



- I. CALL TO ORDER** Chair – Curtiss Abbott at 9:00 a.m.  
Members present: Curtiss Abbott, Caryl Gibson, Paul Janssen, Rob Sumner, Laurine Clemens (via phone)  
Others present: Chief Kelley, Lori Steinthal

***Approval of February 20, 2014 Meeting Minutes***

*Resolution:* Paul Janssen moved that the February 20, 2014 Meeting Minutes be approved, seconded by Rob Sumner; unanimous.

- I. Financials – Brody**  
Reviewed the February financials.

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

**II. COMMITTEE REPORTS - Gibson**

Caryl & Lori Steinthal gave a brief update on the “Emergency Outreach Program”.

**III. CHAIR’S REPORT – Abbott**

Curtiss Abbott provided copies of a letter he received from the Teamsters union representative, Derek Cutter. The board discussed the letter and asked several questions of Chief Kelley. Rob Sumner will draft a response letter to Derek Cutter. Lori will forward the draft to Bruce Bischof, for review.

**IV. CHIEF’S REPORT – Chief Kelley**

**A. Personnel**

Chief Kelley and Sgt. Klejmont will start the interview process for the Part time Sergeant position on Friday, March 21st with two of the applicants. Sgt. Klejmont will be conducting the background checks. Chief Kelley hopes to have a decision by the end of the month. Chief Kelley handed out a section of the BBR Police policy manual covering the documenting and reporting of personnel complaints

**B. Activity Report**

Reviewed monthly activity report. The department assisted the Honolulu PD with a follow up on a case involving two Black Butte Ranch residents who were witnesses in the case.

**C. Equipment**

We are making some progress with the website re-design. Kate Keown has been very helpful. We are running into some roadblocks with our current site host, Hostmysite. Kate is looking into other options.

**D. Training**

Training hours increased. Officer Elliott completed a 24 hour AARP training. Most of the staff attended E.V.O.C. training in Prineville.

**V. OLD BUSINESS - Abbott**

Discussed the current budget status. The County has our committee approved budget. The County Budget committee will meet in the May/June timeframe for final approval. Chief will forward the budget package to the Service District Board, once he gets it back from the County. Tom Mayberry is moving and will not be involved in future budget forecasting.

The board discussed possible ways to communicate the upcoming Levy to homeowners. It was suggested that Chief Kelley and Curtiss Abbott co-chair the next homeowners meeting in June and Curtiss could review the Levy at that time.

**VI. NEW BUSINESS – Abbott**

Curtiss Abbott met with the Sunriver Board Chair and discussed the potential of establishing an annual review process for the both our Chief and the Sunriver Chief. The board agreed that a formal evaluation process would be a good idea. Curtiss has an evaluation form that he will email to the board to review and comment on. More discussion to follow.

Chief Kelley provided copies of the 2013 Annual Report to the board. In addition to a few corrections, it was suggested to recognize the officers and include their overall experience.

Chief Kelley reviewed his discussions with Debbie Baker regarding the 1% vacation rental room tax. 100% of the tax is currently going to the Sheriff's Dept. This would be a good topic to discuss with the County Commissioner's at the annual lunch in June.

**VII. PUBLIC COMMENT**

None

**VIII. NEXT MEETING DATE**

April 17, 2014

**IV. ADJOURNMENT**

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

Meeting adjourned at a.m. 10:15 a.m.

**THURSDAY April 17, 2014  
9:00 a.m.  
Administration Building**