

Black Butte Ranch Police Department



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

Members Absent:

Others Present:

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

Others Absent:

None

CALL TO ORDER: Chairperson Rikki Goede called the meeting to order at 9:00 a.m.

AGENDA:

I. Approval of the March 21, 2024, Meeting Minutes:

Mr. Buckley had a correction on page 4, the last sentence should read the following: The Department's union is looking at dropping Teamsters as their health insurance provider and this may affect the rates per the current collective bargaining agreement.

Resolution: A motion was made by Mr. Zerzan that the board approve the March 21, 2024, meeting minutes with the suggested change. Seconded by Ms. Gibson; Unanimous.

II. Public Comment:

No public comments.

III. Financial Report:

Mr. Ferguson said the year-to-date numbers are in line with the budget. Mr. Ferguson stated that several line items are trending high but have been addressed.

Ms. Waddell asked why the line item for vehicle maintenance and repairs is so high. Administrative Manager Christina Schulz stated it was due to Lieutenant Roberts motor vehicle accident in February. Ms. Schulz said the department is waiting for the reimbursement check from the insurance company, minus the \$1,000 deductible.

Chairperson Goede asked why there is nothing in the Lieutenant line item for payroll expense. Ms. Schulz stated the payroll company did not enter the Lieutenant's payroll in its own line item and it was included in the patrol officer's line item. Ms. Schulz said this has since been fixed.

Resolution: A motion was made by Mr. Ferguson that the Board approve the financials for March 2024. Seconded by Ms. Waddell; Unanimous.

IV. Committee & Chair Reports:

Access Committee Reports –

Ms. Waddell stated that the access committee meeting got moved to 04-18-2024, at 1:30p.m., so they have not had a meeting since the last one held in March and there are no new updates at this time.

Resolution: A motion was made by Mr. Zerzan that the Police Board supports the elimination of pin codes and recognizes that an approved devise and approved access card will be the only method for electronic access onto Black Butte Ranch. All vehicles within the gate must properly display visual approved access. Seconded by Ms. Goede; Unanimous.

Chair Reports-

There was no chair report.

IV. Chief's Report:

- A. Personnel: Chief Van Meter said there is no significant changes and nothing to report.
- B. Activity Report: Chief Van Meter stated that Officer Cunningham arrested the suspect that had been stealing gas from Section Five. Officer Cunningham was able to get the suspect to admit to other crimes committed at Section Five that the department was not aware of. The suspect was served with the trespass warning and the consequences if he were to ever come back to Black Butte Ranch property in its entirety. Chief Van Meter advised that the department was able to tie the suspect to crimes in Redmond with the use of our ALPR cameras.

Chairperson Goede had a question about the fourteen Uniform Traffic Citations (UTC's) that were off the Ranch. Chairperson Goede asked if UTC's could be issued on the Ranch. Mr. Zerzan stated, "yes," only for certain offenses.

Chairperson Goede stated that the Ranch needs to get the roads on the Ranch defined, so we know if the police department can issue UTC's on the Ranch.

- C. Equipment: Chief Van Meter said the department is still learning the ALPR cameras system.
- D. Training: Chief Van Meter said there is Crisis Intervention Training (CIT) next week but we are not sending anyone this year.

Chief Van Meter advised House Bill 4002 was passed this last legislative session. It re-criminalizes methamphetamine and heroin. Deschutes County needs to set up a deflection program. How a deflection program works is an officer stops someone for methamphetamine and, instead of issuing a citation, the officer would call a LEAD Navigator to respond to their location. A LEAD Navigator is a person that has been incarcerated and has firsthand experience in the drug world. The LEAD Navigator can normally gain a better rapport with the person based on prior experience. The LEAD Navigator would then help the person get clean and if they can get clean within 6 months, the drug citation would go away, but if they don't get clean the drug citation would be in effect.

Oregon Legislature has set aside 22 million dollars for this program and Deschutes County is getting 1.6 million dollars to get the program up and running. Deschutes County Behavioral Health will run the program.

- E. Misc: Neighborhood Ambassador meeting went well with re-defining the roles of a Neighborhood Ambassador. The ambassadors are just going to be a strictly volunteer group serving as a communication platform during emergency situations.

VII. Old Business:

A. Adopting the 2024-2025 Budget

The budget committee that consists of Mr. Ferguson, Rosemary Norton, and Jil Click met last week to discuss the proposed 2024-2025 budget.

Line item 6049- Longevity needs to be at a zero, since there is no one in the department that is even close to drawing longevity for a few more years. The budget committee recommends the \$5,400 that was budgeted for longevity be split and put into line items 7060-Telephone and line item 7250-Vehicle gas and oil.

Chief Van Meter advised that he needs one more month's worth of data to complete the CPI for what the personnel percentage increase will be, but right now it's budgeted for 5%.

The Budget committee denied the drone program.

The Budget committee did have a questions as to whether the other items listed under line item 8011 (such as Lidar, Modems, Kevlar Shield, and range capital improvements) should be listed under line item 7085 Non-Capital Equipment.

Chief Van Meter said the only items that should be listed under line item 8011 will be the two E-Bikes for the department as they will cost close to \$10,000 and one Lidar for \$2,000.

Chief Van Meter advised that the department was able to purchase the modems out of this year's budget.

Chief Van Meter said the department will look into applying for a grant for a Kevlar shield.

Chairperson Goede asked Chief Van Meter if the department cleans up the lead at the range. Chief Van Meter said they did not. Chairperson Goede suggested that be looked into as EPA guidelines may require the lead to be cleaned up as a health and safety issue.

The Budget committee had one question that needs to be answered regarding what the rule is pertaining to operating on a deficit budget. Does the Deschutes County approve of a deficit budget ? Last year our deficit budget was approved by Deschutes County.

Chief Van Meter will look into deficit budgeting,

Chairperson Goede said the 2024-2025 budget cannot be approved at this time. The Budget committee needs to meet with Chief Van Meter to go over numbers again. Chairperson Goede stated that once the budget committee has approved the budget, the board will need to have a Zoom meeting to approve the 2024-2025 budget, so it can then be presented to Deschutes County on time.

VIII. New Business:

- A. Proposed Budget to be presented to Deschutes County.

Chairperson Goede said the budget is not ready to present to Deschutes County at this time.

- B. Appoint board members to serve on the Police Chief's Evaluation Committee

Mr. Ferguson and Mr. Buckley will serve on the Police Chief's Evaluation Committee.

- C. Review the extent to which the Police Chief is on track to meet the goals for the fiscal year as set forth in the most recent performance review.

Chairperson Goede said we are on track for that.

- D. Review Code of Ethics Adopted in December 1993

Mr. Buckley said Chief Van Meter needs to review the Code of Ethics and make sure it's consistent with the department and board's needs.

Chief Van Meter said he has reviewed the board Code of Ethics, and the Code of Ethics in Lexipol. Chief Van Meter explained that every officer in the department completes the Code of Ethics training in Lexipol.

- E. Quorum requirements

Chairperson Goede found the quorum requirements and has asked Ms. Schulz to update the board policy manual and place that on the website for the board.

XI. Calendar:

The Board set the next meeting for Thursday, May 16, 2024, at 9:00 a.m., when it will review the following:

- Budget presented to the County Commissioners
- Police Chief's Evaluation Committee performs their work
- Committee (Rikki, Phil, and Susan) to interview prospective candidates
- Distribute the Director Code of Ethics in Policy and Procedures Policy 7.1 to all Current and New Board Members

ADJOURNMENT: Upon no further discussion, the meeting was adjourned at 11:40 a.m.

DATED this 16 Day of May 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