

Black Butte Ranch Police Department



Managing Board Meeting Minutes
July 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, Caryl Gibson, Susan Waddell, and Steven Buckley (Via phone)

Members Absent:

Jeff Swan and Phil Zerzan

Others Present:

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

Others Absent:

None

CALL TO ORDER: Chairperson Rikki Goede called the meeting to order at 9:01 a.m.

AGENDA:

I. Approval of the June 15, 2023, Meeting Minutes:

Mr. Buckley requested the following changes to the minutes:

Page 2, section 4, under the Chief's report, section A personnel, on the first and second line, I would eliminate the words starting with "there" and ending with the word "so" and in its place I would put the following: Personnel: Chief Van Meter advised Mr. Buckley discovered that an employee that works 600 or more hours in a year is PERS eligible.

Page 4, second paragraph, 3rd line, need to replace the word county to "accounting".

Page 5, resolution needs to read the following: A motion was made by Mr. Buckley to acknowledge receipt of the draft audit for the fiscal year that ended June 30, 2022. Seconded by Mr. Zerzan: Unanimous.

Page 5, under the election of the board members, the first 3 resolutions, need to cross out the words "next three years" and need to replace with the following: "for the period July 1, 2023, through June 30, 2024.

Resolution: A motion was made by Ms. Waddell that the June 15, 2023, meeting minutes be approved with the requested changes. Seconded by Ms. Gibson; Unanimous.

II. Public Comment:

No public comments.

III. Financial Report:

Mr. Ferguson said at year end, the police department ended at 86% for personnel services and 90% for material and services. Mr. Ferguson stated it was another good year taking care of the money and staying within budget.

Chairperson Goede asked Chief Van Meter why the Department only used 28% of the PTO line item and why \$36,000 was budgeted if only 28% was used.

Chief Van Meter set the budget for PTO a little high, in case people wanted to cash out some of their PTO, as there is a lot of hours on the books.

Ms. Waddell wanted to know if there was a limit to PTO carry over and Chief Van Meter said, "Yes."

Mr. Buckley asked why the Department hadn't received their payments from the Corporation for the months of May and June.

Christina Schulz advised the Corporation forgot to pay for the month of May and in June they paid both May and June payments. The numbers were just not put into the financial statements, and it would be corrected.

Mr. Ferguson wanted to know why the ammunition line item was high.

Chief Van Meter stated the Department purchased extra ammunition for additional proficiency training for the officers using the newly purchased pistol sights. Chief Van Meter invited the board out to the range after the Department receives the new tasers to see how all the new equipment works.

Resolution: A motion was made by Ms. Gibson that the Board approve the financials from June 2023. Seconded by Ms. Waddell; Unanimous.

IV. Committee & Chair Reports:

Committee Reports – There were no committee reports.

Chair Reports- There were no chair reports.

IV. Chief's Report:

Chief Van Meter wanted to thank the board for their time and dedication to the agency, and without their guidance the Department wouldn't be successful.

Chief Van Meter said he was going to start out on the state level and then work to his Chief's report.

Chief Van Meter advised that he is the chairperson for District 13, for Oregon Association of Chiefs of Police (OACP). The Chief informed the Board that, at the most recent OACP meeting, the Chiefs were informed the Governor provided funding to put 60 cops through 20 classes in the next two years. The academy will need to hire about 30 full-time positions to accomplish this.

The legislative session was long, and many of the Republicans walked out or missed 10 sessions, which triggered a new law which was passed that bars senators that miss 10 sessions from running in the 2024-2025 elections. Our senator is one that will be barred from the election.

Chief Van Meter stated in Central Oregon, he is the chairperson for COLES (Central Oregon Law Enforcement Services) and, right now, Central Oregon has a high seizure rate of fentanyl and methamphetamine. The drug teams are focusing on the drug issues within Central Oregon. Law enforcement has observed increased shipments into Central Oregon due to the availability of drugs and the decriminalization of drugs. The death rates are on the rise as well. Deschutes County has rolled out a mobile crisis unit to help handle mental health calls. This team is a non-law enforcement position that goes on the calls.

- A. Personnel: Chief Van Meter advised that Officer Joey Lontrato is doing well in his academics. Officer Joey Lontrato graduates August 11, 2023. Sgt. Schulz, Christina Schulz, and Chief VanMeter will be attending his graduation ceremony.

Officer Joe Schneider is out for several months, due to an off-the-job injury that required surgery. The Chief has been in contact with HR Answers about what happens to Officer Schneider when he runs out of PTO and Paid Leave of Oregon is no longer available. The Chief reported he has been given a timeline based on some different options. It will depend on how Officer Schneider heals.

Chairperson Goede asked if light duty was an option. Chief Van Meter said light duty is an option if Officer Schneider's doctor releases him for light duty and if the Department could find him light duty to do, which could be challenging.

Chief Van Meter said that if Officer Schneider runs out of PTO and doesn't get Paid Leave of Oregon, he would need to file for a long-term disability claim, and then the Department could look at backfilling his position for several months. Officer Schneider's job is protected up to the time he goes on long term disability. Should there be a need to backfill the position, the Department would look to hire a recently retired officer already certified through the state of Oregon, who would be available for duty almost immediately.

- B. Activity Report: Chief Van Meter said despite the reported staffing issues, the Department has doubled on the areas the Chief had wanted to double up on, such as warnings on the Ranch, tickets, and citations. The Department has been stopping a lot of people on the roads and having them get onto bike paths. The Department spoke to the biking website that had posted about riding bikes at Black Butte Ranch and asked them to remove the post due to the fact they were promoting people to trespass on private property.

Mr. Ferguson had a question about what vacation checks are and why they are higher now. Chief Van Meter explained that homeowners can sign up to have their houses checked while they are gone. The homeowners must fill out paperwork and that information goes in a book that officers will check while on duty.

Chairperson Goede had a question about traffic citations. Sgt. Schulz said there was a misprint and that the 11 citations were off property and not on the Ranch. Chairperson Goede stated she would like to see more enforcement attention on the Ranch than off the Ranch.

Chairperson Goede had a question about the calls for service and inquired if that number is taking into account the Officer of the Day (OD) phone. Chief Van Meter stated it did as the officers create a call for service when they receive a call on the OD phone.

Mr. Ferguson would like all calls for service to be broken down more to ensure all calls are being tracked, as well as a breakdown of calls both on and off the Ranch. Mr. Ferguson stated the Board knows the Department is working hard; but is not sure the numbers show that.

Ms. Waddell requested the calls to be broken down based on location, such as self-initiated, on the ranch, Jefferson County Calls, DCSO calls, and crime calls. Chief Van Meter said it could be done moving forward.

Ms. Waddell reported the new BBR Homeowners Association board chair will be asking for statistics on service being provided to the Ranch by the police department. Ms. Waddell will be the point of contact for this information.

Chief Van Meter asked if the police board would share the morning reports with the community, so people know the types of calls the Department are responding to.

Chairperson Goede recommended that Chief Van Meter submit the calls for service into “The View From The Ranch” that goes out to all the homeowners once a month.

- C. Equipment: Chief Van Meter said the Department have received our new taser 10’s and are the first Department to have this equipment. All Department personnel will be attending an 8-hour training class on the new tasers.

New body cameras should be here soon.

The two new Dodge trucks have been issued VIN numbers, but we still don’t have a delivery date.

Chief Van Meter is still working on the License Plate Reader (LPR) cameras and working with the vendor to finalize cost and installation.

- D. Training: Chief Van Meter said today at two o’clock the department is attending standardized field sobriety training and search warrant training for DUII’s. DCSO will be teaching the class.
- E. Misc: Chief Van Meter would like to lower the speed limit on the ranch to 20mph. The homeowner’s board has requested Chief Van Meter talk at their board meeting Friday July 28, 2023.

Chairperson Goede advised Chief Van Meter that he needs to make sure the homeowner’s board understands why he is making the recommendation to lower the speed limit and overall importance to enhance the safety on the Ranch

Chief Van Meter would, also, like to see new signage on the Ranch advising drivers they need to stop for all pedestrians and bicyclists.

Mr. Ferguson wanted to know if the signs could be different colors from the current informational signs to better alert the drivers of the change.

Ms. Gibson disagreed with the proposed changes. Ms. Gibson felt kids are taught to look both ways at an intersection and felt the change could be confusing to that safety lesson being taught to children by their parents. Ms. Gibson believes it is the pedestrians and bicyclists who should be the ones to stop.

Chairperson Goede felt that this topic needs public input and that, realistically, this won’t be changed until August or September. The Board voted 4-1 to support the Chief’s recommendation.

Ms. Waddell pointed out the only color of signs that have been approved by the ARC to be on Black Butte Ranch property are black and white. Ms. Waddell stated that ARC would be involved in any signage color changes.

Ms. Waddell suggests Chief Van Meter write a policy that clearly states what the speed should be and what signage is necessary at all bike/pedestrian crossings. The Chief's proposed policy should be presented at the Homeowners Board on July 28, 2023.

VI. Old Business:

No old business

VII. New Business:

Annual review of and re-adoption of the code of ethics.


Resolution: A motion was made by Mr. Buckley that the board has reviewed and re-adopts the Chapter 7 director code of ethics of the polices and procedure manual. Seconded by Ms. Waddell; Unanimous.

VIII. Calendar:

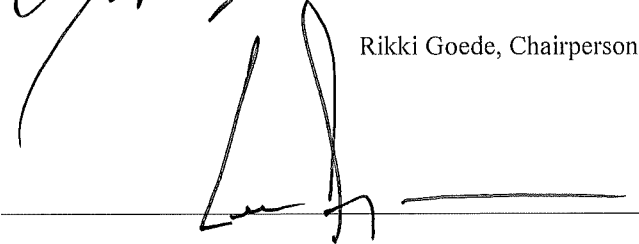
The Board set the next meeting for Thursday, August 17, 2023, at 9:00 a.m., when it will review the following: Annual review of the ranch rules and regulations and annual audit preparation.

ADJOURNMENT: Upon no further discussion, the meeting was adjourned at 10:50 a.m.

DATED this 24 Day of August 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