



CITY OF West Linn

PUBLIC SAFETY ADVISORY BOARD AGENDA

04/25/2016, 6:00 p.m.

West Linn Police Department
John Satter Community Room

Call to order and approval of agenda

Approval of audio minutes from March 28, 2016

Continuing business

Map Your Neighborhood (MYN) and block leader training update (Denny and/or Grant)

- Find storage space for orange buckets
- Include neighborhood businesses on invitation list, or plan separate MYN meeting?
- Is anyone working on Survey Monkey questions for post-MYN meeting follow-up?

TVFR representative progress (Capt. Nokes, TVFR)

Teen driver safety update (David Baker)

- Plan scholarships for Street Survival course in October?

Social media update (David Baker and/or Sgt. Francis)

- Is there a link from police web page to Facebook page?

Summer concert series outreach planning (7/21, 7/28, 8/4, 8/11, 8/18, 8/25)

- Combine MYN and teen driver safety? Giveaways and literature?

New business

- ???

Adjournment

West Linn Public Safety Advisory Board

West Linn Police Department
John Satter Community Room

Summary Meeting Notes of April 25th 2016

Present: Christine Steel (Chair); Brenda Perry (Council Liaison); Lt Mike Stradley (WLPD liaison); Capt Tim Nokes (TVFR liaison); David Baker; Grant Oakes; Tom Freedland; Dennis Richey; Mark Gilbert;

Meeting Called to Order by board chair Christine Steel at 6pm

Approval of Meeting Agenda: Motion submitted by chair Christine Steel to amend proposed agenda to open with informational update from Lt Mike Stradley. Informational update to precede scheduled agenda. **Motion to approved the Agenda as amended was adopted unanimously.**

Approval of Minutes: **Motion to approve the March 28 2016 audio minutes moved and accepted with one abstention.**

INFORMATIONAL PRESENTATION

Dog Leash Law Enforcement (Mary S Young Park): (Lt Mike Stradley presenting) Informational only.

WLPD patrols actively enforcing dog leash laws. Clearly marked by Parks Dept. signage. WLPD posting announcing enforcement actions on Facebook page and Twitter feed. Off leash areas are marked, and include small area near river. Five hundred dollar (\$500) is the fine. This is a City of West Linn ordinance. Many of tickets are to visitors from outside West Linn. Mary S Young only park in West Linn with off leash area. All other areas in city are "on leash" required. Offensive littering charge for not picking up after dog, or dropping bagged waste (state law).

CONTINUING BUSINESS

A. Map Your Neighborhood(MYN)/Block Leader Training: (Dennis Richey & Grant Oakes presenting) Informational only.

1. Presentations: workshop at WL library (April 26); Challenges and opportunities to improve social media announcements were discussed. LDS church has an emergency operations process well established in its three WL stakes. In June, state led Metro wide disaster preparedness exercise scheduled. Possible follow up workshop at the Adult Community Center this summer. Tigard CERT has YouTube video which can be reviewed in prep for a Map Your Neighborhood workshop. Conversations included how to develop material that is shared in variable settings, and to audiences with less time; this might be achieved in part with laminated flyers or similar medium. Workshop follow up is ongoing, and members expressed interest in future follow up by emailed video, survey monkey, or another meeting to be sure leaders of MYN or participants retain lessons and messaging.
2. Orange Buckets storage and distribution- moved to Denny's home to make room for WLPD prep for regional exercise. Honorary disaster preparedness buckets should be distributed to all members of the PSAB for their use in presentations.
3. Business links- some local businesses interested in being involved in MYN program. WLPD developing contact info (phones and emails) for every business in city to use for messaging to all businesses. Update yearly. Possible MYN workshop to business districts in city.
4. Neighborhood Associations-presentations planned. Barrington Heights first on May 7th.

B. TVFR (Capt Tim Nokes presenting) Informational only.

1. New South division officer lead, and PSAB liaison, should be selected by mid May. Officially lead should start July 1.
2. New fire station planned for Rosemont Road, near Hidden Springs Rd. Close to the elementary school. Spring 2017. Land purchased. Planning commission meeting first week of May. Citizen review to follow. Possible

light changes to allow trucks exiting station. Will facilitate response time to the “top of the hill” geographically in West Linn. Ladder truck planned.

3. “Fire Wise” return event in Barrington Heights May 7th.
4. Recent WL two alarm fire event and process of escalation discussed.

C. Teen Driver Safety (David Baker presenting)

1. Informational: meeting with interested parties in the community on going. Most insurance companies focused on grades and not teen prep classes for anticipating safe driving skills. Most successful messaging between teens. SRO Al Bunch or Principal Mills would be best staff to engage for this initiative.
2. Scholarships: Street Survival class in October. Discussion ensued about which teen groups might be most at risk, to target, and how to partner effectively, how to award the scholarships. Request for city to consider directing some of traffic stop revenue be moved to this type activity in future budget cycle. Discussion included moving this Teen Driving safety initiative to the Youth Advisory Group after programming established by PSAB this year. Since timing of the driving program is early in school year committee, conclusion was having the competition for scholarships at the PSAB booth this summer.
3. Action Items: Councilor Perry to check into city budget available to support this initiative. Dennis Richey offered to sponsor four (4) scholarships for the Fall teen driving safety course.

D. Social Media for PSAB (Lt Mike Stradley & David Baker presenting)

The last discussion with city attorney Meghan Thornton was this PSAB postings would be hosted on city website, with retweet and post by WLPD. Follow up with new city staff Courtney is planned. Would like website hosted and Facebook page development in future.

1. **Motion approved by consensus (unanimous)**: Discussions on going with Courtney from city staff. Subgroup from PSAB selected: Dennis Richey, David Baker, and PIO Officer Mike Francis.

2. Action item: Councilor Perry to look into city issued badges for members of the PSAB when working summer concert series.

E. Summer Concerts Series Outreach Program (group discussion)
(Thursdays July 21, 28; August 4, 11, 18, 25)

What handouts/giveaways would be used to attract attendees to the booth?
What other venues might the work of the PSAB be shared (neighborhood association summer socials, etc). Members of the Board needed to staff our booth.

F. Committee discussion:

Committee wished to acknowledge the contributions and results which officer Mike Francis brought to the group during his tenure with the PSAB. Councilor Perry and Lt Stradley offered to relay the Board's appreciation to Sgt Francis.

NEW BUSINESS

Minutes: Discussion ensued about the state laws for record keeping requirements for public meetings. Examples of other public active committees showed that summary minutes met the standards and requirements. Existing standard used by PSAB is audio, and review requires re-listening to entire discussions of meeting, rather than summary minutes which outline actions, motions, attendees which are principal data to be captured.

Motion submitted and unanimously adopted: Public Safety Advisory Board will move to written, formatted, templated summary minutes. Creation of these minutes to rotate among members of the committee, with distribution for review within seven business days. Chairperson excepted from this duty, as they will create the agenda which shall act as template.

West Linn Public Safety Advisory Board April 25 2016 (meeting notes)

The meeting was concluded, and **motion to adjourn unanimously approved.**