



September 19, 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 (attended until 11:53a.m.), Caryl Gibson and Jeff Swan (via phone)

**Members Absent:** None

**Others Present:**

Interim Chief of Police Todd Rich, Officer Cunningham, Administrative Manager Lori Steintal

**Others Absent:** None

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

**AGENDA:**

- I. Approval of the August 15, 2024, Meeting Minutes**
- Approval of the August 20, 2024, Special Meeting Minutes**
- Approval of the September 9, 2024, Emergency Meeting Minutes**

August 15<sup>th</sup> minutes corrections: ALPC should read Automated License Plate Reader (ALPR). Remove duplicate paragraphs.

August 20<sup>th</sup> minutes corrections: Should read August 20, 2024 "Special" meeting. Correct Ms. Goede's name.

September 9<sup>th</sup> minutes corrections: Should read September 9, 2024 "Emergency" meeting. Correct misspelling of administrative.

July 18, 2024, minutes corrections: Under Financials, change wording from "under budget" to "over budget".

***Resolution: A motion was made by Ms. Gibson that the board approve the August 15, 2024, meeting minutes, the August 20, 2024, Special Meeting Minutes, the September 9, 2024, Emergency Meeting Minutes, and the July 18, 2024, as amended. Seconded by Mr. Swan; Unanimous.***

**II. Public Comment:**

No public comments.

**III. Financial Report:**

Mr. Ferguson noted that several items were double paid (phone & rent) and will even out next month. Line item 7010.4 is an annual charge.

Chief Rich calculated the salary cost for the new administrative manager, based on a hire date of mid-October, we will only be less than 1% over budget.  
Cash in Pool amount will show zero until Lori gains access to LGIP to run reports, which should be resolved by the end of the month.

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

**V. Committee & Chair Reports:**

A. Joint Access Committee Update: Mr. Zerzan reported that progress is being made in eliminating PIN codes. An audit was completed on the number and frequency of PIN Codes being used, indicating the same pin code was being used repeatedly. Several PIN codes that were being shared have been deleted. The access control to the Lakeside and GMRC pools has improved. Ms. Waddell is concerned that the specifications for the new system are not adequate to accomplish the requirements of the Access Rules and Regs. For example, what will the software do, how do we pull that information out and how do we use the data. The Board agreed a formal letter should be drafted and sent to Russ Massingale (cc: Kyle Cummings), outlining exactly what we need to see with regards to specification and define our objectives.

The notes from the JAC Sept. 10<sup>th</sup> meeting are attached. Mr. Swan expressed concern that we are in a pattern of reacting to a situation vs being proactive with regards to the Access Control System. He feels there is a lack of definition specifically target scope, objectives, performance metrics, implementation and reporting. Ms. Waddell and Mr. Zerzan have reviewed and edited the policy for the Ranch, and it completely outlines what we are trying to accomplish from a policy level. This has been approved by BBRA Board. Ms. Waddell noted that this does not include software specifications. The Board agrees that the Ranch management hire an outside Project Manager and/or consultant to guide this process and identify a vendor.

B. At the last Joint Access Committee meeting the topic of signs on the Ranch, specifically Red Clover and at the ball field, was discussed. The protocol for the sign design is scheduled to go to the BBRA Board next week (9/27) for approval on content and design.

***Resolution: A motion was made by Mr. Zerzan that the Access Control Committee consider hiring an outside consultant or Project Manager to oversee the Access Control project. Seconded by Ms. Gibson; Unanimous.***

**V. Chief's Report:**

A. Personnel: There have been over 18 shifts that we had to fill since August 26<sup>th</sup>. The Chief thanked the Officers for stepping up to take shifts and/or adjust shifts to cover vacancies.  
Chief Rich set up an account with Government Jobs.com, Indeed.com and OACP and posted both positions (Officer & Admin Mgr.) on 8/27/24. We have three officers and 6 administrative candidates. Target is to get background packets together and start the process by September 27<sup>th</sup>. His goal is to have a person in the administrative position by mid-October.  
We are still running the 7 day / 20 hour coverage (6:00a.m to 2:00am). Chief Rich has communicated our coverage with Lt. Davis at the Sister's DC SO office, Fire Dept, and dispatch. The Chief's goal is to work 5/2 8 hour shifts (7:00 – 3:00 or 8:00 – 4:00) depending on his day-to-day schedule. All time off and vacation requests have been approved at this time.  
Officer Cunningham is going to work with our newest officer, Officer Lontrato to get him familiar with conducting background investigations. Officer Schneider has applied to several departments. Chief spoke to him last night and there is still no decision on whether he will be leaving. Chief asked him to communicate his decision as soon as he knows. Officer Lontrato will be on leave beginning 10/23 with a target return date of Jan 15, 2025.

A department meeting is scheduled for Monday, September 23<sup>rd</sup>.

- B. Activity Report: There have been no major calls for service in the last month. One DUI on the Ranch. Helping DCSO on reporting a few vandalism incidents. Assisted Jefferson Co. on a potential kidnapping which ended up being unsubstantiated. A request was made to be more specific about our calls for service (specific on types of calls). The monthly new STATs report provided in the Boards packets, will be used moving forward with more relevant data such as time we spend on calls, medical assist calls, traffic calls. The Chief emails the Ranch CEO every Monday morning with specifics on all identified unsecured doors. Vacation house checks will ramp up over the fall and winter season.
- C. Equipment: Redmond CSO conducted our evidence room audit last week and will issue a final report in the next week. DCSO will be updating the department radios on Monday. The Chief has ordered 6 new LifeVac kits to be placed in all department vehicles. The cost is \$65.00 each.
- D. Training: Lexipol is a scenario based online training for Officers. Lt. Roberts is responsible for ensuring all DTB's (daily training bulletins) are completed on time. Chief Rich is looking into other DTB options. Lt. Roberts is working with the Fire Dept to complete our 1<sup>st</sup> Aid training by the end of the month. Policy review with the Officers will be coming up. Training on the new County Deflection program will also take place next month. Firearms qualifications are also coming up next month.
- E. Misc.: The department will now be using the Microsoft outlook calendar. The Chief now has access to Power DMS and is working on our own ALPR policy.  
A suggestion was made that the Chief look into what type of scheduling software is available and talk to other similar sized agencies to inquire what they use.

#### **VI. Old Business:**

- A. The 5-year Levy renewal status; has been submitted outlining our intent, to the Conty for their input. The County attorney will work on it prior to the final submission in February. The information for the Voter's pamphlet was also submitted.
- B. CBA Bargaining Status: On 9/18 we received the proposed language for the next CBA. Ms. Waddell, Mr. Hamachek, and Ms. Goede reviewed the document and determined it needs to be edited. Bruce Bischoff is going to be working on the document and has suggested that we get our bargaining team back together next Tuesday to discuss. Our CBA bargaining team consists of Ms. Waddell, Mr. Hamachek, Chief Rich, and Lt. Roberts. The bargaining team was selected by interest in participating. Once the lawyer has completed his red line, the Board would like to review the document.

#### **VIII. New Business:**

- A. The Board reviewed the Rules & Regulations during the meeting and made numerous changes effecting citation amounts and some language updates. Ms. Waddell suggested the Chief attend the October BBRA Board meeting to go over this document. MS. Waddell requested that each Board member review the BBRA Rules and Regs and suggest any changes through document track changes.
- B. Discussion surrounding the understanding that requires the Chief and/or the Lt. to always be with in a 30 min. window from the Ranch at all times when they are the assigned administrator. The Board agreed that as long as the Chief and/or the Lt. are within cell range and available by phone is reasonable and acceptable. Chief will draft a letter with specific language to support his suggestions and the Board will vote on a resolution to support the decision in next month's meeting.
- C. Chief recommended that we purchase a filing cabinet, specifically for the Board, to store confidential documents such as employee background investigations. We will keep the cabinet at the PD and only Chair and Vice Chair of the Board will have the key. The Board agreed and approved the purchase of the file cabinet. Ms. Waddell will gather documents and place in the file.
- D. Comp Time discussions postponed until the next meeting.
- E. Process for Hiring a New Chief will remain a long-term agenda item.
- F. The annual financial audit will be held at the October meeting. The auditors confirmed with Ms. Waddell they can attend the October meeting.

**XI. Calendar:**

The Board set the next meeting for Thursday, October 17, 2024, at 9:00 a.m.

**ADJOURNMENT:** Upon no further discussion, the meeting was adjourned at 12:27 p.m.

DATED this \_\_\_\_\_ Day of \_\_\_\_\_ 2024 for the Managing Board of Directors of the Black  
Butte Ranch Police District

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Susan Waddell, Chairperson

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Lee Ferguson, Vice Chairperson

ATTEST: \_\_\_\_\_

Christina Schulz, Recording Secretary