

**MINUTES OF COMMUNITY ADVISORY BOARD MEETING
TUESDAY, 10/08/13, 4:15 P.M.**

Board Members Present: Ed Johnson, Gene Barner, Jeff Campbell, Lucas Yonkman, Terry Lacey
Not Present: Nora Daniel, Robert Young
Dept. Staff Present: Chief Ed Green, Renee Hammer

The meeting was called to order by Johnson at 4:15 p.m. in the Police Department Training Room.

AGENDA TOPICS

1. **September Minutes:** Hammer distributed corrected September minutes. No further discussion. Barner moved to approve the September minutes, Yonkman seconded. The September minutes were approved as presented.
2. **CAB Questions:** Chief Green distributed the CAB Survey Result report for discussion later in the meeting. Chief Green asked members if they had considered not holding CAB meetings for the months of November and December. He noted the holidays are fast approaching and the survey is progressing well. He suggested coming back in January and prepare the presentation for City Council, which will be February, March at the latest. Johnson recommended tabling this discussion until the end of this meeting.

Chief Green announced that Meg Massey has been offered the position of Administrative Assistant, the position Martha Folsom formerly held. She has successfully completed the hiring process and should be here Monday. Hammer has been filling in for the Administrative Assistant; Massey along with Hammer will be attending the next meeting.

3. **CAB Survey Discussion:** Chief Green advised per the last CAB meeting, the Board had asked for survey results, which were handed out. Chief Green explained the hand out included the actual survey as it is online. He reviewed his cover letter, which talks about the difference between the July and August compilation and September results. Folsom prepared the July and August report and with her knowledge of Survey Monkey, was able to give narrative summaries. The September survey does not include the narrative responses. Chief Green feels the survey is doing what it is designed for and maybe even more and asked members for their input. Members reviewed the survey report. Chief Green pointed out some specific responses, noting that traffic enforcement rises to the top more than anything else does. He reiterated that any problems with sidewalks, roots, issues of that nature, are forwarded to Cathy Rosen with Public Works; this demonstrates that the survey is serving on a multitude of levels. Johnson asked if Public Works is responding to these issues in a way that is satisfactory. Chief Green stated that his understanding from Rosen that Public Works is following up on each issue the best they can. Yonkman reported he noticed the signpost at the Kmart parking lot exit is missing a sign; only the post remains. Chief Green stated he will notify the appropriate persons. Chief Green asked if members want to make any changes at this time to the survey. Johnson suggested looking through the report and look for any questions with no or minimal responses. Yonkman suggested keeping the survey as it is now and continue to gather responses. Chief Green noted the survey went online in July; waiting until February would give six months collection. Barner agreed that February was a good time to review the survey. Chief Green noted that in September the responses increased. Johnson inquired if the increase was related to school being in session. Chief Green stated he would check and bring that information to the next meeting. Yonkman inquired if there was a link on the Police Department Facebook page. He suggested reposting since the original post is no longer seen. Chief Green agreed that was a good idea and will notify Officer Yzaguirre. Barner asked about a specific survey response that pertained to an individual's arrest. Chief commented that the information provided is exactly why it is important to read the responses. This response was passed onto the Drug Enforcement Detective. Chief Green suggested after the first of the year, rework the survey. As an example, if it is found 70 to 80% say they want traffic enforcement, restructure that question to be more specific; what type of enforcement, speeding, specific intersections, congestion. Johnson asked about digital speed radar trailers. Chief Green stated we do have a trailer and put it out quite a bit. Lacey mentioned speeders and tailgaters in the area of Swantown to the base. Campbell

asked for a decision regarding making changes to the survey. Johnson stated, based on the recommendations from Chief Green, no changes will be made at this time until after the 6 month period. At that time, nail down the good responses and address them more such as speeding; what are the specific areas. Lacey requested an updated survey result report before the City Council meeting.

Barner asked for a vote regarding a November and December meeting. Johnson asked Chief Green if another survey report with breakdowns for July through December could be created in January, for February's Council Meeting. Chief Green stated he would. He also recommended providing Council handouts of the presentation, printed version of the survey, and survey summary reports. Lacey recommended the top three or five concerns. Johnson addressed holding November and December meetings. Campbell checked the ordinance, which states CAB to hold one regular meeting per quarter. Johnson also suggested looking at going to alternating months. He stated the big issue was getting surveys out. He asked what the next issue CAB wants to look at is. Chief Green suggested CAB reaching out to downtown merchants, letting them know CAB exists and make sure they know they are here. He mentioned complaints from that area are different from any others. The Police Department does not have officers available to go down there and gather information so this falls hand in hand in what CAB does. Yonkman noted the Downtown Merchant group and suggested extending an invitation to them as a group to attend a CAB meeting. Lacey stated only a handful of members show up now at the Merchant Meeting. He stated he would go down personally and talk to merchants. Lacey pointed out, other than the identification card, these people would not know who he is and asked, what could be done to get the word out and is there something that could be produced to identify members. Campbell agreed with Yonkman to invite merchants to a CAB meeting. Johnson suggested Officer Yzaguirre could introduce CAB at the merchant meetings and give a quick presentation. Yonkman suggested tailoring pamphlets to merchants to include the survey information, names of all CAB members, and schedule of CAB meetings. Lacey suggested a half sheet format and maybe having volunteers distribute them through town. Lacey suggested distributing the information now and follow up after the first of the year.

Yonkman suggested for the Council presentation, review this past year and the survey feedback, and add the goal for this upcoming year is to really reach out to all businesses. Johnson revisited having something members could give out. Chief Green said he will gladly printout handouts. Johnson noted the handouts from National Night Out, survey handouts, and information on graffiti. He suggested a small packet could be produced to distribute to merchants. Lacey noted that when distributing information; need to make sure not to duplicate efforts. Johnson stated he would assist in helping coordinate efforts. Lacey noted holding a meeting in November will give time to work on this project. Johnson asked Chief Green if that was enough time for him to prepare the material. Chief Green stated he would have it for the November meeting. Campbell felt the current half sheet survey handout was sufficient. Chief Green stated he would see if the handout needs updating and agrees it is a good idea to include the members' names. Chief Green stated he would also provide ICOM Dispatch with member's names. Johnson concluded a November meeting will be held and December's meeting will be postponed. He added, at the January meeting they will start working on their presentation for City Council.

4. **General Questions:** Campbell stated he had sent a message to Officer Yzaguirre regarding the graffiti cleanup and asked to be notified but had not yet heard back. Chief Green reported the graffiti cleanup recently occurred and stated more people participated than anticipated; as a result, crews did not have enough to finish all areas. Chief Green stated they are soliciting Island Thrift and discussing purchasing a 55-gallon drum. Another graffiti work crew will be scheduled as soon as more product is obtained. Lacey noted the graffiti at SW Erie Street was still visible but faded. Chief Green reported that the cleanup crew ran out of product before arriving at that location. As a result, Public Works used a pressure washer. Lacey stated he did see a pressure washer left on the sidewalk, but did not see anyone around. Lacey requested Chief Green notifies CAB members when the next graffiti work party is scheduled. Chief Green stated he would know in the next week or two.

Lucas made a motion to adjourn the meeting, Lacey seconded. Meeting adjourned at 5:23 p.m. on 10/08/13.

The next CAB meeting will be held on Tuesday, 11/12/13 at 4:15 p.m. in the OHPD Training Room
Prepared by R. Hammer