



- I. CALL TO ORDER** Chair – Curtiss Abbott at 10:00 a.m.
- Members present: Curtiss Abbott, Clark Brody, Caryl Gibson, Rob Sumner
- Others present: Chief Kelley, Sgt. Schulz, Lori Steinthal, Carl Burnham, Christina Schulz

***Approval of May 15, 2014 Meeting Minutes***

*Resolution:* Clark Brody moved that the May 15, 2014 Meeting Minutes be approved, seconded by Caryl Gibson; unanimous.

- I. Financials – Brody**  
Reviewed the May financials and discussed the process of the appropriation transfer of funds. Chief Kelley noted that although the board approved up to \$15,000.00, he only submitted \$10K to be transferred into the 2014FY budget; Materials & Service category.

*Resolution:* Rob Sumner moved that the May financials be approved as presented, seconded by Caryl Gibson: unanimous.

**II. COMMITTEE REPORTS**

None

**III. CHAIR’S REPORT – Abbott**

Curtiss noted that the Chief has kept him updated on the personal issues and the shift change transition process.

**IV. CHIEF’S REPORT – Chief Kelley**

**A. Personnel**

- A. Two weeks into the shift change has allowed more flexibility in covering shifts and accommodating some last minute vacation requests.
- B. Officer Les Brush turned in his Letter of Resignation, effective June 30, 2014. Sgt. Schulz is evaluating several schedule options to cover all the shifts. An open position has been posted with a closing date of July 14, 2014.
- C. The department has changed cleaning services to comply with CJIS requirements.

**B. Activity Report**

Activity in May was normal for the time of the year. We are anticipating an increase in June.

**C. Equipment**

A. The new vehicle will be arriving in July.

B. The department received new modems from the county @ no charge. They will be through Verizon and be ½ the current monthly cost. They offer stronger and faster speeds. There will be a small overlap on monthly billing as we transition to county billing.

**D. Training**

A. The Annual Police Memorial took place. The Chief invited and encouraged any interested board members to attend the event next year.

B. The BBRPD is involved in the BBR new employee orientations. Several areas are highlighted: Lost Child Protocol, How to handle items left behind in vacation rentals, How the PD can help defuse uncomfortable situations, Escorting employees to their cars after late night shifts.

C. Bike Training scheduled for June 26th.

D. Officer Lettenmaier completed Firearms Instructor School

E. Officer Elliott completed DPSST instruction school for traffic stops

**E. Community Education**

A. Officer Elliott taught his first AARP class on May 7<sup>th</sup> and received positive feedback from the AARP representative sitting in on the class and also from Paul Janssen.

B. The next CPR/First Aid Class is scheduled for Saturday July 19<sup>th</sup>.

C. The department is looking into establishing a "Bike Safety Equipment" account to be funded by donations. This fund would pay for bike helmets (given out to visitors) and bike safety classes. Chief Kelley is going to talk with the family of Lauren Berray to discuss the possibility of including her name on the fund and possibly the helmets. Discussed the difference between a standard account and a "non-profit" account. Carl Burnham's experience with "non-profit" accounts has not been easy. Lori Steinthal will contact the bank and get more details.

E. There was discussion regarding the requirements on follow up relating to the recent skateboard fatality, Homeowner responsibility of communicating Ranch Rules. Chief Kelley has put together a summary of the Ranch Rules and plans on distributing to all homeowners and encouraged the board to use the summary as a quick reference tool.

F. Chief Kelley discussed the "free drink cards" handed out to bike riders wearing helmets and practicing safe riding. BBR Corp is asking the PD to split the cost of the cards. Further discussions are taking place; the PD will offer some type of recognition program. More to follow.

**V. OLD BUSINESS - Abbott**

- A. Sgt. Schulz reviewed the employee performance evaluation process. This is the same process the Chief uses with the admin staff.
- B. Rob Sumner discussed his findings in reviewing the department's current VEBA structure. His recommendation is to not make any changes and leave the plan "as is".
- C. The board discussed the current insurance "Opt-Out" benefit and requested more documentation to review. Lori will provide the board with further documentation. Opt-Out to continue "as-is" until a decision is made.
- D. Carl Burnham was introduced and recommended as a replacement for board position #2 (currently held by Carlos Rivera). Curtiss Abbott made a motion to elect Carl to the board.

*Resolution 2014-06-24: Clark Brody moved that Carl Burnham be appointed for position #2 on the BBR Service District for 2014-2015 FY, seconded by Caryl Gibson: unanimous*

**VI. NEW BUSINESS – Abbott**

- A. Brief discussion regarding the hiring process. Chief Kelley will make the final decision.

**VII. PUBLIC COMMENT**

Christina Schulz thanked the Board for letting her sit in and observe their meeting.

**VIII. NEXT MEETING DATE**

July 17, 2014

**A. ADJOURNMENT**

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

Meeting adjourned at a.m. 11:34 a.m.

**Next Meeting Date:  
Thursday July 17, 2014  
9:00 a.m.  
Location: The Admin Bldg.**