

# Black Butte Ranch Police Department

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## Managing Board Meeting Minutes January 18, 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, Susan Waddell, Caryl Gibson, Phil Zerzan, and Stephen Buckley (Via Zoom) and Jeff Swan (Via Zoom)

### Members Absent:

None

### 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 9:00 a.m.

## AGENDA:

### I. Approval of the November 16, 2023, Meeting Minutes:

*Resolution: A motion was made by Mr. Buckley that the board approve the November 16, 2023, meeting minutes. Seconded by Ms. Waddell; Unanimous.*

### II. Public Comment:

No public comments.

### III. Financial Report:

Mr. Ferguson wanted an explanation as to why the telephone line item was so high. Chief Van Meter explained that with the new ALPR system, the Department needed to add four more SIM cards to our Verizon account, and it caused the phone bill to go up.

Sgt. Schulz stated that the department also took over paying for the modems in all the patrol cars, as previously it was a part of the Deschutes County 911 Verizon bill and now will become a part of the Department's Verizon bill that includes the ALPR system.

Administrative Manager Christina Schulz stated that the telephone line item will be over budget, but line item 7010 will be under budget since the modems were originally being taken from line item 7010 for Deschutes County 911.

Chairperson Goede stated that the dues and subscription line item was high, also. Ms. Schulz explained that some of the Department's bills came in a lump sum as opposed to monthly, and that the Department is still on track with the stated budget for this line item.

*Resolution: A motion was made by Ms. Gibson that the Board approve the financials for November and December 2023. Seconded by Mr. Ferguson; Unanimous.*

#### **IV. Committee & Chair Reports:**

Access Committee Reports –

Ms. Waddell reported the committee did not have a meeting in December, and they didn't have enough people for the January meeting, so the next meeting will be February 8, 2024. Ms. Waddell didn't have any additional updates at this time.

Chair Reports-

There were no chair reports.

#### **IV. Chief's Report:**

- A. Personnel: Nothing to report. Everyone is working as scheduled.
- B. Activity Report: Chief Van Meter handed out the current activity report. Mr. Ferguson wanted to know what the crime-related numbers were. Chief Van Meter said the 208 calls were on the Ranch and self-initiated calls by the officers. Chief Van Meter had dispatch eliminate the BBR calls for service. The calls need to be cleared with warning, citation, or community policing contact. If the call is crime related the officers will clear with an arrest, or clear with a case number. Chief Van Meter said for 2024 he wants the clearance codes to reflect what the department is really doing.

Chairperson Goede wanted to know if there was a way to track calls on the Ranch and off the Ranch, self-initiated calls, and dispatched calls. Chief Van Meters said, "Yes."

Mr. Zerzan wanted to know if we could track the Officer of the day phone (OOD phone) calls. Chief Van Meter explained that if a call comes in on the OOD phone, the officer will advise dispatch of the call and it will then be entered into the Deschutes County 911 CAD system and then cleared accordingly.

Ms. Gibson wanted a definition of a walk and talk. Sgt. Schulz defined a walk and talk as when officers are getting out of their patrol cars and talking with corporation business and their staff. For example, officers talking with the lifeguards, bartenders, restaurants workers, and golf staff.

- C. Equipment: Chief Van Meter advised that on February 6, 2024, the ALPR boxes and cameras will be installed and should go live. The electrician and Motorola technician will be on site for two days to make sure everything is working properly, and that the information is communicating with the database. The camera for Highway 20 will not work, as there is not enough power to make the camera functional. That camera got switched out to a solar camera that will be mounted to the Department's mobile radar trailer, so it can capture license plates anywhere the trailer can be parked with adequate sunlight to keep the camera charged.

Chief Van Meter said the department then will be trained in how to use the system and be consistent with the practices that Redmond Police Department are doing. The plan is to be up and fully functional by mid-February.

- D. Training: Chief Van Meter said the department will start their firearms/Taser training with Officer Roberts.

E. Misc: Nothing to report under miscellaneous.

### **Old Business:**

#### **A. Lieutenant Position**

Chief Van Meter asked that the board vote on adding the Lieutenant Position. The Lieutenant position will assist in the administrative tasks and oversee patrol operations, allowing the Chief to focus on other key ancillary issues such as the budget and the upcoming levy. The Lieutenant would, also, assist the Chief in oversight of key administrative issues such as personnel, recruiting, hiring, and retention issues.

Chairperson Goede asked how the hiring process was going to be done. Chief Van Meter said he would open the position internally and then require a cover letter, resume, and an interview process. Chief Van Meter advised the interview panel be a Supervisor from Deschutes County and one of our board members.

Ms. Waddell wanted to know the timeline. Chief Van Meter said he wants to move on this fast, as he needs the help.

Chairperson Goede reminded the Board that the finance committee had already vetted the Lieutenant position and the salary increase and deemed it to be within budget.

***Resolution: A motion was made by Mr. Zerzan that the Board approve the Chief's request to add a position of Lieutenant to the police department. Seconded by Ms. Waddell; Unanimous.***

#### **B. Update on 24/7 Coverage**

Chief Van Meter stated the officers are back to working three 13 hour shifts, which gives 24/7 coverage on the Ranch.

C. Insurance Review

Chief Van Meter talked with our Insurance representative and has a better understanding on our policy and why it went up almost \$7,000 more than what was budgeted for. Chief Van Meter advised that by adding the two new trucks, that put the departments inventory up to nine vehicles. If the department can sell the two unused older vehicles, that will save the department \$3,500 in premiums. This will get the department closer to what was budgeted, but still over by \$5,500.

Chief Van Meter's recommendation is to leave the deductibles where they are and not to change anything.

**VII. New Business:**

A. Advertise for and appoint budget sub-committee:

The budget sub-committee doesn't have any vacancies for another year and half. The budget sub-committee consists of Lee Ferguson, Jil Click, and Rosemary Norton.

B. Review Service District Policies and Procedures

This was done last year and doesn't need review at this time.

C. Review of the MOU with Deschutes County

Chief Van Meter checked with county counsel and the MOU is current and doesn't need reviewing.

Chairperson Goede said the new MOU with the Humane Society of Central Oregon will need to be added to the calendar for review in November.

D. Property/Auto/Casualty/Liability insurance policies renew (SDAO):

Chairperson Goede advised we just reviewed this and it's good.

E. 35th Annual Executive Leadership Training

No training this year.

**VIII. Calendar:**

The Board set the next meeting for Thursday, February 15, 2024, at 9:00 a.m., when it will review the following:

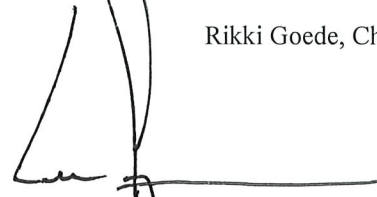
- Review of Strategic Plan 2020-2025
- Continue budget process


**ADJOURNMENT:** Upon no further discussion, the meeting was adjourned at 10:22 a.m.



DATED this 15 Day of February 202~~3~~<sup>4</sup> 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