



- I. CALL TO ORDER** Chair – Curtiss Abbott at 9:07 a.m.
Members present: Curtiss Abbott, Clark Brody, Carl Burnham, Laurine Clemens, Caryl Gibson, Paul Janssen, Rob Sumner/via phone
Others present: Chief Kelley, Lori Steinthal

Approval of August 21, 2014 Meeting Minutes

Resolution: Clark Brody moved that the August 21, 2014 Meeting Minutes be approved, seconded by Laurine Clemens; unanimous.

I. Financials – Brody

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

II. COMMITTEE REPORTS - Janssen

Paul Janssen, Caryl Gibson & Clark Brody are working together on Chief Kelley’s review process. They are close to completion on overall categories of the Chiefs job. They will be working on his goals over the next couple of months. Once the goals are complete they will present their report to the entire board for review and input.

III. CHAIR’S REPORT – Abbott

Curtiss opened discussion on Chief Kelley’s Opt-Out benefit and informed the board that the Chief’s employment agreement has expired. He suggested a committee be formed to negotiate his new employment contract, the board agreed. The committee will be Curtiss (Chair), Carl Burnham & Clark Brody. Carl Burnham requested approval to meet briefly with the board’s employment attorney, prior to beginning any negotiations. Curtiss Abbott approved the request. Several suggestions were made regarding how the Chief should/should not be compensated for insurance Opt-Out benefits. It was decided to stop any further opt-out benefit payments as of October 1, 2014. In addition, it was agreed upon to begin negotiation discussions with the Chief right away and have a new employment contract implemented by the end of the year.

Resolution: Clark Brody moved that a new employment contract is to be completed and implemented by the end of 2014, seconded by Carl Burnham: unanimous.

IV. CHIEF'S REPORT – Chief Kelley**A. Personnel**

A. Still in the background process with our potential new employee. If he passes his background, October 1st is the target date to have him on board. The plan for the new hire would be to have him work day shift for a month to a month and a half, then switch to night shifts for 2 to 3 weeks, then when he is ready, transition to a regular shift. This training process could take from 6 weeks to 2 months. The plan is to keep Christina on board during the training process. If the potential employee fails his background, we would re-open the position and start the process again and retain Christina until the position is filled, which could take up to 3 months.

B. Officer Christina Schulz has expressed an interest in being a reserve officer with the department. This is a non-paying position and would require union negotiation discussions to deviate from the non-paying position.

C. The schedule is being finalized. Grave will be a 4/10 shift with one swing shift, Day shift will probably have Tue & Wed off. Command Staff will fill 1 swing & 2 day shifts.

B. Activity Report

A. Reviewed Aug '13 through Aug '14, no major changes. Increase in Ranch warning citations in July & August, mostly due to improper or no access tag display. Chief Kelley in on the committee formed to look at "access"

B. The audit process is complete. The auditors were very pleased with the process and the department's policies.

C. Equipment

BBRPD is currently the only department in Deschutes Co. using body cameras. The Chief is in the process of updating our policy regarding the use of body cameras.

D. Training

A. The department will be co-hosting with Bend PD and attending an all day seminar; "Emotional Survival" put on by Kevin Gilmartin on Feb 12th, in Bend.

E. Community Education

A. Sgt. Schulz and Sgt. Engel are putting together a CHL class.

B. AARP class is scheduled for October 29th

C. CPR class will be in the fall. Date TBA

IV. OLD BUSINESS – Abbott

A. The board discussed the Civilian Safety Fund. The cap on this fund would

- B. \$5K. It does not look like “non-profit” is the way to proceed. The board discussed possibly combining the AED Fund and the Civilian Safety Fund into one account. Chief Kelley is waiting on some feedback & direction from the auditor on this topic.

V. NEW BUSINESS – Abbott

- A. All Board members received an invitation from the Deschutes Co. Sheriff’s to their new jail expansion open house on Oct 1st. Please RSVP.
- B. The Black Butte Ranch Police yearly calendar will be added to the monthly agenda.

VI. PUBLIC COMMENT

Caryl Gibson attended the recent ‘Art at the Ranch’ and wanted to let the department know that the homeowners attending the event communicated to her that they were very appreciative of all the Police support they receive.

VIII. NEXT MEETING DATE

October 16, 2014

ADJOURNMENT

Resolution: Curtiss Abbot moved that the meeting be adjourned.

Meeting adjourned at a.m. 10:13 a.m.

**Next Meeting Date:
Thursday October 16, 2014
9:00 a.m.
Location: The Admin Bldg.**