

Black Butte Ranch Police Department



Managing Board Meeting Minutes
February 16, 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:

Chairperson Rikki Goede, Vice Chairperson Lee Ferguson, Susan Waddell, Steven Buckley, and Phil Zerzan

Members Absent:

Caryl Gibson, Jeff Swan

Others Present:

Chief of Police Jason Van Meter, Sergeant Rob Schulz, Police Department Administrative Manager Jessica Rich, and Police Department Administrative Manager Christina Schulz, and Roger Gabrielson.

Others Absent:

None

CALL TO ORDER: Chairperson Rikki Goede called the meeting to order at 9:00am

AGENDA:

I. Approval of the January 19, 2023, Meeting Minutes:

Mr. Buckley requested the following changes to the minutes:

Page 1, Section 1, the line right before the resolution. It should be Page 3 Section D, rather than Page 2 Section D.

Page 3, Section 6 Paragraph A, needs to read "Ms. Rich updated the Board that Paid Leave Oregon is in place and the contribution to fund the Paid Leave is being properly deducted from the employee's pay.

Resolution: A motion was made by Mr. Zerzan that the January 19, 2023 meeting minutes be approved with the requested changes. Seconded by Mr. Ferguson; Unanimous.

II. Public Comment:

Mr. Gabrielson wanted to express his appreciation of the Police Chief, for his leadership and meeting the needs of our community and to the Police Department for their professionalism. Mr. Gabrielson wanted to

express the challenges he sees with the needs of our aging population 8 months out of the year, to 4 months of seasonal population and providing the resources for public safety. If the resources become thin financially at the current level, don't be afraid to start the ball rolling on increasing the levy. He stated we need to take in account for growth, funding, and resources to service Black Butte Ranch. Mr. Gabrielson states that the ranch owners would be behind this.

III. Financial Report:

Mr. Ferguson delivered the financial report.

Everything is in line with the budget with what we had forecasted. The one thing that stands out and that we discuss every month is the YTD, CSO Position. We are below budget when it comes to salary though.

Mr. Ferguson did have a question about the overtime pay and why it seems to be higher than usual. Was it due to officers being gone or officers working grants?

Chief Van Meter stated some of the overtime was for Speed Grants and Officer Todd Rich is the Union Representative and requested that officers be offered to fill overtime shifts, instead of Administration having to work graveyard and weekend shifts.

Ms. Goede wanted an update on the new officer.

Chief Van Meter advised that Officer Lontrato has been working solo patrol and is waiting for an academy date.

Sgt. Schulz advised that DPSST might be offering a March Academy Class, but we have not heard back on whether that will be an option.

Ms. Goede had a question about why Worker's Compensation was trending higher than expected at 81%.

Ms. Rich stated that the YTD number might have been imputed incorrectly and she will verify that. The \$124 is the employee contribution that they are responsible for a payroll deduction.

Mr. Ferguson had a question about Dues and Subscriptions and why it was so high. Ms. Rich stated that we just had to pay \$4,000 for our annual Lexipol Subscription.

Mr. Buckley asked if there was a line item for grants in the financials and if not, if there should be one. Ms. Rich advised that we don't have a line item for grants. Mr. Ferguson asked how much we typically receive from grants in a year, and Chief Van Meter advised approximately \$4K-5K a year.

Sgt. Schulz stated the Department has an ODOT Speed Grant, a grant for ballistic vests, as well as grants that partially pay for equipment, such as body cameras, the radar trailer and Mobile Data Terminals (MDT), and radios.

Ms. Goede wanted to know where in the financial report the income from grants would be reflected, and Ms. Rich stated it's under Miscellaneous Income.

Mr. Zerzan wanted to know if the ODOT Grant was for \$2,500 in overtime pay and how many hours that took. Sgt. Schulz confirmed that the ODOT Grant was for \$2,500 and was overtime pay, accounting for 50-60 hours. Officers must put in 20-30 hours of matched time, so they can get the full funding. Mr. Zerzan asked Chief Van Meter if those numbers were in line with what the officers were working, and Chief Van Meter stated he would have to analyze the numbers to see where the Department was at so far.

Ms. Goede asked Ms. Rich what, other than grants, is reflected in the Miscellaneous Income line item on the financials. Ms. Rich stated they are revenue checks that come in from the State for citations that have

been paid and COBRA payments for employee's that are either current or past employees. Board Members agreed that Miscellaneous Income should be broken down into separate line items such as Grants and Citation/Fine Income.

Resolution: A motion was made by Mr. Ferguson that the Board approve the financials from January 2023 as presented. Seconded by Ms. Waddell; Unanimous.

IV. Committee & Chair Reports:

There are no Committee or Chair Reports.

IV. Chief's Report:

Chief Van Meter wanted to thank the Board for their time and dedication for serving on the board, their service to the Community, and for their wisdom and guidance.

A. Personnel: Chief Van Meter welcomed Christina Schulz to the Department.

B. Activity Report: Ms. Patterson has been conducting vacation house checks, while the graveyard shift is conducting corporation building checks. The Board reviewed the Activity Report from the Chief. There were no questions regarding the report.

C. Equipment: Chief Van Meter handed out a spreadsheet on Vehicle and Equipment expenditures for the 2022-2023 remaining budget and the 2023-2024 Budget. This included necessary IT Equipment upgrades at a cost of \$3,669.75.

Resolution: A motion was made by Ms. Waddell that the Board approve the purchase of the IT Infrastructure as presented. Seconded by Mr. Zerzan; Unanimous.

Chief Van Meter advised that we need to purchase two sets of tires for two vehicles at a total cost of \$2,400. Chief Van Meter stated that we just purchased a 2018 RAM 1500 Truck from DCSO for \$4,000. This will be used to replace vehicle 815. Chief Van Meter advised that Deschutes County (DC) 911 looked at all our portable radios for when they will be at their end of life. We were told that the Department's portable radios end of life was in 2018 and they no longer make replacement parts. Officer Todd Rich is going to look into a grant to fund the upgrade to our portable radios. DC911 is going to look into when all our computers end of life is.

D. Training: No update on Intoxilyzer training. OSP may bring Intoxilyzer machine to the Sisters DCSO Substation during the week of the Sisters Rodeo. Water Rescue with BBRFD will occur in May. This training will be classroom and training in the water at Suttle Lake, practicing throw ropes, dock rescue and boat rescue. May and June Central Oregon Law Enforcement will be hosting a tabletop Active Threat Training.

D. Misc: Mr. Ferguson and Ms. Goede asked for a status update on the Automated License Plate Reader (ALPR) system. Chief Van Meter stated Vigilant Solutions is the cameras system the Department would

like to go with. Chief Van Meter would like them to come out and walk the grounds and map the area for power options or solar options due to the trees in the area. Chief Van Meter said Redmond Police Department is using Vigilant Solutions in their patrol cars. Chief Van Meter is thinking of four cameras for the gates, a trail camera to put at the Powerline gate and two in the patrol cars. Chief Van Meter would like to start with two cameras in the patrol cars and then add them around the Ranch. Chief Van Meter does not want to buy the camera systems outright, rather he would like to rent on a subscription basis. This way, in the event one of the cameras were damaged, such as being struck by a snowplow, the Department, so in the case a snowplow breaks a camera we wouldn't have to buy a new camera, the subscription would allow a maximum of six replacement cameras a year. The Board agreed that the ALPR cameras are a priority for 2023-2024 budget.

Chief Van Meter said he talked with the Director of the Road Service Board of Camp Sherman, and they are really interested in having a meeting with Jefferson County Sheriff, the Road Board, and the Black Butte Police Chief, about coverage in the Camp Sherman Area. Ms. Goede stated this needs to be run by Legal for liability issues. Ms. Goede feels this is a Jefferson County Sheriff and Deschutes County Sheriff's Office issue to address as opposed to the Black Butte Police Department. The Board is aware of the Mutual Aid Agreement for Camp Sherman, but the Board is concerned for our officers' safety and the impact on our staffing level. Chief Van Meter was looking at it primarily as an option to generate revenue for the Department.

VI. Old Business:

- A. Chief Van Meter reviewed the Service Licensing Agreement (SLA) with Deschutes County 911, where we have a radio agreement and service license agreement with Deschutes County. We pay \$3,500 annually for 50 hours of service and then it goes up to \$75 an hour, if we go over our 50 hours.

Mr. Buckley wants to go over the Service Licensing Agreement at the March Board meeting.

Mr. Buckley said the January calendar stated that the Board was going to advertise and appoint a Budget Subcommittee and it wasn't done. It was determined that the current committee, consisting of Ms. Norton, Mr. Ferguson, and Mr. Hartnack, all have time remaining in their terms making appointments unnecessary at this time.

VII. New Business:

Ms. Goede stated we needed formal motions to add Christina Schulz to all Service District banking accounts that include First Interstate Bank, Washington Federal Bank, and the LGIP.

*Resolution: A motion was made by Mr. Ferguson to add Christina Schulz to the First Interstate Bank Account.
Seconded by Ms. Waddell; Unanimous.*

*Resolution: A motion was made by Mr. Ferguson to add Christina Schulz to the Washington Federal Bank Account.
Seconded by Ms. Waddell; Unanimous.*

***Resolution: A motion was made by Mr. Ferguson to add Christina Schulz to the LGIP (Local Government Investment Pool) Account.
Seconded by Ms. Waddell; Unanimous.***

Ms. Goede noted a review of the Strategic Plan 2020-2025 was, also, scheduled for this meeting.

Chief Van Meter said he has reviewed the current Strategic Plan in place that was written by former Chief Denney Kelley. Chief Van Meter advised he participated in the Black Butte Fire Department's process used to come up with their Mission, Vision, and Values statement. Chief Van Meter would like to create a similar committee and review the current Mission, Vision, and Values Statement. He stated the committee would consist of the Chief of Police, Sgt. Schulz, Administrative Manager Christina Schulz, Officer Todd Rich, a couple Board Members, and would be open to anyone else who would like to participate. Chief Van Meter would like the committee to meet in March to develop the plan.

Mr. Buckley asked if there were significant differences between the Chief's vision of the Department's Strategic Plan and the current plan. Chief Van Meter replied, "Not really." Mr. Buckley questioned if it was necessary to discuss or change the current Strategic Plan.

Mr. Zerzan said it is a good practice every couple of years, to thoroughly review a Strategic Planed.

Ms. Goede stated it is common for new leadership to make changes to or create a new Strategic Plan that is their own.

Chief Van Meter said he would like to align the Strategic Plan with the Department's website and Policy Manual for consistency.

Chief Van Meter would like to have the updated Strategic Plan for Board review by the April 2023 meeting.

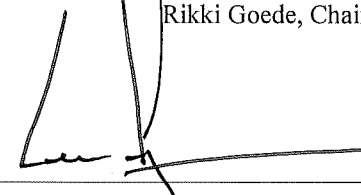
VIII. Calendar:


The Board set the next meeting for Thursday, March 16, 2023, at 9:00 AM, when it will review the following: Proposed Budget to Deschutes County; identify terming Board Members; review of Contract and Leases (Black Butte Corporation and Rental Agreement with the Association); review of the Board Policies and Procedures; MOU with Deschutes County; and a presentation by the auditors with their findings.

ADJOURNMENT: Upon no further discussion, the meeting was adjourned at 10:56am.

DATED this 20 Day of April 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