



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

Members present: Caryl Gibson, Judy Osborne (via phone), Carl Burnham (via phone)

Members Absent: Steve Amsberry, Rosemary Norton, Julie Emry-Dougherty

Others present: Chief Kelley

Others Absent: Lori Steinthal

Approval of the February 16, 2017 Meeting Minutes

Resolution: Caryl Gibson moved that the February 16, 2017 meeting minutes be approved, with noted typo corrections, as presented, seconded by Judy Osborne; unanimous.

I. FINANCIALS – Janssen

We are right on budget in the Income category as well as all other major areas. Chief Kelley noted the amount in the “Uniform/#7820”, included recent purchases of new duty vests. 50% of the cost for the vests will be reimbursed from a grant the department received. That money will show up under “Misc. Income” on the monthly Income/Expense report, once it is received.

Resolution: Caryl Gibson moved that the February financials be approved as presented, seconded by Judy Osborne; unanimous.

II. COMMITTEE REPORTS

Paul Janssen acknowledged the current budget committee members; Dave Dougherty, Rich Elliott and Rick Hartnack. He noted the budget committee is currently reviewing our 2017/2018 budget. The budget was submitted outlining three different scenarios. The BBRPD Board recommended their choice (version #3, with slight modifications), per the Budget Committee’s request. The Board must vote on the budget in the April board meeting.

III. CHAIR’S REPORT - Janssen

Nothing to report

IV. CHIEF’S REPORT – Chief Kelley

A. Personnel

There was an error in the accrual time for Lori. Her accrual time was being tracked based on a 35-hour work week. However, she has been working a 40-hour work week for the last several years. The correction resulted in an additional 66 hours of PTO time.

B. Activity Report

- A. After Hour Access activity spiked in the month of Feb. The department averages about 8-9 per month. In Feb alone, we had a total of 20 late arrivals. Chief reviewed the outline of service the PD provides under the current MOU we have with the Corporation.
- B. Chief Kelley and Sgt. Edwards traveled to Lakeview to help the PD with their Property Room audit. Sgt. Edwards put together a final report detailing what was found to be out of compliance, along with suggested corrections/procedures to get their Property Room compliant. They may re-visit the Lakeview PD in May for an overall agency review.
- C. The department is preparing for the summer activities. We will be doing bike checks, Radar Dolly checks and getting prepared for the Kids Safe program that runs in July & Aug.

C. Equipment

- A. The department has received 3 of 5 new mobile radios. Installation target date is the end of June. DCSO is gifting our department with some portable radios (they purchased these radios from a grant, so they cannot sell the radios). It will cost the department about \$1K per radio to upgrade (approx. a \$1K per radio savings). We will, in turn, be gifting some of our older radios (also purchased from a grant) to another agency.

D. Training

- A. The department logged about 101 hours of training last month. We would have had about another 20 hours; however, several people were not able to complete training due to illness. Mitch Elliott is attending a Trace Evidence Collection training class today in Salem at the Police Academy. Several officers attended the Skid Car training class, held in Bend. Chief thinks that there is a possibility to open this training up to any board members who would like to participate. He will advise the board on the next training. Judy Osborne had expressed interest in Active Threat training. Chief will put together some video, from some of our camera's and do a presentation to the board. Details will follow later. Chief is also considering hosting another Crime class with Tori Dickerson for the crime lab in Bend. Details to follow at a later date.

E. Misc.

- A. All the property had to be evacuated and transferred to Bend PD property room for storage, last month. Construction repairs on our Evidence Room are moving along. The hold up, now, is the evidence lockers. We are probably 6 to 7 weeks out before we receive the lockers. Our evidence will remain at Bend until our evidence room is complete. We still maintain custody & Chain of Command of our property and evidence.

IV. OLD BUSINESS – Janssen

- A. Carl Burnham and Chief Kelley confirmed that the Body Camera Use policy has been finalized and is now in effect.
- B. Board position #2, currently held by Carl Burnham, expires on 6/30/17. Carl has agreed to remain on the board for one more term (3 years). The Board agreed to elect Carl to a second term.

Resolution: Judy Osborne moved that the nomination of Carl Burnham to serve on the BBRSD managing board, Position #3, for another 3-year term be approved; seconded by Caryl Gibson; unanimous.

VI. NEW BUSINESS

- A. Paul Janssen noted the meeting date in June will be on the 22nd, in conjunction with the annual Deschutes County Commissioner's Luncheon. The Board meeting will begin, prior to the luncheon, at 10:00 a.m.
- B. Caryl Gibson shared the flyer she has been working on that highlights some of the services the Police and Fire Departments offer. The flyer should be finalized in the next day or two. Flyers will be included in all welcome letters the PD sends out to new homeowners, given to the property manager offices, and put in all the PMB's. Lori will send out a soft copy to all the board members.

VII. CALENDAR

The board completed their annual review of the MOU. There were no needed changes.

VIII. PUBLIC COMMENT

None

IX. NEXT MEETING DATE

April 20, 2017

ADJOURNMENT

Meeting adjourned at 10:20

**Next Meeting Date:
Thursday April 20, 2017
Time 9:00 a.m.**