



AGENDA

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

Thursday April 1, 2010 7:00 p.m.

- I. Roll Call

- II. Public Comment

- III. Approve Minutes of March 4th, 2010

- IV. Review PSAC 2010 Goals

- v. 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
March 4th, 2010 7:00 pm

ATTENDING: Chief Anderson, Mike Goss, Jason Gates, Bob Adams, Bill Flynn (alternate), Tori LeMans-Beason, Jorgan Shaw and Jerry Stitzel. Justin McCauley arrived 7:20pm. **ABSENT:** Bob Taylor, Tina Tebbens. **Guests:** Jose Hector, Mike Long, Sgt. Carey Kaer.

- I. Roll Call** Each committee member gave a brief background about themselves.
- II. Public Comment** None.
- III. Minutes** Jorgan moved to approve the minutes and Jason 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.

IV. Debrief Department Awards Ceremony Chief Anderson reported that Sgt. Kaer will be the event coordinator for next year's ceremony and was there to facilitate success for next year's event. Comments about the event were as follows:

- a. The owners of the venue offered up for free next year.
- b. Marc was a good MC and people enjoyed themselves and had a good time.
- c. When minor problems arose, they were handled quickly and expeditiously and it seemed seamless to the participants.
- d. Sgt. Kaer is producing a checklist for smooth department coordination with the PSAC and will e-mail it to the committee.
- e. It was suggested to put the MC / speakers etc. in the center, of a different place in the room to allow for more up front personal perspective.
- f. Color printing and sound system were good.
- g. The medal and award system was revised slightly to ensure medals were meaningfully awarded and other options (plaques, etc) arranged.
- h. Chief suggested the committee talk about ideas for fundraising but he will be putting some portion in the budget for the event from the department.
- i. Suggestions for a more formal event means more fundraising is needed to go in that direction. Given the loss of Troutdale jobs, Chief Anderson doesn't going in that direction for the short term. It was suggested perhaps for the 10th anniversary of the event it could happen.
- j. \$1800 budget which included awards, and with the venue as free the budget could be achievable by starting earlier. March was suggested.
- k. Many companies have to contact main offices / corporations. Going to solicit ads with someone else and taking a copy of the program were suggested.
- l. Meeting businesses for fundraising is a good opportunity to discuss the committee, its goals, Troutdale.
- m. Justin suggested specific assignments on the set up (food, coffee, tables, etc) for the day of the event.
- n. The Chief reminded everyone to give him receipts for expenses for the event that night. Justin asked for a receipt from the City for Reynolds HS's donation.

- o. A tentative date of Feb. 23, 2011 was set for the next ceremony.

VII. Closing Comments Guest Mike Long discussed criminal activity in his neighborhood and whether personal contact by officers with neighbors might help to gain information and solve this problem. He noted people may feel reluctant or afraid – but it could also generate interest in a neighborhood watch.

The Chief noted the department is sponsoring a scholarship for Reynolds HS all night graduation party, in recognition of our partnership and thanks for the high school's contribution to our awards program. A donation has been received by a Fairview church for Helping Hands, and he briefly explained for those who were unaware how that program operates to assist locally in just a small way with a meal, or bus ticket or tank of gas need.

The meeting adjourned.

The next meeting will be held on Thursday April 1st, 2010. Prepared by Melody Thompson on March 19, 2010 and approved by the PSAC _____.

City of Troutdale Public Safety Advisory Committee 2010 Goals

| GOAL | ASSIGNED | DELIVERABLE OUTCOME | DUE |
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| 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> | | | |
| 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> | | | |
| 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> | | | |
| 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> | | | |
| 5. Recruit 5 block captains for Neighborhood Watch | Chief, Mike Goss, Bob Adams, Bob Taylor | Recruit the block captains. | December 2, 2010 |

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| 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. | | | |
| 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. | | | |
| 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> | | | |
| 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> | | | |
| 8. Produce the TPD Recognition & Awards Ceremony | Mike Goss, Sgt. Bevens 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 Bevens & 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> | | | |

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| 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 |
| 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. | | | |
| 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 |
| 1/7/10 Working with a grant to pay for contract services and utilize existing staff that is skilled in technology and analysis. 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. 3/4/2010 | | | |
| 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 |
| 1/7/10 Timing is still not right for position, but this remains on the list as a future goal through 2011. | | | |
| 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 |

NOTE: Updates to the Goals will be reported to the Mayor, City Council and Department Managers when the Chief submits the Police Department's quarterly report.