



- I. CALL TO ORDER** Chair Curtiss Abbott at 9:02 a.m.
- Members present: Curtiss Abbott, Clark Brody, Laurine Clemens, Caryl Gibson, Paul Janssen
- Others present: Chief Denney Kelley, Lori Steinthal, Candi Fronk, Mitchell Biss

Approval of September 19, 2013 Meeting Minutes

Resolution: Paul Janssen moved that the September 19, 2013 Meeting Minutes be approved as presented, seconded by Clark Brody; unanimous.

- I. Financials - Brody**
 - A.** Candi Fronk / Harrigan Price Fronk & Co. LLP presented and reviewed with the board, the FY 2013 Annual Financial Report. In summary; the department's budget process is on track and the audit went smoothly. The board agreed to hold off on approval until the final report is received in November.
 - B.** Reviewed September financials

Resolution: Clark Brody moved that the September financials be approved as presented, seconded by Laurine Clemens: unanimous.

- III. COMMITTEE REPORTS - Brody**
None

- IV. CHAIR'S REPORT – Abbott**
None

- V. CHIEF'S REPORT – Kelley**

- A. Personnel**

- No changes to report.

- B. Activity Report**

- The Chief is reviewing our fuel location options. Currently the department fuels up at Pacific Pride in Sisters. He has also arranged the use of the fuel station here on the ranch. CFN will be another option for fuel when their new location in Sisters opens in a few months. Additionally, it appears that the department has been charged a "Fed Excise Gas Tax", which we are exempt from. We are in the process of reviewing the charges and will be submitting a refund request.

The Chief is in discussions with BBRC to look at possible cost savings in purchasing our current building as opposed to renting. More details to follow.

Department is reviewing possible schedule changes to improve efficiency & flexibility.

Finalizing the Service District Policy Manual is close. Added wording regarding "Spending Authority". Chief is waiting on a few recommendations from the county.

C. Equipment

The department is in the process of computer system upgrades. Most of the upgrades are completed. RMS upgrade still has some bugs to be worked out. Russ has been extremely helpful during this process. The department would like to present him with a gift certificate as a "Thank You". The board approved a \$100.00 gift certificate.

D. Training

AARP Safe Driving Class was a success. Looking into the possibility of having a couple of the officers teaching future classes.

Firearm training coming up. Sgt. Schulz is currently reviewing the guidelines for allowing non-police officers to attend.

VI. OLD BUSINESS - Abbott

Caryl Gibson reviewed the 9-1-1 brochures. A few minor suggestions were made, but overall everyone was pleased with the brochure. Once the changes are made they will be distributed into all homeowners PO boxes.

VII. NEW BUSINESS - Abbott

None

VIII. PUBLIC COMMENT

None

IX. NEXT MEETING DATE

November 21, 2013

X. ADJOURNMENT

Resolution: Curtiss Abbott moved that the meeting be adjourned; seconded by Paul Janssen; unanimous.

Meeting adjourned at 10:43 a.m.

**THURSDAY October 17, 2013
9:00 a.m.
Administration Building**