

Black Butte Ranch Police Department



Managing Board Meeting Minutes June 20, 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, Susan Waddell, Stephen Buckley, and Jeff Swan (Via Phone)

Members Absent: Phil Zerzan

Others Present:

Chief of Police Jason Van Meter, Officer Joey Lontrato, Bruce Bischof, and Marc Heckathorn.

Others Absent:

Lt. Drew Roberts and Administrative Manager Christina Schulz

CALL TO ORDER: Chairperson Rikki Goede called the meeting to order at 9:02 a.m.

AGENDA:

I. Approval of the May 16, 2024, Meeting Minutes:

Chairperson Goede mentioned that in the last full paragraph under access committee reports, that Mcallister road was misspelled and needs to be spelled McCallister.

Resolution: A motion was made by Ms. Gibson that the board approve the May 16, 2024, meeting minutes with the suggested corrections. Seconded by Mr. Ferguson; Unanimous.

II. Public Comment:

No public comments.

III. Financial Report:

Mr. Ferguson said the department is on track with expenditures for personnel services at 78%. Materials and services expenditures for the department are closer to 86%. Line-item expenditures for telephone and gas are still trending high and the Chief has adjusted next year's budget on those line items to reflect this increase.

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

IV. Committee & Chair Reports:

Access Committee Reports –

Ms. Waddell stated that the access committee meeting met on June 13, 2024. Ms. Waddell said people are getting frustrated that the access committee isn't moving fast enough on access issues. Ms. Waddell has scheduled a meeting with Kyle Cummings to discuss the access concerns in more depth.

Chairperson Goede requested that Chief Van Meter needs to bring up the access control problem at the Homeowners meeting on Saturday June 22, 2024. Chief Van Meter agreed that he will talk about the access control issues during his presentation to the homeowners.

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 9:37 a.m. to review bargaining issues with counsel and Chief's yearly evaluation. No decisions were made, information only. The Board returned to Regular Session at 10:40 a.m.

Resolution: A motion was made by Ms. Waddell that the Board approve the voluntary recognition agreement with the modifications as discussed. Seconded by Ms. Goede; Unanimous.

IV. Chief's Report:

- A. Personnel: Chief Van Meter said he wants to hire a part-time administrative manager to work 24 hrs. a week. Chief Van Meter stated that he had spoken with Lori Steinthal and that she is interested in working part-time to get the officers and bills paid. Chief Van Meter said he hasn't determined the hourly pay would be as he wants to re-evaluate the position and pay. Chief Van Meter stated that he would list the full-time administrative specialist position in the winter, if the position becomes vacant.

Chief Van Meter said he would be seeking applicants to fill the vacant officer position. Chairperson Goede asked when the position would be posted and Chief Van Meter stated with in two weeks.

- B. Activity Report: Chief Van Meter stated that the department has been busy assisting Deschutes County, and that Officer Lontrato assisted on the double fatal dirt bike crash on forest service road 1208 which is located behind the Ranch.
- C. Equipment: Chief Van Meter said new modems are being installed next week in all the patrol vehicles.
- D. Training: Chief Van Meter said the department will be working on summertime firearms training.
- E. Misc: Chief Van Meter said the department will be purchasing two E-Bikes come July, allowing officers the ability to get out on the bike paths more effectively. All E-Bikes on the Ranch are supposed to be registered at GMRC, but this isn't happening. More education on bike speed limits and safety is needed.

The department is gearing up for the 4th of July event and will be running the dunk tank like years past.

VII. Old Business:

- A. Update on budget presented to Deschutes County Commissioners.

Chief Van Meter said it went smoothly and the budget was approved.

- B. Presentation of the Police Chief's performance review.

Chairperson Goede said that has already been done.

VIII. New Business:

- A. Jay Hamcheck has been appointed position number seven, to replace Stephen Buckley on the Black Butte Ranch Service District Board with term starting July 1, 2024.

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

- B. Susan Waddell to be appointed as Board Chair, with term starting July 1, 2024.

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. Ferguson; Unanimous.

- C. Lee Ferguson to be appointed as Vice-Chair, with term starting July 1, 2024

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

- D. Lee Ferguson to be re-appointed to the Budget Committee, with term starting July 1, 2024

Resolution: A motion was made by Ms. Goede that the Board appoint Mr. Ferguson to be on the budget committee, starting July 1, 2024. Seconded by Ms. Gibson; Unanimous.

- E. Lee Ferguson to be re-appointed to the position of Treasurer

Resolution: A motion was made by Mr. Buckley that the Board re-appoint Mr. Ferguson to be treasurer, starting July 1, 2024. Seconded by Ms. Gibson; Unanimous.

- F. Board Positions as follow :
- Position #1- Chair- Susan Waddell (Resident property owner starts July 1, 2024 and ends July 2026)
 - Position #2- Jeff Swan (Non Resident property owner, starts second term July 1, 2024 and ends July 2026)
 - Position #3- Rikki Goede (Resident property owner, starts second term July 1, 2024 and ends July 2025)
 - Position #4- Caryl Gibson (Resident property owner, starts second term July 1, 2024 and ends July 2027)
 - Position #5- Phil Zerzan (Resident property owner, first term ends July 1, 2025)
 - Position #6- Vice-Chair- Lee Ferguson (Resident property owner in second term and end July 1, 2025)
 - Position #7- Jay Hamacheck (Resident property owner first term starts July 1, 2024 and ends July 1, 2027)

- G. Police Chief to review goals for the next FY

Mr. Buckley said that Mr. Ferguson and the Chief came up with five goals for the next FY.

Goal #1- Provide resources and opportunities for department employees to focus on personal and professional fitness and wellness.

Goal #2- Conduct an annual performance evaluation of all employees. Prior to the evaluation develop and distribute to department employees the key criteria against which job performance will be evaluated, including a matrix or set of criteria to measure professionalism.

Goal #3- Train all officers in the operation of the ALPR program.

Goal #4- Continue to expand programs that involve ranch owners, guest, and employees such as self defense classes and summer kids program with the fire department.

Goal #5- Require handgun training classes for all officers with the goal of having officers exceed the minimum standards set by the state.

- H. Annual Financial Audit preparation begins

XI. Calendar:

The Board set the next meeting for Thursday, July 18, 2024, at 9:00 a.m., when it will review the following:

- Annual Review and re-adoption of the Director Code of Ethics per Policy 7.1 of the 2018 Policy and Procedures
- Orientation for new board members
- Workers Compensation policy renews (SAIF)

ADJOURNMENT: Upon no further discussion, the meeting was adjourned at 11:45a.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