



- I. CALL TO ORDER** Vice Chair Clark Brody at 9:04 a.m.  
Members present: Clark Brody, Laurine Clemens, Caryl Gibson, Paul Janssen, Rob Sumner  
Others present: Chief Denney Kelley, Sgt. Rob Schulz, Lori Steinthal

***Approval of August 15, 2013 Meeting Minutes***

*Resolution:* Paul Janssen moved that the August 15, 2013 Meeting Minutes be approved as presented, seconded by Rob Sumner; unanimous.

- I. Financials - Brody**  
Reviewed PERS posting adjustment and the cost of the new vehicle. Chief also mentioned the Longevity adjustment Officer Lettenmaier will be receiving next pay period due to a calculation error.

*Resolution:* Rob Sumner moved that the August financials be approved as presented, seconded by Laurine Clemens: unanimous.

- III. COMMITTEE REPORTS - Brody**  
None

- IV. CHAIR'S REPORT – Brody**
  - A.** Suggested having detailed discussions of how the Board can be as effective and efficient as possible. Topic will be discussed in more detail at the October 17<sup>th</sup> board meeting.
  - B.** Clark asked that the Chief add what types of trainings were completed on monthly STATS report.

- V. CHIEF'S REPORT – Kelley**
  - A. Personnel**  
Sgt Klejmont's is still available on an "as needed" basis. The Chief is looking into possible candidates & appreciated the Boards support in replacing Sgt. Klejmont's position. Reserve Officer Delong has taken a full time position with the Gresham Police Dept. and as of September 22, will no longer be a reserve officer with Black Butte Ranch Police.
  - B. Activity Report**
    - Sgt. Schulz reviewed the fatal shooting that occurred on August 30<sup>th</sup>.
    - Re-design of BBRPD website is underway.
    - Chief is looking into having someone come in and assist in the department

accreditation process (this would be prior to the replacement of Sgt Klejmont's position).

**C. Equipment**

Department has new uniforms and vests.

**Vehicles:** New car arrived and is in use

**D. Training**

Department participated in a Regional training covering "Active Shooter" situations. The Department also hosted a Glock training that was attended by multiple agencies.

**VI. OLD BUSINESS - Brody**

Chief Kelley is waiting on feedback on the Policy & Procedure Manual, Chapter 6 & 11, from the Auditor. The manual should be completed by the October meeting.

**VII. NEW BUSINESS**

**A.** Discussed a "Draft" 9-1-1 brochure the Chief is putting together. Discussed ideas on how to streamline communications and having a consistent message to homeowners. Rob Sumner, Caryl Gibson and Lori Steinthal will meet, prior to the October 17<sup>th</sup> meeting, to work on the 9-1-1 brochure.

**B.** The Board decided & voted to continue with the existing deposit process.

**C.** Audit Report will be presented at the next Board meeting in October.

**D.** Chief Kelley is looking into possibly having an outside company support the Department with their HR needs. He may have the company come in and present their value proposition to the board.

**E.** "Effective and Efficient Communication" - Brody

*Resolution 2013-9-19:* Rob Sumner moved that the deposit process remain Deposit Process unchanged, seconded by Caryl Gibson: unanimous.

**VIII. PUBLIC COMMENT**

None

**IX. NEXT MEETING DATE**

October 17, 2013

**X. ADJOURNMENT**

*Resolution:* Clark Brody moved that the meeting be adjourned; seconded by Caryl Gibson; unanimous.

Meeting adjourned at 10:24 a.m.

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