



Black Butte Ranch Police Department

Managing Board Meeting Minutes
Meeting on May 21, 2026

This meeting was held in the North 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: Chair Susan Waddell, Jay Hamachek, Caryl Gibson, Craig Miller, Rosemary Norton, David Bresinski, Jeff Swan

Others Present: Chief of Police Todd Rich, Lt. Andrew Roberts,

Others Absent: Administrative Manager Bryan Harrison (Medical Leave)

Public Member: Allan Dulwick

I. CALL TO ORDER:

Chair Waddell called the meeting to order at 9:00 a.m.

II. APPROVAL OF MEETING MINUTES

A. April Meeting Minutes

No minutes were available for approval this month, as Mr. Harrison was unable to prepare them while on medical leave.

III. PUBLIC COMMENT

No member of the public had any comments.

IV. FINANCIAL REPORT

A. Financial Status Report

No financial report was available this month; Mr. Harrison was unable to complete the financials while on medical leave.

B. Audit Update

- Chair Waddell received a preliminary draft audit report late the prior Monday.
- Mr. Bresinski has also reviewed the draft.
- Board agreed to wait for a complete report before formal review, expected next meeting.

V. COMMITTEE REPORTS

A. Citation Review Committee

- No committee meetings held since citations were last addressed.
- Committee in a holding pattern; no new citations currently under appeal.
- Approximately 13–17 unpaid citations from the prior year remain outstanding.
- The Chief is working to schedule a meeting with BBRC to address the collections process.



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VI. CHAIR REPORT

No Report

VII. CHIEF'S REPORT

A. Personnel

- Department currently down to two officers.
- Mr. Harrison remains on medical leave.
- A separate personnel matter is pending arbitration.
- Board and Chief discussed hiring an additional full-time officer to address short-staffing.
- Consensus to proceed despite the position not currently being budgeted, using reserves if needed.
- A part-time candidate (a retired lieutenant) is in the hiring background process.
- Candidate expected onboard mid-to-late June, followed by 4–6 weeks of training.
- Chief and Lt. Roberts met with the Sheriff's Office on collaborative new-hire training opportunities.
- Board and Chief discussed prioritizing a certified lateral hire over a new recruit.

B. Activity Reports

- Stat sheets distributed, including a new calls-for-service breakdown.
- Board found the new format helpful and asked that it continue.
- Off-ranch mutual aid calls to Sisters/Deschutes County have roughly doubled recently.
- Viewed as a positive for officer experience and interagency relationships.
- Vehicle maintenance completed on the Lieutenant's truck; storage drawer system installed.

C. Training Schedule

- Lt. Roberts attended the Oregon Chiefs of Police conference in Pendleton, May 12–15.
 - Topics included organizational stress, department culture, AI in investigations, and officer cardiac health.
- Department considering a voluntary health-screening option under its Wellness program.
- DA's office provided in-person domestic violence law training; quarterly DA trainings planned going forward.
- Officer Fetherolf scheduled for one-day Wellness Officer training on May 27 in Wilsonville.

D. Old Business

- Camp Sherman/Suttle Lake mutual aid coverage gap with Jefferson County remains unresolved.
 - Chief following up with the Sheriff's Office; no resolution yet.
- House Bill 4148 (transient lodging tax): no new updates.
- Board still working to schedule a luncheon with County Commissioners.
- Timing complicated by upcoming turnover and expansion of the Board of Commissioners.



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E. New Business

1. Office Refresh
 - Chief Rich and Lt. Roberts proposed removing the office half-wall for an open workspace.
 - Proposal includes five height-adjustable workstations and a movable conference area.
 - Also includes new flooring and a smart board.
 - Estimated cost of \$19,000–\$25,000, funded from the existing operating budget.
 - Board expressed general support; Chief Rich to finalize the design with staff and return for approval.
2. Seasonal Bike Patrol Program
 - Chief Rich proposed a seasonal, non-sworn bike-patrol program using off-duty fire department staff.
 - Proposed pay approximately \$21/hour, funded from existing salary savings.
 - Duties would include community engagement and access, parking, and building checks.
 - Board supported the idea; Chief to develop a policy, potentially modeled on Sunriver's program.

VIII. ADMINISTRATIVE MANAGER REPORT

None; Mr. Harrison was on medical leave.

IX. EXECUTIVE SESSION

A. Executive Session under ORS 192.660(2)(b)

To consider information or records related to personnel matters

Motion	Vote
<i>Mrs. Gibson: Moves to approve the FY 2026-27 budget as presented.</i>	(c)Waddell Aye
	(vc)Hamachek Aye
	Gibson Aye
	Miller Aye
	Swan Aye
	Norton Aye
	Brezinski Aye
	Motion Carried 7:0

Began 9:56am

Ended 10:28am

X. OLD BUSINESS

A. Lease Agreement:

Fully executed copy received from the Deschutes County Board of Commissioners, approved at the end of April.



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XI. NEW BUSINESS

A. Spending Approvals

- None

B. BBR HOA Board Appointment

- Board considered the referral of Allan Dulwick to Position One on the Managing Board.
- Appointment effective July 1, 2026, succeeding Mr. Swan.

Motion	Vote
<i>Mr. Swan: Moves that the board refer the appointment of Allan Dulwick to Position One on the Black Butte Ranch Service District Governing Board, effective July 1, 2026.</i>	(c)Waddell Aye
<i>Mr. Hamachek: Second</i>	(vc)Hamachek Aye
	Gibson Aye
	Miller Aye
	Swan Aye
	Norton Aye
	Brezinski Aye
	Motion Carried 7:0

XII. CALENDAR.

A. Review Calendar

No calendar items this month.

NEXT MEETING DATE – Thursday, June 18, 2026, at 9:00 a.m.

ADJOURNMENT: Upon no further discussion, the meeting was adjourned at 10:52 a.m.

DATED this _____ Day of _____ 2026 for the Managing Board of Directors of the Black Butte Ranch Police District

Susan Waddell, Chairperson

Jay Hammachek, Vice Chairperson

ATTEST: _____

Bryan Harrison, Recording Secretary