

# Black Butte Ranch Police Department

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## Managing Board Meeting Minutes September 21, 2023

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:

Lee Ferguson, Caryl Gibson, Susan Waddell, Phil Zerzan, Steven Buckley, and Jeff Swan (Via phone)

### Members Absent:

Chairperson Rikki Goede

### Others Present:

Chief of Police Jason Van Meter, Sgt. Robert Schulz, and Administrative Manager Christina Schulz

### Others Absent:

None

**CALL TO ORDER:** Vice Chairperson Lee Ferguson called the meeting to order at 9:03 a.m.

## AGENDA:

### I. Approval of the August 17, 2023, Meeting Minutes:

*Resolution: A motion was made by Mr. Zerzan that the a to approve the August 17, 2023, meeting minutes. Seconded by Mr. Buckley; Unanimous.*

### II. Public Comment:

Vice Chairperson Lee Ferguson advised we had 2 guests that wish to speak to the Police Board. Vice Chairperson Lee Ferguson asked the guests to introduce themselves.

Sue Wickizer serving on the Black Butte Ranch Homeowners Board and Allan Dulwick serving on the Black Butte Ranch Homeowners Board. Ms. Waddell stated that Ms. Wickizer and Mr. Dulwick want to hear the police board comments around access onto the Ranch.

Ms. Wickizer stated that she feels the police board has an interest in access, safety, and security on the Ranch. Ms. Wickizer said her reason for attending this meeting is to see how the Homeowners Board and Police Board can work together on a joint committee to focus on access onto the Ranch and how we can

tighten this up and find a resolution to the problem. Also need to know what the police department can and can't do.

Mr. Zerzan advised that later in the meeting we would be appointing two police board members to a subcommittee for access onto the Ranch.

Ms. Wickizer would also like to have Jill Rivoli (Welcome Center), Kyle Cummings (BBR CFO), and Russ Massingale (BBR IT) added to the committee.

### **III. Financial Report:**

Mr. Ferguson said the financials for August and year to date look to be in line. There are a few line items that are edging up past their percentages, but that's to be expected at times throughout the year.

Mr. Buckley had a question about the Health Insurance SD line item. What does SD stand for. Administrative Manager Christina Schulz said it stands for "Service District." Mr. Buckley wanted to know if the health insurance line item covered both the collective bargaining employees and non-collective bargaining employees for over \$12,000 for the month of August. Ms. Schulz. Advised that the health insurance line item was for both the collective bargaining employees and the non-collective bargaining employees.

*Resolution: A motion was made by Mr. Buckley that the Board approve the financials from August 2023.  
Seconded by Ms. Waddell; Unanimous.*

### **IV. Committee & Chair Reports:**

Committee Reports – There were no committee reports.

Chair Reports- There were no chair reports.

### **IV. Chief's Report:**

Chief Van Meter wanted to thank the board and guests for their time today.

A. Personnel: Chief Van Meter advised that Officer Joey Lontrato is back and working shifts.

Officer Joe Schneider is still out until November or December, due to an off-the-job injury.

B. Activity Report: Chief Van Meter said Officer Cunningham arrested the farrier at the Black Butte Ranch Stables for animal abuse. The suspect was indicted and the District Attorney's Office has the police report.

Chief Van Meter emailed the board members the activity report ahead of the board meeting. Chief Van Meter was pleased with the contacts that were made during the summer and now has three years of real clean data.

- C. Equipment: Chief Van Meter said the department is now in possession of the new Taser 10's. These new Taser 10's will save the department a lot of liability costs. The Department received their new body cameras that will be integrated with the taser 10's. Every time a taser is pulled and is raised above 30 degrees it will activate the body camera. Will have a lot of training over the next several months to work on incorporating the hooded sights, new Taser 10's and the new body cameras. Need to work on new muscle memory and how the new systems will work together.

One of the new patrol trucks has been delivered to the dealership and will be headed to Wireworks to get fully outfitted, and the second patrol truck is on a train and headed to the dealership. Both patrol trucks should be online and on patrol within the next three to four months.

Received the ALPR cameras and are working with Vigilant to get an electrician and technician out to install them at the gates and one on Highway 20 looking eastbound. Central Oregon Drug Enforcement (CODE) will look at putting an ALPR camera looking westbound in the future. Chief Van Meter said next month the department will receive training on the ALPR system.

Mr. Buckley wanted to know whose responsibility it will be when information comes in about a certain vehicle out on Highway 20. Chief Van Meter explained the Black Butte Ranch Police Department and Deschutes County 911 will be the first to be notified of vehicle. It's the agency's responsibility to have operating procedures in place to actually track the vehicle. It will be up to Deschutes County 911 to send the information to the closest officer.

- D. Training: Chief Van Meter said Officer Todd Rich put together a wench training class out at the department range. DCSO and Black Butte Fire Department attended.
- E. Misc: Chief Van Meter said he will be talking to the Homeowners Board on September 22, 2023, to reduce the speed limit to 20 mph, near Lakeside Pool, Glaze Meadow Recreation Center, and a portion of Bishops Cap. Chief Van Meter would also like speed bumps put in front of Glaze Meadow Pool to slow people down. Chief Van Meter is also going to ask for new signage at all bike path intersections to read "Vehicles must stop for all bicycle and pedestrians."

Mr. Swan asked Chief Van Meter why he wasn't asking to change the speed limit to 20 mph on the entire Ranch, as it had been discussed at previous board meetings. Chief Van Meter advised that he had received a lot of heated emails about this topic and that it would cause hardship for the homeowners.

Ms. Gibson wanted to know what the speeding ticket would be for a bicyclist. Chief Van Meter said it would be the same as a vehicle.

Ms. Waddell wanted to know about the e-bikes that are riding over 20 mph and down the middle of the Road, knowing that the police can't turn on them and catch them, very frustrating.

Chief Van Meter said that next year, the Department might need to look at a bike patrol program started and getting a few electric bikes to be able to catch up to the violators faster and more safely

Chief Van Meter stated the Neighborhood Ambassador Program had their end of summer BBQ and was well attended. The program has over 27 people in one year of being created. Chief Van Meter asked for everyone to keep recruiting people to keep the program growing.

## **VI. Old Business:**

### **A. Zoom Capability**

Mr. Buckley said for months that it has been virtually impossible to participate in the board meetings for those attending remotely. Mr. Buckley wanted an update to the capability of using Zoom for future board



meetings. Administrative Manager Schulz said she met with Merrilee from Black Butte Ranch Corporation and that Zoom is an option, but we are going to have to buy a camera, speakers, and a tripod and test it out. Ms. Schultz know the board meetings will have to be set up differently to make Zoom work and will get everything ordered and tested within the next week or two.

Ms. Schulz stated that she talked with Black Butte Ranch Fire Department to see the availability of holding our board meetings at the fire department as a Plan B, if our Zoom doesn't work, but she has not heard back from the Fire Chief.

B. October 6, 2023, board meeting

Vice Chairperson Ferguson wanted to remind everyone that the October 6, 2023, board meeting is on a Friday and starts at 9:30 AM followed by a working luncheon with the Deschutes County Commissioners from 11:30 AM until 2:00 PM.

## **VII. New Business:**

A. Appoint a new subcommittee for access onto the Ranch.

Ms. Waddell wants to make sure we have clear goals and objectives for the subcommittee.

Mr. Zerzan said the goal should be to identify what the problem is and to establish what the current practices and capabilities of the existing system and to assign and create multidisciplinary team recommendations.

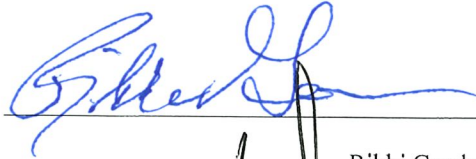
*Resolution: A motion was made by Mr. Zerzan that the board appoint Ms. Waddell, Mr. Zerzan, and Chief Van Meter to be representatives of this board, to a joint board committee on access control. Seconded by Ms. Waddell; Unanimous.*

## **VIII. Calendar:**

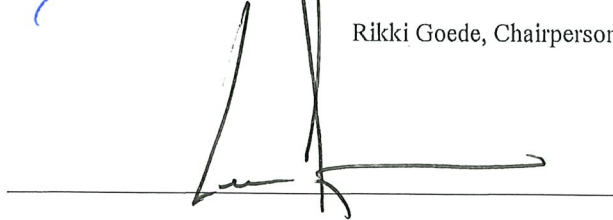
The Board set the next meeting for Friday, October 6, 2023, at 9:30 AM, when it will review the following: Audit draft to be delivered by the audit firm and made available to board members by October 10, 2023, and WHA Insurance representative will attend board meeting to review property/auto/casualty/liability policies.

**ADJOURNMENT:** Upon no further discussion, the meeting was adjourned at 10:45 a.m.

DATED this 17 Day of October 2023 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