

Black Butte Ranch Police Department



Managing Board Meeting Minutes March 21, 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, Susan Waddell, Jeff Sawn (Via Zoom), and Stephen Buckley (Via Zoom)

Members Absent:

Others Present:

Chief of Police Jason Van Meter, Lt. Andrew Roberts, and Administrative Manager Christina Schulz

Others Absent:

None

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

AGENDA:

I. Approval of the February 15, 2024, Meeting Minutes:

Resolution: A motion was made by Ms. Gibson that the board approve the February 15, 2024, meeting minutes. Seconded by Mr. Zerzan; Unanimous.

II. Public Comment:

No public comments.

III. Financial Report:

Mr. Ferguson said Chief Van Meter has addressed the trending line items that are high in the future budget.

Mr. Ferguson asked Administrative Manager Christina Schulz to explain the Social Security line item. Ms. Schulz explained that the Social Security line item is higher than normal, due to our payroll company failing to stop taking Social Security out of Officer Lontrato and Ms. Schulz's paychecks. The payroll company has been made aware of the problem and they have since fixed it and there is no more Social Security being taken out of any paychecks.

Chairperson Goede asked if we could get that money back, and Ms. Schulz advised the money has already been paid to the government and the department can't get the money back.

Chairperson Goede questioned dues and subscription line item and why it's at 102% and why January was \$1200 and in February it was \$6000. Mr. Ferguson said it was a bill from Lexipol and it's a yearly renewal plus the normal monthly subscriptions.

Chairperson Goede wanted to know what "Cash in Pool" was and why the balance in the account had decreased by a higher percentage in the last two months Ms. Schulz stated that "Cash in Pool" is the account the department receives from the homeowners' taxes. The money is deposited, and money is withdrawn to fund payroll cycles and any unforeseen operating costs that exceed or are not accounted for in the current budget.

*Resolution: A motion was made by Mr. Zerzan that the Board approve the financials for February 2024.
Seconded by Mr. Ferguson; Unanimous.*

IV. Committee & Chair Reports:

Access Committee Reports –

Ms. Waddell had emailed the board the notes and suggested changes from the access committee meeting. Ms. Waddell reported PIN codes previously provided to enter the gated areas are going to be turned off in about a month and half, however, the committee wanted to know what the solutions are going to be for getting other emergency agencies access to BBR. Chief Van Meter suggested the Department work with the Corporation to get the following agencies transponders for their vehicles: Deschutes County Sheriff Deputies from the Sisters office; Oregon State Police; Sisters Camp Sherman Fire Department; Cloverdale Fire Department; and US Forest Law Enforcement. This will allow emergency vehicles immediate access onto the ranch without having to break the gate arm.

Ms. Waddell stated that the committee also continued to work on the policy and procedures and are currently having an attorney review them. Once the committee receives the policy and procedures back from the attorney, CEO Kyle Cummings will review what the attorney suggested.

Ms. Waddell said the next step will be how the Ranch monitors access to the pools and the parking lots around for the golf courses and pools. The new access system the committee is looking at costs about \$100,000. The committee is getting two bids and then it will be discussed with the homeowner finance committee.

Chairperson Goede wanted to know how often the access committee meets, and Ms. Waddell replied once a month and the next meeting will be April 11, 2024. Chairperson Goede asked Chief Van Meter if he is attending the meetings. Chief Van Meter advised that either he or Lieutenant Roberts will attend all future meetings.

Mr. Zerzan said we need to approach the access problems using the three E's: engineering, education, and enforcement. Mr. Zerzan stated there needs to be more signs, to provide leverage for law enforcement to enforce trespass laws. Mr. Zerzan feels the Department and the Board should give input to Kim Kohn about what should be on the signs around the ranch regarding access onto the Ranch.

Mr. Zerzan stated that once all the PIN codes currently being used for access are turned off, there will need to be a police officer at every gate for at least a week to monitor and stop the drivers who follow a vehicle through the gate because they no longer have a code. Lieutenant Roberts said the police department will have a police officer at every gate monitoring the access and to explain to the people why their code isn't working anymore.

Lieutenant Roberts asked if the Committee had determined what the current staff members' responsibility regarding access will be at the pools. Mr. Zerzan said they have not discussed that yet, but it's on the list of topics to be discussed before summer starts. Mr. Zerzan stated the current access cards need to be replaced with homeowner issued access cards with their picture on it to gain access to the pools.

Mr. Zerzan said that the golf courses could issue a one-time barcode that the guest scans at the gate to gain access and once they have gained access to the Ranch the barcode would no longer work.

Mr. Swan shared his experiences during his two-month vacation in California at two separate resorts and how they approached access onto their property. Mr. Swan said before you could gain access to either resort that you needed to be vetted. You had to provide the following information: driver's license; vehicle information including a license plate; and insurance information. Once you were vetted, you were given access for five days at a time and would need to be re-vetted for every subsequent five days. Mr. Swan stated this was a great way to have access control at a resort.

Chair Reports-

There was no chair report.

IV. Chief's Report:

- A. Personnel: Promoted Andrew Roberts to the position of Lieutenant.
- B. Activity Report: Chief Van Meter said nothing significant to report on the Ranch. Bend Police Department had an officer involved shooting on the Bend Parkway. No officers from BBRPD were involved. The Chief, also, reported Louis Caffro from Black Butte Ranch Maintenance had been hospitalized after an off-work motorcycle crash. He stated the Department planned on sending Mr. Caffro flowers as he has been very helpful with the Department's shooting range.
- C. Equipment: Chief Van Meter said he is looking into buying new modems for the patrol vehicles as the current modems are five years past their expiration date and the Department is starting to have problems with them. Firearms quarterly training is currently going on for the department and a few retired police officers have participated. The DEA also came out and got qualified.
- D. Training: Chief Van Meter said firearms quarterly training is currently going on for the Department and a few retired police officers have participated. The DEA also came out and got qualified.

The ALPR cameras are working properly and have scanned over 3000 plates in a month. No hits at this point.

The Department has been working with Mr. Caffro about tightening the security around Section 5 after the Sisters Deschutes County Deputies reported taking a theft report of \$6,000 worth of diesel fuel from one of their sites.

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; and the Jefferson County Sheriff's Office. The BBR Neighborhood Ambassadors will, also, be invited as observers.

Mr. Buckley has volunteered his house for the Bend Police Department to conduct drone training on May 15, 2024.

- E. Misc: Chief Van Meter said the department is discussing a volunteer bike patrol on the Ranch comprised of homeowners to assist the Department in identifying vehicles parked inside the Ranch gates without proper access credentials displayed.

Lieutenant Roberts is working on revamping the Department's social media pages and putting out the "do's and dont's of Black Butte Ranch.

VII. Old Business:

- A. Adopting the Strategic Plan 2023-2025

Chairperson Goede wanted to know if the Strategic Plan is ready to be posted on the Department's website. Chief Van Meter said it was.

Resolution: A motion was made by Ms. Gibson that the Board adopt the 2023-2025 Strategic Plan as presented two months ago. Seconded by Mr. Ferguson; Unanimous.

- B. Neighborhood Ambassador Program

The Board and the Chief have received communication from some of the Neighborhood Ambassadors expressing concern and some confusion as to what their primary role is as ambassadors and could they be put in harms way when it comes to an evacuation of the Ranch. The Chief told the Board the Ambassadors would not be involved in evacuating people as they will be evacuating themselves.

Chairperson Goede asked Chief Van Meter if there was a need to indemnify the Neighborhood Ambassador volunteers based on their duties, and he said there was not.

Chief Van Meter stated he just wants the Neighborhood Ambassadors to be a communication platform to assist in getting important information out to the Ranch homeowners within their assigned neighborhoods.

Chairperson Goede asked Chief Van Meter if there was a description of the Neighborhood Ambassador Program with the expectations and the objective of the program. Chief Van Meter stated when the program first started he had created a description and mission statement, but it needs to be re-written and re-defined which he is in the process of doing

- C. Update on the Budget Process

Chief Van Meter provided the board members a draft copy draft of the Department's proposed 2024-2025 budget. There are no drastic changes from last year's budget to this year's budget other than per the collective bargaining agreement, there will be an 5% increase in salaries. Chief Van Meter increased the health insurance by 5%. The Department's union is looking at dropping Teamsters as

their health insurance provider and this may effect the rates per the current collective bargaining agreement.

Chief Van Meter said there wasn't any real changes in line items on the 6000.

Chief Van Meter did make changes to line item 7010 and 7040 to clearly define what is a subscription and what is a contract.

Ms. Waddell stated she does not feel line item 7220 is high enough and should be increased. Chief Van Meter will re-evaluate the line item dollar amount.

Mr. Ferguson feels line item 7060 and 7250 need to be higher. Chief Van Meter will re-evaluate the line items and there dollar amounts.

Chief Van Meter increased line item 7410 to include utilities.

Chief Van Meter made a list of essential equipment purchases for line item 8011.

Chairperson Goede asked if the proposed budget has been reviewed by the budget committee and Chief Van Meter replied, not yet but will soon after he re-evaluates the Board's suggestions.

VIII. New Business:

A. Review of Contract and Leases

Chairperson Goede wanted to know if everyone had reviewed the email Mr. Buckley had provided regarding the review of the contract and leases and Mr. Buckley's recommendations, and everyone had.

Regarding Mr. Buckley's first recommendation, Chairperson Goede asked Chief Van Meter if he wanted to pay for an appraiser to determine the market value of the building they lease from the Corporation to determine if the Department is paying a fair value rent, and he said he did not.

Regarding Mr. Buckley's second recommendation, the Board voted not to ask the HOA to increase the \$1,200 yearly fee currently paid to the Service District as stated in the Police Service Agreement with the HOA.

Regarding Mr. Buckley's third recommendation the Board voted not to ask the Corporation to increase the \$12,000 yearly fee currently paid to the Service District as stated in the Police Service Agreement with the Corporation.

Chairperson Goede asked Chief Van Meter if the contract with Humane Society of Central Oregon was signed by the Humane Society, because the copy the Board has, isn't signed by the Director of the Humane Society.

Chief Van Meter stated that he would follow up and provide the Board a copy of the contract with the Humane Society Director's signature.

Mr. Buckley stated that in the policies and procedures there is no mention of how a quorum is defined and should the board prepare an amendment to the policies and procedures to include this. Chairperson Goede said she would look into it with Ms. Schulz.

B. Terming Board Member Positions

Mr. Buckely advised the Board that his term expires June 30, 2024, and he would not be seeking a second term, so the Board would need to advertise for a replacement to start July 1, 2024.

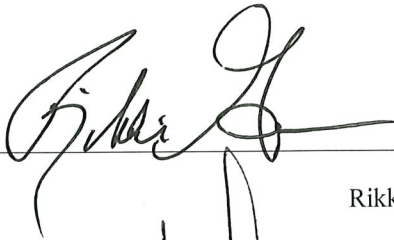
XI. Calendar:

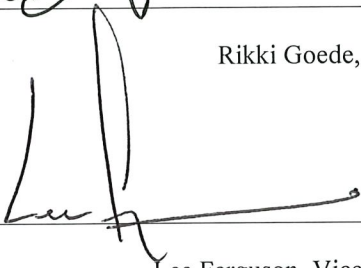
The Board set the next meeting for Thursday, April 18, 2024, at 9:00 a.m., when it will review the following:

- Budget presentation to the County Commissioners
- Police Chief's Evaluation Committee Starts Their Work
- Committee to Interview Prospective Candidates
- Distribute the Director Code of Ethics in Policy and Procedure Policy 7.1 To All Current and New Board Members

ADJOURNMENT: Upon no further discussion, the meeting was adjourned at 11:22 a.m.

DATED this 18 Day of April 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