

**Bomb Dog Advisory Council Meeting  
K.O. RAYBURN TRAINING CENTER  
CLEET  
2401 Egypt Rd. Ada, OK 74820  
March 14, 2024  
10:00 a.m.  
Minutes**

**MEMBERS PRESENT:**

Lt. Adrian Carrillo, OHP, Chairman  
MSgt. Chris Spillman, OKC PD  
Officer Ed Trice, Tulsa PD  
MSgt. Gregory Vollmer, OU PD

**STAFF PRESENT:**

Darry Stacy, Executive Director  
Preston Draper, General Counsel  
Kate Springer, Asst. General Counsel  
Jason Potter, Chief of Operations  
Janey Rowden, Chief of Staff  
Brooke Christian, Public Information Officer  
Shelly Lawrence, Executive Admin. Asst.  
Shirley Todd, Recording Secretary

**MEMBERS ABSENT:**

**VISITOR:**

1. Chairman Adrian Carrillo called the meeting to order at 10:00 a.m.

2. **Roll Call**

The roll was taken, all members were present representing a quorum.

3. **Open Meeting Act Compliance**

This meeting is being held in compliance with the Oklahoma Open Meetings Act.

Notice was given to the Secretary of State on October 16, 2023, the agenda was posted on March 12, 2024.

4. **Pledge of Allegiance was led by Chairman Carrillo.**

5. **Introduction of Guests:**

Discussion: Chairman, Lt. Carrillo asked guests to introduce themselves

6. **Open Meeting Refresher Discussion:**

Discussion: General Counsel Preston Draper gave a brief overview of the Open Meetings Act.

- Link to a board member orientation – refresher available for new members. Cataloged for 1 hour of CE.
- Open meetings – in person or virtual.
- Voting. No voting by proxy.
- Minutes – summary of the meeting.

- Things to avoid – group email, group texts, & group phone calls. Always blind copy (members) in emails.
- Executive Session.
- New business defined.
- Posting requirements.

**No action required.**

General Counsel Preston Draper left the meeting at 10:15 a.m.

**7. Approval of Minutes**

There was no discussion.

**Action Taken:** Lt. Carrillo made a motion to accept the minutes as written. MSgt. Vollmer seconded the motion. Lt. Carrillo voted yes. MSgt. Spillman voted yes. Officer Trice voted yes. MSgt. Vollmer voted yes. Motion carried 4-0.

**8. Review NPCA Standards.**

**Action Taken:** Lt. Carrillo made a motion to accept the NPCA Standards as written. Officer Trice seconded the motion. Lt. Carrillo voted yes. MSgt. Spillman voted yes. Officer Trice voted yes. MSgt. Vollmer voted yes. Motion carried 4-0.

**9. Bomb Dog Advisory Council incumbent position held by MSgt. Gregory Vollmer, OUPD**

Discussion: Director Darry Stacy explained the General Council requested board members reapply for their seat and that the position is posted for applicants. Chairman Carrillo asked about term limits. Assistant General Counsel Kate Springer explained term limits on board seats are three years. The BDAC term limit is three years.

**No action required.**

**10. CLEET Update**

Chief of Staff Janey Rowden thanked the board for their dedication. She informed CLEET has been using Thentia for about two years and soon there will be an updated 2.0 version. Applications for bomb dogs have been going smoothly. Chief Rowden spoke of a new staff member to LE Records, Teresa Tow, who will also be trained on canines. She said CLEET wants to embody customer service in all we do, that if the board needs anything to communicate with us.

**11. Board Comments**

There was no discussion.

**No action required.**

**12. Public Comments**

There was no discussion.

**No action required.**

13. **New Business**

There was no discussion.

**No action taken.**

14. **Adjournment**

**Action Taken:** Lt. Carrillo made a motion to adjourn. MSgt. Vollmer seconded the motion. Lt. Carrillo voted yes. MSgt. Spillman voted yes. Officer Trice voted yes. MSgt. Vollmer voted yes. Motion carried 4-0.

Chairman Lt. Carrillo adjourned the meeting at 10:23 a.m.

DRAFT