



**POLICE ADVISORY BOARD  
MEETING PACKET**

**FOR**

**Thursday, January 21, 2016  
7 p.m.**

**Sherwood Police Department  
20495 SW Borchers Drive  
Sherwood, OR 97140**



## AGENDA

<b>Police Advisory Board</b>	
<b>Date &amp; Time:</b>	Thursday - January 21, 2016 7:00pm
<b>Location:</b>	Sherwood Police Community Room 20495 SW Borchers Dr., Sherwood, OR

<b>Attendees</b>
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<b>P.A.B. Members:</b>	<b>Council Liaison:</b>
Laurie Zwingli-Chair	Linda Henderson
Bob Silverforb-Vice Chair	<b>City Staff:</b>
Diane Foster	Jeff Groth-Police Chief
Sean Garland	Angie Hass-Executive Assistant
Dave McCart	
Rich Miller	
Amy Miller-Juvé	
Christian Verkest	
Chris West	

### Agenda

1. Call to Order (Chair)
2. Roll Call (Chair/Staff)
3. Approval of Minutes (Chair)
  - a. November 19<sup>th</sup> Meeting
4. Business (Chair)
  - a. Citizens Police Academy Update
  - b. Staffing Study Update
  - c. Medical Bag Donation by the Sherwood Police Foundation
5. Councilor News
6. Staff Report(s)
  - a. Secret Santa Program Update
7. Citizen Comment
8. Adjourn (Chair)



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## Meeting Minutes



Police Advisory Board	
<b>Date &amp; Time:</b>	Thursday November 19, 2015 7:00 pm
<b>Location:</b>	Sherwood Police Community Room 20495 SW Borchers Dr., Sherwood, OR

<b>P.A.B. Members:</b>	<b>Council Liaison:</b>
Laurie Zwingli - Chair	Linda Henderson
Bob Silverforb - Vice Chair	<b>City Staff:</b>
Diane Foster	Jeff Groth-Police Chief
Sean Garland	Angie Hass-Executive Assistant
Dave McCart	
Rich Miller	
Amy Miller-Juvé	
Christian Verkest	
Chris West	

### 1. Call to Order (Chair)

Chair Zwingli called the meeting to order at 7:00 p.m.

### 2. Roll Call (Chair / Staff)

**Board Members Present:** Chair Zwingli, Diane Foster, Sean Garland, Dave McCart, Rich Miller and Chris West

**Board Members Absent:** Vice Chair Silverforb, Amy Miller-Juvé and Christian Verkest

**Staff & City Council Liaison Present:** Chief Jeff Groth, Executive Assistant-Angie Hass and Councilor Linda Henderson

### 3. Approval of minutes (Chair)

#### a. October 15<sup>th</sup>, 2015 Meeting Minutes

A motion was made by Chris West to approve the October meeting minutes. The motion was seconded by Diane Foster. All board members voted in favor.

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### **4. Business (Chair)**

#### **a. Follow-Up on Community Academy**

##### **i. Work Group Report (Foster, Miller-Juvé, Silverforb)**

Diane Foster filled everyone in on the two different meetings that the Community Academy Work Group had held in recent weeks. The next step will be presenting to the City to find out about funding. Will need money for shirts and food. Chief Groth added that for the last few years he had initially budgeted for the Community Academy, but it had ended up not being included. He believed it was around \$1,000. Since money has not been set aside and everyone is interested in having the academy, it would be good to meet with City Manager, Joe Gall, to explain how and why it is important.

The Chief introduced Michael Jordan who had been brought in as a volunteer to assist with putting together the Academy. Mr. Jordan will serve as a volunteer coordinator which would take a lot off of the PD staff.

The Chief went over the draft plan that the work group had put together. It would take attendees through what it is like to be a Police Officer for the Sherwood Police Department. It is modeled after Tualatin Police Department and TVF&R. It will begin on a Thursday evening, then 8-4 on Friday and 8-1:30 on Saturday. This would allow the attendees to miss little work and still have time for their families on Saturday afternoon and Sunday. Would be an immersion style.

The Chief shared a bit about what all the attendees would be exposed to. Chair Zwingli asked how many people would go through at one time. The Chief stated that they discussed keeping the groups at 16-20. There would be different activities and the group would break up into smaller groups. Diane explained why it would be beneficial to break into the smaller groups. Chair Zwingli asked if there would be a cost to the attendees and the Chief stated there would be no charge to them. He thought that some of the meals could be donated by local businesses.

Sean Garland asked if this would be once a year or a one-time only event? The Chief stated that they would have to wait and see how the demand is, but most likely once a year. Sean also asked if there would be a selection process for the attendees. Diane stated that everyone would need to complete an application. The Chief said that it would be more or less first come first serve. They would fill out a Ride-A-Long Application for a background check as there would be Ride-A-Longs, etc. There is a possibility that Police Advisory Board and Sherwood Police Foundation members would go first in order to work out bugs, etc.

Rich Miller asked the purpose of academy. The Chief replied that it would be to help break down any barriers between citizens and the Police Department. Rich asked if there would be an expectation that attendees would be ambassadors.

Chris West stated that he had known Michael Jordan for at least a decade and that Michael had worked at the Sherwood Police Department for several years. He has been to many academies,

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including the FBI. He has been in this community for 30 years and is currently a massage therapist. He has served on the State Massage Board and retired from police work in 1996. The Chief shared that he found it interesting, when speaking with Michael, to learn that he had worked on the committee that designed the current Sherwood Police Department facility.

Chris West thought that the immersion style makes a lot of sense for this community. Sean Garland agreed that the three days would be best. The Chief commended the work group and that the one thing they tried to do was to make it so folks would miss a minimal amount of work. The group really wants the Academy to have a sense of fun. He went on to share the discussion from the past City Council meeting and the Mayor's recent experience at another Academy.

### **b. Future Work/Projects - Attachment**

On Tuesday, December 15<sup>th</sup> the Police Advisory Board will be presenting to the City Council, two or three accomplishments and two or three goals for the next upcoming year. Chair Zwingli asked the board members to share some of their ideas. The Chief interjected to say that the agenda attachment was added as a reminder of the purposes for assisting the Police Department.

Chris West felt that the work done on the medical marijuana dispensaries with the legislature throwing in the recreational and their contributions to the City Council were good accomplishments. Looking to the future – providing input for the staffing study and assisting the City Council with staffing decisions for the next budget process

Rich Miller agreed with Chris and felt that the work with the City Council was very positive. It was nice to be heard and have a voice. Another highlight was gathering info from friends and neighbors for the Police Department. He believed it would be a good idea to come up with a statement of purpose and shared a story of why he felt it's important. Would like to see the younger people involved with the Academy. If they can get on police good side, it would be very good. He felt that the Community Academy would be a very positive experience.

Sean Garland also agreed that assisting with the marijuana decision was a big accomplishment, while acting a liaison with the community and interacting with the community. Felt that the Academy is another great way to go to the next step, now that the community knows the police are reaching out and wanting input. He is wondering what the Police Advisory Board's impact will be regarding the recreational marijuana and stated that perhaps they will be involved with that.

Dave McCart agreed also, that a lot of work and time was put into the marijuana dispensary decisions. Knows that business owners in the community have concerns and putting time into the Board is very helpful.

Diane Foster agreed with everyone regarding the marijuana help. Also felt that in visiting with friends and neighbors, they did more than gather information. They also educated and shared with community members. She felt their contribution was a big success. As far as 2016 looks, she stated that being part of the Community Academy is very exciting as well as assisting with the staffing study. The Police Advisory Board will continue to be liaisons with the community.

Chair Zwingli agreed with what everyone stated. She has begun to put information together that had been gathered so far. She went over the timeline for the Police Advisory Board and how soon

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they were put to work so soon after they were chosen to be on the board. She will include, in the report, that they hit the ground running, helped with the staffing report, etc. She is also very excited about being part of the Academy and what all she will learn and can then share with friends and neighbors.

She brought a copy of what she had put together for the presentation to the City Council. She asked Councilor Henderson if presenting to the City Council for about 5 minutes is normal. Councilor Henderson stated that it might be good to ask someone from the Board to present, rather than just handing packet out to council. Sean Garland asked if other boards will be there and Councilor Henderson confirmed. There will be approximately five boards and commissions. Chief Groth stated that attendance really varies and that boards don't always present. He would really like all nine members of the Police Advisory Board to attend and stated that the Board has a lot to be proud of and how much has been accomplished in such a short time. He is certainly proud of the work they have done. He said that it is a fairly informal event. There will be a meal, a lot of thank you's and some sharing. Councilor Henderson would encourage everyone to break up and sit at different tables. That would give them more opportunities to talk with the different Council and Board Members.

Chair Zwingli stated that the December Police Advisory Board Meeting was cancelled and agreed that it would be really nice if everyone could attend and mentioned that Vice Chair Silverforb has been on different boards and would be a good one to present. She will talk with him and see if he would be able and willing to.

### **c. Matrix Consulting Group's Request for Assistance – Community Input**

Chair Zwingli shared that she had met with Greg Matthews from Matrix, last month. She believed that the product he will put out will be very helpful. He would like to get input from public. Chair Zwingli discussed different ideas about how to best bring people in for input. Rich Miller asked what type of meeting these folks would be coming to. Chair Zwingli stated that they would spend time educating people about what Police Officers do, break up into different groups, then come together and share.

Sean Garland asked about the time line. It was stated that this is not the best time of year to host gatherings, such as this. The Chief agreed that it is not the best time of year, but it would need to be fairly soon. The Staffing Study is supposed to be completed within 12-13 weeks. He went on to explain process and how the Police Department is currently compiling data requested by Matrix Consulting Group. Rich Miller asked if it would be too late to put something in the Sherwood Gazette. The Chief thought it might be too late to get in the December issue. Chris West pointed out that school will be out December 18<sup>th</sup> and people will be scattering. He also felt that not many people would want to come to a 2-2.5 hour meeting. He suggested that more people might be interested in providing input via a Survey Monkey. With the length of the meeting and being the time of year it is, it is going to be really tough. Sean Garland asked how many had completed the Police Department survey. The Chief stated 150. Sean Garland believes folks would do the survey and agreed with Chris West. Councilor Henderson asked the Chief what kind of questions Matrix wanted to ask. The Chief stated that he did not know. Chair Zwingli said that she got the sense that they want to tell folks this is what the Police Department can do for you at this time and then ask them what they want them to do? Part of what he's going to be focusing

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on is asking citizens if they are willing to pay for what they want. Chair Zwingli shared that from her discussions, some people would be willing to pay some, but not sure how much. Rich Miller wondered how many people Matrix would want input from and felt that if they could do something at the beginning of the year, it would give more time to organize and get the public excited about coming. If only 15 folks show up, is it going to be worth it? He felt that if there isn't an opportunity for the public to attend and provide input it may come across as suspect. Our responsibility as the Police Advisory Board is to provide input for the benefit of the report and for the opportunity. If the study is strictly done by staff input and selected interviews, he sees that it would be a problem for this community. The Chief stated that he will get an answer from Matrix as to how many they want input from as well as the time line. He has a sense that based on the proposal that was written, there was a strong emphasis on community input. He stated that he stressed to Matrix that he wants what the community wants. Matrix liked that and agreed it was important. The reason the money is being spent on this study is because community input is very important. The Police Advisory Board has done a lot of work already, but really feels that this is important. He felt that if the Police Advisory Board works together, it is doable to get input. They have probably received input from almost 300 people already. Chair Zwingli needs to know how many people they need input from and time line.

Chris West stated that although they can help facilitate, it is Matrix's job to get this information. For credibility, it needs to be Matrix's show. Sean Garland asked if the School District buildings are closed during the holidays. The Chief believed that it would be possible to work something out. Chair Zwingli shared that she didn't get the feeling that Matrix wanted the Police Advisory Board to do everything, but to assist and provide ideas. Councilor Henderson felt that asking people face to face would be more productive and explaining to citizens why their input is so important. Maybe go door to door, or make phone calls. She hopes that Matrix has enough staff to put together all the input and feels that if possible, it would be better to wait until the beginning of the year. Chair Zwingli felt that they need to know the answers to the two questions before they can make a decision. The Chief will e-mail Matrix and then will forward to the Board once he gets a response. Chair Zwingli stated that is how it will have to be.

### **5. Councilor News**

Councilor Henderson stated that the last Council Meeting was just this last Tuesday and that the Council Meetings are now live. They have been talking about doing this for years and it's finally happened. She discussed the City Manager's review. She is really appreciating having our own attorney and is grateful to have him on staff. She felt that it is a far better use of City money. Washington County is partnering with Tualatin Valley Water District to build pipeline from Wilsonville to Hillsboro. They will be jointly sharing in cost for work done on 124<sup>th</sup>. Recently had ground breaking ceremony with Washington County. Had a Veteran's Day Celebration in the new Arts Center where Officer Twigg talked and shared his own military experiences. The event was very well done and hope to have event every year.

Topics of discussion at the Council Meeting included signs and the City Attorney discussed whether we will allow recreational marijuana dispensaries in the future. Councilor Henderson stated that the only way to have an outright ban would be to put it to the voters. There is a lot of indecision

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by the OLCC. The City Council is still gathering information as far as the route they want to go. Some Councilors would like to ban signs in right of ways all together. Most common time with sign issues is during election time. She didn't feel that the conversation was very productive. Some points made were not negatively affecting businesses or preventing people to have signs up for homes that are for sale. Public property adjacent to the roadway is considered "right of way". The bigger issue is "do we want to limit sign pollution"? Really, the only issues seem to be during election seasons. It would be a lot less stress for the Code Compliance Officer to have something in place. She would like to have a really simple code. She stated that the Police Advisory Board will have more opportunities to talk about marijuana regarding recreational sales in the future.

### **6. Staff report(s)**

The Chief shared that he is following up on better sound for the recording of the Police Advisory Board meetings. He believed the plan is still to get an idea of what is going to work and pass on to Allied to see what they can do. The meetings will continue to be here. We'll just need to do what we can to make it as good as possible.

### **7. Citizen Comment**

None.

### **8. Adjourn (Chair)**

Chair Zwingli adjourned at 8:22 p.m.

Approval of Minutes:

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Chair Zwingli

Attest:

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Angie Hass, Executive Assistant