



- I. CALL TO ORDER** Vice Chair – Clark Brody at 9:02 a.m.
Members present: Clark Brody, Caryl Gibson, Paul Janssen, Rob Sumner
Others present: Chief Denney Kelley, Lori Steinthal

Approval of October 17, 2013 Meeting Minutes

Resolution: Paul Janssen moved that the October 17, 2013 Meeting Minutes be approved as presented, seconded by Caryl Gibson; unanimous.

- I. Financials - Brody**
 - A.** Reviewed October financials
 - B.** Reviewed FY2013 Annual Audit Financial Report from Harrigan Price Fronk & Co.

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

Resolution 2013-21-11: Paul Janssen moved that the FY2013 Audit Report be approved as presented, seconded by Rob Sumner; unanimous.

- III. COMMITTEE REPORTS - Brody**
None

- IV. CHAIR’S REPORT – Brody**
None

- V. CHIEF’S REPORT – Kelley**

- A. Personnel**

Advised Board that any “contractor” & “training” work comes out of the M&S section on the budget and while we are saving money in Personnel Services, we may exceed our budget in “Materials & Services”. If that happens the board will have to request approval from the county. Although there has been no formal posting for the part time Sgt’s position, the Chief has identified 2 strong candidates and meeting informally with a 3rd in the next week. All three people were very high in command in their positions and come with a great deal of experience. The goal is to officially

Involved in the hiring process.

The Chief may "contract" with a Sunriver Officer (who is currently out on medical leave) to help the dept with our accreditation process. He does not anticipate the contract cost to exceed \$3,000.00.

B. Activity Report

The Department is moving forward with certifying two of our officers to teach the AARP Driver Safety Course. They will be required to attend a two day certification class, which should take place sometime in 1Q14.

We are working with Kate Keown/BBR on improving the department's website. The goal is to simplify the site and at the same time have meaningful information available to homeowners. The departments Facebook page continues to improve and is being used to post more day to day/headline news information. This information will also be tied into our website. The Chief welcomed homeowners feedback and encouraged anyone to contact him directly or Lori.

C. Equipment

The Department is pursuing some Night Vision equipment and Ballistic Shields. This equipment is being offered from a Military Surplus program and offered at no charge.

D. Training

Completed an Elder & Child Abuse training. "In Service" training is in process now through June (4hrs/month).

CSI Training for the homeowners is scheduled Jan 12, 2014 at 1:00.

VI. OLD BUSINESS - Brody

Approved FY2013 Financial Report

VII. NEW BUSINESS

Caryl Gibson brought up the need to improve community education on registering personal cell phones for reverse call back in the event of an emergency. One possibility is to have homeowners stop by the Police Station and we can register their phones for them. More discussion to follow.

Chief Kelley updated the Board on his progress with the Departments Employee Handbook. He is working with LGPI (a HR Service Company) to put together an updated handbook. He anticipates the cost to be \$1500.00 to complete the handbook. There was no opposition from the board.

Clark Brody discussed with the board, the SDAO "Board Member Training" CD's, and asked present board members how they would prefer to complete the training. The suggestions were to view the CD's individually or conduct a "workshop" with all board members and complete the training as a group. Chief Kelley is going to check with the Sun River Police Department (who just completed the training) to see how they did it. Lori will contact SDAO to find out if they have someone who will come out and run a workshop with the

board. The board decided to carry this topic over to the next meeting for further discussions.

Black Butte Ranch Police Minutes

November 21, 2013

VIII. PUBLIC COMMENT

None

IX. NEXT MEETING DATE

December 19, 2013

X. ADJOURNMENT

Resolution: Clark Brody moved that the meeting be adjourned; seconded by Paul Janssen; unanimous.

Meeting adjourned at 10:10 a.m.

**THURSDAY December 19, 2013
9:00 a.m.
Administration Building**