

PUBLIC SAFETY ADVISORY BOARD

Virtual Meeting

Port Angeles, Washington

May 19th, 2021 6:00 pm

CALL TO ORDER:

Temporary Chairman Shana Scott called the regular meeting of the Public Safety Advisory Board to order at 6:05 p.m.

ROLL CALL:

Members Present: Gayle Brauner, Evan Brown, Jesse Charles, Jesse Driese, Kathleen Graf, Kelsey Lane, Michael McGuire, Andrew Schwab, Shana Scott, Octavia Smith, Viola Ware

Absent: Joseph Turrey

Staff Present: Ken Dubuc, Fire Chief; Brian Smith, Police Chief; Catherine Dewey, Secretary

Guests: Assistant City Attorney, Christopher Cowgill; City Clerk, Kari Martinez-Bailey

REVIEW AND APPROVAL OF THE MINUTES:

A motion was made by Andrew Schwab to approve the April meeting minutes, a second was made by Kelsey Lane and the motion passed unanimously.

OLD BUSINESS:

NEW BUSINESS:

a) Vote to fill the Open Chairman and Vice Chairman Positions:

Temporary Chair, Shana asked for nominations to fill the open seat of Board Chair and Andrew Schwab expressed his interest in the seat. Kathleen Graf made a motion that Andrew Schwab be nominated as the Public Safety Advisory Board Chairman and Jesse Driese seconded the motion and the motion passed unanimously. Next, Shana asked for nominations to fill the open Vice Chairman position. Shana expressed her interest in the Vice Chairman seat. Michael McGuire made a motion that Shana Scott be nominated as the Public Safety Advisory Board Vice Chairman and Kelsey Lane seconded the motion and the motion passed unanimously.

b) Public Records and Ethics Training:

Presentation enclosed.

c) Port Angeles Police Department Report:

Chief Smith asked the Board to please take the time to review the PD Annual Report and reach out to him with any questions. The human trafficking presentation went well and Chief would like to have it get the message out to a larger audience in the future. Chief also noted that PD has an active Facebook page and he encouraged the members to follow it to get an idea of what is going on in PD. Chief also would like the group to look over the 2021-2026 Strategic Plan.

<https://www.cityofpa.us/DocumentCenter/View/8046/STRATEGIC-PLAN-2021-2026?bidId=>

d) Port Angeles Fire Department Report:

Chief Dubuc began by welcoming all of the new members. Assistant Chief/Operations interviews begin tomorrow, Assistant Chief Bogues is retiring, and we have three great candidates to consider. The Department continues to hire to fill open Paramedic positions as well as the Community Paramedic position. WSRB will be visiting the City and evaluating Fire, PenCom, Public Works, Water Department and Building Department to determine the City's rating that is used by insurance companies when insuring businesses. Chief would like to give a Community Paramedic program presentation to the Board at an upcoming meeting. Chief encourages the new Board members to do a ride along with the Fire Department to get an understanding of they do daily.

OTHER BUSIENSS:

a) Discuss and vote on June, July and August Summer Meeting Schedule:

In years past the Board has taken a Summer Break during the months of June, July and August. Temporary Chairman Scott asked the Board how they would like to move forward with he summer months and opened the floor for discussion and conversation ensued. It was recommended that the Board follow the lead of City Council and break for July and August and be open to calling a special meeting if a need arises. Gayle made a motion that the Public Safety Advisory Board meet in June and take July and August off unless there is a need to call a special meeting, Evan seconded the motion and the motion passed 9:2 with a majority vote.

PUBLIC COMMENT:

GOOD OF THE ORDER:

Brauner: Congratulated the Chiefs for their hiring efforts and staff.

Driese: Thanked the Assistant Attorney for the Ethics Training.

Graf: Welcome new members

Lane: Inquired as to when we might be back to meeting in person, Chief Dubuc noted that we are following the City's lead and once they make that call we will follow suit. Vaccination clinic offered at the High School and has been very successful. Kelsey is now the Assistant Family Navigator for the School District.


McGuire: Inquired about the RCWs for the Board and where they can be found, Chief Smith noted that it can all be found on the City's website. He also asked about the bylaws for the Board and Catherine will send them out to members.

Ware: Thursday OPCC office opened a Resource Clinic between 9am and 12pm, there are many resources available if anyone needs them.

ADJOURNMENT:

Temporary Chairman Scott adjourned the meeting at 7:48 pm.

The next Scheduled meetings to be held June 16, 2021.



Annual Ethics Training

Planning Commission

Lodging Tax Advisory Board

Parks and Beautification Commission

Civil Service Commission

Utility Advisory Committee



Ethics

- RCW 42.23
- Ethics violations can have serious consequences
 - Void Contracts
 - \$500 fine
 - Criminal penalties
- It is your responsibility to recognize a potential conflict and act accordingly

Prohibited Acts

1. No municipal officer may use his or her position to secure special privileges for himself, herself or others;



Prohibited Acts

2. No municipal officer may, directly or indirectly, receive anything of value from any source, for a matter connected with the officer's services, except the employing municipality;



Prohibited Acts

3. No municipal officer may engage in business that the officer might reasonably expect would require him or her to disclose confidential information;





Prohibited Acts

4. No municipal officer may disclose confidential information, nor may the officer use such information for his or her personal gain.

Eligibility

Please remember: It is up to each Commissioner to ensure he or she maintains eligibility to serve on this commission!

Be familiar with the requirements of your position, and routinely ask yourself if you still meet those qualifications.

If you become ineligible to serve, it is up to you to notify the City and retire from the commission.





Application

- ▶ These rules apply to all cities.
- ▶ The statutory standards are considered to be minimum ones.



Application

- Always advisable to avoid even the appearance of impropriety.
- Duty of each board member to be aware of ethical considerations.

The Open Public Meetings Act

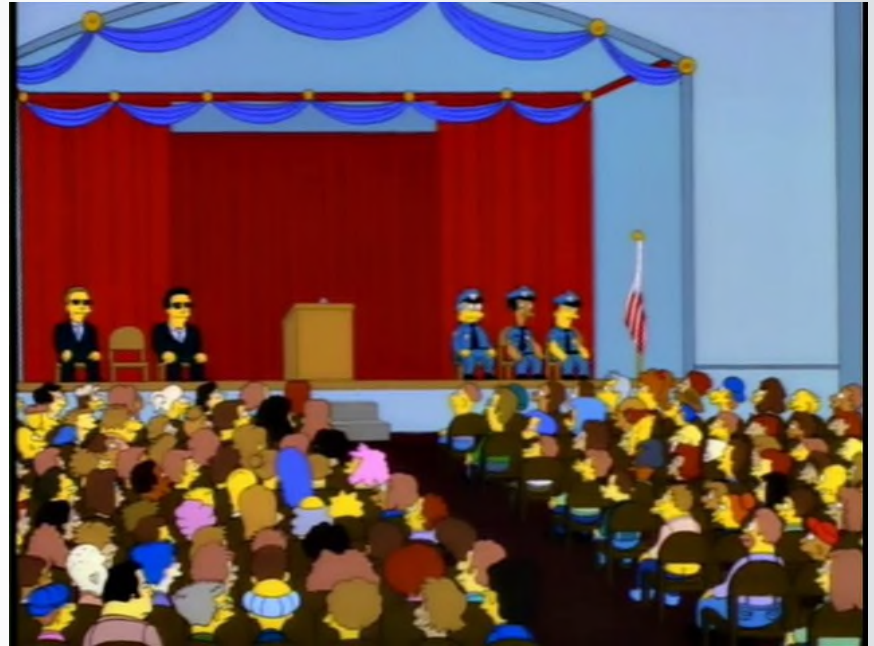
RCW 42.30

- ▶ All meetings,
- ▶ Of a governing body,
- ▶ Must be open

You are a governing body!!!

What is a meeting?

- Majority
- Discusses City business





Meetings

(1) Regular Meetings

RCW 42.30.070

The governing body of a public agency shall provide the time for holding regular meetings

(2) Special Meetings

RCW 42.30.080

A special meeting may be called at any time by the presiding officer of the governing body of a public agency or by a majority of the members of the governing body...



In limited circumstances, meetings are not open

RCW 42.30.030

All meetings of the governing body of a public agency shall be open and public and all persons shall be permitted to attend any meeting of the governing body of a public agency, **except as otherwise provided in this chapter.**

Executive sessions

Closed sessions

What is not a meeting?

- ▶ Social gatherings are expressly excepted
- ▶ unless the body's business is discussed at the gatherings.

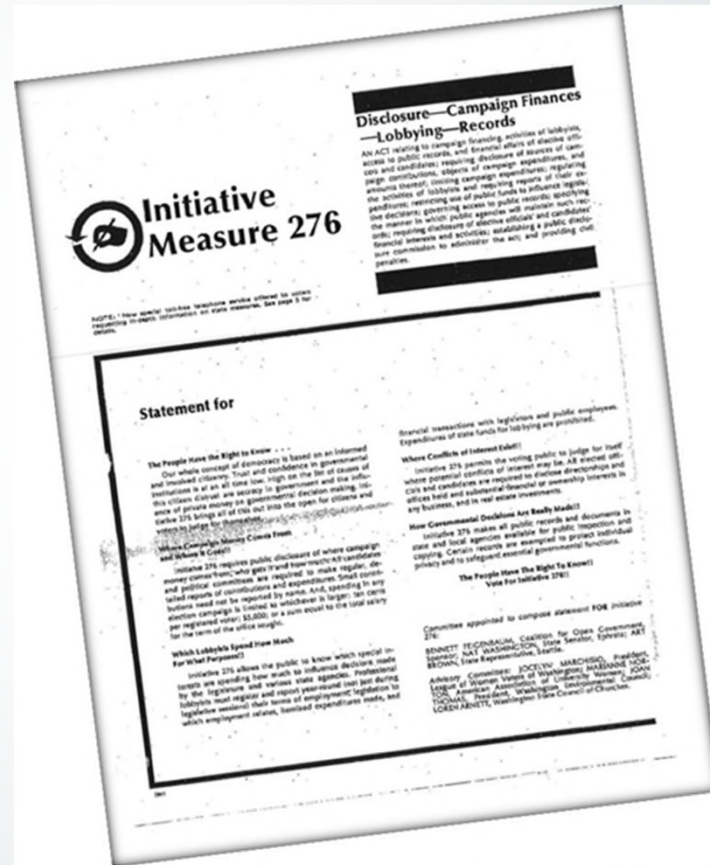


Open Meetings

- ▶ Caution:
Email and Serial Meetings
- ▶ Avoid ex parte communication
- ▶ Protect the record

Washington's Open Public Records Act (PRA)

- ▶ Passed in 1972 – Initiative 276
- ▶ 72 percent of the popular vote
- ▶ RCW 42.56 (formerly RCW 42.17)





Public Record

- **any writing**
- **relating to the conduct of government**
- **prepared, owned, used, or retained**
- **by the City**
- **regardless of physical form.**

A Word About Email

The City Has Provided Each commission Member With a City Email address.

PLEASE Use It To Conduct City Business!

If you use your personal email, you open your entire personal email account up to searching for Public Records.

And DO NOT forward your city email to your personal account. It still opens your personal account for review!





Our Procedures

- ▶ Report the request to you Public Records Officer ASAP
 - ▶ The City must respond to the request within 5 days.
 - ▶ We don't have to have the records within 5 days, but must acknowledge the request and estimate completion date
- ▶ Begin your search for records that respond to the request
 - ▶ Written reports, email, etc.
 - ▶ Check all your access devices City issued and possibly private.
- ▶ Within four (4) days, give the Public Records Officer an estimate of time and volume.
 - ▶ It must be timely
 - ▶ It must be reasonable
 - ▶ Consider the City's resources in your estimate.
- ▶ The Public Records Officer will respond to the requestor.
 - ▶ Public Records Officer will let you know when the records are due.
 - ▶ You must comply with the Public Records Officer's schedule.



Questions?



More information:

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