

# Black Butte Ranch Police Department

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Managing Board Meeting Minutes  
April 20, 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, Lee Ferguson, Susan Waddell, Caryl Gibson, Phil Zerzan, Jeff Swan (Via phone) and Steven Buckley (Via phone)

**Members Absent:**

None

**Others Present:**

Chief of Police Jason Van Meter and CSO Tyler Daisy Patterson

**Others Absent:**

None

**CALL TO ORDER:** Chairperson Rikki Goede called the meeting to order at 9:03 a.m.

**AGENDA:**

**I. Approval of the March 16, 2023, Meeting Minutes:**

Mr. Buckley requested the following changes to the minutes:

Page 3, Section 6a, first paragraph, needs to read, "Holding off on old business, since Mr. Ferguson is not present to talk about the MOU with Deschutes County.

See attached email from Mr. Buckley, on his proposed edits to page 4 and the first 3 lines of page 5.

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

**II. Public Comment:**

No public comments.

### III. Financial Report:

Mr. Ferguson stated at the bottom of the income and expense report, the time elapsed needs to be 9 months at 75%.

Mr. Ferguson asked why the Department had four different Mastercard's. It was explained that the following people have Mastercard's: Chief, Van Meter Sgt. Schulz, Administrative Assistant Schulz, and a Department card for on duty personnel for use during critical incidents. The board requested the Department put a description of what is being purchased on each Mastercard in the memo line on the QuickBooks accounting report.

*Resolution: A motion was made by Ms. Waddell that the Board approve the financials from March 2023 as presented. Seconded by Mr. Ferguson; 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 time they volunteer for the board.

- A. Personnel: Chief Van Meter advised that Officer Joey Lontrato is at the police academy.
- B. Activity Report: Chief Van Meter will send out the activity report to the board by Monday. We have saved money on the fuel bill by having the vehicles parked at the department versus taking the cars home. Productivity is down, but we are spending more time on the Ranch.
- C. Equipment: Chief Van Meter advised the hooded sights the Department purchased have arrived and they are being added to the current Department issued handguns.
- D. Training: The Chief reported the Department will attend water rescue training put on by the Fire Department on May 11, 2023. -They will be attending -bicycle training with Deschutes County Sheriff's Office in Sisters, as well, at a date to be determined later.
- E. Misc: Chief Van Meter advised the Department is still waiting for the 2022 audit to be completed. Chairperson Goede went over Christina's notes regarding the audit. Per the email from Moss Adams, we are to have our 2022 audit by April 30, 2023. Christina sent an email to Moss Adams outlining our expectations for the 2023 audit and if they would be able to be achieved. The response was, "Yes." Both Sunriver and Black Butte Ranch Police Service Districts have requested that Moss Adams waive the remaining portion of the payment balance due to the severe delay in completing the audit.

Chief Van Meter advised the board of our SAIF payroll audit and the fact we haven't had an audit in over 10 years. Currently SAIF has the Chief and Sergeant classified as field representatives, Christina as an administrator, police officers as police officers, volunteers as volunteers, and board members as board members. The auditor advised that classifying in this manner requires logbooks of hours for claims, the absence of which would cause the Department to incur a penalty. Chief Van Meter spoke with the Sunriver Chief of Police and asked how they classify everyone in their department, and he

said, "Everyone is classified as a police officer and the administrative manager is an administrator." Chief Van Meter stated that currently we pay around \$9,000 for SAIF and if we re-classified everyone as police officers and administrative manager the cost would go up to \$19,000.

The board agrees that we need to re-classify all officers as police officers, Christina as an administrator, CSO Patterson as a field representative, volunteers as volunteers and board members as board members.

Mr. Buckley asked if we would be receiving a bill for the correct classification of employees retroactive to the start date of the audit period. Chief Van Meter said we will talk to the auditor on Monday about that issue.

Chief Van Meter said that Christina is asking for guidance from the board about health insurance coverage. Pacific Source will not double cover administrative staff, as she is currently listed under her husband's (Sgt. Schulz) coverage and Pacific Source will not cover 2 policies. It was asked if the money the district pays for Christina's insurance could be applied to her wages instead. Ms. Waddell stated that money could only be applied to a health savings plan (VEBA) account if not used for actual insurance coverage.

## **VI. Old Business:**

- A. Mr. Ferguson couldn't remember what he wanted to talk about on the MOU with Deschutes County and Service District Policies and Procedures.

Chairperson Goede asked Chief Van Meter if he had reviewed the MOU and if there was anything that needed to be changed other than the IT., and he said there was not. Chief Van Meter explained the Department purchases their own hardware but contracts with Deschutes County IT to maintain the software and insure interconnectivity with other county agencies. Chief Van Meter advised we had to purchase a new computer for Christina and that IT has had to come out a lot to get the computer working properly. Currently, we are not being charged for the hours to make the computer work properly, so it is not going against the contracted 50 hours the Department pays for. Next week our IT Infrastructure is going to get replaced as it's over 20 years old and at its end of life. There will be little down time while this is being switched out.

Mr. Buckley wants to update the yearly calendar to reflect the subcommittee meeting for preparation of the budget, when it will be presented to the board for review, and when it is expected to be presented to the Deschutes County Commissioners.

Mr. Buckley also wants to make sure the board is reviewing the MOU of Deschutes County on an annual basis.

Ms. Waddell asked if the Board needs to sign the MOU showing that it has been reviewed as it is 13 years old. Chairperson Goede recommended that we look at the Sunriver Service District's MOU and see if we are on par with them on wording and the relationship with Deschutes County. Chief Van Meter would like to send it to the county council for review first.

Chairperson Goede wanted an update on the strategic plan. Chief Van Meter said he has been working on the budget and once the budget is approved, he will pivot to working on the strategic plan. He stated budget is a manifestation of his strategic goals, and he is most interested in developing the mission, vision, and values of the department and forming a committee to review what the mission, vision and values will be.

Chief Van Meter emailed a copy of his proposed budget to all board members, as well as to Deschutes County for a preliminary review, prior to his presentation to the finance committee (Rosemary Norton, Lee Ferguson and Jill Clink). After that meeting, the budget will be finalized and presented to the Board at the May meeting for approval.

Chief Van Meter said the budget is based on a 5-year plan and global changes that could be happening in the near future. His goal is to set the department up for significant cost savings. The annual cost of living increase for the officers is estimated to be between 3-5%. per terms of the current Collective Bargaining Agreement. The Chief added any PERS adjustments are unknown right now, as they are based on legislative decisions. Chief Van Meter added he was excited to be purchasing the Taser x10's and hooded sights for the Glocks, will put us with cutting edge technology. He reported the Department has applied for a \$90,000 grant for all new radio equipment and is waiting to hear back on the grant. The plan is to buy one radio a year and keep our current radios as backup.

## **VII. New Business:**

Chairperson Goede reported Board Member Jeff Swan had completed his first three-year term and inquired if he wished to serve his second three-year term. Mr. Swan e replied that he did wish to serve the second term. None of the remaining positions are termed out, so the Board's composition of members will remain the same for the next term (July 1, 2023, through June 30, 2024).

Mr. Buckley reviewed the 1993 code of ethics/conflict of interest policies and emailed them all to the board members. Mr. Buckley's suggestion is that the board contact Deschutes County council and ask them to prepare a draft of a code of ethics/conflict-of-interest policy that would be applicable to the board and Chief and that if they accept the draft, to then replace the outdated policy. There will be a cost associated with this.

Mr. Buckley sent an email to the board discussing the proposed amendments to the 2018 policies and procedures, the three typos in the policies and procedures, and the expanded policy and procedures for the Chief's written annual evaluation. Mr. Buckley suggested that the section of the policies and procedures requiring the board to prepare investment goals for the fiscal year be removed. Mr. Buckley corrected the typos in the policies and procedures. This is a first reading and, barring any opposition and further discussion, will be made official at the May 18<sup>th</sup>, 2023, meeting.

***Resolution: A motion was made by Ms. Waddell to accept the amendments that Mr. Buckley made for the first reading of the amendments to change those stated for the Black Butte Ranch Service District policies and procedures. Seconded by Ms. Gibson; Unanimous.***

Chief Van Meter stated that in June the department will start working on defensive tactics and ground fighting training. The Chief has asked the officers to start working on band exercises at the Fire Department while on duty, to get joints and ligaments stretched and ready for training in June.

Chief Van Meter advised the wellness program is for off duty time only. Officers can use the EAP (Employee Assistance Program) through Deschutes County if needed to stay healthy and fit for the job.

Chairperson Goede said the Board needed to appoint members to serve on the Police Chief's annual evaluation committee. Mr. Buckley suggested two board members should serve on the committee and that, if possible, not use the same evaluators as last year.

***Resolution: A motion was made by Ms. Waddell to appoint Mr. Buckley and Mr. Ferguson to the Police Chief Evaluation Committee. Seconded by Chairperson Goede; Unanimous.***

Chairperson Goede wanted to review the Police Chiefs goals and significant achievements for this year. Chief Van Meter reported the following:;

1. To utilize public health wellness resources that are available to the department, officers, homeowners, guests, and homeless people living near Black Butte Ranch.

The Department hosted three women's self-defense classes, with 50% of the women living or working at Black Butte Ranch. They now have a better understanding of their surroundings and confidence.

Put on a citizen's police academy for five people. Would like to put on another academy, so we can refine the program and make it better.

Had several officers out on bike patrol and will see even more this coming year.

Hired a CSO (Community Service Officer) to be another asset to the department.

Purchased a multi-purpose vehicle for the department to access areas that a vehicle can't on and off the ranch.

Kids day program was combined with the Fire department kids day to be an all-in-one event, held every Wednesday during the months of June, July, and August. This developed a much deeper relationship with the fire department.

Worked on developing deeper relationships with the corporation, maintenance, and the golf staff so we know the names of the leaders of the organizations. Helps with communication when a situation occurs on the ranch.

Officer of the day phone gives direct access to a police officer at any moment. This helps Deschutes County 911 with non-priority calls. Don't know of any other agency doing this. Chairperson Goede asked if we were tracking the calls to see how much the OOD phone is getting used. Chief Van Meter said we aren't currently, but we can moving forward.

2. Increase access and mobility to hard-to-reach areas on or near the ranch.

Bike Patrol, CSO Patrol and Officer priority trail network. Will see lots of officers on bike trails.

Transitioning to Dodge Rams for patrol vehicles. The trucks allow us to go places the Ford Explorers can't.

Working a liaison relationship with Camp Sherman, in the case there was an emergency/evacuation and we needed to assist. Chief Van Meter did explain the CSO position we have within our department and made the suggestion to the Jefferson County Sheriff that maybe they could create a SCO position within their department to work Camp Sherman area.

3. Expand training for department employees in the areas of search and rescue on the ranch as needed to provide natural support to other agencies and rescue agencies.

Got involved with Firewise committees that covered education and communication. Did a tabletop exercise with the police department, fire department, board members, ODOT, and Deschutes County Sheriff's Office to go over evacuation scenarios.

Have water rescue training with Black Butte Fire Department and Deschutes County Search and Rescue, May 11<sup>th</sup> at Suttle Lake. This will be reach and throw training and not swift water rescue training. In each of the patrol vehicles will have a throw bag for a water rescue if needed. Review budget, review rules and education, and evacuation signs. The ranch purchased evacuation signs that are stored at the police department.

Started the Neighborhood Ambassador program and it's beginning to grow within the community. Would like to do another tabletop exercise.

We have a new website that has been very beneficial with people interacting with the police department. The website is easier to update and maintain. Social media outreach has increased.

Everbridge program has 385 people added to the site. All you have to do is text 888777 and you will begin to receive alerts if there should be any for Black Butte Ranch.

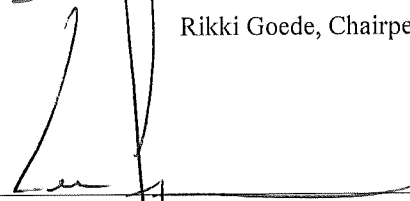
### **VIII. Calendar:**


The Board set the next meeting for Thursday, May 18, 2023, at 9:00 a.m., when it will review the following: Final Budget to the County Commissioners, Update from Mr. Buckley and Mr. Ferguson on the Chief's evaluation progress, Approval of the 1<sup>st</sup> amendment of the policy and procedures (old business), Update on SAIF Audit (old business), Chief to talk about the MOU and the meeting with Deschutes County Council (old business), Presentation of the 2022 Audit (new business)

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

DATED this 15 Day of June 2023 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