

Black Butte Ranch Police Department



Managing Board Meeting Minutes
August 17, 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, Caryl Gibson, Susan Waddell, Phil Zerzan, Steven Buckley (Via phone), and Jeff Swan (Via phone)

Members Absent:

Lee Ferguson

Others Present:

Chief of Police Jason Van Meter and Administrative Manager Christina Schulz

Others Absent:

None

CALL TO ORDER: Chairperson Rikki Goede called the meeting to order at 9:05 a.m.

AGENDA:

I. Approval of the July 20, 2023, Meeting Minutes:

Mr. Buckley requested the following change to the minutes:

Page 2, resolution, need to remove, "with the requested changes"

Chairperson Goede requested the following change to the minutes:

Page 5, Section E, last paragraph, first sentence, need to add, "crossings after pedestrian"

Resolution: A motion was made by Mr. Zerzan that the July 20, 2023, meeting minutes be approved with the requested changes. Seconded by Ms. Gibson; Unanimous.

II. Public Comment:

No public comments.

III. Financial Report:

Mr. Ferguson was absent from the board meeting, so Chairperson Goede asked if everyone had reviewed the financials and if anyone had any questions.

Chairperson Goede asked if the blinds were included in the supplies line item and that's why it's a little high for the first month into the fiscal year. Administrative Manager Schulz, said, "yes."

Resolution: A motion was made by Ms. Waddell that the Board approve the financials from July 2023. Seconded by Ms. Gibson; 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 for their time and dedication.

- A. Personnel: Chief Van Meter advised that Officer Joey Lontrato graduated from the Police Academy on August 11, 2023, and has been assigned to night shifts.

Officer Joe Schneider is still out for several months, due to an off-the-job injury.

Ms. Waddell asked how long Officer Schneider's job is protected for. Chief Van Meter stated that Officer Schneider has 12 weeks of OFMLA that started the day of Officer Schneider's surgery and then once Oregon Paid Leave Act starts September 1st, he will have an additional 12 weeks of protection, so there's a potential of 6 months of protected leave.

- B. Activity Report: Chief Van Meter said the department is spending more time on the roadways and pathways of the Ranch. There have been fewer bicycle crashes this summer. Still getting reports of speeding E-bikes on the Ranch.

Ms. Waddell had a question about the 286 crime-related calls and Chief Van Meter said that number should have been zero.

Chairperson Goede noticed the unsecured corporation checks have gone up, she asked if the people are not locking the doors and Chief Van Meters said that's correct.

Chief Van Meter advised the board that so far in August we have had three break ins, into the food and beverage cart at Glaze Meadow golf course. The department has decided to purchase trail cameras to use to catch suspects.

Next month there will be an access control meeting with Russ Massingale, Kim Kohn, Phil Zerzan, Kyle Cummings, and Chief Van Meter, to evaluate the problems that are happening on the Ranch, in

regards to access onto the Ranch. There will be discussion about looking at getting a new security access control company. We need all systems to communicate with each other.

- C. Equipment: Chief Van Meter said in September the Department will have taser 10 training.

One of the new patrol trucks is being delivered to the dealership, so we can pick that up soon and the second patrol truck is just being finished at the factory. Both patrol trucks should be online and on patrol within the next 3-4 months.

- D. Training: Chief Van Meter said the department has been attending Emergency Vehicle Operations Course (EVOC) in Bend this last week to prepare for winter driving.

- E. Misc: Chief Van Meter said we have already discussed access control onto the Ranch.

Chief Van Meter made a business decision to end the relationship with Cowgirl Cleaning LLC, due to rates going up too high and this was not budgeted for. We will be looking for another cleaning company.

VI. Old Business:

Mr. Buckley said for months that it's virtually impossible to participate in the board meetings if you are doing it remotely. Mr. Buckley wanted an update to the capability of using Zoom for future board meetings. Administrative Manager Schulz said she will look into this and get it working for future board meetings.

Mr. Buckley wants this on September's board meeting agenda, until this is resolved.

VII. New Business:

- A. Re-appoint and vote Jeff Swan to the Black Butte Ranch District Board.

Resolution: A motion was made by Chairperson Goede that the board re-appoint Jeff Swan to start his second term on the board, which is year four of six that is effective July 1, 2023. Seconded by Ms. Waddell; Unanimous.

- B. Re-appoint and vote Rosemary Norton to the Budget Committee

Resolution: A motion was made by Chairperson Goede to approve Rosemary Norton be assigned for a second term on the Budget Committee that is effective July 1, 2023, to June 30, 2024. Seconded by Ms. Gibson; Unanimous.

- C. Close the community fund account at First Interstate Bank and open a new community fund account at WAFD Bank and make Chief Van Meter and Christina Schulz authorized signers.

Administrative Manager Schulz explained that we need to close the community fund account at First Interstate Bank, due to the lack of access to the account to purchase kid's day and National Night Out swag. Right now, the only way I can access the funds is by writing a check, but the vendors I purchase from want a credit card and not a check. My suggestion would be to close the community fund account and open a new community fund account at WAFD bank, so I can have a debit card to purchase items.

Resolution: A motion was made by Ms. Waddell to close the community fund account at First Interstate Bank and take the funds and place into a new community fund account at WAFD Bank, creating Chief Jason Van Meter and Christina Schulz as an authorized signers. Seconded by Ms. Gibson; Unanimous.

D. Add a SumUp machine to take credit cards at the police department and to make Administrative Manager Christina Schulz, the responsible and financial contact.

Administrative Manager Christina Schulz stated that when we had our accreditation department audit this year, the auditor recommended that we get a credit card machine, for people to pay for notaries and records request. The auditor suggested that the department not take in cash for notaries or records request. The auditor said we could still take cash for the Fourth of July dunk tank.

Resolution: A motion was made by Ms. Waddell to create access for SumUp to be used in the Police Department and that Christina Schulz is listed as the responsible and financial contact. Seconded by Ms. Gibson; Unanimous.

E. Deschutes County Board of Commissioners to have a working lunch on October 6th, 2023, from 11:30 till 2pm.

Chairperson Goede said this working lunch will be our October board meeting for the month.

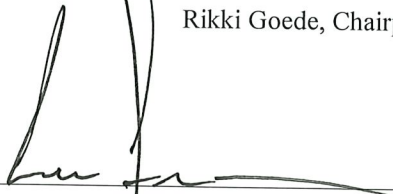
VIII. Calendar:


The Board set the next meeting for Thursday, September 21, 2023, at 9:00 a.m., when it will review the following: Annual audit preparation continues.

ADJOURNMENT: Upon no further discussion, the meeting was adjourned at 10:11 a.m.

DATED this 6 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