



**CALL TO ORDER** Paul Janssen – 8:58 a.m.

Members present: Caryl Gibson, Judy Osborne, Steve Amsberry, Rosemary Norton, Carl Burnham

Members Absent: Julie Emry-Dougherty

Others present: Chief Kelley, Lori Steinthal. Lealan Miller, Dick Howells

Others Absent:

### ***Approval of the October 20, 2016 Meeting Minutes***

Need to correct a typo in “Old Business”, remove the name “Abbott”

*Resolution:* Judy Osborne moved that the September 29, 2016 meeting minutes be approved with noted correction, seconded by Caryl Gibson; unanimous.

## **I. FINANCIALS**

*Resolution:* Caryl Gibson moved that the September financials be approved as presented, seconded by Judy Osborne; unanimous.

## **II. COMMITTEE REPORTS**

None

## **III. CHAIR’S REPORT - Janssen**

- A. Paul, Chief Kelley and Lori met with the rep from WHA Insurance and reviewed the departments insurance coverage. The rep is scheduled to come to the January board meeting to review the coverage plan with the entire board.
- B. Paul touched on a significant arrest the department was part of, which ended up uncovering a large car theft ring.

## **IV. CHIEF’S REPORT – Chief Kelley**

### **A. Personnel**

Mitch Elliott is scheduled to take some personal time beginning 12/5 for about a month. All shifts have been covered.

### **B. Activity Report**

- A. Activity is very similar to past years, with a few less tickets this year. The department has issued 165 tickets so far, this year. Most of the citations are for speeding.

**C. Equipment**

New vehicle arrived yesterday. Sgt. Schulz will be getting it licensed and snow tires put on this week.

**D. Training**

- A. Department training is down a bit however; we have still logged 40 hours of training just in November.
- B. We will be participating in canine training with another agency later this month & continuing with our video training.
- C. Dept. will be doing training on how to deal with / coming into contact with Fentanyl. We are also taking extra precautions with the disposal of all drugs coming into the department lobby drop off box.

**E. Misc.**

- A. New radio system start date was scheduled for the first of the year but has been pushed out to March. There is a chance for further delay into June. The main cause for the change in schedule are construction delays with the towers. The department will either upgrade or purchase new radios. The cost for either solution is within our current budget.
- B. Chief will be starting the 2017 budget process very soon.

**V. OLD BUSINESS – Janssen**

- A. Take Home Vehicles – The board reviewed the draft handout. There was discussion regarding the current wording around vacation/recreational use of department vehicles. Paul suggested this section be modified with wording that is more concise and clear. He will discuss with Carl Burnham and have a recommendation for the board at the next meeting. Continuing with the Non-Personal Use Vehicles draft, Paul & Carl feel that wording in section #5, should include the “State of Oregon”, and suggested that it be added. Paul will have a recommendation on this at the next board meeting.
- B. It was also noted that the department has signed vehicle agreements, specifically for each take home vehicle.
- C. Carl, Paul and the Chief have had discussions regard the use of body cameras. We currently have a policy, #450 (which is based on Lexipol). Carl has suggested we re-look at this subject to insure our policy is inline and compatible with Oregon State Law requirements. Carl will be the chair of a small committee, along with Chief Kelley, to specifically look at this topic in detail. Paul asked for one more volunteer to sit on this committee. Rosemary volunteered.
- D. Lori reviewed several video conferencing options. Zoom seems to be the most user friendly. We will try it with Julie Dougherty at our next meeting to see how it fits with our requirements.
- E. Lealan Miller from Eide Bailly was present to review our 2016 Audit findings. He provided a summary of their process and walked the board through the audit report. He reviewed the Assets/Risks & Balances. He has issued a clean opinion based on our procedures. He went on to explain each section within the audit, including Management discussions & Analysis (pg. 4), Statement of Net Position & Assets Sheet (pg. 10), Expenses (Net pension liabilities being the biggest change in this area). This year’s number of \$335,776 is listed as a liability when last year is was listed as an asset. Lealan explained this was because last year PERS was over funded. However, the loss of a court case has now caused PERS to be under funded. This number will most likely change from year to year. PERS will dictate what the service district

will pay. He went on to cover the Balance sheet for General Fund (pgs. 12 & 13). The Fund balance of \$1,058,467 is typically used for budgeting future expenses and budget preparation. Budgeted contingency amount (pg. 15) was changed by Deschutes County from \$100,000 to \$305,564 to meet the required overall % based on the departments operating requirements. This is just a “re-classification” and does not affect the overall budget numbers. The audit showed that the department’s internal controls we currently have in place are sufficient and no breaks in our control process were identified.

*Resolution*

2016-11-17: Rosemary Norton moved that the June 30, 2016 Audit be approved as presented, seconded by Judy Osborne; unanimous.

**VI. NEW BUSINESS**

None

**VII. CALENDAR**

**VIII. PUBLIC COMMENT**

None

**IX. NEXT MEETING DATE**

January 19, 2017

**ADJOURNMENT**

*Resolution:* Paul Janssen moved that the meeting be adjourned, seconded by Caryl Gibson; unanimous

Meeting adjourned at 10:14 a.m.

**Next Meeting Date:  
Thursday January 19, 2017  
Time 9:00 a.m.**