



August 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:

Susan Waddell, Lee Ferguson, Rikki Goede, Jay Hamachek (via Zoom), Phil Zerzan, Caryl Gibson and Jeff Swan

Members Absent: None

Others Present:

Chief of Police Jason Van Meter (via Zoom), Jay, Lt. Roberts, Christina Schulz, Officer Cunningham, Officer Rich

Others Absent: None

CALL TO ORDER: Chairperson Susan Waddell called the meeting to order at 8:58 a.m.

AGENDA:

I. Approval of the Jun 20, 2024, Meeting Minutes:

Resolution: A motion was made by Mr. Swan that the board approve the July 18, 2024, meeting minutes as presented. Seconded by Ms. Goede; Unanimous.

II. Public Comment:

No public comments.

III. Financial Report:

Mr. Ferguson said we are starting the year off right where we need to be financially. The financial statement shows expense for four patrol officers.

Misc category #7900; the expense of \$526.00 was for National Night Out supplies.

Mr. Ferguson asked Christina what the plans are for her replacement. Christina noted that they will be interviewing several candidates on 8/26. Three people have applied to date. The position is currently posted on LEDs, the Department website and OACP. This is a full-time position.

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

Resolution: A motion was made by Ms. Goede to move into Executive Session. Seconded by Mr. Ferguson: Unanimous

IV. Executive Session:

Pursuant to ORS 192.660(2)(i), the Managing Board of the Black Butte Ranch Police Department entered into Executive Session at 9:32 a.m. to review information regarding personnel. No decisions were made, information only. The Board returned to Regular Session at 11:04 a.m.

V. Committee & Chair Reports:

There has been a request made to the Board to improve road signs on Red Clover. Ms. Waddell explained this request needs to be brought to the BBR Homeowners Board. The Chief has a meeting scheduled with Mr. Kyle Cummings next week to discuss the signs on the Ranch. It was noted that the signs by the sports field also need to be improved.

V. Chief's Report:

A. Personnel: Waiting to hear on Christina Schulz's job and also the police officer decisions from the Board.

B. Activity Report:

This report was distributed in paper to Board members. Ms. Goede inquired about the STATS on the activity report and pointed out that the incident and UTC numbers don't add up. Chief VanMeter suggested they meet in Christina's office to go over the report so he can show how he inputs the data. He spends over an hour inputting data.

Mr. Ferguson asked why there are no citations being written on the Ranch and noted there are plenty of violators. Mr. Zerzan asked if the Chief is being asked to prioritize aggressive traffic enforcement on the Ranch to write UTC's. Ms. Goede noted the need for presence on the Ranch, seeing people pulled over is a deterrent.

Mr. Zerzan asked the Chief to re-do the activity reports.

C. Equipment: New modems were installed yesterday. E-Bikes are working great on the Ranch.

D. Training: Lt. Roberts is doing video training for now. Quads in Sept, Defensive Tactics training on the 9th. Chief VanMeter will attend Executive Training in Deschutes County in October to meet his requirements for his certifications.

E. Misc.: Effective September, there will no longer be "take home vehicles". This will save money and wear on the vehicles.

Ms. Goede asked if there would be any policy updates to refer to the 9th circuit ruling on defense tactics.

Ms. Goede asked about what department training has been done on ALPC and if the department has a Lexipol policy for automated license plate reader (ALPR). Chief VanMeter indicated that there has not been any training conducted since the installation. He also indicated that he would have to get back to Ms. Goede on the policy and training.

Mr. Ferguson asked if we need to meet bike training standards. DPSST puts on bicycle training and DCSO puts on a 1-day training. The Board asked the Chief to confirm if our department has been trained and if not, to get them trained.

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VII. Old Business:

- A. Ms. Waddell asked Mr. Ferguson to report on the 5-year Levy renewal.

Mr. Ferguson reported that the Department has been operating in a deficit budget for the last 2 years. Ms. Norton put numbers together for the Budget Committee. If we continue spending the way we are, we will have a zero-fund balance by 2029.

Recommendations for the 5/25 Levy are:

- Reduce to 4 Officers, 20 hrs coverage vs 24/7. No coverage from 2am to 6am. This will help decrease the depletion of the fund balance. Rosemary Norton's numbers took into account a 4% wage increase & 10% increase in Materials & Service.
- Ask for a Levy increase of \$0.13 (\$0.78/\$1K) to \$0.78.
- Lt Roberts has to work shifts. Chief noted Lt. Roberts will be on call from 2am to 6am.
- Chief to change the schedule to 20 hours starting after Labor Day.

Ms. Goede asked the Chief for a copy of the work schedule for the Board to review. Ms. Waddell asked the Chief if he and Lt. Andrews were on the schedule. Chief confirmed that is correct. Mr. Zerzan asked if we have looked at what the cost would be to contract with DCSO for coverage for 4 officers. The cost would be \$500K to \$800K

***Resolution: A motion was made by Ms. Gibson to increase the Levy from \$0.13 to \$0.78 / \$1000.00.
Seconded by Ms. Goede; Unanimous.***

- B. Christina discussed the annual financial audit. The auditor reached out to Christina a few weeks ago to schedule a meeting to discuss what will be needed for the upcoming audit on September 24th. Knowing she would be leaving; she completed the audit and provided it to the auditor. The audit should be completed by September 20th and a draft copy will be provided to the Board for review. The Board reviewed Christina's job description and duties and decided it is a full-time position. Reach out to Lori Steinthal to fill in for a month.

VIII. New Business:

Postponed

XI. Calendar:

The Board set the next meeting for Thursday, September 19, 2024, at 9:00 a.m.

ADJOURNMENT: Upon no further discussion, the meeting was adjourned at 12:27 p.m.

DATED this _____ Day of _____ 2024 for the Managing Board of Directors of the Black
Butte Ranch Police District

Susan Waddell, Chairperson

Lee Ferguson, Vice Chairperson

ATTEST: _____

Christina Schulz, Recording Secretary