



## AGENDA

### Police Advisory Board

<b>Date &amp; Time:</b>	Wednesday-September 12 <sup>th</sup> , 2018 7:00pm
<b>Location:</b>	Sherwood Police Department Community Room 20495 SW Borchers Dr., Sherwood, OR

### Attendees

<b>P.A.B. Members:</b>	<b>Council Liaison:</b>
Chris West - Chair	Councilor Kim Young
Diane Foster - Vice Chair	<b>City Staff:</b>
Jason Burdge	Jeff Groth - Police Chief
Andy Jensen	Angie Hass- Administrative Assistant
Ralph Lohman	
Rich Miller	
Bob Silverforb	
Megan Thornton	
Laurie Zwingli	

### Agenda

1. Call to Order (Chair)
2. Roll Call (Chair/Staff)
3. Approval of Minutes (Chair)
4. Board Member Announcements (Chair)
5. Business (Chair)
  - a. Review Community Input
6. Councilor News
7. Staff Report(s)
8. Citizen Comment
9. Adjourn (Chair)

## Sherwood Police Advisory Board Meeting

Date: September 12, 2018

**List of Meeting Attendees: No sign-ins.**

**Request to Speak Forms: No sign-ups.**

Documents submitted at meeting:

## Exhibit “A” – Community Survey Charts and Results

[illegible]

# Approved Minutes



# Meeting Minutes



Police Advisory Board	
<b>Date &amp; Time:</b>	September 12, 2018 - 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>
Chris West - Chair	Councilor Russell Griffin
Diane Foster - Vice Chair	<b>City Staff:</b>
Jason Burdge	Jeff Groth - Police Chief
Andy Jensen	Angie Hass – Executive Assistant
Ralph Lohman	
Rich Miller	
Bob Silverforb	
Megan Thornton	
Laurie Zwingli	

## 1. Call to Order

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

## 2. Roll Call

**Board Members Present:** Chair Chris West, Vice Chair Diane Foster, Jason Burdge, Andy Jensen, Ralph Lohman, Bob Silverforb, Megan Thornton, and Laurie Zwingli

**Board Members Absent:** Rich Miller

**Staff & City Council Liaison Present:** Police Chief Jeff Groth, Executive Assistant Angie Hass, and City Councilor Russell Griffin (sitting in for Councilor Kim Young)

## 3. Approval of Minutes

### August 16, 2018 Meeting Minutes

Mr. Silverforb made a motion to approve the August meeting minutes. The motion was seconded and passed 8:0.

#### **4. Board Member Announcements**

Mr. Silverforb is the Police Advisory Board nominee for the Charter Review Committee. He reported that due to some issues pertaining to the nominee from the Planning Commission, the City Council has not yet approved the nominees for the Charter Review Committee. This should be remedied at the September 18<sup>th</sup> Council meeting.

Vice Chair Foster thanked the Chief for the extra patrol around the schools in the mornings. Chair West mentioned that he had also been seeing a lot of Officers out and about. He added that he appreciates seeing the Officers out and knows that his neighbors do as well.

Chair West asked the Chief if the two newest Officers are still in training. The Chief provided the Board Members with an update and stated that Officer Salisbury is just about done and Officer Baker is still at the Academy.

#### **5. Business**

##### **a. Review Community Input**

Chair West thanked the Board Members for attending the special meeting that evening and explained how the process will work. He asked if anyone would volunteer to cover him next Tuesday at the City Council Meeting, in case he is unable to make it due to an upcoming surgery. Ms. Zwingli said she would volunteer. Chair West also thanked the group for going to the different events over the summer and talking with community members in order to gather the needed information. Ms. Thornton shared her disappointment in the response she received. She said that she had given the survey to several individuals, but she only received one completed one back.

The Chief went over the survey results (see Exhibit "A") and explained how they were tallied.

Ms. Thornton thought it was encouraging to see "Safety for Officers" within the top five priorities. It shows that residents are thinking of Officers' safety and seeing them as part of the community.

Mr. Silverforb commented on the section that addressed additional funding. The Chief spoke to that. Chair West shared his thoughts on that as well and reminded the group of what was discussed at the last meeting. He suggested that the City Council may want a more scientific poll if they were to increase the budget.

Mr. Burdge liked the way the top priorities worked out. He asked the Chief what his thoughts were. The Chief replied that he wasn't surprised at the results. Safety is a big priority for the City residents. Traffic has been huge for a long time now. He commented on the "Visibility throughout the City" priority that was listed and stated that the SPD already has a presence at many events throughout the year. He found it interesting that citizens were aware and

concerned about the lack of staffing. Chair West commented on the responses regarding the amount of staff. Mr. Burdge spoke to the quality of the PD and how the community is focusing on proactive versus reactive.

Ms. Thornton asked if there are areas of the City that could be patrolled on foot or bicycles, such as in Old Town. She asked if Officers could possibly park and walk. The Chief said that is a possibility and that currently there is extra patrol in Cannery Square due to recent vandalism. What can hinder that from happening is if there are only two Officers on duty. Spoke of an incident that occurred that day where a suspect ran from Officers.

Ms. Zwingli asked what CIT was, as it was listed in the "Top Priorities". Angie explained that CIT stood for Critical Incident Training which deals with individuals that might have mental health issues or special needs, etc.

Ms. Zwingli asked if the survey results would be presented to the City Council during their presentation. The Chief stated that part of the reason for the meeting that night was to make those decisions. Chair West explained that he envisioned the presentation starting with a little back story and then go into speaking on the findings (community surveys). Vice Chair Foster asked if there would be a time limit for their presentation. The Chief said that there isn't but the goal is to be concise. He explained that he will present his presentation first at the Work Session, then the Police Advisory Board will present.

Vice Chair Foster commented on the concerns for the number of Officers listed in surveys (understaffed). The Chief went over what a typical day could look like for Patrol and how it can change when an incident occurs. He reminded the group of the section that goes over this in his presentation and how the need will change as the City grows. The reality is, we're not talking about an immediate solution. The 2-3 year plan is to get 2-3 additional Officers and added how time consuming training is when hiring a new Officer. There is no way he can know exactly how things will look, but can only estimate. He explained that if the City waits to add the new positions, there would be no way the Department could catch up and be properly prepared for the increase in need. The statistics are not sustainable. The number of calls are going up. The population is going up. Construction is going up. The SPD staff is not. Chair West reminded everyone of previous discussions and how they are now getting to a crossroads and how hiring and training is so important. Mr. Burdge feels that the City Council will support the Chief and feels that the Board should support him as well and expressed the need to be proactive and assist in increasing the number of staff.

Ms. Thornton asked the Chief if the funds used to pay overtime is less or more than hiring an additional Officer. The Chief stated that this last year, it was close to paying for one more Officer. In years past, it was not that close. Ms. Thornton offered a suggestion on how to

explain this to the City Council, so that the Department will be ahead of hiring instead of playing catch up down the road. In order to plan for the future, we have to invest in the future now.

Mr. Jensen felt that the Chief's presentation laid everything out in a very understandable way. Vice Chair Foster agreed. Mr. Jensen stated that what makes Sherwood "Sherwood" is its safety and that sense of safety that the residents have. Ms. Thornton agreed and suggested that the Chief might be more aggressive in his presentation. The Chief added that now is the critical time for planning. What everyone fears is that Sherwood will grow by population outside of its capacity to contain. He mentioned that the City Council made the decision to hold off on Sherwood West. He stated that although neighborhoods have an impact, in terms of police resources, residents don't have as much of an impact as commercial, retail, fitness centers, etc.

Mr. Silverforb stated that several of the Board Members have been on the Board for five years and, at this point in time, feels that they are treading water. Ms. Thornton asked what has changed. Chair West said that during the first years, the City had hired a company called Matrix Consulting Group to do a Staffing Study for the PD. The results ended up getting everyone side tracked. The Study had the City Council looking at getting assistance from Washington County. Vice Chair Foster explained to Ms. Thornton the purpose of the Staffing Study. The results led the City Council and Board to believe that things were okay as is and suggested outsourcing to Washington County during the Graveyard Shift. The Chief pointed out that there is a completely different City Council now and added that they have a climate right now where the Council wants to know what's going on and the PD is one of their goals and priorities.

Chair West re-capped what was just said and asked for input on putting together an outline for the presentation. The reason people come to Sherwood is the safety. If we want to remain the community that we all love and that people want to move to, we have got to plan ahead. Vice Chair Foster added the importance of including the impact of retail growth. Mr. Jensen asked if the Board needs to take an official vote to show that they support the Chief.

Chair West went over the survey results and suggested that a copy be given to the City Council so that they can have ahead of time, instead of going over in the presentation. The last thing will be the issue of a funding source. Mr. Jensen and Ms. Thornton agreed that it would be good to mention that. Ms. Zwingli had some editing suggestions for the survey results document.

Chair West asked the Board if there was anything else they'd like to discuss before voting. He asked the Chief where the City is at in getting the Photo Speed Enforcement up and going. The Chief said they are still working with ODOT. Mr. Burdge stated that the photo red light results suggest that the community is in favor of safety.



Chair West asked if the Board had anything to add. With nothing to add, the motion was made for Chair West or Ms. Zwingli to make the presentation to the City Council supporting the Chief's vision of the PD's staffing needs into the future. The motion was seconded and all were in favor, 8-0.

## **6. Councilor News**

Councilor Griffin stated it was awesome to be there. He weighs heavily on what the Chief says and trusts him and his experience. What really has weight with the Council is the community and knowing that the Board also supports the Chief. The Council will have the Chief for 90 minutes prior to the Board's presentation. He spoke of a discussion he had with Julia Hajduk, Community Development Director, regarding community visioning and mentioned that the Parks Board needs a new master plan, which is what the Police Advisory Board is trying to do for the PD. He talked about the upcoming growth, including 1,200 new (assisted living) units coming into Sherwood. More than half will be senior residents, which will bring more people from outside Sherwood coming to visit the new residents, shop at new the stores such as Ross, the family fun center, etc. It is not hard for people to hop off I-5, and head to Sherwood. He mentioned that Tualatin's light industrial is beginning to fill up. That will bring more people into the community as well. The family fun center will be bigger than Bullwinkle's. The City limits are not expanding, but more subdivisions are being built. Sherwood is a great place to live and the secret is out. It is the perfect spot on the west side. We have to think of those kinds of factors. We don't know what's going to happen with Metro in the next five years, but we have to try to be prepared.

Councilor Griffin announced that the next night will be the celebration dinner for the City's 125<sup>th</sup> birthday. He asked Mr. Silverforb if there were any tickets still left. Mr. Silverforb stated that as far as he knew there were still some left. It was announced that because of the threat of rain, the celebration will be inside the Arts Center.

Next week at the City Council Work Session, Chief Groth will be giving a presentation, beginning at 5:30. The public meeting is set to begin at 7 pm.

He announced that the City Council candidates are running unopposed, including the Mayor's seat. The question was posed, "what does it mean when candidates run unopposed?". It was suggested that it means that City residents are happy with the way things are going.

Councilor Griffin said that the current City Council works well together. One of biggest concerns they face is supporting the School District and support the relationship with Dr. Cordie, the City Manager and the Chief.

He shared that the County is putting in a roundabout and re-doing the intersection by where the new high school is going in. The roundabout will be a double lane one, like the one by Walmart. He explained how it will work with pedestrians. The original plan had the pedestrians walking through the roundabout and stopping at different breaks. However, an alternative suggestion was made to ODOT, to put in a path so pedestrians don't have to go through the roundabout. The County approved the alternative suggestion.



City Auditors are here and Councilor Griffin feels that the City will be in good hands with Katie Henry as Finance Director. Made some pretty big decisions with eliminating a few positions during this last budget. The City Council tries to think about the people when making these decisions. He reassured the Police Advisory Board that the Council will be happy to listen to recommendations.

## 7. Staff Report(s)

The Chief announced that the SPD had been invited to set up a booth at the Tri County Gun Club's member's appreciation event on September 23<sup>rd</sup>. He did not know if it will be open to the public. He stated that they had contacted him and said that they'd like the PD to be involved. There will be a lot of vendors, food and gun related vendors. This will be a good opportunity for community outreach.

Wednesday, October 3<sup>rd</sup> is National Coffee with a Cop Day. The SPD will be participating and Symposium Coffee has offered to host from 8-11 a.m. It will be a low key, laid back type of event. A chance to just hang out and chat with community members. The Chief stated that he usually has opportunities to meet a new resident or two at these events. This will be an opportunity for community members to get to know their Officers.

He reported that an arrest was made that day involving several different, drug related, crimes. An arrest was made the other day involving methamphetamines.

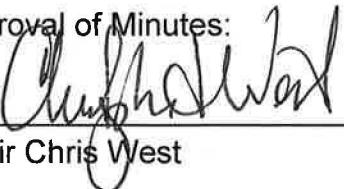
## 8. Citizen Comment

No Citizen Comments.

## 9. Adjourn (Chair)

Mr. Silverforb made a motion to adjourn the meeting and Mr. Burdge seconded the motion. All were in favor. The meeting was adjourned at 8:20 p.m.

Approval of Minutes:

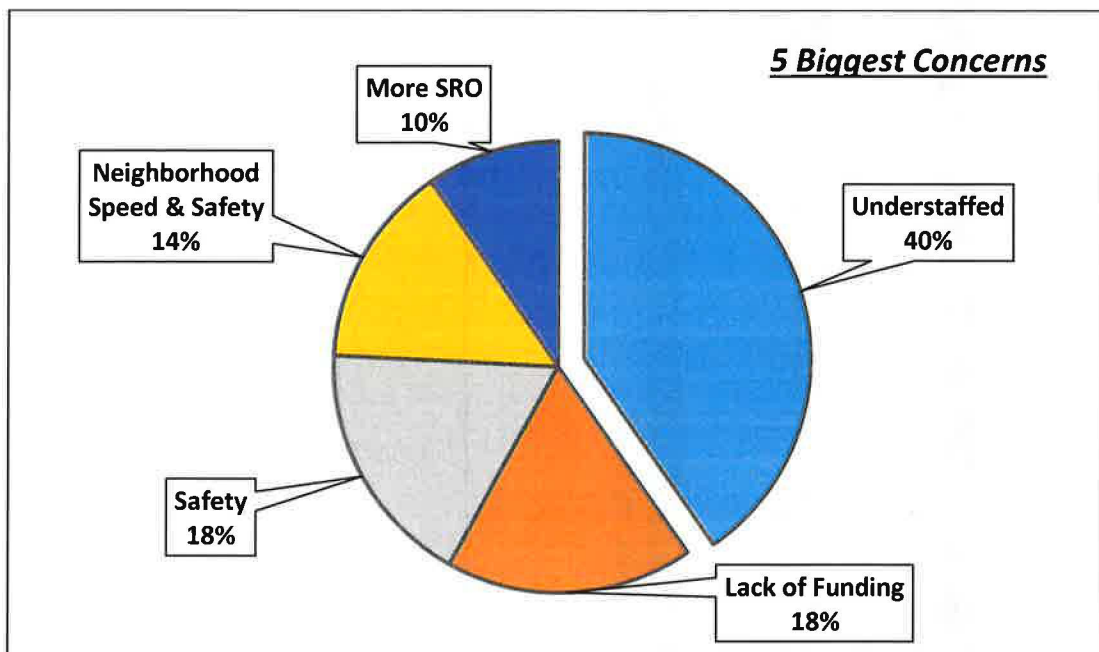
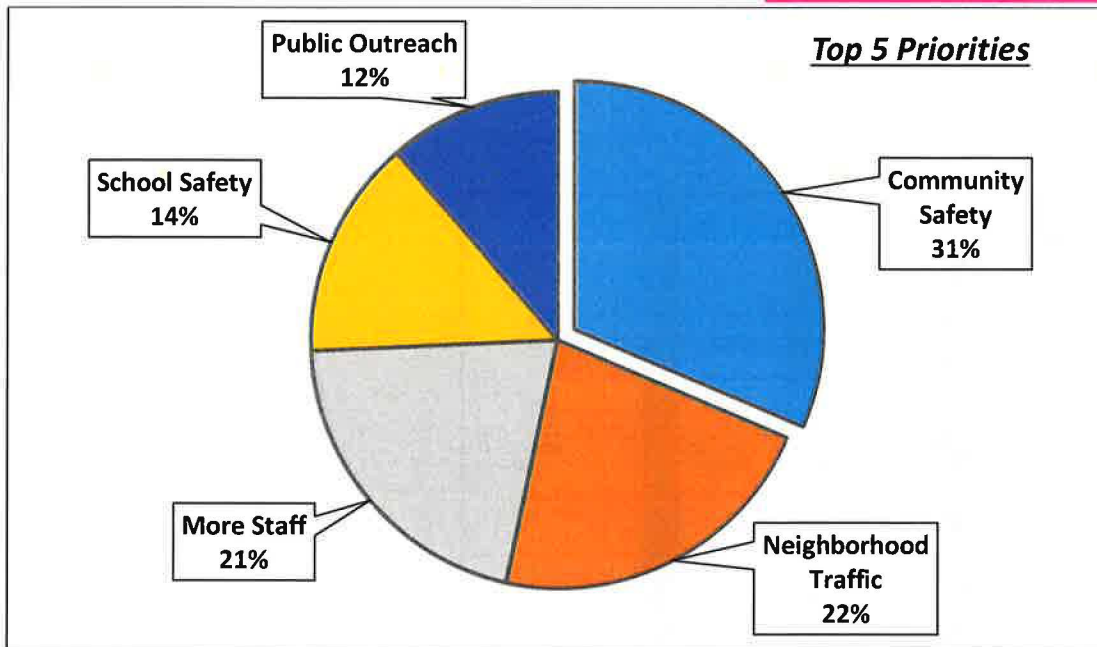
  
Chair Chris West

10/18/18  
Date

Attest:

  
Angie Hass, Executive Assistant

10/18/18  
Date



## PAB Community Survey - 2018

<u>Question</u>	<u>Answer</u>	<u>Totals / %</u>
<b>How long have you lived in Sherwood?</b>		<b>78</b>
0-5 Years	31	24.00%
6-10 Years	16	12.00%
11-15 Years	10	8.00%
16+ years	21	16.00%
<b>Do you rent or own your house?</b>		<b>78</b>
Rent	13	
Own	65	
<b>Are you aware of staffing challenges?</b>		<b>76</b>
Yes	37	
No	39	
<b>How many patrol officers should be on duty?</b>		<b>77</b>
One		
Two	8	
Three	26	
Four or more	43	

## **PAB Community Survey - 2018**

**When an officer has to transport individual to Wash Cty jail taking officer off of patrol.**

**Does this affect your previous answers?**

		<b>72</b>
Yes	29	
No	43	

**Does knowing average call for service requires 1.5 officers affect your previous answers?**

		<b>70</b>
Yes	24	
No	46	

**Do support the use of the Red Light cameras?**

		<b>74</b>
Yes	64	
No	10	

**Do you support the use of intersection cameras to enforce speed limits?**

		<b>74</b>
Yes	60	
No	14	

**Would you support additional funding source to increase the PD budget?**

		<b>75</b>
No	2	
Maybe	23	
Yes	50	

## **PAB Community Survey - 2018**

<b>Top Priorities</b>		
Community Safety	33	
School Safety	15	
Educating young people on the importance of the law	4	
CIT officers	1	
Safety for officers	2	
Pedestrian Safety	1	
Response capabilities (Times/Staffing)	5	
Public outreach	12	
Visibility in schools	2	
More staff	22	
Properly staffed for growth	2	
Enough Supervisors for staff	2	
Trust	1	
Better resources	3	
Traffic/ Bike commuter	1	
More traffic control in neighborhoods & throughout city	23	
Speeding	1	
Safety in neighborhoods	3	
Parking enforcement(on narrow streets)	2	
Drug enforcement	9	
Visibility throughout city	9	
School Resource officer	10	
Drunk drivers	2	
Equipment	3	
Excessive speeding	2	
More funding	3	
Thefts	5	
Car break ins	2	
Emergency Response(911)	2	
Growth of city	2	
Growth in homeless population	1	
More staff for Crime prevention	5	
Need more Detectives for investigations	5	



## PAB Community Survey - 2018

<b><u>Biggest Concerns</u></b>		
Safety	11	
School Safety	5	
Officer safety	2	
Educating young people on the importance of the law	2	
Speeders in neighborhoods & safety of neighborhoods	9	
More traffic control in neighborhoods & throughout city	4	
Speeding & tailgating on Hwy 99 between YMCA & Home Depot	1	
Bullying of kids	1	
Growth / New High School	1	
Thefts	2	
Crime prevention	1	
Understaffed	25	
Low night staffing	2	
Need more Resource officers(all schools)	6	
Need more Detectives	1	
Retention of officers	1	
The diversity	1	
Lack of funding	11	
Equipment	2	
Lack of stop signs in some neighborhoods	1	
Response time	4	
Money for officer training	4	
Don't harass citizens	1	
Drugs	4	
Growth in homeless population	2	
Increased population-issues that go along with it	1	
Changes in types of calls(ex: more serious crimes)	1	
Investigate domestic violence, child violence, trafficking	1	
Joining County-keeping Sherwood in Sherwood	2	
Red light cameras	1	
Not enough community support	1	



Sherwood Police Advisory Board Meeting Date: September 12<sup>th</sup>, 2018

## **CITIZEN COMMENT SIGN-UP SHEET**

*(PLEASE NOTE: 4 MINUTE TIME LIMIT)*

**NAME**

**ADDRESS**

**PHONE**

**TOPIC**


# ATTENDANCE SHEET

**NAME**

**ADDRESS**

**PHONE**
