

Black Butte Ranch Police Department



Managing Board Meeting Minutes February 15, 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, and Stephen Buckley (Via Zoom)

Members Absent:

Susan Waddell and Jeff Swan

Others Present:

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

Others Absent:

None

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

AGENDA:

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

Mr. Buckley advised that on page 4, section VIII under calendar first line, needs to read "The Board set the next meeting for Thursday, February 15, 2024, at 9:00 a.m., when it will review the following:

- Review of Strategic Plan 2020-2025
- Continue budget process

Resolution: A motion was made by Ms. Gibson that the board approve the January 18, 2024, meeting minutes. Seconded by Mr. Zerzan; Unanimous.

II. Public Comment:

No public comments.

III. Financial Report:

Mr. Ferguson said we are looking good under the personnel section, but need some clarification as to why some of the line items are over 58%, such as telephone, range and supplies, and auto liability. Mr. Ferguson wanted to know if these were caused by a one-time purchase that put the line item over 58%.

Chief Van Meter stated that the telephone line item was due to the ALPR Cameras, the purchase of ammo caused the range supply line item to be high, and far as auto insurance liability line item, our insurance went up when the department added the two new patrol trucks to our policy. Chief Van Meter advised the Department has sold vehicle #818 to Oakridge PD for \$1,500 and #814 to Chemeketa PD for \$500 for a grand total of \$2,000. Chief Van Meter said that with selling the two patrol vehicles the department will get a refund of around \$2,886 and will be saving \$3,465 a year without vehicles 818 and 814 being on our auto insurance policy.

Chairperson Goede had a question about the line item for social security and why it's so high.

Administrative Manager Christina Schulz said she would need to contact Heartland, our payroll service, and ask them for clarification.

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

IV. Committee & Chair Reports:

Access Committee Reports –

Mr. Zerzan stated that there has been a lot of work being done with the joint access committee. They have been rewriting policy and procedures for gaining access onto the Ranch. Will be working on eliminating all access pin codes and going to only proximity cards or transponders on vehicles to gain access onto the Ranch. The signage will need to be changed.

Chair Reports-

There were no chair reports, but there will be an executive session at the end of this board meeting to get a labor update.

IV. Chief's Report:

- A. Personnel: Officer Joey Lontrato passed all his testing for the Central Oregon SWAT team. The SWAT team still has to make their hiring decision, but Officer Lontrato could be our first patrol officer to make it onto the team.
- B. Activity Report: Chief Van Meter handed out the current activity report and is working on a 3-year average comparison data to present to the Homeowners Board. The Homeowner's Board wants to see what trends the department is seeing and to know where they can support the police department financially.

- C. Equipment: Chief Van Meter advised that the ALPR camera system is up and running. Next step is to get all the officers trained on the system and for the department to gain access to the ALPR Hot List.

Mr. Ferguson wanted to know if the ALPR cameras were able to help with the theft of fuel from Section 5 work vehicles. Chief Van Meter said trail cameras would be a better fit for a theft like that, since the suspects probably would not have accessed the Ranch through the main gates where our three stationary ALPR cameras are located.

Chairperson Goede wanted to know what agencies in Central Oregon have ALPR cameras. Chief Van Meter said Redmond Police Department went with Vigilant ALPR Cameras and Bend Police Department and Sunriver Police Department went with FLOCK Cameras.

Chairperson Goede would like Chief Van Meter to give a report to the Board when the ALPR cameras provide criminal information or assist with an investigation leading to the solving of a crime..

- D. Training: Nothing to report.

- E. Misc: Chief Van Meter mentioned that on May 15, 2024, the police department will be holding a tabletop exercise to go over an evacuation scenario involving Black Butte Ranch. Chief Van Meter said the following agencies will be attending: BBRFD, Bend PD drone team, DCSO, DCSO Search and Rescue, ODOT, OSP, Jefferson County Sheriff's Office, and the BBR Neighborhood Ambassadors.

Old Business:

No Old Business.

VII. New Business:

- A. Review Strategic Plan 2023-2025

Chief Van Meter emailed the board, the updated Strategic Plan for 2023-2025 for review.

Mr. Buckley wanted to know if the board had adopted the updated Strategic Plan 2023-2025.

Chairperson Goede advised the board was to review the Strategic Plan prior to the March meeting, at which time the board will discuss and vote whether or not to adopt the updated Strategic Plan 2023-2025.

Mr. Buckley stated the Strategic Plan mentions that the police departments website should have the following : Policy Manual, Copy of the Budget, Strategic Plan, and board meeting minutes. Since these are not all presently on the Department's website, Chief Van Meter said they would be added.

- B. Update on 2024-2025 Budget

Chief Van Meter said the 2024-2025 budget will be ready to review at the March board meeting.

Executive Session:

Pursuant to ORS 192.660(2)(i), the Managing Board of the Black Butte Ranch Police Department entered into Executive Session at 10:02am to review a labor update. No decisions were made and no votewere taken. The Board returned to Regular Session at 10:41 am.

VIII. Calendar:

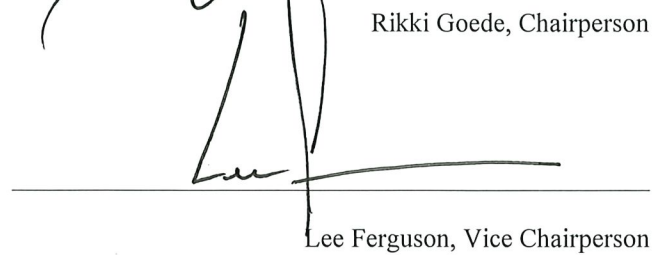
The Board set the next meeting for Thursday, March 21, 2024, at 9:00 a.m., when it will review the following:

- Final Budget to be submitted to board of directors
- Appoint board members to serve on the Police Chief's Evaluation Committee
- Review the extent to which the Police Chief is on track to meet the goals of the fiscal year as set forth in the most recent performance review
- Review the Code of Ethics Adopted in December 1993

ADJOURNMENT: Upon no further discussion, the meeting was adjourned at 10:42 a.m.

DATED this 21 Day of March 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