

Minutes approved by Public Safety Advisory Commission on 1/25/2017

1. ROLL CALL

Meeting called to order by Drue Garrison at 7:35 am.

Members Present: Tim Rippe, Anne Niven, Drue Garrison, and Thomas Epler (arrived at 7:48am).

Members Absent: Mason Brown, Robert Mills, and Glenn VanBlarcom

Liaisons Non-Voting Representatives Present: Guy Storms, Ron Thompson and Nick Chan.

Others Present:

Patrick Wineman, Janie Schutz, Michael Kinkade, Jesse VanderZanden (left at 8:15am) and Kara Oliver.

2. INTRODUCTIONS

Self-Introductions were made.

3. CITIZEN COMMUNICATIONS

None at this time

4. APPROVAL OF MINUTES

MOTION: Moved by Drue Garrison, seconded by Anne Niven to approve meeting minutes from September 28, 2016. **MOTION CARRIED 4-0 by voice vote.**

5. ADDITIONS/DELETIONS

Graffiti Task Force- Drue Garrison provided the receipt from Habitat for Humanity for the paint supplies that were donated.

6. STAFF REPORTS

Police Department- Chief Schutz referred to the Police Memorandum document. Highlights include:

- Coffee with a Cop at BJ's was highly attended. Also, the Pacific University's school newspaper requested a sit down with Chief Schutz, which produced beneficial communication.
- Five Officers applied for the Sergeants promotional process which is

taking place on October 26th, 2016. Individuals will have to face multiple panels before interviewing Chief Schutz.

- The primary goal for this year is school safety. This involves every officer to visit each school (private and public). This will also allow new officers to become familiar with each school's layout and floorplan.
- Last weekend, Chief Schutz and Captain Herb attended "Hands Up". A play that featured seven monologues discussing institutional racism.

Fire Department – The Public Safety Open House was held on October 15th. Due to this year's storm, attendance was low at about 400-600 people. This was a joint open house with Cornelius and Gaston fire stations.

The annual Halloween festivities will be held on Monday which generates high numbers of trick or treaters annually. Glow sticks will be handed out to assist with visibility.

December 3rd is on the calendar for the annual Light Parade.

Chief Kinkade is currently working with Metro to assist with the planning of Chehalem Ridge with balancing community access while maintaining a natural habitat.

The Cooperative Efforts Study work session was rescheduled to November 14th for the Fire Authority.

The ladder truck committee has completed their recommendation for a new ladder truck, and no official announcement has been released yet.

City Council – There have been two City Council meetings since the last PSAC meeting. On October 10th, there was a work session on urban renewal in regards to the store front renovation program for the downtown area. The grants will range from \$2,500 -\$10,000.

There was action taken at this meeting, with a resolution that was passed amending the regulations on the sustainability bylaws, which was originally a resolution completed in 2013. It was primarily amended to rework set goals and the mission statement.

Councilor Thompson referred to the City Manager Report regarding ODOT and future and current construction projects.

7. **NEW BUSINESS**

Affordable Housing Presentation: City Manager Jesse VanderZanden, presented a PowerPoint regarding the Citizen and Technical Advisory Committees for Affordable Housing that was previously emailed to all PSAC members.

Goals, objectives, tools, and possible approaches and impacts are some of the topics that will need to be discussed in the subcommittees.

The objective is to utilize an open, inclusive and transparent public process to make recommendations to City Council for consideration. This will involve joint meetings and separate meetings.

MOTION: Moved by Tim Rippe, seconded by Drue Garrison to appoint Anne Niven as the PSAC representative for the Affordable Housing Citizen Advisory committee. **MOTION CARRIED 4-0 by voice vote.**

Strategic Plan: Chief Kinkade presented a strategic planning PowerPoint. The current mission statement is as stated: The mission of the PSAC is to serve as ambassadors focused on promoting and supporting efforts to keep Forest Grove a safe and health community. This mission statement was completed during PSAC's short term plan. Moving forward, the next steps to begin a long term plan are:

- Develop Vision and Mission Statements
- Perform External and Internal Audits
- Establish Long Term Objectives
- Generate, Evaluate and Select Strategies

Once completed, the strategies would then be implemented.

There was a roundtable discussion regarding whether PSAC wanted to use Chief Kinkade's assistance on the strategic plan, or look to hire an outside consultant, which would prevent any potential concerns of conflict of interest.

The discussion and decision on whether to accept Chief Kinkade's recommendations to proceed with the Strategic Plan in January using his model, or to hire an outside consultant, was tabled until PSAC's November meeting.

8. **ANNOUNCEMENT OF NEXT MEETING** – November 30th, 2016 at Forest Grove Fire Department.

9. **ADJOURN**

The meeting was adjourned at 9:02am.

Recorded & submitted by Kara Oliver, Administrative Assistant