



- I. CALL TO ORDER** Chair – Curtiss Abbott at 9:04 a.m.
Members present: Curtiss Abbott, Carl Burnham (via phone), Laurine Clemens (via phone), Julie Emry-Dougherty, Caryl Gibson, Paul Janssen
Others present: Chief Kelley
Lori Steinthal

Approval of February 12, 2015 Meeting Minutes

Laurine Clemens made note that the “next meeting date” at the bottom of the minutes should be removed.

Resolution: Caryl Gibson moved that the February 12, 2015 meeting minutes be approved with the changes noted above, seconded by Julie Emry-Dougherty; unanimous.

Approval of February 19 2015 Meeting Minutes

Resolution: Paul Janssen moved that the February 19, 2015 meeting minutes be approved, seconded by Caryl Gibson; unanimous.

- I. Financials – Brody**
Overall we are currently at 5% under budget YTD.

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

II. COMMITTEE REPORTS

None

III. CHAIR’S REPORT – Abbott

None

IV. CHIEF’S REPORT – Chief Kelley

- A. Personnel**
- B. Activity Report.**
- C. Equipment**

D. Training

Most of the department attended a motivational training on “emotional survival” given by Kevin Gilmartin in Bend last month.

E. Community

A. The radar trailer will be deployed within the next week, so it is up and running for Spring Break.

B. Chief Kelley reviewed the new ‘Bike Registration” program we will be rolling out with the BBR Bike shop over the next couple of months.

F. Department

A. Chief completed the Annual Report and thanked Caryl Gibson and Lori Steinthal for their help with reviewing the document. Chief also welcomed feedback on any other possible topics the board would like to see added in the annual report. Copies of the Annual Report will be available to the public by viewing on the department’s website and also copies will be out at the post office area, as suggested by Paul Janssen.

B. Scott Huntsman was present at the department’s weekly staff meeting on March 18th. Scott reviewed the new access plan for the new facility (A type of wristband @ the point of entry). He had limited information and will provide more once the plan is finalized. We also discussed the parking overflow issues at GM and the trailer permit process. The idea of “mobile parking signs” was discussed. Scott agreed both of these topics were important and a clear system needs to be put in place. Chief Kelley asked Scott to have something in place by the end of April so that we have plenty of time to roll out the programs and educate staff on the process before the summer months arrive.

C. Chief Kelley sent an email to Scott requesting that the bike pathway intersections, which are currently painted with “Stop” , be re-marked with “Yield” instead.

V. OLD BUSINESS – Abbott

A. The board has not yet received a response to their initial letter that was sent to the Union. However, the officers met with their Union Rep last week so a response is anticipated very soon.

B. Curtiss and Clark will be out of town in April so another board member is needed to sit with Bruce Bischof at the negotiations. A meeting date has not yet been determined. As soon as Curtiss has the meeting date he will notify the rest of the board so that someone can be identified to join Bruce.

VI. NEW BUSINESS – Abbott

A. Rosemary Norton has agreed to join the board. She will replace Paul Janssen, whose term will expire on July 1, 2015. One more new nominee needs to be identified to replace Laurine Clemens, who will not be seeking a second term. Laurine’s current term will also expire on July 1, 2015. Curtiss will talk to Randy Robinson and Richard & Dail Hartnack.

B. The board identified all signers & users for the department credit card account ending in xxxx-xxxx-xxxx-2553. The board identified Chief Denney

Kelley and Lori Steinthal to be listed as the Authorized *Signers* on the department credit card account ending in 2553. The Authorize Card *Users* for the department credit card ending in 2553 are as follows: Sgt. Rob Schulz, Sgt. Dennis Engel, Officer Mitch Elliott, Officer Mike Lane, Officer Kelvin Lettenmaier, Officer Steve Vuylsteke, Lori Steinthal and Chief Denney Kelley.

- C. Curtiss and Chief Kelley attended the County Commissioners meeting to discuss/present/answer questions with regards to the proposed tax levy. The Commissioners were very impressed with the proposed levy and the fact that we are not requesting an increase over our last levy. They passed our request and the levy will appear on the May 19, 2015 ballot.
- D. County Legal Counsel advised Chief Kelley that the Special District cannot use district money to purchase the registered voter list. Nor can the department be involved in any discussions involving the upcoming levy. A board member(s), represented as an individual homeowner may inquire and purchase the list on their own, with their own money. Curtiss Abbott will reach out to Rodger Gabrielson to see if BBRFD has a copy. Curtiss Abbott mentioned that Clark Brody offered to personally pay the fee to purchase the registered voter list. Since Curtiss and Clark are going to be gone during the month of April, Caryl Gibson will coordinate how voters will be contacted.
- E. Lori Steinthal will reach out to SDAO and provide the board with some training dates in June and July.
- F. The board agreed to meet for their monthly meeting in June on the same day as the annual County Commissioners Luncheon, June 25th.

Resolution: Curtiss Abbott moved that the mentioned personal be authorized as *2015-03-19 signers* on the dept. credit card & all the mentioned personal be authorized as *users*, be approved as presented, seconded by Julie Emry-Dougherty: unanimous.

VII. CALENDAR

- A. Review of the current MOU is now due. Lori will email the current MOU and all Service District / BBR agreements to the board for their review by COB today.
- B. Chief will have list of his yearly goals completed and in draft form ready for the boards review by next month's meeting.

VIII. PUBLIC COMMENT

None

IX. NEXT MEETING DATE

April 16, 2015

ADJOURNMENT

Resolution: Curtiss Abbot moved that the meeting be adjourned.

Meeting adjourned at a.m. 10:16 a.m.

**Next Meeting Date:
Thursday April 16, 2015
9:00 a.m.
Location: The Admin Bldg.**