



October 17, 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, Phil Zerzan, Caryl Gibson and Jeff Swan

**Members Absent:** None

**Others Present:**

Interim Chief of Police Todd Rich, Lt. Andrews, Administrative Manager Lori Steintal

**Others Absent:** None

**CALL TO ORDER:** Chairperson Susan Waddell called the meeting to order at 9:00 a.m.

**AGENDA:**

**I. Approval of September 19, 2024, Meeting Minutes**

***Resolution: A motion was made by Mr. Swan that the board approve the September 19, 2024, meeting minutes, Seconded by Mr. Zerzan; Unanimous.***

**II. Public Comment:**

No public comments.

**III. Financial Report:**

A. Mr. Ferguson noted that the budget numbers we have learned are not the numbers that were submitted to the County. Ms. Waddell shared that Chief Rich brought to her attention that he was being paid for his Advanced Certificate although he is Interim Chief. Since resuming the role of Interim Chief, he has received a total of \$450.00 in

Advanced Certificate pay. He wants to know if he should re-pay that money. Ms. Waddell asked the Board for their input and thanked the Chief for being open and honest about this. Due to the fact that this is an Interim position, he is still considered an officer. The Board agreed that he does not need to re-pay the money and that he should continue receiving the certificate pay until a final decision is made on the permanent Chief position.

***Resolution: A motion was made by Ms. Goede that the Board approve the financials for September 2024. Seconded by Mr. Hamachek; Unanimous.***

**V. Committee & Chair Reports:**

A. The Joint Access Committee met on Monday 10/14. Per the Board's request from the September meeting, a letter was drafted and sent to Kyle Cummings and Ken Spearing (A copy is included in your packets). Ms. Waddell felt the Committee was respectful but had some questions regarding who to contact for this type of work. Ms. Waddell provided several contacts. Ms. Waddell will provide the minutes from the Monday meeting to the Board, once they are available. It was decided that this has evolved into more of a management process and should not be run by a committee. The Board feels whoever is hired, this function should be under the Service District. Next Joint Access meeting will most likely be in December, however it has not been scheduled yet.

**V. Chief's Report:**

A. Personnel: We offered the position of Administrative Manager to Chawna Monaghan. She is currently working as an Office Manager to a Judge in Deschutes County. Chief had a follow up meeting with her to take the position. She signed a conditional offer, pending her background check, with a tentative target start date 10/21, dependent on completion of her background check. Start date could be pushed to 10/28 or even the first part of November. Chief was planning on having one of the officers conduct the background check, however given our current staff shortage he would like to have an outside person conduct the background check. Dennis Engle, who is a retired Law Enforcement and now works for Salem PD strictly doing background checks. He is very experienced and has offered to do the background checks for \$44.95/hr. and estimate's 2-3 weeks to complete the civilian background. The Board recommended the Chief look into his work and reach out to other people who have used his services. The Board was in agreement to use an outside service to conduct all our background investigations. Chief Rich will look into more information on Dennis and a few other background professionals and report back to the Board. Officer Lontrato started his FMLA leave on 10/14 with a return date of mid to late January. We conducted an interview with one candidate for the officer's position and determined he is not a fit for the department. We will continue to advertise the open

position. Chief did express his concern around our pay schedule. We are about \$26K below what Sunriver offers for starting pay.

- B. Activity Report: The Chief presented the Board with two schedule options. The Board preferred option A. We had 377 cleared calls for September. The new STATs sheet and breakdown of homeowner vs guest citations sheet were reviewed.
- C. Equipment: Redmond PD completed our Evidence Room Audit (copy is attached for reference) and the two noted issues have been corrected. Mr. Zerzan recommended we check to make sure our video camera in the evidence room is on “non delete” mode. All the department radios were upgraded on 9/23. Lt. Roberts received all new trauma kits and each car now has a trauma kit. The Chief received the new Board file cabinet and gave the keys to Ms. Waddell and Mr. Ferguson.
- D. Training: The department completed CPR training and is good until 2026. All Officers completed training on the choking devices, which are in all cars. OACP is hosting a Small Agency training at Sunriver on 11/5 – 11/7, the Chief is going to attend. The Board supported his decision. Lt. Andrews reviewed information from a Cascadia Fault Line Preparedness training course he attended.
- E. Misc.: Chief reviewed the \$68205.62 payroll budget discrepancy he found. The budget submitted to the County had a higher payroll budget. However, we still should come in \$1K under the County’s numbers. Chief updated the Board on the Tax litigation surrounding revenue from foreclosure sales, that could potentially effect departments across the State. There are a lot of moving parts and there is now expected timeframe for a resolution. He will keep the Board updated on any progress. The Chief would like to have our department Duty Phone forwarded to dispatch during the hours of 2:00am to 6:00am. The Board was in agreement. The Board reviewed the Chiefs draft proposal on” Accessibility of Command Staff”. The Board was in agreement with the outline, with the following amendments: “In the event that both administrative officers are going to be out of state or unavailable by phone, an “Officer in Charge” shall be designated by the Chief of Police or Lieutenant for a limited duration.”

***Resolution: A motion was made by Ms. Goede that the Board approve Accessibility of Command Staff proposal as amended; Seconded by Ms. Gibson; Unanimous.***

**F. Old Business:**

- A. Chief Rich provided a status on the CBA bargaining agreement. A meeting was held on 10/16, and language is being streamlined. He anticipates another meeting in a few weeks to finalize the language and the financial piece of the agreement. Chief Rich will provide the Board with the final agreement for their review once it is completed.
- B. The proposed changes made to the Rules & Regulations were reviewed with BBRC management, Ms. Waddell and Chief Rich. They will have another meeting and hopefully resolve and agree to all the changes. The BBRC is reviewing the signage update & changes. Due to the expense, they will need approval from the Board and Finance Committee.

C. Chief Rich discussed the option of increasing the Comp time accumulation, with a limited time extension, as an incentive for the open shifts during the holidays. It was recommended that the Chief look into the FLSA guidelines and report back to the Board.

**VIII. New Business:**

A. The Board discussed the process for the hiring of a new Chief. The interim Chief has a 6-month contract. The Board decided to revisit the hiring decision in January.

**XI. Calendar:**

A. The Annual Financial Audit is scheduled for November 21, 2024

B. Review MOU with Humane Society – November meeting

The Board set the next meeting for Thursday, November 21, 2024, at 9:00 a.m.

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