



CALL TO ORDER Curtiss Abbott – 9:08 a.m.

Members present: Carl Burnham , Caryl Gibson, Rosemary Norton (via phone)

Members Absent: Clark Brody, Judy Osborne, Julie Dougherty

Others present: Chief Kelley, Rich Elliott, Dave Dougherty (via phone)

Others Absent: Lori Steinthal

Approval of the February 18, 2016 Meeting Minutes

Resolution: Caryl Gibson moved that the February 18, 2016 meeting minutes be approved, seconded by Rosemary Norton; unanimous.

I. FINANCIALS

Resolution: Caryl Gibson moved that the February financials be approved as presented, seconded by Rosemary Norton: unanimous.

II. COMMITTEE REPORTS

Nothing to report.

III. CHAIR'S REPORT - Abbott

Nothing to report.

IV. CHIEF'S REPORT – Chief Kelley

A. Personnel

- A. Mitch Elliott is out with an injury. The department has been able to cover nicely with the current schedule.
- B. Rob Schultz slipped and fell on ice the other day. Due to this incident he is off duty for two days and will be coming back on light duty for a week

B. Activity Report

- A. Citations are up again. All citations are off the ranch. Of the 22 citations, 17 are for speeding 1 for careless driving (significant traffic citation), 8 for 80 mph+, 7 for 90 mph+, 1 for 100 mph. Not sure what is going on but people are flying by the ranch, creating a huge safety issue.

C. Equipment

- A. Started using the body camera's again. The current policy for this is flexible so language has been added to accommodate the increased expectation of privacy on the ranch.

- B. The Charger patrol car has been in the shop a couple of times lately. A clamp failed on the cooling system and fortunately did not burn up the motor in the process. Chief may look at rolling it out of service the next year since a lot of money has been spent maintenance repairs. The heater is still not working properly.

D. Training

- A. Training hours for the month are 70 hours. The department provided community education classes:

1. Concealed Weapons Class
2. Heart Attack and Stroke Awareness Training (another one is planned for in May)
3. CPR Class

- B. 22 hours of video training has been done individually by the staff. Lori and Chief Kelley attending a training called Ever Bridge. This training is similar to a reverse 911 program. One of the purposes of this program is to be able to notify all phones, in a particular area, that a major event may be happening. Another purpose is that it is an internal paging system
- C. An Active Shooter training was put on in West Bend. The training provided 6 hours' worth of training. It was outstanding training.
- D. The staff will most likely hit 70 hours of training again this month.
- E. The Volunteer Coordinator from Bend PD has invited any of our board members to their Citizen's Academy. Please let Chief Kelley know if you would like to attend.

V. OLD BUSINESS – Abbott

A. Reschedule 9-1-1 Tour

No information on this.

B. County Commissioners Luncheon & June Board Meeting (Thursday 6/30/16)

Chief Kelley will not be in attendance on this day due to a personal conflict. There will be a couple more board meeting prior to this date; may want to look at rescheduling.

VI. NEW BUSINESS

A. Budget Recommendations – BBRPD Budget Committee/Dave Dougherty & Rich Elliott

Rich Elliott and Dave Dougherty spoke on behalf of the budget committee. Rich and Dave had both met with Chief Kelley multiple times prior to this meeting. Rich felt the educational piece of the budget is that it was a district budget and detailed line items are not focused on as much as the major line items i.e. personnel, materials. The overall budget looked good.

The area of concern to Rich was mostly related to compensation. The automatic 2.5% pay increase (per contract) for patrolmen concerned him. This is a world that does not have very big increases going on right now. Does this increase apply to the Chief and Administrative Assistant? The Administrative Assistant has received 5% increases fairly automatic for the first few years of employment, which seems relatively adequate.

CPIU is at 1.2% and Social Security is at 0.00%. The 5% step increase is viewed as a promotion/merit, making the 2.5% additional increase not seem appropriate. Doesn't make sense to add the 2.5% as some sort of inflation adjustment.

Rich expressed concern about the current cash balance; it continues to grow.

The budget notes that Chief Kelley prepared were very helpful, specifically it provided good explanation in the variations of numbers that were represented higher than previous years.

Chief Kelley received information from their health care insurance carrier. Current insurance rates for non-union staff, which consists of three, has gone up over 50%. WHA Insurance has a proposal for two other plans. Those two plans increase anywhere from 28-33% for the same level of coverage or just a slightly higher deductible. Chief Kelley ran numbers in the proposed budget and they are right on target, meaning there is no cushion with these proposals.

Capital equipment increased due to potential new vehicle and radios. The radio system is a dying system and is currently being looked at by Deschutes 911 with the support of the state. The district may have to buy some updated radios for 3 cars. Those radios are budgeted at \$5000 per vehicle; numbers may come in a little less than this. The department will also need to do some upgrades to portable radios. These upgrades are called flash upgrades. You do not have to buy new hardware for this type of upgrade however you do need to buy software.

Historically the department budgets for a new vehicle. This does not mean a new vehicle has been purchased every year. Bottom line is the increase in capital equipment is due to the upgrading of radios.

The other area that increased by 10% is materials and services. This again is due to radios. Some of the projected radio items cost less than \$5000, meaning they will be taken out of an expense line item versus a capital line item.

The county has a requirement that a certain percentage of funds be set aside for contingency. This allows some major expenditure to be covered because the money is already in the budget. The county requires (via policy) there be 4 months' worth of operating expenses in addition to whatever the base line for contingency.

Dave expressed concern regarding the levy rate and if it could possibly be reduced. Each penny that is reduced, reduces the districts income by about \$6000 (annually). Over five years it would reduce the carryover from \$930,000 to \$686,000, still leaving 7 months of taxes. Based on some projections, the general consensus from Rich and Dave is to keep the levy rate the same for the upcoming budget and try and keep it the same for multiple years. The concern on evaluating the levy rate is current cash on hand. It seems a little high. It was decided to leave the tax levy rate at \$1.55 due to projected short falls by the end of the current five year levy.

<p><i>Resolution: 2016-03-17: Caryl Gibson moved to approve the 2016/2016 Budget as presented, seconded by Rosemary Norton; unanimous.</i></p>
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After the budget was approved discussion began on compensation of the Chief, Administrative Assistant and Sergeant's. Thought is, does the board have oversight on compensation? Consensus is that the Budget Committee makes a recommendation, whether the Board of Directors follows it is up to them. Some highlights from the discussion:

1. In regards to Lori, Administrative Assistant. With the minimum health insurance increase of 28% the district will incur it may make it appropriate to not include the 2.5% COLA.
2. All officers are at the top of their pay step meaning the only increase they will receive is 2.5-4% COLA, per contract.
3. ***In regards to Chief Kelley, an annual review of compensation is necessary however in the next budget, a determination was made that an increase would not be made.*** Chief Kelley is currently at the top of the comparable list.
4. In regards to Sergeant's, Rob Schultz is on the low side of comparables. A factor in Sergeant's Schultz compensation is that he does not receive overtime (averages 100 hours/year), where most Sergeants do. A recommendation by Chief Kelley would be to increase him by 5% to put him more in line with the comparables. If a 5% raise were to be given, it would cost the district an additional \$3600. This figure does not include additional costs such as PERS, etc.
5. It was asked if the budget committee looks at comparables. The information was provided to them, however more discussion was around Lori's compensation, not Rob's.
6. The board may look at creating a policy where everyone gets the same pay increase with the exclusion of the Chief.
7. Chief Kelley's recommendation regarding Lori would be to give her the 2.5% increase in addition to her step and then look at her package in more detail like they do with the Sergeant's.
8. Chief Kelley spoke highly of Lori's performance and held her at high regard. His big concern is retention. If she were to leave, it would almost be impossible to replace her.
9. Chief Kelley questioned if Lori's title accurately represents her job description.
10. Carl thought the compensation of non-union employees should be looked at more accurately, specifically at the Budget Committee level. This way a full examination is being done just like what is done with union employees.
11. ***Recommendation of the board is that Lori's compensation be tabled until further research has been done.***
12. In the law enforcement sector it is common for everyone to get the same COLA increase as the contracted officers; this is the issue at hand with Lori's compensation.
13. Curtiss suggested that due to past practice it might be best to give Lori the 2.5% increase this year and then really look hard at it in the future; possibly creating a policy that non-union employees (excluding the Chief) receive the same COLA increase as union employees.
14. Chief Kelley will give the comparables to both the Board of Directors and the Budget Committee to research Lori's compensation.

15. General consensus to Rob's compensation is to increase his rate of pay by 5% starting January 1, 2016.

B. Schedule September Board & SDIS Board Training: Thursday 9/22 or Thursday 9/29
Tabled scheduling this training until additional people can weigh in on it.

VII. CALENDAR

Curtiss recommended forming a committee to review the Chief's yearly goals.

VIII. PUBLIC COMMENT

No public in attendance.

IX. NEXT MEETING DATE

April 21, 2016

ADJOURNMENT

Resolution: Curtiss Abbott moved that the meeting be adjourned.

Meeting adjourned at a.m. 10:44 a.m.

**Next Meeting Date:
Thursday April 21 2016
Time 9:00 a.m.**