

**MINUTES OF COMMUNITY ADVISORY BOARD MEETING
TUESDAY NOVEMBER 12TH, 2013 AT 4:15 P.M.**

Board Members Present:

Ed Johnson, Gene Barner, Jeff Campbell, Nora Daniel, Robert Young

Board Members Not Present:

Terry Lacey, Lucas Yonkman

Department Staff Present:

Chief Ed Green, Meg Massey

The meeting was called to order by Chair Johnson at 4:20 p.m. in the Police Department Training Room.

AGENDA TOPICS

INTRODUCTION:

Chief Green introduced Meg Massey. As the committee is aware, Martha Folsom retired from her position as Administrative Assistant after 34 years of service to the City. Meg accepted that position last month and will be the Board's point of contact. Meg is available to assist you with anything you may need.

OCTOBER MINUTES:

Ms. Massey distributed the minutes from the October 8th meeting. No further discussion. Mr. Barner moved to approve the October minutes as presented, Mr. Campbell seconded. The October minutes were unanimously approved.

PERTINENT UPDATES / CAB QUESTIONS:

➤ **CAB ID Cards:**

Ms. Massey distributed the new CAB ID Cards along with a form for each member to sign agreeing to relinquish the card at the end of their term. ICOM has been sent copies of the ID Cards, ID photo of each member and contact information in case they receive any calls from a citizen with concerns about the identity of any CAB member they may have dealings with. There was a brief discussion concerning the times that CAB members would be out contacting citizens and it was clarified that unless specific arrangements were made, they would not be out and about after dark.

➤ **Staffing Changes:**

Chief Green informed the committee that both Patrol Sergeant Larry Ferguson and Officer Robert Mirabal have given notice. Sergeant Ferguson will be retiring from the City after 16 years with the City and moving to his home state of Florida, where he will continue to work and be closer to family. Officer Mirabal began his career as a Marshall in Coupeville, he then became a Sheriff for Island County. He was laid off as a result of budget cuts, and the City hired him in May of 2010. He has done very well here, but now has an opportunity to return to the Sheriff's department and will be doing so later this month. This will result in some salary changes as well as a staff shortage on the patrol side. We will promote an officer to fill the Sergeant position early next year. We also hope to fill the patrol vacancies with Lateral hires.

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There is a Reserve Officer that may be interested; this would save us the one-third portion of academy costs we have to pay for a new hire. Since promoting Tim Sterkel from Lieutenant to Captain, Supervisors have filled some of those duties, which have been dispersed among existing staff. If funding allows, we would like to hire another officer within the next year.

CAB SURVEY DISCUSSION:

Chief Green distributed two sets of survey results to the members. The first was a compilation of the results for the CAB On-Line Survey as of 10-31-13. To date we have had 86 responses. The second was a compilation of the results of the Community / Business District Survey that Officer Yzaguirre has circulated through a dozen or so neighborhoods with just over 100 responses as of 11-01-13. Please look over both surveys as we think about updating the CAB Survey early next year, so that we are not duplicating efforts. The trends for both surveys seem to focus on drugs and traffic issues. After briefly reviewing both survey results, Mr. Young asked if we had a way of tracking the specific responses so that we know what neighborhood they are referring to. Ms. Massey stated that we have a copy of each completed survey which allows us to track each individual response. Survey Monkey, the company that maintains the survey may allow us other methods as well, it just a matter of learning the survey program a little more, but they are very quick and helpful in responding to questions.

GENERAL QUESTIONS:

➤ **City Council Presentation**

The committee discussed the presentation to City Council that will take place in February or March of next year. The presentation should be no more than 15 minutes and be a short power point presentation with approximately 10 slides. Topics discussed included focusing on generalities and not getting bogged down on a lot of detail; keeping it positive; no leading questions, just present the facts. After additional discussion of schedules and deadlines the committee has to adhere to for Council packets, the committee resolved to schedule the presentation for the March 18th City Council agenda. This puts the date the presentation has to be to the City Clerk for distribution to the Council members as Thursday March 6th. There was additional discussion about moving the March CAB meeting date up so that members would have an opportunity to review the final presentation before presenting it to Council, as opposed to considering the presentation as the March meeting. If the committee meeting was rescheduled, it would be a short meeting and a review of the presentation would be the only agenda item. Ms. Daniel made a motion to move the March meeting from Tuesday March 11th to Tuesday March 4th, Mr. Young seconded. No further discussion. The motion passed unanimously.

➤ **Graffiti Removal:**

Ms. Massey stated that Officer Yzaguirre had stated that the next Graffiti Removal Party has not been scheduled as we are trying to get a better price on a large quantity of product. There was discussion on how we can get the word out better about the next event, as even some of the CAB members were not notified of the previous event. Facebook "Invites" and better email communication was addressed. The turn-out for the first event was wonderful. An entire wing from the Navy participated and even bought additional supplies for us. Chief Green thanked the

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committee for all of their hard work this past year. Events like this show what progress the committee has made since he has been here. Again, thank you for your efforts and dedication.

Mr. Young made a motion to adjourn the meeting, Mr. Campbell seconded. Meeting adjourned at 5:14 p.m.

NEXT MEETING:

Please note there is no December meeting. The next CAB meeting will be held on Tuesday, January 14th at 4:15 p.m. in the OHPD Training Room.

Prepared by Meg Massey