

Black Butte Ranch Police Department



Managing Board Meeting Minutes
May 24, 2018

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

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

Approval of the April 19, 2018 Meeting Minutes

Resolution: Caryl Gibson moved that the April 19, 2018 meeting minutes be approved, seconded by Judy Osborne; unanimous.

I. FINANCIALS – Janssen

Resolution: Judy Osborne moved that the April 2018 financials be approved, as presented, seconded by Caryl Gibson; unanimous.

II. COMMITTEE REPORTS

- A.** The County budget meeting is scheduled for next Tuesday. Nora Ellison, Rosemary Norton and Chief Kelley will attend the meeting.

III. CHAIR'S REPORT – Janssen

IV. CHIEF'S REPORT – Chief Kelley

A. Personnel

- A. Steve Vuylsteke's promotion and Dan Slauson's transition to permanent position will be effective July 1st.
B. COLA increase bracket (per contract) is between 2.5 – 4%. This year's increase will be 2.6% and takes effect July 1st.
C. Meeting later today to re-assign Sgt. assignments between Rob and Steve.
D. Employee handbook is almost ready to hand out to the Board for review. Chief will also have WHA Insurance review the language in the handbook. Chief will send out in "review" format so comments may be added and tracked.

B. Activity

- A. Caryl questioned why the vacation check numbers have changed so much. Chief explained that at this time during the year, we are checking more homes and the frequency of home checks has increased.
B. Under Events, Chief listed our trip(s) to Lakeview. The new Chief is now in place and Rob has completed his work there. We have offered to support them in other areas and may be making another trip down there in the future to help with the property room.
C. Chief and Rob Schulz attended the Small Agency Conference, which Chief Kelley is now co-chairing. This was the first time a lot of these small agencies got together around the table to discuss the challenges they face.
D. Rob wrote the Annual Report this year and did a really good job. We are currently reviewing it and should have it out to the Board soon.
E. Operations order for July 4th is already complete. Very similar to past years.

C. Equipment

- A. We are repairing the Dunk Tank and should be ready for the July 4th celebration.
- B. The Department AED's are out of warranty. It will cost us approximately \$1800.00 each if we replace them with the same company we purchased them from. We did some shopping around and were able to find them for about \$1300.00. We have purchased 6 new ones which will come out of M & S line item
- C. Bikes are tuned up and ready to go
- D. Radar Dolly will be out on the Ranch soon and Kelvin will be responsible for it this year.

D. Training

- A. We have some community education classes lined up for this summer; First Aid class is scheduled for 6/16, CCW class is scheduled for 6/6.
- C. We also did some Active Threat Training over the weekend (Steve is on the front page of the Nugget).
- D. We will continue to do In-Service training with Bend.

E. Misc.

- A. Chief briefly discussed a Burglary case Officer Slauson is currently working on.
- B. 9-1-1 meetings are continuing. The situation is getting better. New tower site, west of Bend, has gone up and will provide better coverage. Approx. 50 trouble transmissions per week.
- C. About 6-8 months ago we signed a contract with 9-1-1 to take over our IT support. They are at our office today upgrading our servers.

V. OLD BUSINESS – Janssen

- A. Paul reviewed the personnel changes within the department.

VI. NEW BUSINESS

- A. Paul and Chief will not be available on the day of the Annual Meeting (June 23rd). Paul discussed the slides he used last year and asked the board members to let him know if they have anything specific they want covered this year. Paul will ask Rosemary to step in for him at this year's meeting.
- B. Board / Employee BBQ is scheduled for July 19th @ 5:00 pm on Paul Janssens deck. Paul authorized us to have the event catered. Paul asked Chief to look into another agency to cover calls, so everyone can attend.

VII. CALENDAR

VIII. PUBLIC COMMENT

None

IX. NEXT MEETING DATE

- A. June 20th @ 10:00 prior to the County Commissioner's Luncheon. The meeting will be at the Lodge. Paul will be gone that week, so he will speak to Rosemary about doing the introductions. Chief will step in if Rosemary is not able to. Paul asked Chief to have Tim step in, as this will be his last meeting. Paul also suggested that Steve and Rob attend the luncheon.

X. ADJOURNMENT

Meeting adjourned at 9:24

<p style="text-align: center;">Next Meeting Date: Wednesday, June 20, 2018 Time 10:00 a.m. Location: The Lodge</p>
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