

Black Butte Ranch Police Department



Managing Board Meeting Minutes
March 16, 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, Susan Waddell, Steven Buckley, Caryl Gibson, Phil Zerzan, and Jeff Swan (Via phone)

Members Absent:

Vice Chairperson Lee Ferguson

Others Present:

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

Others Absent:

None

CALL TO ORDER: Chairperson Rikki Goede called the meeting to order at 9:06 a.m.

AGENDA:

I. Approval of the February 16, 2023, Meeting Minutes:

Mr. Buckley requested the following changes to the minutes:

Section 4, Paragraph C, second line, need to remove "See attached spreadsheet."

Section 6, first line, needs to read "Chief Van Meter reviewed the Service Licensing Agreement (SLA) with Deschutes County 911, where we have the radio and the Service Licensing Agreement with Deschutes County."

Ms. Waddell requested the following changes to the minutes:

Section 6, second paragraph, remove MOU and replace with "Service Licensing Agreement."

Resolution: A motion was made by Ms. Gibson that the February 16, 2023, meeting minutes be approved with the requested changes. Seconded by Ms. Waddell; Unanimous.

II. Public Comment:

No public comments.

III. Financial Report:

Mr. Ferguson was not present to deliver the financial report.

Chairperson Goede turned the discussion of financials over to Chief Van Meter.

Chief Van Meter talked about needing to reconcile items in QuickBooks to net sum error of zero after years' worth of audits. We have been given the name of Rochelle Curtis, who uses QuickBooks for a lot of Sisters' businesses. Ms. Curtis charges \$45 an hour. We need to contact Ms. Curtis, to see if this is something she could help us with.

Mr. Zerzan and Chairperson Goede stated that we would need to vet Ms. Curtis if she was going to work in the police department.

Ms. Waddell mentioned that maybe we contact the Fire Department and find out what they use for their financial platform.

Chief Van Meter advised that we have had Lori Steinthal come in and help Christina Schulz for 10 hours, for additional training on administrative duties.

Chief Van Meter stated that we signed the purchase order for the new Taser X10's, that will be in the next fiscal year in November 2023.

Resolution: A motion was made by Ms. Gibson that the Board approve the financials from February 2023 as presented. Seconded by Mr. Zerzan; Unanimous.

IV. Committee & Chair Reports:

There were no Committee or Chair Reports.

IV. Chief's Report:

Chief Van Meter wanted to thank the board for their patience and understanding during this time of transition.

- A. Personnel: Chief Van Meter advised that Officer Joe Schneider has been released for full duty and will be back Thursday March 22, 2023. Officer Joey Lontrato will be starting the police academy on April 17, 2023, and graduating August 11, 2023. Chief Van Meter and Sgt. Schulz have been working on a schedule to cover the summer months during the high times while Officer Lontrato is at the police academy. The Department's focus will be on ranch enforcement, including pedestrian and bike violation enforcement.

Sgt. Schulz advised that we have two people that are interested in volunteering for the department.

Chief Van Meter stated that SAIF is aware we are going to increase the number of volunteers for the department to three.

- B. Activity Report: Chief Van Meter suspended the take home patrol car program, to conserve fuel until it's needed closer to the summer months.

Chief Van Meter suspended the therapy/comfort dog program, due to cost and liability issues.

- C. Equipment: Chief Van Meter advised the Department has been testing and training with hooded sights during firearms training. The Chief has given the option to the officers as to whether they want to have hooded sights or the manufactured sights on their duty pistols. The department will supply hooded sights to those officers that want them.

Sgt. Schulz stated that vehicle 815 is ready to be sold for \$2000.

- D. Training: Officer Craig Cunningham will be attending a DUII conference on a scholarship costing the Department only his normal wages to attend. Chief Van Meter, Officer Andrew Roberts, and Officer Joey Lontrato attended intoxilyzer training.
- E. Misc: Chief Van Meter handed the board information about a wellness policy/plan for the department and would like to discuss it at the April board meeting.

Chairperson Goede suggested that Chief Van Meter do some research on the liability of such a program.

Chief Van Meter is looking at going to a softer uniform during the summer and community events.

Chief Van Meter discussed the new lodge and the number of events that will take place. Events will be placed on the department's calendar and staffed accordingly.

Chairperson Goede asked if Corporation building checks have gotten better about the number of buildings left unsecured after hours. Sgt. Schulz said the checks during the winter are better than summer. Need to have a conversation with the Corporation to make sure they talk to their staff about making sure that everything is locked up when they leave.

VI. Old Business:

- A. Holding off on old business, since Mr. Ferguson is not present to talk about the MOU with Deschutes County.

Mr. Buckley asked if we have received our completed audit yet. Chief Van Meter stated that the auditors said the audit should be completed by the end of March.

Chairperson Goede was concerned that the audit delay was going to interfere with Chief Van Meter getting his 2023-2024 budget completed, however, Chief Van Meter advised it would not be an issue in the completion of the 2023-2024 budget.

VII. New Business:

Chairperson Goede asked Chief Van Meter how the strategic plan was coming along. Chief Van Meter said he is working on it, but it's not ready for the board at this time and advised it should be completed in April.

The Board discussed the lease agreement with the Black Butte Ranch Homeowners Association and the Service District for the Police Department building and parking spots. Mr. Buckley stated the lease runs through December 31, 2025. Mr. Buckley suggested the Board get an appraisal to determine the fair market rent for the building and parking spots before the lease expires in order to insure the rent for the next lease is commercially reasonable. The Board agreed and Chief Van Meter will ensure the cost of an appraisal is included in the 2024-2025 budget

The Board discussed the contract with the Black Butte Ranch Homeowners Association which requires the Police Department to enforce certain Ranch Rules and Regulations. The Association pays the Service District a monthly fee of \$100.00 for the Police Department's services. After discussion, the Board determined not to propose any changes to the contract to the Association.

The Board discussed the contract with the Black Butte Ranch Corporation which requires the Police Department to provide patrol activities, building security checks, traffic control and related services. The Corporation pays the Service District a monthly fee of \$1,000.00 for the Police Department's services. After discussion, the Board determined not to propose any changes to the contract to the Corporation.

Discussion was made about the contract with the Black Butte Corporation for \$12,000. After discussion the board decided to leave the contract as is.

The Board and Chief Van Meter discussed the distinction between enforcement of Oregon statutes and Ranch Rules and Regulations and when a police activity involves the enforcement of a Ranch Rule and Regulation and an Oregon statute. The discussion focused on the traffic stops and traffic offenses on Ranch property. Chief Van Meter will review Police Department guidelines and get clarification from the Deschutes County District Attorney to the extent necessary. Chief Van Meter will review the distinction between enforcement of Oregon statutes and Ranch Rules and Regulations with the police officers to the extent he deems appropriate.

Mr. Buckley would also like the Deschutes County District Attorney to have a meeting with all officers to discuss the differences between Oregon Revised Statutes and Black Butte Ranch rules and regulations and get it in writing. Would like to know what the guidelines are.

Mr. Buckley suggested that the Deschutes County council office review our agreements.

Mr. Buckley asked if the Black Butte Ranch Police Policies and Procedures were current and in compliance. It was determined the Department is in compliance, as they contract with an outside vendor (Lexipol) to prepare the policies. Lexipol is contracted by many departments across the country to ensure policies are legal and meet all necessary state and federal requirements.

The Board reviewed the Black Butte Ranch Police Service District Policies and Procedures adopted in 2018. Policy 1.3 states the Police Chief shall compile all policies and procedures adopted by the Board and shall update the Service District's policy manual. After discussion, the Board members stated they were not aware of any policies and procedures the Board had adopted in addition to the Policies and Procedures that were adopted in 2018.

The Board noted typographical errors to the Policies and Procedures in Policy 2.1D; 2.3A; and 8.3 A, paragraph 5. The Board also noted that the Policies and Procedures, Policy 7.1, second paragraph should be updated to reflect the Police Chief is subject to an annual written evaluation. The Board requested Mr. Buckley to prepare a First Amendment to the Policies and Procedures to correct the typographical errors and add that the Police Chief is subject to an annual written evaluation. The Board will review the proposed First Amendment at the April meeting.

The Policies and Procedures, Policy 3.1, describes the duties of the Chair, Vice-Chair, Secretary, and Treasurer. The position of Secretary is optional. The Board has not elected a member to serve as Treasurer

and prior precedent has been that the Vice-Chair (currently Lee Ferguson) performs the duties of the Treasurer.

Resolution: A motion was made by Mr. Buckley that the Board appoint Mr. Ferguson as Treasure position and not fill the position of Secretary. Seconded by Chairperson Goede; Unanimous.

Resolution: A motion was made by Mr. Buckley that the board appoint Christina Schulz as the Administrative Manager for the Service District. Seconded by Chairperson Goede; Unanimous.

The Policies and Procedures, Policy 3.5, describes the duties of the Administrative Manager and requires the Board to designate the Administrative Manager.

Chairperson Goede discussed Black Butte Ranch Police Policy and Procedures policy 7, Section 2 and amending it to reflect the Board's responsibility to complete an annual evaluation of the Chief of Police. Mr. Buckley will write the amendment and have the board review in April.

Mr. Buckley is going to amend some typos he has found in the Black Butte Ranch Police Policy and Procedures and bring those to the April meeting, as well.

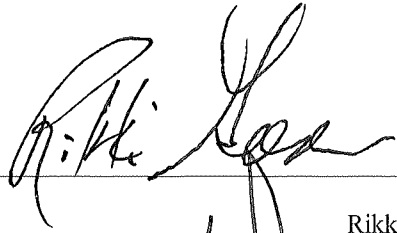
The Policies and Procedures, Policy 8.2 I states the Board will state its investment goals for the next year in the form of a resolution. The Board requested Mr. Buckley prepare proposed investment goals for the 2023-2024 fiscal year. The Board will review the proposed investment goals at the April meeting.

VIII. Calendar:

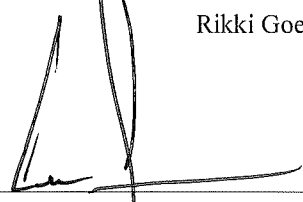
The Board set the next meeting for Thursday, April 20, 2023, at 9:00 a.m., when it will review the following: proposed budget to Deschutes County; identify terminating Board members; review the Memorandum of Understanding with Deschutes County; appoint Board members to serve on the Committee to conduct the annual review of the Police Chief; appoint Board members to serve on the Committee to interview prospective Board members; discuss the Police Chief's proposed Strategic Plan for the Service District; review the Service District's Code of Ethics; review the proposed First Amendment to the Policy and Procedures; review the Board's proposed investment goals for fiscal year 2023-2024; and receive a report from the Police Chief regarding the status of the goals the Department set for the 2022-2023 fiscal year.

ADJOURNMENT: Upon no further discussion, the meeting was adjourned at 11:39 a.m.

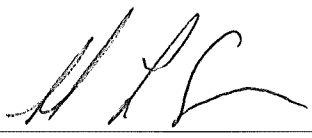
DATED this 18 Day of May 2023 for the Managing Board of Directors of the Black Butte Ranch Police District



Rikki Goede, Chairperson



Lee Ferguson, Vice Chairperson

ATTEST: 

Christina Schulz, Recording Secretary