

Black Butte Ranch Police Department



Managing Board Meeting Minutes
October 6, 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:

Rikki Goede, Lee Ferguson, Susan Waddell, Phil Zerzan, Steven Buckley (Via phone), and Jeff Swan (Via phone)

Members Absent:

Caryl Gibson

Others Present:

Chief of Police Jason Van Meter (Via phone), Sgt. Robert Schulz, and Administrative Manager Christina Schulz

Others Absent:

None

CALL TO ORDER: Chairperson Rikki Goede called the meeting to order at 9:34 a.m.

AGENDA:

I. Approval of the September 21, 2023, Meeting Minutes:

Resolution: A motion was made by Ms. Waddell that the board approve the September 21, 2023, meeting minutes. Seconded by Mr. Zerzan; Unanimous.

II. Public Comment:

No public comments.

III. Financial Report:

Mr. Ferguson said a few line items (dues and subscriptions, range/supplies, and facilities) are starting to edge up past where they should be at this time of year.

Mr. Ferguson said the new body cameras were under dues and subscriptions, ammunition was budgeted for in range and supplies, but questioned why the facilities line item was high.

Administrative Manager Christina Schulz stated that when facilities was budgeted for, it did not include utilities, so it's going to continue to be high each month.

Mr. Swan had questions about line items 5510, 5520, and 5910 and why there was such a difference between August and September.

Ms. Schulz explained that we had more deposits for the month of August than September. She also explained the Department did not receive a \$1,100 check from Black Butte Ranch Corporation for the month of July as the check was inadvertently sent to and deposited by a homeowner into their bank account, so the corporation cut two checks for the month of August to that include the prior month, as well.

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

IV. Committee & Chair Reports:

Committee Reports – There were no committee reports.

Chair Reports- There were no chair reports.

IV. Chief's Report:

Chief Van Meter wanted to thank the board for letting him attend the board meeting via phone.

A. Personnel: Nothing reported.

B. Activity Report: Chief Van Meter said the department has been busy the last few weeks with crashes on Highway 20. There was a fatal crash near the entrance to Black Butte Ranch that resulted from speed and intoxication. The department assisted with another crash involving a semi-truck and passenger car, initially thought to be a possible fatality, but was not. Glaze Meadow golf reported two of their golf carts stolen but, in fact, there was no theft and the employees had just miscounted the golf carts.

Mr. Zerzan asked for an update about the child that was hit in the bicycle crash. Chief Van Meter stated the last the department heard the child survived and now lawyers from both sides have requested copies of the police reports.

Chief Van Meter advised that Officer Cunningham arrested the farrier who worked at the Black Butte Ranch Stables for another two animal abuse cases involving two Black Butte Ranch Stable horses and the farrier was also arrested for violation of the release agreement on the first animal abuse case involving his dog. Officer Cunningham, also, served a search warrant at his home and took possession of the farriers dog for abuse. The dog is in custody at the Humane Society of Bend. Chief Van Meter advised the farrier will be notified he is banned from Black Butte Ranch and will be subject to trespassing if he comes onto the property.

Mr. Buckley wanted to know if this information had been shared with the CEO or the homeowner's association. Chief Van Meter said he informed Kyle Cummings of the situation and what crimes have been committed.

Chief Van Meter said, due to this case and other animal calls often received by the Department, he will be working on getting a contract with county animal control for assistance with future animal neglect/abuse cases.

- C. Equipment: Chief Van Meter said the ALPR's are here and are going to be installed on October 31, 2023.
- D. Training: Nothing reported.
- E. Misc: Chief Van Meter stated Mr. Buckley had a lot of questions regarding his request to add a Lieutenant position. Chief Van Meter was thankful for the questions and explained the Lieutenant position would be an executive level to the police department. It would be an open recruitment and the cost would be an additional \$20,000 to this year's current budget. Chief Van Meter added the money is available in this year's budget due to savings from an officer's off duty injury and Paid Leave of Oregon, as well as from savings from the CSO position which will be vacated in November.

Chairperson Geode advised a decision would not be made at this meeting as the request has to be reviewed by the budget/finance committee to determine if it is financially viable. Vice Chair Ferguson will convene the budget/finance committee, and the request will be further discussed at the November 16, 2023, board meeting.

VI.

Old Business:

A. Zoom Capability Update

Sgt. Schulz advised that we had purchased equipment and did a dry run with the new equipment, and it worked. Would like to set up a time within the next week with the board to test the equipment to make sure it works for Mr. Buckley and Mr. Swan. The board chose October 11, 2023, at 1pm to test the zoom equipment.

B. Access Committee Structure

Ms. Waddell said the board made the recommendation that Chief Van Meter, Mr. Zerzan and Ms. Waddell, be appointed to the Access Committee to look at access. Ms. Waddell said the Black Butte Ranch Homeowners board was not able to put the Access Committee on their board agenda. Ms. Waddell is looking for structure, goals and what the outcome will be with this joint committee with the Black Butte Ranch Homeowners board. Ms. Waddell asked the chair of the Black Butte Homeowners board to be appointed chair of the access committee and the chair agreed. The committee needs to make some policy changes that could improve the entire situation.

C. Need volunteers to answer phones and greet people at the police department while Ms. Schulz is on vacation.

Ms. Schulz stated that Chief Van Meter would like to have some volunteers sit at the police department and answer phone calls and greet people if they come into the police department, while Ms. Schulz is on vacation at the end of November and part of December. Ms. Schulz is going to contact our volunteers Bethanne and Greg Fry and see if they can help and if they can't, ask some of the Neighborhood Ambassadors.

D. Powerline road resurfaced.

Ms. Waddell and Deputy Fire Chief Jason Ellison are putting together a proposal to get Powerline Road resurfaced. The Black Butte Ranch Fire Department applied for a grant to resurface the Powerline

Road, but they didn't get the grant. This is a critical evacuation and safety route for the Ranch. The cost is going to be \$107,000 and Ms. Waddell is wanting the board's support, to ask the Black Butte Ranch Homeowners Board and finance committee for the \$107,000. Ms. Waddell has the support of Firewise and the Black Butte Ranch Fire Department.

Resolution: A motion was made by Mr. Zerzan that the board support the resurfacing of Powerline Road. Seconded by Ms. Waddell; Unanimous.

VII. New Business:

A. WHA Insurance

Agent Steve Silva from WHA Insurance, was present at the board meeting. Mr Silva started off by going over his companies mission statement and spoke about the employees of the company. Mr. Silva went over in detail all the coverages for our personal property and equipment and vehicles.

Mr. Silva advised 2024 premium could go up to 20%.

There was discussion about whether the department had the right amount of coverage for personal property and equipment. Sgt. Schulz is going to do an inventory of personal property and equipment.

Mr. Buckley wants a breakdown on premiums with increased deductables and what the savings would be. Mr. Buckley would like this for the November 16, 2023, board meeting.

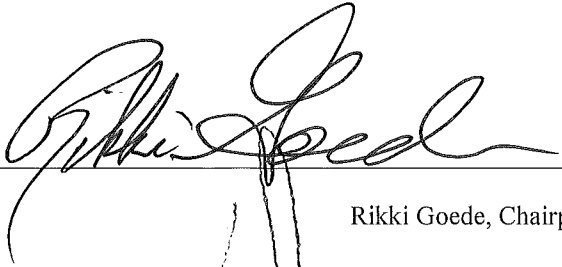
VIII. Calendar:

The Board set the next meeting for Thursday, November 16, 2023, at 9:00 a.m., when it will review the following:

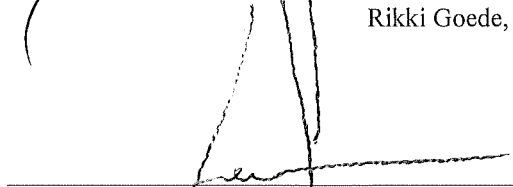
Audit firm representative to attend board meeting to review annual financial audit.

ADJOURNMENT: Upon no further discussion, the meeting was adjourned at 11:30 a.m.


DATED this 16 Day of November 2023 for the Managing Board of Directors of the Black Butte Ranch Police District



Rikki Goede, Chairperson



Lee Ferguson, Vice Chairperson

ATTEST: 

Christina Schulz, Recording Secretary