



- I. CALL TO ORDER** Chair – Curtiss Abbott at 9:37 a.m.  
Members present: Curtiss Abbott, Clark Brody, Laurine Clemens, Caryl Gibson, Paul Janssen  
Others present: Chief Kelley  
Lori Steintal  
Dave Dougherty (via phone)-Budget Committee  
Dave Sullivan-Budget Committee  
Rich Elliott-Budget Committee  
Wayne Lowry-Finance Director for Deschutes Co.

***Approval of January 15, 2015 Meeting Minutes***

*Resolution:* Clark Brody moved that the January meeting minutes be approved, seconded by Caryl Gibson; unanimous.

- I. Financials – Brody**  
Paperwork in process to move \$6K from contingency to Capital Outlay category. Currently at 54% of overall budget @ month 7.

*Resolution:* Paul Janssen moved that the January financials be approved as presented, seconded by Laurine Clemens: unanimous.

**II. COMMITTEE REPORTS**

- A.** Dave Dougherty (Budget subcommittee) discussed the 5 year Levy analysis he reviewed. The county recommends fund reserves of 4 months minimum and we are well above that minimum and in a good position. His recommendation is that the board approve the \$.55 Levy and consider not levying the full amount at one time. Wayne noted that “how” the money is managed does not need to be decided today. However, the board does need to decide if they want to proceed with the Levy for the May ballot today. Wayne is in agreement with Dave Dougherty’s recommendation to move forward with the \$.55 Levy.

A motion was made to amend the verbiage on the voters pamphlet; Exhibit “A”/Argument section, third paragraph, fourth sentence. Replace the word “usually” with “often”. Once the Levy is through the approval /voting process, the Budget Committee will meet with the County Commissioners and present their recommendation on budgeting the Levy dollars.

*Resolution:* Clark Brody moved that the board approve the 5 year \$.55/\$1K Levy with 2015-02-19 the amended wording in Exhibit "A" of the voters pamphlet, as described in the meeting minutes , seconded by Caryl Gibson: unanimous.

**B.** The board also reviewed and discussed the proposed 2015-2016 Budget.

*Resolution:* Clark Brody moved that 2015-2016 Budget be approved as presented, seconded by Laurine Clemens: unanimous.

**III. CHAIR'S REPORT – Abbott**

None

**IV. CHIEF'S REPORT – Chief Kelley**

**A. Personnel**

Steve Vuylsteke is on his own and working grave yard.

**B. Activity Report.**

**C. Equipment**

Received a matching fund grant for the body cameras. Chief send out the Body Camera policy draft to the board for input and comments.

**D. Training**

**E. Community**

Looking into coordinating an Emergency Service Fair sometime this coming summer. Possibly partnering with the Ranch and create an "Event Day". More to come..

**F. Department**

Chief sent out a draft of the Annual Report to the board. He noted a typo under the Budget section; we are running @ 4% under budget, not 7%.

The board is encouraged to comment and provide feedback on the draft. The final report will be presented at the next board meeting.

**V. OLD BUSINESS – Abbott**

**A.** Curtiss & Bruce Bischof met and discussed his rate for his assistance with the current labor negotiations. His rate is \$285.00 - \$295.00/hour; they have a gentleman's agreement to move forward at an hourly rate. Curtiss and Carl are comfortable with this agreement.

**B.** Curtiss, Chief Kelley and Carl met with Bruce and decided to propose to the Union to leave the contract "as-is" and only negotiate salary & benefits. The proposal was sent to the Union 4 weeks ago and they have not yet responded.

**VI. NEW BUSINESS – Abbott**

- A. \*Note\*** *Steve Reinke's presentation was conducted prior to the Chair calling the meeting to order.*  
*Steve Reinke- 9-1-1 Director for Deschutes County presented the strategic plan for 9-1-1.*  
*Some of the key points in their plan:*  
*-Level of service they provide to the public and first responders*  
*-Appropriate staffing for times/days of the week.*  
*-Possible partnership with the State to replace our current radio communication system that will become obsolete in the next 2 yrs. Steve asked for the boards support on this topic, when it comes up on the ballot in May 2016.*
- B.** The department is in their 25<sup>th</sup> year! We would welcome any suggestions and ideas on how to promote and celebrate our 25<sup>th</sup> anniversary.
- C.** Paul Janssen's term will expire on July 1, 2015. Curtiss Abbott asked that the board consider suggestions for his replacement.
- D.** The board identified all personal that are authorized to sign on the department credit card account ending in xxxx-xxxx-xxxx-2553. Those individuals are: Chief Denney Kelley, Sgt. Rob Schulz, Sgt. Dennis Engel, Officer Mitch Elliott, Officer Mike Lane, Officer Kelvin Lettenmaier, Officer Steve Vuylsteke and Lori Steinthal. The board also authorized Lori as an "authorized caller" to allow BOTC to release all information regarding the account, in person, by phone, facsimile or email. In addition she is authorized to order cards, close cards, replace cards, PIN requests and ATM/POS limit adjustments. The board also identified all current board members and their authorization to sign department checks. Those individuals are: Curtiss Abbott, Clark Brody, Carl Burnham, Laurine Clemens, Caryl Gibson, Paul Janssen and Julie Emry-Dougherty. Lori Steinthal has the authority on all three current bank accounts to obtain transaction information, initiate stop payments, transfer funds between accounts, make address changes and order checks, deposit slips and endorsement stamps, in person, by phone, facsimile or by email. \*Note, Lori does not have authority to sign checks.

**Resolution:** Clark Brody moved that all mentioned personal be authorized to sign on the dept. credit card, to give Lori Steinthal "caller authorization" on the credit card & bank accounts (per above mentioned) and acknowledge all current board members as authorized check signers, be approved as presented, seconded by Paul Janssen: unanimous.

**VII. CALENDAR**

Clark Brody suggested that Annual Report & Budget timelines are put on the calendar and that the calendar be part of the monthly meeting documents.

**VIII. PUBLIC COMMENT**

None

**IX. NEXT MEETING DATE**

March 19, 2015

**ADJOURNMENT**

*Resolution:* Curtiss Abbot moved that the meeting be adjourned.

Meeting adjourned at a.m. 10:21 a.m.

**Next Meeting Date:  
Thursday March 19, 2015  
9:00 a.m.  
Location: The Admin Bldg.**