

**MINUTES OF COMMUNITY ADVISORY BOARD MEETING
TUESDAY, 12/11/12, 4:15 P.M.**

Board Members Present: Dave Thomason, Jo Balda, Gene Barner, Barbara Buchanan, Ed Johnson, Lauren Nelson, Cathy Niiro

Not Present: Beth Connor, Bonnie LaForest

Dept. Staff Present: Chief Ed Green, Police Receptionist Renee Hammer

The meeting was called to order by Dave Thomason at 4:15 p.m. in the Police Department Conference Room.

AGENDA TOPICS

1. **November Minutes:** Niiro noted the meeting date on the header needs to be changed to November; 11/13/12. No other amendments were expressed. Upon motion duly made and seconded by Johnson, the minutes of the meeting of November 13, 2012 were unanimously approved as corrected.

2. **Pertinent Updates / CAB Questions:** Thomason explained he would need to depart the tonight's meeting at 5:00 p.m. due to a scheduled speaking engagement. Thomason said for January 15, 2013 when Chief Green had planned to make the CAB presentation to the City Council and Mayor, he will not be in the state. Thomason explained he will be in Japan and returns around January 8th and leaves again on January 10th for his final residency. In addition, Thomason explained he is moving into the internship of his graduate program and will be working an extra 20-30 hours a week. As a result, it is necessary for him to step down as CAB Chairperson. Niiro asked if Thomason was rescinding from the committee or as the Chairperson. Thomason replied he is not withdrawing from the committee, just as Chairperson. Thomason stated he would like to introduce the new Chairperson to the Mayor with a CAB presentation in February.

Thomason opened up nominations (for Board Chair). Balda nominated Barner. Barner asked if the decision needed to be made tonight. Chief Green confirmed that yes, a decision needed to be made at some point in the meeting. Barner asked if any other members were interested in the Chairperson position. Ed Johnson stated he would be available if Barner was unable to accept the position. Barner respectfully declined due to an already full plate. Thomason reopened nominations. Balda nominated Johnson. Thomason stated since some members were not present at the previous meeting for Johnson's introduction, he asked Johnson to give a background. Johnson stated it is a pleasure to serve on the CAB; he has an extensive background in law enforcement and is retired from the San Diego Sheriff's Department. He said Anita Anderson is his wife and they have been married for over five years. Johnson recounted that he has been very involved in community services. Thomason asked for a second on the nomination of Johnson. Barner seconded. Thomason asked if there are any other nominations. No additional nominations were made. Thomason confirmed the nomination of Ed Johnson as CAB Chairperson by unanimous decision by the Board. Johnson will assume the position of Chairperson in February.

Chief Green provided a brief update. The Community Officer position will be restored and an internal announcement has been posted. This position is more in line with the things the Chief wants to accomplish. Chief Green reported one officer is just finishing FTO (Field Training) and Tim Sterkel is now officially Captain. Chief Green explained that Sterkel had been working outside his classification, doing tasks of assistant chief or captain for some time without the proper title or pay. Chief Green also noted that Martha Folsom is out at this time, but could not say for how long.

3. **CAB Survey Discussion:** Chief Green distributed a packet prepared by Folsom including business card example, CAB Police Services Survey questionnaire, and samples of police department surveys from other areas. In regards to the questionnaire, Chief Green asked members to get out into the public for feedback. He wants to revisit/redesign the survey specific to particular groups such as students, government, and businesses. He explained that each group has different concerns when working with law enforcement. Chief Green stated it makes sense to be target specific; a government survey would not make sense to students; student questions would be different from the government questions. In addition, he asked that the committee look at designing a survey that is condensed and does not take an extensive amount of time for a

citizen to complete, thus the goal of 10 questions or less. Chief Green asked members to brainstorm on four or five generic questions that would span across all surveys.

Discussion was held about the CAB identification or business cards. Chief Green feels it is a good idea for members to have something to hand out but he does not believe members should have to give out their personal information. He explained that email is something that can be done, but becomes a discoverable item because they are a government board. Someone would need to print and keep the emails, and someone would have to respond. Chief Green explained that Folsom is an exempt employee, the Chief's Assistant; one option would be for her to have access to the email account and she would receive, print and store the emails. The emails would come through the city email server. Johnson asked if Folsom would respond to the emails. Chief Green said the board would be responsible for delegating who would respond. Chief Green said if they chose an non-city associated email account (generic) or independent email not associated with the police department, that may make the emails non-discoverable. Niiro asked since the board is appointed by the Mayor, could they do that. Chief Green stated that anything could be challenged under discovery. Nelson agrees with the individual email addressed but feels that a generic email account does not seem professional. Chief Green explained that Folsom could pursue individual emails coming through the city email but that would require each member to respond. Chief reiterated that Folsom would only open, print and save the emails. He further explained if an email comes in for a specific member, Folsom could forward the email or bring it to the next meeting.

Thomason noted that with independent emails, each member would be speaking on behalf of the Board. Thomason suggested the process of emails given to CAB as a collective, presented at next scheduled meetings. Thomason noted that the response process would have to be explained. Chief Green stated if an urgent email is received, Folsom could call the designated member. Thomason also mentioned the CAB number is always available. Niiro asked if a phone message is left, would Folsom forward the information. Chief Green explained that the CAB phone is actually in Barbara Sampson's office, so she would relay the message. Regarding responses, Thomason stated most responses are going to come from CAB. Chief Green said the public knows that we are not encumbered with the authority to make decisions independently. Citizens tell us issues which are then brought to the Board, Mayor, or Chief. Individuals cannot be civilly liable. Niiro asked if they were insured. Chief Green explained there is a liability for civil representation, defense wise, if members go beyond the scope of the Board; out on their own. Thomason explained they are governed by ordinance and have the minutes as guidance.

Barner suggested that when members hand out a business card, a fair explanation on how the information provided might flow because people's expectations might be different. Niiro suggested printing something on the back of the business card such as the tip line, non-emergency number, public works, and animal control. Nelson suggested listing the CAB meeting dates. Thomason also suggested a disclaimer and explanation of how CAB functions. Barner agreed with putting the meeting dates and times. Chief Green explained that the CAB meetings for 2013 have been posted with the exception of August. He also noted that any last minute cancellations would be posted on the front door of the police department. Thomason recommended a small disclaimer stating any actions brought before CAB would be discussed at the next meeting; citizens can expect a response within two months. Nelson interjected that she had leave for work and departed meeting at 4:47 p.m.

Thomason re-addressed the police services survey. He stated it would be nice to have members' input by the next meeting. Chief Green asked members to keep in mind that once this is presented to the City Council, they may have suggestions for the survey. Johnson recommended an additional comment area on the survey. Johnson asked what the plan was for getting the surveys out to the community. Chief Green stated that would be a topic for another CAB meeting. Niiro stated she has a list of business; a starting point on who we want to contact. Niiro will bring the list to the next CAB meeting. She asked Chief Green if there was anything specifically he was interested in hearing about. Chief Green mentioned "how are we doing, are we serving the community, are we meeting your needs". He stated the questions on the survey could be multiple choice. Buchanan stated she liked the Charlestown Police survey, the format and questions asked; many members agreed. Chief Green noted that of all the survey's, the Charlestown is the most generic. Barner suggested begin the survey by asking the area where you live. Chief Green agreed it is a good question; would also assist in determining if citizen is outside City limits. Thomason suggested asking if there are any areas in town that are of concern and what the concerns are. Niiro mentioned that for the youth survey, they

would need feedback from Nelson. Chief Green and Thomason agreed that a scale of one to five, five being the best (excellent), makes the survey easier. Niiro suggested adding community programs. As stated at the beginning of the meeting, Thomason departed the meeting at 5:00 p.m. Johnson asked how the survey will be enacted; blanket the city or distributed over a period of time. Chief Green recommended making a decision as a Board, suggested not blanketing the City all at once, and starting with particular groups or categories. He suggested once the feedback is received, the Board could see what worked.

4. **General Discussion:** Johnson mentioned that during the last CAB meeting, Chief Green stated the Neighborhood Watch Program was being reestablished. Johnson asked if the Captain or Patrol Officers knew who the Watch Captains were. Johnson suggested that the Chairperson could attend one of these meetings. Niiro asked if there are any groups currently on Oak Harbor. Chief Green stated he was not aware of any established neighborhood groups.

Buchanan asked about the street sign terminology speed 'hump' versus 'bump.' Chief Green explained speed bumps are for parking lots where traffic travels slow such as five M.P.H. A speed hump allows traffic to flow. He further explained that vehicles could drive over a speed hump and not damage the vehicle.

Niiro asked Chief Green what is the next step he wants the Board to accomplish. Chief Green replied, to identify and finalize the questions for the survey, then come back as a group. Chief Green reminded the members to use the sample surveys provided by Folsom. Niiro asked if it would be helpful, to move faster, if members went back and emailed suggestions to Folsom and have her gather the information. Chief Green stated as long as the Board was moving forward, this is not an emergency. He continued that in the past, the Board did not seem to move too much; this is just the first of many ideas he has. Niiro asked when Chief Green was looking at distributing the surveys. Chief Green responded in the Spring; by meeting on a monthly basis, the Board could complete the surveys by March and finalized them in April 2013. Johnson suggested a design so the survey could be folded and mailed; have the mailing address pre-printed. Chief Green agrees and stated it is a good option for those citizens not using the Internet. Buchanan stated doing a survey is very timely in the business work and marketing now. Chief Green reiterated we want to know what the concerns of the City are and what can make it better for citizens.

Buchanan asked if Chief Green could update the board on the Ellis case. Chief Green stated the case is at the Prosecutor's office and the Detective Division continues to work on the case. The Prosecutor has not made a decision yet. Niiro mentioned that the shrine in front of her office (United Way) is being blown around and asked if someone would be picking up the items. Chief Green stated he was not aware of the issue and would check with Sgt. Gardner since the family might be interested in the items; if not, Public Works will be notified.

Johnson made a motion to adjourn the meeting. Niiro seconded. Meeting was adjourned at 5:15 p.m. at 12/11/12.

The next CAB Meeting will be held on Tuesday, January 8, 2013 in the OHPD Conference Room.

Prepared by R. Hammer