

**MINUTES OF COMMUNITY ADVISORY BOARD MEETING  
TUESDAY JANUARY 14TH, 2014 AT 4:15 P.M.**

**Board Members Present:**

Ed Johnson, Gene Barner, Jeff Campbell, Nora Daniel, Terry Lacey, Lucas Yonkman

**Board Members Not Present:**

Robert Young (Excused Absence)

**Department Staff Present:**

Chief Ed Green, Meg Massey

The meeting was called to order by Chair Johnson at 4:18 p.m. in the Police Department Training Room.

**AGENDA TOPICS**

**NOVEMBER MINUTES:**

Ms. Massey distributed the minutes from the November 12th meeting. No further discussion. Ms. Daniels moved to approve the November minutes as presented, Mr. Campbell seconded. The November minutes were unanimously approved.

**PERTINENT UPDATES / CAB QUESTIONS:**

➤ **Retirements / Resignations:**

Chief Green stated that as noted at the last meeting Patrol Sergeant Larry Ferguson retired on December 31, 2013 and Officer Robert Mirabal resigned as of November 16th to return to the Island County Sheriff's department.

Since the last meeting two other staff members have announced their retirement. Detective Ron Hofkamp will retire at the end of this month after twenty-five years of service and Corrections Officer Rob Hartman will retire after seventeen years of service. This was not unexpected as a number of the staff have 20+ years of service with OHPD. We expect one or two more employees to announce their retirement later this year as well. Also Captain Tim Sterkel will be retiring in the next few years after 40+ years of service. These retirements have a substantial impact on the department budget as we pay out benefits when they leave.

➤ **New Hires**

Chief Green stated that we are in the process of a lateral hire corrections officer for the jail. We plan on a start date of February 1st. She is an excellent candidate, lives in Oak Harbor and has six years of experience with Skagit County.

Chief Green stated the lateral posting closed Friday at 5:00 p.m. and we had two applicants that were not qualified. Therefore we are scheduling entry level interviews for next week. Entry level candidates will need to attend the Academy and train with a Field Training Officer before they can patrol on their own. This process will take eight to twelve months based on the candidate's abilities. The impact on the budget is significant with academy cost per candidate approximately \$5,000, the costs of uniforms and gear as well as having another officer shadow them for the training phase. We have three openings.

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Current staffing levels include:

Administration: 3 - Chief, Captain and Administrative Assistant

Patrol: 15 – 3 Sergeants & 12 Patrol Officers

Records: 4 – Supervisor, Receptionist & 2 Records Clerks

Investigation: 4 – Detective Sergeant, Drug Enforcement Officer & 3 Detectives

Community Service: 4 – Community Service Sergeant and Officer, School Resource Officer & Traffic Safety Officer.

Jail: 7 – Jail Sergeant & 6 Corrections Officers

The department also utilizes Reserve Officers, Explorers and Citizen Volunteers.

➤ **Sergeant Promotion:**

Chief Green stated that the Sergeant's Exam is scheduled for February 13th and we hope to have the top candidate promoted by March 1st.

**CAB SURVEY DISCUSSION:**

Ms. Massey distributed the four most recent surveys submitted and noted that it did not seem necessary to distribute a new Complete Survey results packet at this time, but that all responses to date would be included in the Council Presentation. Chair Johnson stated he was pleased with the results and responses we have received. There was discussion concerning the decrease in responses the longer the survey is out. Chair Johnson suggested the committee wait until after the presentation to Council and any input they may have, before progressing to the next phase. Mr. Lacey would like the next phase to be a more active interaction with local business owners and find out what issues they may have and how we might be able to assist them. Chair Johnson agreed and said that many are not aware of the committee, but are receptive when approached. He feels the handouts are helpful and it is good to have something to leave with them so that when they do have a need, they can reach out to us. The new ID cards are also helpful.

**CITY COUNCIL PRESENTATION:**

Chief Green asked the Committee for input concerning the approximately 10 minute presentation to City Council on March 18th. Items discussed included:

- On-Line Survey: Results included input utilized by other departments as well
- Community Events: National Night Out, Veterans Day Parade, Service Clubs, etc.
- Graffiti Clean-Up
- CAB Hand Outs
- Plan of Action for the Coming Year: Connect with the Community

It was clarified that CAB functions will be the focus of the presentation, but community involvement of CAB members at other community events would also be highlighted. The majority of the committee consists of new members with a lot of enthusiasm for the betterment of the OHPD. After further discussion it was decided that Chief Green will email the power point to committee members prior to our next meeting so that they have time to review it ahead of our next meeting, thus allowing them to provide pertinent input to any edits that may be necessary. The presentation will consist of 10-12 slides, the slide background color will be blue, the text will be black and both the CAB logo and City logo would be incorporated. The March 4th meeting will

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solely be to review the presentation and making any final edits prior to sending it to the City Clerk to be included in the Council's packet. It was also decided that all CAB members will wear their CAB shirts to the presentation. It was also clarified that the presentation and discussion will be accessible to all citizens as all City Council meetings are videotaped and available on the City web site as well as broadcast on local television.

**GENERAL QUESTIONS:**

➤ **Graffiti Removal:**

Ms. Massey stated that Officer Yzaguirre had informed her stated that the next Graffiti Removal Party has been tentatively scheduled, weather permitting, for Monday February 10th from 10:30 a.m. to 12:30 p.m. The location(s) are yet to be determined.

➤ **Sara Nagel:**

Chief Green wanted the committee to be aware that Volunteer Sara Nagel is taking photos to be used in the upcoming annual report. Be aware that she may be at the presentation to take photos of the committee.

Ms. Daniel made a motion to adjourn the meeting, Mr. Yonkman seconded. Meeting adjourned at 5:20 p.m.

**NEXT MEETING:**

The next CAB meeting will be held on Tuesday, February 11th at 4:15 p.m. in the OHPD Training Room.

Prepared by Meg Massey