



AGENDA

City of Troutdale
Public Safety Advisory Committee
City Conference Building
223 Buxton Troutdale, OR 97060

Thursday May 6, 2010 7:00 p.m.

- I. Roll Call

- II. Public Comment

- III. Approve Minutes of April 1st, 2010

- IV. Review PSAC 2010 Goals

- V. Police Facility Survey Results

- VI. Closing Comments

The meeting location is wheelchair accessible. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Melody Thompson at 503-665-6129 Ext. 2232.

City of Troutdale
Public Safety Advisory Committee
April 1st, 2010 7:00 pm

ATTENDING: Chief Anderson, Mike Goss, Jason Gates, Bob Adams, Bob Taylor, Tina Tebbens and Bill Flynn (alternate). **ABSENT:** Justin McCauley, Jerry Stitzel, Jorgan Shaw and Tori LeMans-Beason.

I. Roll Call Mike Goss called the meeting to order at 7:00 p.m.

II. Public Comment None.

III. Minutes Jason moved to approve the minutes of March 4, 2010 and Bob A. seconded the motion. All were in favor and the motion passed.

IV. Review PSAC 2010 Goals The Committee updated each goal's progress in a separate goals document attached to these minutes. In other discussion, Bill asked if the PD had a Plan B in the event the public through ballot box decides that a future date for the levy would be better. The Chief responded that the question of public support will come forward through a survey, authorized by the City Council which is currently underway. With regard to the economy, the City has learned recently that due to the economy, the rate per thousand for the construction of such a bond is significantly less than in 2008 when the original bond was put forward. Bill asked if the City Council or staff has any other ideas about how to do this outside of the ballot process and the Chief indicated that the Mayor and others are exploring if there any ways to do that.

Mike gave a recap of action items related to the goals:

- Read draft Strategic Plan and bring back comments if any to May 6th meeting.
- Chief will provide summary of survey information to PSAC after it's reviewed by the City Administrator and City Council.
- The Chief and Mike will check with Melody about how PSAC goals are distributed to the Council.
- The Chief will talk with Tori about being PSAC point person on Neighborhood Watch to work with department N.W. contact, Sgt. Joel Wendland.
- The Chief will bring a draft of the Problem Solving Districts to the May meeting.
- Jorgan will prepare a checklist related to the Toy Drive to make sure things run smoothly.

V. Closing Comments Tina indicated she would like to meet with Sgt. Kaer as he is in charge of the awards ceremony as there were a few things she had to add to the debriefing which she missed. She has been on vacation but is ready to get to work again.

The Chief noted the amazing work the group is doing and expressed his appreciation for the group.

Tina moved to adjourn and Bill seconded the motion. All were in favor, the motion passed and the meeting adjourned.

The next meeting will be held on Thursday May 6th, 2010. Prepared by Melody Thompson on April 14th 2010 and approved by the PSAC _____.

City of Troutdale Public Safety Advisory Committee 2010 Goals

GOAL	ASSIGNED	DELIVERABLE OUTCOME	DUE
1. Revise the Troutdale Police Department Strategic Plan	Chief, Melody, Bob	Revised Plan.	July 1, 2010
<p>1/7/10 Chief explained the reason and for revising the department strategic plan and would like to bring back a draft for the committee's review in February or March.</p> <p>2/4/10 Chief explained holding off on the Strategic Plan until the Mayor/City Council goal setting session is completed. If they don't approve some of the department's elements of plan, department wouldn't be working on these items and their goals could affect other budgetary items as well.</p> <p>3/4/10 Due to other deadlines and project priorities, a new due date was assigned.</p> <p>4/1/10 A draft was distributed for the committee to review. A further discussion will take place in May.</p>			
2. Report PSAC Goals to Troutdale Mayor & City Council, & Dept. Managers	Mike Goss	Quarterly summaries.	Send in Mar., June, Sept. & Dec. of 2010
<p>1/7/10 Mike explained the background of the committee's goals and how they are updated and reported to the City Council.</p> <p>2/4/10 Melody provided the January 2010 goals document to the Mayor/City Council with the Chief's 1st quarter 2010 report. Future updates will accompany future 2010 quarterly Chief's reports.</p> <p>4/1/10 This occurs every quarter automatically, generated by Police department staff.</p>			
3. Establish a formal Neighborhood Watch program.	Jorgan Shaw , Bill Flynn, Tori Le-Mans Beason, Bob Taylor, Bob Adams	Develop a formal operational plan.	December 2, 2010
<p>1/7/10 Jorgan explained this as a new goal, more discussions about how to develop the plan.</p> <p>2/4/10 Chief and Jorgan attended the "Community Livability Group" (outcome of PAL's GAAP subcommittee). The intention was to see if contacts there might play into future Troutdale neighborhood watch groups. Bob A. did research regarding metro area neighborhood watches and noted that the impetus for the interest is driven by the citizens desire to create it. Bob T. also did research and agreed it tends to ebb and flow around citizen interest. Committee agreed they should network so they don't duplicate interests.</p> <p>3/4/10 Work on the award ceremony goal precluded work on this goal. The Chief suggested this group could meet with him between now and the next PSAC meeting as he has info relevant to the goal.</p> <p>4/1/10 Bob reported a meeting was held and consensus was that staff person or volunteer is needed; that interest be generated by the neighbors or people; and that implementation would be incremental. Timeline is tentatively July 1.</p>			

4. Establish a Neighborhood Watch Coordinator	Chief, Mike Goss, Bob Adams, Bob Taylor	Recruit the coordinator. Write a Best Practices manual.	July 1, 2010
<p>1/7/10 Mike and the Chief explained the significance of this position and general plans for recruitment.</p> <p>2/4/10 Justin noted that Goals 4 & 5 is tied to establishment of N.W. programs so no reports are expected until then.</p> <p>3/4/10 Work on the award ceremony goal precluded work on this goal. The Chief suggested this group could meet with him between now and the next PSAC meeting as he has info relevant to the goal.</p> <p>4/1/10 The group suggested #e is the primary goal and #4 and #5 are subsets. The group agreed that after July 1 and coordinator is on board, the goals should come together as one.</p>			
5. Recruit 5 block captains for Neighborhood Watch	Chief, Mike Goss, Bob Adams, Bob Taylor	Recruit the block captains.	December 2, 2010
<p>2/4/10 Justin noted that Goals 4 & 5 is tied to establishment of N.W. programs so no reports are expected until that occurs.</p> <p>3/4/10 The Chief suggested this group could meet with him between now and the next PSAC meeting as he has info relevant to the goal.</p> <p>4/1/10 The group suggested #e is the primary goal and #4 and #5 are subsets. The group agreed that after July 1 and coordinator is on board, the goals should come together as one.</p>			
6. Produce National Night Out event	Justin McCauley, Bill Flynn Tori LeMans-Beason, Jason Gates, Jorgan Shaw	Produce a Schedule of Events.	July 16, 2010
<p>1/7/10 Suggestions to continue to participate with Wood Village's large scale event, continue with local neighborhood block parties, generate more interest by sending out info to neighborhoods to join in the events in Troutdale.</p> <p>2/4/10 Public comment and presentation by speaker is a part of the NNO this year and the date was changed to reflect Wood Village's actual NNO event. Jason notified the City's staff person that volunteers from RSD & Jorgan's group are much appreciated and anticipated. MCSO puts it on with partnerships by SWAT, VCT, Gang teams which gives a uniformed presence from all 3 agencies. Portland, Gresham Fire, AMR and the Coast Guard also attend.</p> <p>3/4/10 Nothing substantive to report but beginning next month's meetings will become more frequent, solicitation of donations will start. Participation by volunteers such as RHS, Jorgan and committee will then be factored into the plan and is very welcome. Jason suggested Troutdale have its own booth or table to announce its presence and their part of supporting Troutdale PD. The more Troutdale officers there the better, activities at the table or give aways, and information are important.</p> <p>4/1/10 PSAC will have a booth for the event which needs to be staffed. Tables, Chair, 10x10 gazebo tent, whatever else that's needed for the event (both Mike and Jason have a tent). He has talked with the Mayor of Wood Village to approach it as more of an East County regional event.</p>			

Also he has to get an operations and safety event plan for the vehicles.			
7. Implement Problem-Solving Patrol Districts	Chief Anderson Jerry Stitzel	TPD Deployment Policy implemented.	July 1, 2010
<p>1/7/10 Chief explained the goal and explained the target date as March to have crime analysis position in place and training with officers (problem solving tools) prior to implementation.</p> <p>2/4/2010 Dave Licht proposed a draft General Order and Chief will meet with Jerry and provide an update in March.</p> <p>3/4/10 Department GO is nearly completed and a new due date was given to allow for other logistical planning around the implementation to take place.</p> <p>4/1/10 Chief will bring a draft policy to the May meeting.</p>			
8. Produce the TPD Recognition & Awards Ceremony	Mike Goss, Sgt. Bevans Jason Gates, Jorgan Shaw Justin McCauley	Entertain and reward members of TPD and the public. PSAC does all the work.	February 24, 2010
<p>1/7/10 Mike handed out an event plan dated 12/10 and discussed the plan. Mike will provide an ad "sales pack for members to use in soliciting ads. Justin brought a check for \$300 from School District and room reservation is now secure. Major ad providers may be provided the opportunity to "host" ads. WalMart donated \$1000 to allow Jorgan to purchase gifts for the toy drive so they will do "officer of the year". Mike will provide consistent updates others are aware of what is available (awards hosting). Reynolds would like to present if that opportunity becomes available.</p> <p>2/4/2010 The group reviewed the marketing plan and some of the contacts they have already made and responses. Justin will contact Mike so he can circulate the deadline for advertisements. Jerry can copy programs and donate some paper. Justin suggested next year RHS graphic design students could help. Nominations have been through award committee and are getting prepared; Sergeants Bevans & Shrake will purchase/deliver food. All committee members present at 2/4 meeting committed to attending, set up/clean up and other tasks associated with the event.</p> <p>3/4/10 Recap by the group was captured in the March 2010 minutes.</p>			
9. Coordinate the 2010 Troutdale area Christmas Toy Drive	Jorgan Shaw, Bob Adams, Tina Tebbens, Jason Gates Jerry Stitzel	Toys delivered to Snow-Cap.	December 24, 2010
<p>1/7/10 Wal-Mart was a huge partner this year, will keep it going for next year. Debrief indicated some better planning among all parties (Marines, etc) is needed.</p> <p>4/1/10 Do the same thing as last year as it was an outstanding event. We were a good neighbor to Wal-Mart; they were a good neighbor to us and with more participation by PSAC. Chief said there would be a checklist so operations are smooth.</p>			

10. Add a proactive Crime Analysis position, without adding another FTE.	Chief, Jerry Stitzel Jason Gates, Sgt. Shrake, Tori LeMans-Beason,	Add the crime analysis function.	July 1, 2010
<p>1/7/10 Working with a grant to pay for contract services and utilize existing staff that is skilled in technology and analysis.</p> <p>2/4/2010 Chief reported selection of a vendor/software for crime analysis, need to produce job description and hire part time person, possibly intern to do the work.</p> <p>4/1/10 In April City budget committee meetings will confirm the expenses for next fiscal year. We have a grant, software, are finalizing contract with vendor but will start next fiscal year.</p>			
11. Recommend addition of Lieutenant to Police Dept. staff	Chief, Mike Goss, Jason Gates	Make recommendation / presentation to the Troutdale Mayor and City Council.	Hold Over until 2011
<p>1/7/10 Timing is still not right for position, but this remains on the list as a future goal through 2011.</p>			
12. Produce the TPD Recognition & Awards Ceremony	Chief, Sgt. Carey, Bill Flynn, Jorgan Shaw, Tina Tebbens, Justin McCauley	Entertain and reward members of TPD and the public. PSAC does all the work.	February 24, 2011
<p>3/4/10 See Meeting Minutes for extensive notes.</p> <p>4/1/10 The group discussed further the same points brought up regarding financing the event (ads, sponsorship etc.) It was suggested one corporate sponsor such as McMenamin's would be ideal. Mike suggested they be the tentative organization they work on.</p>			

NOTE: Updates to the Goals are automatically sent to the Mayor, City Council and Department Managers each quarter with the Chief's report.