



**CALL TO ORDER** Curtiss Abbott – 9:10 a.m.  
Members present: Clark Brody, Caryl Gibson, Rosemary Norton, Judy Osborne  
Others present: Chief Kelley  
Lori Steinthal

***Approval of the November 19, 2015 Meeting Minutes***

*Resolution:* Judy Osborne moved that the November 19, 2015 meeting minutes be approved, seconded by Clark Brody; unanimous.

***Approval of the December 29, 2015 Meeting Minutes***

*Resolution:* Judy Osborne moved that the December 29, 2015 meeting minutes be approved, seconded by Caryl Gibson; unanimous.

**I. Financials – Brody**

- A. Chief Kelley explained Lexipol and how the department uses the program. Curtiss previously approved the renewal subscription for Lexipol.
- B. Department has three levels of spending authority: Anything over \$250.00 requires the Chiefs approval; \$1500.00 requires a board members approval; \$5000.00 requires a verbal approval from one board member and a signature from a second board member.
- C. Lori will provide the board with a list of regular occurring bills that exceed the \$1500.00 & \$5000.00 limits, for the board to review and possibly make a resolution to approve specific expenditures one a year.

*Resolution:* Judy Osborne moved that the November financials be approved as presented, seconded by Rosemary Norton: unanimous.

*Resolution:* Judy Osborne moved that the December financials be approved as presented, seconded by Rosemary Norton: unanimous.

**II. COMMITTEE REPORTS**

None

**III. CHAIR'S REPORT**

Union contract has been verbally agreed upon and approved. We are waiting for the signed contract from the Union. Curtiss is anticipating receiving it very soon.

**IV. CHIEF'S REPORT – Chief Kelley****A. Personnel**

- A. Chief has submitted payroll comparisons for the non-union personnel to the Budget Committee for their review and recommendations.
- B. Curtiss approved the Chief to assume a 2.5% increase for the next year (for non-union employees) for budgeting purposes. Chief is working to have the budget completed in the next week and sent off to the Budget committee for approval. Once the Budget committee approves, Chief will provide the BBRPD Board copies for their review and approval. The goal is to provide the BBRPD Board with the budget at the Feb board meeting.
- C. Chief is budgeting 10 to 15% increase in healthcare (for non-union employees). Curtiss suggested the Chief look into the non-union employees incorporating into the union/healthcare.
- D. Chief reviewed overtime (Hours, who is working those hours, overtime pay, % of where overtime is being spent). The department is currently under budget in the overtime category.

**B. Activity Report.**

- A. Chief reviewed his new STATs format (draft). Several new categories have been added (per the board's request). Chief is still working to make the report clear and easy to understand (possibly add definitions to specific call types). Board to review and provide the Chief with feedback.
- B. 9-1-1 Tour needs to be rescheduled. Board would like to try and do the tour in May.

**C. Equipment**

- A. Dodge Charger (Chief's car) has been in and out of the shop for heating/cooling repairs over the last month. It is still having problems. He is looking at budgeting for a less expensive, low profile vehicle. Possibly to replace the Dodge. The Impala can be used as a backup.
- B. 807 sold (on PropertyRoom.com) however concerns of a possible scam arose and the sale was cancelled. Details were sent to the FBI. The vehicle will be re-listed on PropertyRoom.com in the next month.
- C. Chief reviewed the County radio project, which will move forward, with or without the passing of the 9-1-1 Levy. Our department is in a good position with our current radios. We will have to fund approx. \$400.00 per radio for the upgrade. This cost has been taken into consideration in our

**D. Training**

- A. Reviewed current training hour totals. Sworn employees are required to complete 84 hours of training over a 3 year time period to maintain their certification. Our department is averaging 85 hours/per year/per employee. We are tracking well over the requirement.
- B. Chief shared some of the discussions he has been involved with around the possibility of a regional police training academy in Central Oregon and Multi Agency Training Program. This type of program would allow officers to train during their regular shifts, reducing the need for overtime hours. More to follow.

**V. OLD BUSINESS – Abbott**

- A. Approval of 2015 Audit  
The Board also recommended that Lori look into other auditors.
- B. Lori reviewed the copy machine cost analysis with the board. The department will keep their current copy machine.

*Resolution:* Clark Brody moved that the board approve the 2015 Audit as presented, seconded by Caryl Gibson; unanimous

**VI. NEW BUSINESS**

- A. Speak your Peace project – Clark Brody presented some details on the initiative and asked the Board to look over the information and discuss the possibility of endorsing the project at the February meeting. Lori will reach out to Dave Doyle to make sure there are no restrictions for a public organization to endorse a program such as this.
- B. The Board wants to look into having an employee/spouse/Board dinner (in lieu of a Holiday party). They would like to do it prior to May. Lori will look into more details.
- C. The Board identified two potential people to join the board when Curtiss and Clark’s terms expire in June 2016.

**VII. CALENDAR**

**VIII. PUBLIC COMMENT**

None

**IX. NEXT MEETING DATE**

February 18, 2016

**ADJOURNMENT**

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

Meeting adjourned at a.m. 11:08 a.m.

**Next Meeting Date:**  
**Thursday February 18, 2016**  
**Time 9:00 a.m.**  
**Location: The Admin. Bldg.**