

# Black Butte Ranch Police Department

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Managing Board Meeting Minutes  
May 18, 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, Lee Ferguson, Caryl Gibson, Phil Zerzan, and Steven Buckley (Via phone)

**Members Absent:**

Susan Waddell and Jeff Swan

**Others Present:**

Chief of Police Jason Van Meter, Sergeant Rob Schulz and Administrative Manager Christina Schulz

**Others Absent:**

None

**CALL TO ORDER:** Chairperson Rikki Goede called the meeting to order at 9:03 a.m.

**AGENDA:**

**I. Approval of the April 20, 2023, Meeting Minutes:**

Mr. Buckley requested the following changes to the minutes:

Page 4, Section 7, 3<sup>rd</sup> paragraph, 1<sup>st</sup> line, should read the following: Mr. Buckley reviewed the 1993 code of ethics/conflict of interest policies and emailed them all to the board members.

Page 4, Section 7, 4<sup>th</sup> paragraph and eliminate 2<sup>nd</sup> sentence, and revise the next sentence to say: Mr. Buckley suggested that the section of the policies and procedures requiring the board to prepare investment goals for the fiscal year be removed.

*Resolution: A motion was made by Mr. Zerzan that the April 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 questioned as to why line number 7060 for phones was high.

Chief Van Meter explained that the phone company had to come out and change the phone faces and charged the District several hundred dollars for that service. Additionally, the District added a few more phones and had a software update.

Chairperson Goede wanted to know if the District had any other subscriptions that are currently outstanding. Christina Schulz advised that we should only have the regularly scheduled dues coming in at this time.

Chief Van Meter added that, should another unexpected bill come in unexpected, it could be pushed into the 2023-2024 budget.

*Resolution: A motion was made by Mr. Ferguson that the Board approve the financials from April 2023 with the requested changes. Seconded by Ms. Gibson; Unanimous.*

### IV. Committee & Chair Reports:

**Police Chief Evaluation-** Stephen Buckley and Lee Ferguson.

Mr. Buckley stated the evaluation team had received a 100% response from the District's personnel, as well as spoke with CEO Shawn McCance, Deputy Fire Chief Jason Ellison from Black Butte Fire Department, and Lieutenant Chad Davis with Deschutes County Sheriff's Office. He added the team will be speaking with two homeowners on the ranch that have had an interaction with Chief Van Meter and will have a meeting with Sgt. Rob Schulz. Mr. Buckley stated that they are on track to have the Police Chief's evaluation completed and ready to present at the June board meeting during an Executive Session.

**Budget Sub Committee-** Mr. Ferguson.

Mr. Ferguson said the committee had worked closely with the Chief and the budget is ready to be presented to the County Commissioner's on Thursday May 25, 2023. Chief Van Meter has already delivered his executive packet to the County Commissioner's, so they are ready to go on May 25, 2023.

**Chair Reports-** There were no chair reports.

### IV. Chief's Report:

Chief Van Meter wanted to thank the board for the time that they sacrifice for the community.

- A. **Personnel:** Chief Van Meter advised that Officer Joey Lontrato is still at the police academy and doing well. Officer Lontrato graduates August 11, 2023.
- B. **Activity Report:** Chief Van Meter said the calls for service are starting to increase at this time of year. CSO Patterson has been riding around the ranch on the bike paths a little. The Chief will be meeting with Jill Rivoli, Director of the Welcome Center, and rental operations, to discuss BBR Alerts.

Christina Schulz is making BBR Alert flyers to go in all eighty of the Ranch Corporation rental homes. The District will work on getting the BBR Alert cards in the VRBO rentals as well. The BBR Alert cards will be handed out at the homeowners annual meeting June 24, 2023.

Chief Van Meter wants to talk to the homeowner's board to see if they would be willing to help pay for the BBR Alerts cards for the community as they are more expensive than anticipated.

Chairperson Goede wanted to know what kind of conversations we are having with the Corporation and the Welcome Center about letting people on the Ranch know what the rules and regulations of the Ranch are.

Chief Van Meter explained that the District has flyers with the rules and regulations on them. He would like to have these added to the welcome packets, along with BBR Alert information at the Welcome Center. The Chief hopes to have CSO Patterson and other volunteers at the Welcome center talking with guests about the rules and regulations. Education and being proactive are going to play a big part.

Chairperson Goede wanted to know what signage exists at the Welcome Center or anywhere on the ranch, regarding the rules and regulations are? Could the Welcome Center put a poster in the drive through window stating the rules and regulations of the Ranch, so that when people are checking in, they can read the information?

Mr. Zerzan said the Welcome Center is the key player to getting the information out to all the guests checking in.

Mr. Buckley felt there should be a greater police presence on Thursdays and Fridays when the most people are checking in. Mr. Buckley also recommended keeping a ghost police car positioned all over the ranch, so people know there is a police force in Black Butte.

Chief Van Meter suggested the possibility of signs made to be placed on the ghost car and parked at the Welcome Center, so people could see it when parking to check in.

Mr. Zerzan feels this is a big liability issue if we do not get the rules and regulations of the Ranch to the guests.

Chief Van Meter will schedule a meeting with Jill Rivoli (Director of the Welcome Center) to see if her employees would tell guests about the rules and regulations of the ranch as they are checking in.

Chairperson Goede asked if Chief Van Meter could put out a blast to all homeowners advising them of the rules and regulations of the Ranch.

- C. Equipment: Chief Van Meter said we are still waiting for the two new trucks to be built and do not have a date as to when the trucks will be received. Chief Van Meter is going to advise the County Commissioners that we might have to carry over some of the money from the 2023 budget into 2024 budget year to pay for these vehicles.

The new Taser and Body Cameras should be arriving this winter.

The Chief reported their portable radios are close to their end of life and replacement parts are no longer available should they break down. The District has been testing Tait and Harris radios to evaluate how they operate around the ranch, up on the pass, and out at Camp Sherman. Motorola radios are \$9,000 a piece to replace. The District would need to replace all nine radios but would have the availability to use the older radios as backups if necessary. Deschutes County 911 has agreed that when the District purchases the new radios, it can do so through the County and be able to pay for the

radios over a five-year period, as opposed to buying directly from Motorola who would require the money paid in full when the radios are delivered.

- D. Training: Chief Van Meter will be attending the Defensive Tactics refresher course in Prineville in June. His goal is to bring experts teachers to teach refresher courses in defensive tactics to the District's officers.

Chief Van Meter said the District's new Glocks should be arriving shortly and the current Glocks will be returned so the District can receive credit toward the replacement purchase.

- E. Misc: Chief Van Meter advised the Neighborhood Ambassador program is doing great and eleven people attended last night's training (May 17, 2023).

Our LGIP account interest rate went from 3.75% to 4.05%.

Planning another tabletop exercise this summer, with Jake Derkson, Sgt. Garibay with DCSO, and DCSO search and rescue. This will assist in increasing and "fine tuning" the District's emergency mutual aid abilities.

Sgt. Schulz advised the District has been going around the outskirts of the Ranch and mapping where camps are located near the Ranch and talking with the people camping, making sure they know that June 1, 2023, starts the no burning season. Fires will be still allowed in designated fire rings in campgrounds, but no campfires on federal land.

## VI. Old Business:

- A. Update on the 2022 Audit

Chief Van Meter states the 2022 audit draft was sent to all board members via email for review.

Christina Schulz advised that the auditor will be calling in on our June 15, 2023 board meeting to present the 2022 audit.

- B. Motion to adopt amendments changes to the policies and procedures after the first reading at the April board meeting. There were no comments submitted from the public.

*Resolution: A motion was made by Mr. Buckley to accept the first amendments of the 2018 policies and procedures as presented in the email Mr. Buckley sent to the board members. Seconded by Mr. Zerzan; Unanimous.*

- C. Mr. Buckley wanted an update on the State Accident Insurance Fund (SAIF) Audit.

Chief Van Meter said we paid the bill we received from SAIF to come current and, moving forward, the District now has everyone classified correctly and the updated cost has been budgeted for 2023-2024. Christina Schulz advised the District had a \$1,000 credit with SAIF so the bill was not \$9,000, but just under \$8,000.

- D. Mr. Buckley wanted to know if Chief Van Meter was able to find out if we had the most current copy of Deschutes County MOU, since the one we have is dated 2010.

Chief Van Meter talked with Deschutes County Council, and we were advised we have the most current copy of the Deschutes County MOU and there were no changes or amendments.

**VII. New Business:**

No new business.

**VIII. Calendar:**


The Board set the next meeting for Thursday, June 15, 2023, at 9:00 a.m., when it will review the following: Presentation of the 2022 Audit; presentation of the Chief's evaluation; review of the Chief's goals for the next fiscal year; and any updates regarding the start of the District's annual financial audit preparation

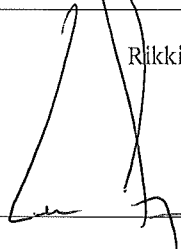
**Executive Session:**


Pursuant to ORS 192.660(2)(i), the Managing Board of the Black Butte Ranch Police Department entered into Executive Session at 10:15am to review the Chief of Police's Annual Performance Evaluation. No decisions were made. The Board returned to Regular Session at 10:40 am.

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

DATED this 15 Day of June 2023 for the Managing Board of Directors of the Black Butte Ranch Police District

  
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Rikki Goede, Chairperson

  
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Lee Ferguson, Vice Chairperson

ATTEST:   
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Christina Schulz, Recording Secretary