

Black Butte Ranch Police Department



Managing Board Meeting Minutes
August 16, 2018

CALL TO ORDER Paul Janssen – 9:00 a.m.

Members present: Carl Burnham, Caryl Gibson, Mike Gemmet, Judy Osborne

Members Absent: Steve Amsberry, Rosemary Norton

Others present: Chief Kelley, Lori Steinthal, Sgt. Schulz

Approval of the July 19, 2018 Meeting Minutes

Resolution: Caryl Gibson moved that the July 19, 2018 meeting minutes be approved, seconded by Judy Osborne; unanimous.

I. FINANCIALS – Janssen

Resolution: Judy Osborne moved that the July 2018 financials be approved, as presented, seconded by Caryl Gibson; unanimous.

II. COMMITTEE REPORT

Paul mentioned that this fall, Rosemary will be working on plans for the future levy.

III. CHAIR'S REPORT – Janssen

IV. CHIEF'S REPORT – Chief Kelley

A. Personnel

- A. Our full-time hires (Scott) background is almost completed. Rob just needs to review personnel files in Salem and will have the background completed by tomorrow afternoon. Scott is on track to start the first of next month. The other background being conducted on Sean Malloy is moving along. We are waiting for a packet of information from the Nevada Highway Patrol. Steve is working on this. We should know more this afternoon and we are hoping to get him on board around the same time as Scott. New employee names: Scott Salisbury, 30-year trooper, currently on their SWAT team and brings a lot of experience. Sean Malloy has accepted the part time temporary position. We have his position authorized through February 2019 to cover Dan's position while Dan is at the academy. Sean will cover Dan's shifts. Although we are calling this position part time temporary, it will be more of a 40-hour work week. Chief would like the Board to consider, in the future and depending on how Sean works out, that we maybe keep him on through the next summer to augment our bike patrol.
- B. We have an ODOT Traffic grant allowing us to work traffic on HWY 20 in front of the Ranch. This year's grant is \$4,000.00. This is paid to us in overtime, we have to donate some straight time, and they pay us for any over time we work. We are running way behind, so we drafted a memo allowing command staff to work overtime to capture some of those hours so they don't get waisted. With short staff, we are covering regular shifts, but the OT isn't enough incentive, right now, to get guys to work the overtime shifts. Chief has authorized overtime pay for the Sgts. in order to capture some of that over time for this grant. The memo is narrow in scope, and just applies to this specific grant. We are currently only 1/3 of a way through the Grant and it must be expended by the end of September. If we don't expend the full amount of this grant, it makes it difficult to apply for future grants.

B. Activity

- A. We have had some complaints on the bike crossings. A homeowner had a couple of incidents, at the 4 way stop as you are going southbound on Ponderosa there are two crossings very close to one another. He did not yield to a rider, which he does not have to, and the rider gave him the finger. The second incident was a family member blocking the roadway so other bikers could cross. This homeowner has also noticed that cars will stop in the roadway and allow riders to cross and he feels this encourages the behavior that bicycle riders have the right away. His request, to Jay, is to have stop signs be put up at these locations. Chief did acknowledge that in some areas, the bike marking & pedestrian markings on the Ranch are very confusing. Chief's position is that showing courtesy (which is what a driver is doing by stopping and allowing the riders to pass), is a good thing. We need to continue to educate people. We are doing a bike safety class this month and we go over these rules with the participants. There are a number of bike issues on the Ranch. Chief suggested to Jay to possibly institute a bike committee to address these issues. Chief briefed the Board on the bike accident involving a Ranch employee last night. The employee was not wearing a helmet and ran into a tree. He was air lifted out, and we do not know his condition.
- B. We have also had a lot of parking complaints. It seems like more this year. There was an employee party, on Hawksbeard/Red Clover and another location where guests were staying, both had a lot of cars overflowing onto the roadway. There have been a few owners' parties, where the owners received prior authorization from Jay to allow overflow parking on the roadway during their event(s). This allowed us to put up some parking signs and we were able to manage the over flow parking very well.
- C. Trailer complaints are down a bit. Caryl thought Chief was going to look at the current rules & regulations and re-write. Chief clarified he was going to go over the Ranch Rules and try and get some definition in some areas but won't be able to get to this any time soon. Re-writing the Ranch Rules will be an act of the big Board. However, in speaking with Jay, if there is a trailer parked on the Ranch for 48 hours, you are not allowed to move it and then move it back again, which is a change in our position. Rules are on our website.
- D. Chief, Jay Head and Mike Gemmet met with ODOT (regarding the rate of speed and road marking on the hwy in front of the Ranch). Chief felt there was some good communications.
- E. 9-1-1 is pushing back on their CAD launch, at least 6 months (was scheduled for October) to insure a smooth rollout.
- F. Planning on a BBQ for the end of summer & a thank you to Tim and Mitch, sometime in September. We will advise the Board as soon as a date is confirmed.
- G. Looking at freshening our look up. Rob looked into other departments patches and they all incorporated a little bit of what the town is about. Our current patch really doesn't depict that. We thought it would be fun to get the community involved (using social medial and flyers) and see if they could come up with some ideas with some new art work for our new patches. The winner would get a swag bag with some of our police stuff and the bragging rights of being the designer of our new patch. Also looking at changing our uniforms to dark navy blue. This would give us the opportunity to get uniforms from other agencies that maybe they are not using at a reduced cost or free. Rob put together a cost sheet for the Chief. He is figuring about \$350.00 per officer for new uniforms and approximately \$500.00 for the development of the art work and producing of the patches for the new uniforms. We first started talking about the patches and then the uniforms and then it became more of creating a fresh look for the department. We talked about possibly changing our letter head, making it more modern looking, changing the design on the side of the cars, all of which are not tooexpensive. Total cost for the changes Rob spoke about is \$5,000.00. We can approach this in two ways, as we buy new uniforms, we convert to the newly designed uniforms over 6 -12 months or we could change over on a specific date. We will put together some ideas and come back to the Board with a more formal proposal next month for their consideration.
- H. Calls for Service: The Sheriff's office has been covering M,T,W after midnight calls for us. It is going well, and the Sheriff is glad to be able to help out and give back to us for the help we have provided them over the years. We will continue utilizing the Sheriff's Office through the end of August.

B. Equipment

D. Training

- A. We will continue with Lexipol policy training which is usually done over the summer, but with all the changes we will begin in September. We will also conduct orientation training with our new employees.

V. OLD BUSINESS – Janssen

- A. SDAO provided feedback from the Board training last month. The only feedback was to put a formal evaluation process, for the Chief, in place. It is nothing the board will do immediately but will be thinking about ideas. Lori will post the SDAO evaluation feedback on the website.

VI. NEW BUSINESS

- A. Annual Audit is scheduled for Sept 10th & 11th

VII. CALENDAR

VIII. PUBLIC COMMENT

None

IX. NEXT MEETING DATE

September 20, 2018

X. ADJOURNMENT

Meeting adjourned at 9:52

**Next Meeting Date:
Thursday, September 20, 2018
Time 9:00 a.m.
Location: The Admin. Bldg.**