

Minutes unofficial until approved by Public Safety Advisory Commission

1. **ROLL CALL**

Meeting called to order by Drue Garrison at 7:31 am

Members Present: Drue Garrison, Glenn VanBlarcom, Anne Niven (arrive 8:37am), Jayne Cravens, Jeffrey Boivin, and Ray Arkus.

Members Absent: Ryan Duve and Tom Epler

Liaisons Non-Voting Representatives Present: Guy Storms and Tim Rippe

Others Present: Kara Finn, Michael Kinkade, and Janie Schutz.

2. **INTRODUCTIONS**

Self-Introductions were made.

3. **CITIZEN COMMUNICATIONS:**

4. **APPROVAL OF MINUTES**

MOTION TO APPROVE NOVEMBER MEETING MINUTES. Moved by Jeff Boivin, seconded by Glenn VanBlarcom. **Unanimous.**

5. **ADDITIONS/DELETIONS:**

6. **STAFF REPORTS**

Police Department- Chief Schutz went over the police memorandum. The department is still looking for officers to hire which is a nationwide issue. Sixty five percent have five years and under of service. Roundtable discussion regarding police strategic plan and work load analysis. Glenn VanBlarcom spoke on past PSAC support and writing letters addressed "We support this proposal..." which becomes informational input and support to Fire and Police.

Jeff Boivin spoke about getting information out to the public.

Chief Kinkade spoke on "how can we help" motto in order to assist with public outreach without causing extra work load on city staff.

Fire Department – The fire report was emailed out prior to meeting. The crab feed went well. Jayne Cravens inquired regarding recruitment and retention among career firefighters. One career firefighter has been lost to another agency in the last 10 years. There is a volunteer academy twice a year and Jayne Cravens inquired as to what happened to the volunteers. Chief Kinkade discussed the student volunteer program and many volunteers move on to be career firefighters at other agencies.

City Council- Councilor Rippe spoke on the recent resolution that approves the city to submit grant applications to fund preparation of downtown historic district. There was a presentation by the County regarding the pool of money that the County has and a special committee to decide what transportation projects the money will be used for. There are two projects in Forest Grove right now that are under that program. First is redesign of Martin Rd and Hwy 47 and the intersection at Hwy 47 and Fernhill/Maple Rd. There was an update on housing needs assessment with a consultant retained on contract to update our housing needs. The annual town hall meeting will be held at the Forest Grove High School. The council annual retreat is February 2nd.

7. **NEW BUSINESS**

PSAC Written Document to Council- The scheduled work session was not legal due to public notice laws. Councilor Rippe stated that the Council is still getting input from different boards and commissions.

MOTION TO CONTINUE PSAC, AS IS. Moved by Jayne Cravens, seconded by Glenn VanBlarcom. **Discussion:** PSAC has not done much since the marijuana issue. The policy facility is coming up and the board would be a great platform to get information out to the public. Chief Schutz expressed her struggle as a staff liaison and would like more direction from PSAC on what they would like. She appreciates National Night Out. Glenn VanBlarcom spoke on bylaws. Chief Kinkade spoke on the potential of forming PSAC into an ad hoc committee. **Vote- Unanimous.**

Elections for New Chair and Vice Chair-

Drue Garrison nominated himself for Vice Chair, seconded by Jayne Cravens. **Unanimous.**

Drue Garrison nominated Jeff Boivin for Chair, seconded by Glenn VanBlarcom- Jeff Boivin declined nomination.

Jeff Boivin nominated Jayne Cravens for Chair, seconded by Glenn VanBlarcom. **Unanimous.**

Good of the Order: Bring ideas for future focus topics, so each meeting has a clear objective. Once City Council votes, the commission needs to resolve mission statement and strategic plan.

Jeff Boivin thanked Glenn VanBlarcom for representing PSAC at the Boards and Commissions banquet.

8. **ANNOUNCEMENT OF NEXT MEETING** – February 27th, 2019 at Forest

PUBLIC SAFETY COMMISSION
Forest Grove Fire Department
1919 Ash St.
January 23rd, 2019

Grove Fire Department.

9. **ADJOURN**
Recorded & submitted by Kara Finn, Administrative Assistant