

Minutes approved by the Public Safety Advisory Commission on March 22nd, 2017

1. ROLL CALL

Meeting called to order by Glenn VanBlarcom at 7:31 am.

Members Present: Anne Niven, Glenn VanBlarcom, Jayne Cravens, Tom Epler and Jody Sandstrom

Members Absent: Drue Garrison and Ryan Duve

Liaisons Non-Voting Representatives Present: Guy Storms, Nick Chan, Tim Rippe, Julian Macias, and Rob Farris.

Others Present:

Janie Schutz, Lauren Quinsland, and Michael Kinkade

2. INTRODUCTIONS

Self-Introductions were made.

3. CITIZEN COMMUNICATIONS

None at this time

4. APPROVAL OF MINUTES

MOTION TO APPROVE JANUARY 25th, 2017 MEETING MINUTES. Moved by Tom Epler, seconded by Anne Niven. Motion carried 5-0

5. ADDITIONS/DELETIONS

6. **STAFF REPORTS**

Police Department- Chief Schutz referred to the FG Police Memorandum. Some highlights include:

- The department is searching for a new Code Enforcement Officer to replace Shannon Humphrey. This is a position that has grown tremendously over the last two years and it is an area that our residents are truly appreciating.
- Chief Schutz will be a featured speaker at the Northwest Leadership Conference on March 1st- 3rd. It is the largest leadership conference hosted in the State of Oregon
- The Police Department Citizen's Academy began with the first session on 2/8/2017. Thirty residents are attending the class this year. The department has a waiting list started for applicants in 2018.
- Modifications to the Mobile Support Vehicle are near completion and our mobile unit is just about fully prepared for critical incidents/natural disasters.

Fire Department – Chief Kinkade reviewed the Fire Chief Report and outlined highlights.

- The Stair Climb team fundraiser event at Dutch Brothers occurred to raise money for lymphoma cancer research. The Stair Climb will occur on March 22nd.
- Chief Kinkade went to City Council on February 13th to discuss part two of the Cooperative Work Study Intergovernmental Agreement for the Fire Authority.
- WCCCA Updates- should be implemented in October of 2017. This is a major revision.
- Ladder Truck Acquisition- awarded the contract to Pierce Manufacturing.
- Submitted a SHSG for mobile data repeater system that would allow communication in buildings where communication is typically obstructed.
- WCCCA rate increases and the reason we no longer have dispatch at the police department was discussed.

City Council – Tim Rippe is now the City Council Liaison for PSAC. At the City Council meeting on February 13th, a resolution was passed regarding inclusivity and diversity in the community that passed unanimously. On February 4th, there was a Council Retreat that led to discussions on the City's

goals and objectives, which will eventually need to be approved by resolution. The local option levy was discussed. If reserves stay at 31 percent, then \$1.83/1000 would maintain services. If it goes to \$1.60/1000, services would be maintained, but the reserves would go down to approximately 7 percent.

Affordable Housing- Anne Niven reported on the affordable housing committee which will meet today at Light and Power. HB2737 is a bill introduced this year that talks about tiny houses and potential changes to make it possible to have houses less than 250 square feet. The commission is considering some ideas: the possibility to create tiny house villages to own, and to create tiny house communities for the unhoused population.

Today's meeting will discuss different housing options and voting on potential ideas to further investigate. A housing survey will be sent out in the next utility bill and the committee will begin evaluating policy options.

7. **NEW BUSINESS**

Strategic Plan Consultant Decision- Chief Kinkade gave a PowerPoint presentation on strategic planning. Chief Kinkade discussed the current mission statement, strategic plan (strategy 1, 2, 3, 4, and 5).

Questions were posed to the committee: Do you want to do a strategic plan and when do you want the plan completed? Who do you want to facilitate the strategic planning?

Steps for long term planning:

- Develop Vision and Mission Statements
- Perform External and Internal Audit
- Establish Long-Term Objectives
- Generate, Evaluate and Select Strategies
- Implement Strategies
- Measure and Evaluate Performance

MOTION TO APPROVE CHIEF KINKADE AS THE FACILITATOR FOR PSAC'S STRATEGIC PLAN PROCESS. Moved by Tom Epler, seconded by Jayne Cravens. MOTION CARRIED 5-0

National Night Out- Lauren Quinsland reported that NNO will be on August 1st 4-8pm at Pacific University. Last year approximately 1200 people attended. Thus far, a band, magician, ice cream and bucket truck are scheduled to be part of the event.

PSAC is going to be relied heavily upon this year for volunteer assistance with

NNO.

For the good of the order: Mason Brown's resignation has been approved. There are currently applications for the current position. The student advisor was the last position that was appointed. It may be a few months before the next individual is appointed.

Nick Chan spoke about the issue with flooding of the Fernhill Wetlands and the impact on roads and safety of citizens. A permanent gate was discussed to prevent future issues during flooding season. Chief Kinkade stated that more information will be researched so that PSAC can draft a letter regarding a permanent gate.

Chief Schutz offered ride-alongs to any PSAC members interested. Now that staffing is back to normal, ride-alongs are now available.

8. **ANNOUNCEMENT OF NEXT MEETING** – March 22nd, 2017 at Forest Grove Fire Department.
9. **ADJOURN**
Recorded & submitted by Kara Oliver, Administrative Assistant