



CALL TO ORDER Rosemary Norton – 9:00 a.m.

Members present: Caryl Gibson, Judy Osborne, Steve Amsberry, Carl Burnham (via phone), Mike Gemmet (via phone)

Members Absent: Paul Janssen

Others present: Chief Kelley, Lori Steinthal

Others Absent:

Approval of the August 17, 2017 Meeting Minutes

Resolution: Judy Osborne moved that the August 17, 2017 meeting minutes be approved, with noted typo corrections (Section III.A & IV.C.A.), seconded by Caryl Gibson; unanimous.

I. FINANCIALS – Norton

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

II. COMMITTEE REPORTS

- A.** Rosemary advised the board the Budget Committee has been formed and the members are herself, Nora Ellison and Rich Hartnack. Rosemary met with the Chief and reviewed the budget planning process. She mentioned that Paul Janssen has some ideas on the Budget committees focus and will discuss further at a later date. Chief Kelley advised the board that the budget process starts around the first of the year (Jan/Feb timeframe) and this is a good time for board members to review and discuss the preliminary budget numbers.

III. CHAIR'S REPORT – Norton

- A.** Mike Gemmet has officially been approved by the Deschutes County Commissioner's to sit on the BBRPD Managing Board. The Board welcomed Mike.
- B.** Rosemary thanked the board members for being flexible with the rescheduling of this month's board meeting.

IV. CHIEF'S REPORT – Chief Kelley

A. Personnel

- A.** One of the department officers will be out for about 6 weeks, undergoing some voluntary surgery. He had to postpone his surgery due to a family health emergency last month. Our current staffing model has allowed us to cover all shifts during his absence.

- B. Warren Zielinski has written a complaint letter to the department (a copy of the letter was given to all attending board members). Chief Kelley is meeting with Mr. Zielinski later today and will be giving him a complaint form to fill out. We will proceed with the process according to our policy. Chief Kelley did note that the involved officer did get prior approval from his Sergeant, prior to writing his report. Chief Kelley will keep the board informed on this issue.

B. Activity Report

- A. Activity numbers are pretty average for this time of the year. The department has been busy with the Eclipse, the Fire, Town Hall meetings and the pre-evacuation notices. We ended up cancelling the last two Kids programs due to the Ranch being issued a pre-evacuation status. We over planned for the Eclipse, so we were very prepared. We did not see any change in traffic during the Eclipse week.
- B. Shortly after the Eclipse, we received the pre-evacuation. This allowed the department to work with the FD and the Ranch Corp. on how an evacuation would look like for us. It was a great exercise for all of the parties involved. Chief would like to have feedback from the homeowners on how we did getting the word out. We used channel 3, we recommended everyone register their phones for emergency notifications from Deschutes county (and helped many through the registration process), we visited & called every homeowner on our Outreach program. We borrowed some evacuation signs from Sunriver, and are considering purchasing some of our own. We were also able to utilize several county reader boards, which were really an effective way to notify homeowners and visitors on the evacuation status. Judy Osborne shared that from her perspective, we did much better than the previous evacuation years ago.

C. Equipment

- A. We are in the closing phase of the radio switch over. There are still a few bugs that are being worked through. Once all the bugs have been fixed, county and OSP will switch over to the new radio system also. Our department has all the equipment we need and everything is installed. We have some old radios that were gifted to our department, that we will gift to another agency. Car radios will be used as trade-ins back to Harris.
- B. We are meeting with 9-1-1 next week to discuss the possibility of 9-1-1 taking over our departments IT support.

D Training

E. Misc.

IV. OLD BUSINESS – Janssen

The County Commissioner’s Luncheon has been rescheduled several times this year and is now scheduled for October 31st. Rosemary asked the board members if the board should entertain cancelling the October meeting, since we are so late in the year, and plan meeting next year at our regular time. The board agreed with cancelling the meeting, as long as the Commissioner’s do not have any topics they want to discuss with our Board. Lori will reach out to the Commissioner’s office and if they do not have an agenda, will request that the meeting be cancelled until next year.

VI. NEW BUSINESS

- A. Susanna Klosterman is still listed as the departments primary contact for Intuit/QuickBooks. Lori contacted Intuit and asked to have Susanna removed and have her added. There is a process in order to make this change, one of the steps is having the Board officially designate Lori as the primary contact for this account. The Board agreed that Lori should be the primary contact.

<p><i>Resolution:</i> Judy Osborne moved that Lori Steinthal be designated as the Primary Contact for the Intuit/QuickBooks account, seconded by Caryl Gibson; unanimous.</p>

- B. Caryl Gibson asked when/if the department had plans to reschedule the 1st Aid class. Class topics and schedules are being discussed internally. No dates have been finalized at this time, but the intent is to have classes rescheduled in the near future. The Chief and Sgt. Schulz are discussing what classes are of most interest to the homeowners and would like to get feedback from the community on what classes they would like to see offered. The Chief is considering putting out a survey to gather feedback.
- C. The yearly audit was completed last week. The auditors (Eide Bailly) would like to have a date in November to present their findings to the Board. The November meeting date falls on the 16th. Lori will contact Eide Bailly to coordinate the date and get back to the Board.

VII. CALENDAR

VIII. PUBLIC COMMENT

None

IX. NEXT MEETING DATE

October 26, 2017

X. ADJOURNMENT

Meeting adjourned at 9:45

**Next Meeting Date:
Thursday October 26, 2017
Time 9:00 a.m.**