

Black Butte Ranch Police Department



Managing Board Meeting Minutes
July 19, 2018

CALL TO ORDER Paul Janssen – 10:00 a.m.

Members present: Steve Amsberry, Carl Burnham, Caryl Gibson, Mike Gemmet, Rosemary Norton, Judy Osborne

Members Absent:

Others present: Chief Kelley, Lori Steintal

Approval of the June 20, 2018 Meeting Minutes

Resolution: Rosemary Norton moved that the June 20, 2018 meeting minutes be approved with the noted typo corrections, seconded by Judy Osborne; unanimous.

I. FINANCIALS – Norton

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

II. COMMITTEE REPORT

III. CHAIR'S REPORT – Norton

- A. Paul thanked Rosemary for chairing the Regular meeting, the County meeting and the Annual meeting presentation.
- B. Paul thanked the dinner committee (Caryl, Steve & Lori) for putting the employee/board BBQ together.

IV. CHIEF'S REPORT – Chief Kelley

A. Personnel

- A. Tim retired as of June 30th. Steve was promoted to Sgt. Mitch's last day is today, he is moving to Wheeler County. Chief agreed to allow Mitch to leave on short notice (we usually ask for 2 weeks) due to Wheeler County's current situation. It is a great move, great opportunity for Mitch and he is excited. Mitch has asked one of the Sgts if he could purchase his pistol. One of the Sgts suggested we give him his pistol. After 18 years of service, that is not an uncommon practice. Chief wanted to get input from the Board on this. The Board was fine with the Chief giving him his pistol. Chief also spoke with Mitch and let him know that any equipment he may need (temporarily) to do his job is available to him until his department is able to replenish the needed equipment. Chief did tell Mitch he could take his external and ballistic vests with him to keep.
- B. Scheduling will change (due to Mitch leaving so quickly). We will go into emergency schedule, probably beginning on Monday. When Chief learned that Mitch was potentially going to be leaving, with not a lot of notice, he reviewed several schedule drafts with Paul. Our schedule will be changing, and we will not be covering graveyard shift on M, T & W nights for the time being. Deschutes County Sheriff's office will be covering calls on the Ranch as well as Sgt. Schulz being on call and able to respond to calls, and potentially Officer Lane. Officer Lane will continue to work graveyard shifts TH, F, S & S nights, although he has some scheduled vacation on the books that we are not going to cancel. We will also be offering overtime shifts for all or part of the graveyard shifts. We are working hard at recruiting, we have 3 resumes and should have Scott Salisbury's resume today. Scott is a 30-year trooper with OSP, he

is on the S.W.A.T. team and is very interested in the full-time position. There are some people out of the Forest Grove area that are potentially interested as well. There is an officer that is going to be let go from Bend PD on probation (not due to his ability to do the job, it is more the pace in Bend that is a problem) that may also be a candidate. One thing Chief is considering is having guys (if they want to) take a temporary full time or part time position with us. This allows us and them to "test drive" one another without the commitment being there. We are also looking at some other options. Bend feels they may have some reserve officers that may be able to help us out. Steve is looking into their availability now. The schedule we have come up with will allow us to be ok for a while, during the time we look at filling the holes in. Only looking at 6 hours, 3 nights, the statistics for calls for service on Black Butte Ranch between midnight and 6:00 am, for the last FY we have had only 2 priority calls. We had a total of 48 calls for service in that timeframe. The DCSO is fully supportive of covering the department for us. We need to provide them access to the building and information on the late check in process. We posted for recruiting, one full time permanent position and one part time temporary position (to cover Dan's position while he is at the academy Sept through Feb.). We are also being flexible in the temporary position, with how many hours are worked, depending on what the needs are.

- C. The Employee Handbook will need to have something on the Janus ruling by the Supreme Court added in. With the current employee shortage, Chief is not focusing too much on the handbook at this time. He does feel that we are in a good spot with the handbook and have a good base. The ruling around the union dues came out right after we had finished payroll for the end of the month. That afternoon we created a document for the officers to approve the department to take the union dues (and Dan's initiation fees) out of their paychecks and pay the dues on their behalf. This was a requirement coming from the Supreme Court ruling.

B. Activity

- A. We have a couple of classes we have done: CCW class and three new employee orientation classes. With the new employee orientation classes, we go over how we can assist: we are 24/7, if you have problems, we are here to help. We make sure they know if they are working late we can escort them to their cars, if they would like and want to make sure we have interactions with the lifeguards at the pools.
- B. County Commissioners luncheon went well. The topic of speed on Hwy 20 was discussed in length. Lori received an email from ODOT requesting names so that they can facilitate a meeting. Lori gave them Mike Gemmet and Jay Head as contacts. The Torch Run (6/15) was attended by Kelvin, Dan and the Chief. The run started at Bend PD to Sunriver and benefits the Special Olympics.
- C. Mike Gemmet sent Chief a text a few days ago and pointed out that we (BBRPD) had bike patrol in Sisters. Chief was unaware of this. It turns out we had two bikes (Mitch & Kelvin) in Sisters. Chief spoke to the Sgts who informed him they had ok'd Mitch but didn't think everyone was going to go. There was a bit of communication issues between the Sgt.'s and Officers. However, we have a lot of experience on bikes in the community and could partner with DCSO and ride, with the thought they will reciprocate and come out to the Ranch and ride with us. Some of the board members felt this was not a good idea, being a weekend during the summer. There are a lot of people on the Ranch and we should not be in Sisters. Chief agrees and acknowledges the Board gets a lot of questions from homeowners regarding us being off the Ranch (covering county). A lot of the resources we receive here on the Ranch in return, you don't even see, for example last year during the eclipse or the speed grants where other agencies come out here and help from Bend and Redmond. The fire assets available to us last year (the reader board), came from the city of Bend and Prineville. In addition, we had Forest service people here every day for 6 to 8 hours. Judy Osborne mentioned that the Board members' role is to make sure people know we get these resources in return. Chief pointed out that the BBRFD sends units out all over the state to assist. Judy went on to say, as board members, our job is to make sure people understand this is a community of resources and we all help each other out. Chief will put together a list of different agencies and some examples for the board members that will help explain some of the resources. We will continue to have the tendency to lean off the ranch more than people leaning on. That just means that if we had a higher crime rate we would have more support here. For example, two recent big cases, one being the Sawyer case, the Chief and Sgt Edwards were involved in that investigation. There is a multi-agency investigative team that gets involved in cases,

like officer involved shootings where we would send people who are qualified. The DA's office made mention that he was amazed that we could send someone from such a small agency and the quality of people that we do send are very qualified. Chief would only send people that are qualified and could help. The Board agreed that this has long term benefits for the Ranch and Department. We have had people from Sunriver PD, Bend reserves, DCSO and SAR out here helping with events.

- D. An arrest has been made in the squatter investigation. Chief briefed the Board on some of the details on the case.
- E. Chief briefed the Board on the illegal dumping from a vendor in section 5 and a recent gang arrest in Sisters that we assisted in.
- F. Chief is working with Jay to allow the PD to have trespass authority to temporarily trespass from the Ranch.

B. Equipment

- A. New cameras are in use. The batteries don't last as long as the older ones due to the camera being high definition.

D. Training

- A. Lori attended a Police Line of Duty Death training that is basically an administrative look at the steps in dealing with a line of duty death.
- B. Dan is a licensed pilot of drones and planes was asked by the CERT team to come out and assist in some training. Chief reviewed a few different scenarios that the Drone has been used in

V. OLD BUSINESS – Norton

- A. Paul mentioned that he thought the Chief's annual report was good.
- B. Paul mentioned to Rosemary that he thought we should have board nominations annually. Paul asked if there were any nominations for seat replacements (for Chair and or Vice Chair). Paul thinks those two seats have a one-year term. Caryl pointed out that common practice in the past has been that the Chair and Vice Chair positions followed the 3-year term. Board agreed to continue as they have in the past.
- C. Levy update; the earliest action date is October of next year. We do need the budget committee, this fall, to start to extend out the estimates for the end of this year and running out over the next 5 years. Rosemary mentioned that Mike Dougherty started a spreadsheet and she has updated it. The budget committee needs to meet with the Chief to go over the updated spreadsheet. Once that is done it will be presented to the rest of the board members.
- D. Paul asked the board for clarification on their discussions in last month's meeting regarding extending the geographic limits. The Board confirmed they were not in support of the extension.

VI. NEW BUSINESS

- A. Caryl's husband attended a Project Wildfire meeting and provided some information for the PD to put in the departments lobby. Also providing the same info to the FD.

VII. CALENDAR

VIII. PUBLIC COMMENT

None

IX. NEXT MEETING DATE

August 16th

X. ADJOURNMENT

Meeting adjourned at 11:29

<p style="text-align: center;">Next Meeting Date: Thursday, August 16, 2018 Time 9:00 a.m. Location: The Admin. Bldg.</p>
