pay). Some of the CERT calls can be 12 hours, easily. Chief and Rob have discussed adjusting some of Rob's work responsibilities. Rob would like to become Chief at some point and this could allow him to look into some additional education and take on a lot of the Chief's administrative duties. Rob will be handling the accreditation work and he is also currently doing some support work for Lakeview PD, who recently lost their Chief. Rob will be compensated by Lakeview and will take vacation from our department. Lakeview has just selected their new Chief, but there is probably a month of support work to do before the new Chief comes on board. Chief asked the Board to give him the flexibility to make the position full time. Paul is glad Steve is back and thinks he is an ideal candidate to fill the Sgt. position. The part time/full time position is not a requirement, however Paul thought there may be some advantage to it and would also allow the department some scheduling flexibility, especially during the summer. Caryl asked the best way to explain to homeowners the reason for hiring another full-time employee. It takes away a lot of the overtime and really is only 45 days more a year. Chief is fiscally responsible and realizes how important that is to the public. Paul suggested the board think about the full-time vs part time position for a month and discuss it at the April meeting when all the board members are present.

B. Activity

Chief briefed the board on the high-risk traffic stop last week out by the entrance to the Ranch.

C. Equipment

- A. We have some old Tasers that were at the Department when Chief Kelley came on board, that we will be transferring to Lakeview.
- B. The radio project looks like we have turned the corner. A dedicated technical engineer will be hired by 9-1-1 to handle the radio project moving forward.

D. Training

We received our training report from DPSST. We have zero deficiencies. They have some annual requirements (Ethics training) which is on the training calendar with Bend PD. Also, first Aid/CPR is on the books for next month. We will also schedule a public training for CPR in the near future.

E. Misc.

- A. The budget subcommittee approved our 2018/2019 budget. The Board now needs to also approve it, and then it will be presented to the Deschutes County Commissioners for final approval on May 9th. We do not know our COLA rates yet, Chief has budgeted 4%, but it may be less than that. The board has had time to look at it, and there were no outstanding questions from the board members.
- B. The Union contract covers the COLA increases for 4 of the personnel, there are 4 non-union personnel and the Chief would like a motion to make the COLA increase the same for all Union and non-union employees.

Resolution: Steve Amsberry moved that the 2018/2019 budget be approved, seconded by Caryl Gibson; unanimous.

Resolution: Mike Gemmet moved that the Non-Union employees get the same % increase as the Union employees for the 2018/2019 FY be approved, seconded by Steve Amsberry; unanimous.

- C. Chief informed the Board that the department purchased a Dunk Tank.
- D. Chief and Rob attended a small agency conference. Discussed common issues small agencies face. After the conference, it is clear our department is doing well compared to a lot of other small agencies. We are potentially in a position to help other agencies to identify the benefits of having a police department (why have a police dept, the cost of a department, retention of employees, pay scale).

V. OLD BUSINESS – Janssen

- A. Caryl, Steve and Lori will be working on details for a department/Board get together. Targeting end of July. More details to follow. Paul’s house will be a backup location.
- B. MOU with the Black Butte Ranch Board and the County. This is rather an official document. It is our authority of operation and cooperation with the Ranch. Paul reviewed it (as it is supposed to be reviewed once a year). He noticed that future appointments of this board should be run by the Ranch Association in the future. Mike Gemmet does not recall this being discussed at the large board meetings in the past.

VI. NEW BUSINESS

VII. CALENDAR

VIII. PUBLIC COMMENT

None

IX. NEXT MEETING DATE

April 19, 2018

X. ADJOURNMENT

Meeting adjourned at 10:04

**Next Meeting Date:
Thursday, April 19, 2018
Time 9:00 a.m.
Location: The Admin. Bldg.**