

Black Butte Ranch Police Department



Managing Board Meeting Minutes May 16, 2024

This meeting was held in the South Sisters Conference Room, 13885 Bishops Cap, Black Butte Ranch, OR 97759. The meeting was audio recorded and can be accessed by request through the Black Butte Ranch Police Department.

Members Present:

Rikki Goede, Lee Ferguson, Caryl Gibson, Phil Zerzan, Susan Waddell, Stephen Buckley (Via Zoom), and Jeff Swan (Via Zoom)

Members Absent:

Others Present:

Chief of Police Jason Van Meter, Lt. Drew Roberts, Sgt. Rob Schulz, and Administrative Manager Christina Schulz

Others Absent:

None

CALL TO ORDER: Chairperson Rikki Goede called the meeting to order at 8:59 a.m.

AGENDA:

I. Approval of the April 18, 2024, Meeting Minutes:

*Resolution: A motion was made by Ms. Waddell that the board approve the April 18, 2024, meeting minutes.
Seconded by Ms. Gibson; Unanimous.*

II. Public Comment:

No public comments.

III. Financial Report:

Mr. Ferguson said the personnel services are at 71% and material and services are at 82%. Department spending is in line with the budget allocation.

Resolution: A motion was made by Mr. Ferguson that the Board approve the financials for April 2024. Seconded by Mr. Zerzan; Unanimous.

IV. Committee & Chair Reports:

Access Committee Reports –

Ms. Waddell stated that the access committee meeting met on May 9, 2024. The committee received the quotes for the entry system, and they are recommending going with the Reese System. The Reese system can use the current hardware and gate system that's in place. The Reese system will be just new software and it will integrate that will work with the Welcome Center. The system will take 6-8 weeks to install. The committee needs to submit this to the Homeowners Board and finance committee for approval and then it can be installed. In the meantime, the committee can eliminate the pin codes with one exception. The golf courses want to maintain a single use pin codes for golfers that expires at 8pm every day. The golf courses are also asking for an exception for the golfers not having to put a pass in their window.

Kyle Cummings will work on a business plan for the finance committee to approve and recommend the Homeowners board to approve the new software system. Kyle Cummings will work on getting a timeline out to the homeowners in the near future.

Kyle Cummings and the access committee received the revised policy for access, and they all need to review it to make sure that all the areas of access that have been addressed are covered in the new revised policy.

June 7, 2024, will be the first reading of the policy at the Homeowners meeting and then at the July meeting the policy will be put into effect.

Ms. Waddell stated that they will need volunteers to help monitor the parking lots and write warnings for vehicles without proper identification on vehicles and to help monitor people going into Glaze Meadow Rec Center.

Ms. Waddell said she is putting together teams of two that are going to collect data at each access point, such as the Main gate, Big meadow gate, Fiddle Neck gate, and Mcallister gate. The teams will ask how people were able to gain access onto the Ranch, was it by car, walking, or biking and they will record the time, in case we have to review cameras.

Chair Reports-

There was no chair report.

Executive Session:

Pursuant to ORS 192.660(2)(i), the Managing Board of the Black Butte Ranch Police Department entered into Executive Session at 9:38 a.m. to review information regarding personnel. No decisions were made, information only. The Board returned to Regular Session at 10:49 a.m.

IV. Chief's Report:

- A. Personnel: Chief Van Meter said Sergeant Rob Schulz's last day is May 31, 2024, and Rob's going away party is May 30, 2024. Administrative Manager Christina Schulz will be emailing everyone the flyer about the going away party.
- B. Activity Report: Chief Van Meter stated that we had unauthorized use of a motor vehicle (stolen vehicle) out of Section 5. The vehicle was driven through the fence since the section was locked. Chief Van Meter has mandated the graveyard shifts to make at least three security checks at Section 5, between the hours of 10p.m. and 6a.m. Chief Van Meter also advised a patrol vehicle will be parked around the Ranch for more visibility.
- C. Equipment: Chief Van Meter said nothing to report.
- D. Training: Chief Van Meter said the tabletop evacuation exercise was held on May 15, 2024, and was very well attended and was very successful. There were great conversations had with everyone. Chief Van Meter stated that the drone training conducted by Bend Police Department went well and Chief Van Meter thanked Mr. Buckley for the use of his house for the interior drone training.

Chief Van Meter advised that the Police Department has been talking at all the new employee orientation meetings to discuss access control, speed on the ranch, and the Officer of the day phone number.

- E. Misc: Chief Van Meter gave an update to House Bill 4002 which is the recriminalization of hard drugs. Deschutes County is working on their drug docket. The House Bill requires police agencies to deflect certain behaviors prior to arrest and get them into a diversion program. If they fail the diversion program, then they will be charged criminally.

VII. Old Business:

- A. Adopting the 2024-2025 Budget

Chairperson Goede stated that Ms. Schulz said it was going to cost approximately \$10,000 for the PERS obligation and Chief Van Meter said that was correct. Chairperson Goede said that once the department gets the bill from PERS, that Chief Van Meter will have to determine where the funds will come from as this was not budgeted for. Chairperson Goede said the department might have to tap into reserves to pay the bill. Chief Van Meter did let the Deschutes County Commissioners know that there will be an expense that was not budgeted for.

Chief Van Meter explained that line items 7010 and 7040 now have sub-categories, so it will be easier to track the line items going forward.

Chief Van Meter went through the 2024-2025 budget line items with the board and the department will be operating on a deficit budget.

Resolution: A motion was made by Ms. Gibson that the Board approve the 2024-2025 budget as presented by Chief Van Meter. Seconded by Mr. Swan; Unanimous.

VIII. New Business:

- A. Proposed Budget to be presented to Deschutes County.

Budget to be presented on May 23, 2024, at 11 :30am.

- B. Police Chief's Evaluation Committee

Mr. Furguson and Mr. Buckely continue to work on Chief's evaluatiuon and they will present it to the board at the next board meeting.

- C. Committee to interview prospective board candidates.

Chairperson Goede, Ms. Waddell, and Mr. Zerzan interviewed four prospective board candidates on May 14, 2024.

Ms. Waddell said the following were the four board candidates :

Jay Hamachek
James Anderson Jr.
Rob Sumner
Jon Harnish

Ms. Waddell gave a summary of every board candidate and after a long discussion the committee recommends Jay Hamachek to fill the board position beginning July 1, 2024.

Resolution: A motion was made by Mr. Swan that the Board approve Jay Hamachek to fill the vacant board position starting July 1, 2024. Seconded by Ms. Gibson; Unanimous.

- D. Chairperson Goede stated that for her last year on the board, she doesn't want to be the board chair and that she nominates Ms. Waddell to be board Chair.

Resolution: A motion was made by Ms. Goede that the Board appoint Ms. Waddell to be the board chair, starting July 1, 2024. Seconded by Mr. Furguson; Unanimous.

E. Department Schedule.

Chairperson Goede asked Chief Van Meter to explain the current department work schedule. Chief Van Meter asked Sgt. Schulz to explain the schedule. Sgt. Schulz stated the following:

The department has two officers working Sunday, Monday, Tuesday one officer on days from 0700 to 1800 and one officer from 1800 to 0700. One officer is working a relief shift on Tuesday, Wednesday, and Thursday from 1800-0700 and then two officers working Thursday, Friday, and Saturday one officer on days from 0700 to 1800 and one officer on graveyard from 1800 to 0700. The Sergeant covers dayshifts Wednesday, Thursday, Friday, and Saturday from 0730 to 1730.

Chairperson Goede pointed out that the shift schedule as described has officers working two hours less than an 80 hour shift every two weeks. Sgt. Schulz said that's correct.

Mr. Ferguson said that the board doesn't feel that should be happening. Mr. Ferguson suggested the officers could be working 3 - 12 hour shifts each week over two weeks with an additional eight-hour shift to total 80 hours over the two-week period. Chief Van Meter agreed to adjust the shift to ensure an 80-work schedule over two weeks.

Chairperson Goede also asked that Chief Van Meter and Lieutenant Roberts not be gone at the same time and that one of them needs to be working every day. The board requests an email from the Chief saying if he is going to be gone or on vacation and not accessible.

F. Distribute the Director Code of Ethics in Policy and Procedures Policy 7.1 to all current and New Board Members.

Chairperson Goede asked Ms. Schulz if she had updated the policies and procedures regarding the definition of a quorum. Ms. Schulz said, yes the policies and procedures have been update and the website has also been updated.

G. SAIF Audit Update

Ms. Schulz advised that the department had another SAIF Audit for the time frame of July 1, 2022 through June 30, 2023. The estimated amount the department is going to have to pay is approximately \$7,021. This amount could go up 15% or go down 15%, but we won't know until the audit has been reviewed for a final time.

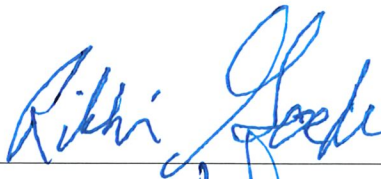
XI. Calendar:

The Board set the next meeting for Thursday, June 20, 2024, at 9:00 a.m., when it will review the following:

- New board members selected for term beginning July 1, 2024, names need to be forwarded to the County Commissioners
- New Chair and Vice-Chair elected for terms beginning July 1, 2024
- Police Chief's performance review presented
- Police Chief reviews goals for the next FY
- Annual Financial Audit preparations begin

ADJOURNMENT: Upon no further discussion, the meeting was adjourned at 11:58 a.m.

DATED this 18 Day of July 2024 for the Managing Board of Directors of the Black Butte Ranch Police District

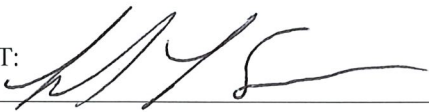


Rikki Goede, Chairperson



Lee Ferguson, Vice Chairperson

ATTEST:



Christina Schulz, Recording Secretary