

# Black Butte Ranch Police Department

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## Managing Board Meeting Minutes February 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, Vice Chairperson Lee Ferguson, Susan Waddell, Steven Buckley, and Phil Zerzan

### Members Absent:

Caryl Gibson, Jeff Swan

### Others Present:

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

### Others Absent:

None

**CALL TO ORDER:** Chairperson Rikki Goede called the meeting to order at 9:00am

## AGENDA:

### I. Approval of the January 19, 2023, Meeting Minutes:

Mr. Buckley requested the following changes to the minutes:

Page 1, Section 1, the line right before the resolution. It should be Page 3 Section D, rather than Page 2 Section D.

Page 3, Section 6 Paragraph A, needs to read "Ms. Rich updated the Board that Paid Leave Oregon is in place and the contribution to fund the Paid Leave is being properly deducted from the employee's pay.

***Resolution: A motion was made by Mr. Zerzan that the January 19, 2023 meeting minutes be approved with the requested changes. Seconded by Mr. Ferguson; Unanimous.***

### II. Public Comment:

Mr. Gabrielson wanted to express his appreciation of the Police Chief, for his leadership and meeting the needs of our community and to the Police Department for their professionalism. Mr. Gabrielson wanted to express the challenges he sees with the needs of our aging population 8 months out of the year, to 4 months of seasonal population and providing the resources for public safety. If the resources become thin

financially at the current level, don't be afraid to start the ball rolling on increasing the levy. He stated we need to take in account for growth, funding, and resources to service Black Butte Ranch. Mr. Gabrielson states that the ranch owners would be behind this.

### **III. Financial Report:**

Mr. Ferguson delivered the financial report.

Everything is in line with the budget with what we had forecasted. The one thing that stands out and that we discuss every month is the YTD, CSO Position. We are below budget when it comes to salary though.

Mr. Ferguson did have a question about the overtime pay and why it seems to be higher than usual. Was it due to Officers being gone or Officers working grants?

Chief Van Meter stated some of the overtime was for Speed Grants and Officer Todd Rich is the Union Representative and requested that Officers being offered to fill overtime shifts, instead of Administration having to work graveyard and weekend shifts.

Ms. Goede wanted an update on the New Officer.

Chief Van Meter advised that Officer Lontrato has been working solo patrol and is waiting for an academy date.

Sgt. Schulz advised that DPSST might be offering a March Academy Class, but we have not heard back on whether that will be an option.

Ms. Goede had a question about Workman's Comp and why it was so high? Right now, it's at 81%.

Ms. Rich stated that the YTD number might have been imputed incorrectly and she will verify that. The \$124 is the employee contribution that they are responsible for a payroll deduction.

Mr. Ferguson had a question about Dues and Subscriptions and why it was so high. Ms. Rich stated that we just had to pay \$4,000 for our annual Lexipol Subscription.

Mr. Buckley had a question. Do we have a line item for Grants in the financials and if we don't should we? Ms. Rich advised that we don't have a line item for Grants.

Mr. Ferguson wanted to know how much we received in Grants a year? Chief Van Meter advised approximately \$4K-5K a year.

Sgt. Schulz mentioned that we have an ODOT Speed Grant, a Vest Grant that we get reimbursed for half of the bill, Grants for Equipment, such as Body Cameras and Radar Trailer and again we get reimbursed for half of the bill. Sgt. Schulz mentioned we have received FEMA Grants through Deschutes County for MDT and Radios.

Ms. Goede wanted to know where in the Financial are Grant Funds are accounted for and Ms. Rich stated it's under Miscellaneous Income.

Mr. Zerzan wanted to know if the ODOT Grant was for \$2,500 in overtime pay and how many hours it took. Sgt. Schulz confirmed that the ODOT Grant was for \$2,500 and was overtime pay, between 50-60 hours. Officers must put in 20-30 hours of matched time, so they can get the full funding. Mr. Zerzan asked Chief Van Meter if those numbers we in line? Chief Van Meter stated that he would have to analyze and see where we were at.

Ms Goede asked Ms. Rich what makes up the Miscellaneous Income line item on the Financials. Ms. Rich stated that they are revenue checks that come in from the State for citations that have been paid and COBRA payments for employee's that are either current or past employees. Board Members agreed that Miscellaneous Income should be broken down into separate line items such as Grants and Citation/Fine Income.

***Resolution: A motion was made by Mr. Ferguson that the Board approve the financials from January 2023 as presented. Seconded by Ms. Waddell; Unanimous.***

#### **IV. Committee & Chair Reports:**

There are no Committee or Chair Reports.

#### **IV. Chief's Report:**

Chief Van Meter wanted to thank the Board for their time and dedication for serving on the board, their service to the Community, and for their wisdom and guidance.

A. Personnel: Chief Van Meter welcomed Christina Schulz to the Department.

B. Activity Report: Ms. Patterson has been conducting vacation house checks, while the Graveyard shift is conducting Corporation Building Checks. The Board reviewed the Activity Report from the Chief. There were no questions for comments.

C. Equipment: Chief Van Meter handed out a spreadsheet on Vehicle and Equipment expenditures for the 2022-2023 remaining budget and the 2023-2024 Budget. See attached spreadsheet. This included IT Equipment which needed approval. The cost being \$3,669.75.

***Resolution: A motion was made by Ms. Waddell that the Board approve the purchase of the IT Infrastructure as presented. Seconded by Mr. Zerzan; Unanimous.***

Chief Van Meter advised that we need to purchase 2 sets of tires for 2 vehicles at a total cost of \$2,400. Chief Van Meter stated that we just purchased a 2018 RAM 1500 Truck from DCSO for \$4,000. This will be used to replace 815. Chief Van Meter advised that DC911 looked at all our portable radios for when they will be at their end of life. We were told that portable radios end of life was in 2018 and they no longer make replacement parts. Officer Todd Rich is going to look into a Grant to fund the upgrade our portable radios. DC911 is going to look into when all our computers end of life is.

D. Training: No update on Intoxilizer training. OSP may bring Intoxilizer machine to the Sisters DCSO Substation during the week of the Sisters Rodeo. May 11, Water Rescue with BBRFD. This training will be classroom and training in the water at Suttle Lake, practicing throw ropes, dock rescue and boat rescue. May and June Central Oregon Law Enforcement will be hosting a Tabletop Active Threat Training.

D. Misc: Mr. Ferguson and Ms. Goede asked for a status update on the ALPR system. Chief Van Meter stated Vigilant Solutions is the cameras system we are wanting to go with. Chief Van Meter would like them to come out and walk the grounds and map the area for power options or solar options due to the trees in the area. Chief Van Meter said Redmond Police Department is using Vigilant Solutions in their patrol cars. Chief Van Meter is thinking of 4 cameras for the gates, a trail camera to put at the powerline gate and 2 in the patrol cars. Chief Van Meter would like to start with 2 cameras in the patrol cars first then add

them around the Ranch. Chief Van Meter does not want to buy the camera system, he would like to have a subscription, so in the case a snowplow breaks a camera we wouldn't have to buy a new camera, the subscription would allow the camera to be replaced and up to 6 cameras a year. The Board agreed that this is a priority for 2023-2024 budget.

Chief Van Meter said he talked with the Director of the Road Service Board of Camp Sherman, and they are really interested in having a meeting with Jefferson County Sheriff, the Road Board, and the Black Butte Police Chief, about coverage in the Camp Sherman Area. Ms. Goede stated this needs to be run by Legal for liability issues. Ms. Goede feels this is a Jefferson County Sheriff and Deschutes County Sheriff's Office problem and not Black Butte Police Department. The Board is aware of the Mutual Aid Agreement for Camp Sherman, but the Board is concerned for Officer's Safety and staffing level. Chief Van Meter was just looking for options to generate revenue for the Department.

## **VI. Old Business:**

- A.** MOU with Deschutes County: Chief Van Meter said the Memorandum of Understanding (MOU) is the Service Licensing Agreement (SLA) with Deschutes County 911, where we have a radio agreement and service license agreement with Deschutes County. We pay \$3,500 annually for 50 hours of service and then it goes up to \$75 an hour, if we go over our 50 hours.

Mr. Buckley wants to go over the MOU at the March Board meeting.

Mr. Buckley said the January calendar stated that the Board was going to advertise and appoint a Budget Subcommittee and we didn't do that. I feel we need to submit a committee at this meeting. Mr. Goede said we have a subcommittee that consists of Ms. Norton, Mr. Ferguson, and Mr. Hartnack.

## **VII. New Business:**

Ms. Goede stated we needed formal motions to add Christina Schulz to all Service District banking accounts that include First Interstate Bank, Washington Federal Bank, and the LGIP.

***Resolution: A motion was made by Mr. Ferguson to add Christina Schulz to the First Interstate Bank Account.  
Seconded by Ms. Waddell; Unanimous.***

***Resolution: A motion was made by Mr. Ferguson to add Christina Schulz to the Washington Federal Bank Account.  
Seconded by Ms. Waddell; Unanimous.***

***Resolution: A motion was made by Mr. Ferguson to add Christina Schulz to the LGIP (Local Government Investment Pool) Account.  
Seconded by Ms. Waddell; Unanimous.***

Ms. Goede said next, we need to review of the Strategic Plan 2020-2025.

Chief Van Meter said he has reviewed the current Strategic Plan that's in place now and written by Past Chief Denney Kelley. Chief Van Meter advised that he participated in the Black Butte Fire Department

process in which they used to come up with a Mission, Vision, and Values statement. Chief Van Meter said what the Strategic Plan means Budget, Mission, Vision and Values Statement. Chief Van Meter would like to create a committee and review the Mission, Vision, and Values Statement. The Committee would consist of the Chief of Police, Sgt. Schulz, Administrative Manager Christina Schulz, Officer Todd Rich, a couple Board Members, and anyone else who would like to participate. Chief Van Meter would like to meet with the Committee in March.

Mr. Buckley asked if there was significant differences between your vision of the Strategic Plan and the current plan? Chief Van Meter said, "Not really" Mr. Buckley wondered if we need to have a discussion about whether we need a new Strategic Plan.

Mr. Zerzan said every couple of years, the Strategic Plan needs to be thoroughly gone through and reviewed.

Ms. Goede stated that new Leadership should have a new Strategic Plan that's their own.

Chief Van Meter wants to align the Strategic Plan with our website, Lexipol, and our Policy Manual. Chief Van Meter wants consistency.

Chief Van Meter said we should have the updated Strategic Plan by April 2023.

### **VIII. Calendar:**

The Board set the next meeting for Thursday, March 16, 2023, at 9:00am, when it will review the following: Proposed Budget to Deschutes County, Identify terming Board Members, Review of Contract and Leases (Black Butte Corporation and Rental Agreement with the Association), review of the Policies and Procedures, MOU with Deschutes County and audit findings.

**ADJOURNMENT:** Upon no further discussion, the meeting was adjourned at 10:56am.

DATED this \_\_\_\_\_ Day of \_\_\_\_\_ 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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Jessica Rich, Recording Secretary