

MINUTES

Pullman Police Advisory Committee

November 8, 2010

5:30pm at City Hall

The regular meeting of the Pullman Police Advisory Committee was held at 5:30pm on Monday, November 8th, 2010, in the Council Chambers, City Hall, 325 SE Paradise Street, Pullman, Washington, with Committee Chair Arlene Parkay presiding.

ROLL CALL

Present:	Arlene Parkay	WSU Staff & Faculty Representative (Chair)
	Zach Hays	WSU Staff & Faculty Alternate
	Barbara Hammond	College Hill Representative
	KNona Liddell	College Hill Alternate
	Richard Hume	Pioneer Hill Representative
	Greg Wilson	Pioneer Hill Alternate (Co-Chair)
	Phyllis Stallcop	Sunnyside Hill Representative
	Josh Meyer	ASWSU Representative
	Riley Myklebust	ASWSU Alternate
	Bill Hawbaker	Pullman High School Parent Representative
	Rosemary Fleener	Pullman High School Parent Alternate
	Daniel Hawbaker	Pullman High School Representative

Absent:	Marcus Crossler	Military Hill Representative
	Mike Lowery	Business Community Representative
	Al Sorensen	Business Community Alternate
	Kim Barrett	Multicultural Representative
	DaVina Hoyt	Multicultural Alternate
	Dan Hornfelt	Pullman School District Representative

Staff:	Chief Gary Jenkins	Pullman Police Department
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CALL TO ORDER Parkay called the meeting to order at 5:30pm.

MINUTES Motion to approve the minutes of the October 11th meeting passed.

REGULAR BUSINESS Chief Jenkins advised that two officers submitted letters of interest in the school resource officer position. The two candidates went before an oral interview panel, comprised of representatives from the police department, the school district, Whitman County Juvenile Services, and the Police Advisory Committee (Rosemary Fleener). Based upon feedback from the interview panel, Officer Shane Emerson was determined to be the best fit for the position. The department is now working to get Officer Emerson into a two week training program, with the goal of him starting in the school district on January 1, 2011.

REGULAR BUSINESS

Update on Reserve
Officer Program

At the last meeting, Chief Jenkins had advised that the Reserve Officer program had been cut due to budget constraints. Chief Jenkins advised that since that time, it was decided to approach the top five candidates to see if they would be interested in continuing with the program if they were responsible for the costs of the program, including uniforms, equipment, and the testing process. Three of the top five candidates agreed to continue on in the program at their cost, and those three individuals are currently attending the Reserve Academy being put on by the Whitman County Sheriff's Office.

A member asked how much the costs were. Chief Jenkins advised that it was around \$2,000 per person. Chief Jenkins expressed his appreciation for the three individuals who chose to move forward with this, as it is a huge commitment of time and money for a volunteer position.

In a related topic, Chief Jenkins advised the committee that a crew from the TV show "Campus PD" is currently riding with Pullman PD officers. The show is similar to the TV show "COPS" except that they focus on police enforcement in or around large universities. The crew will be filming for approximately three weeks, and the footage will air in approximately four to six months. Pullman PD gets final say in editing the film. Chief Jenkins advised that the film crew has to pay a small location fee, and that the department has decided to apply the fee to the Reserve Officer program.

A member asked how many Reserves the department currently has. Chief Jenkins clarified that while the department had a Reserve program years ago, it had been slowly been discontinued, and the department is now trying to restart it, so it would just be these three candidates should they complete the Academy process.

REGULAR BUSINESS

Follow-up on Traffic
Concerns: Stadium Way
at Dissmores

Chief Jenkins followed up on concerns expressed by Committee members at the last meeting about vehicles traveling westbound on Stadium Way attempting to turn into the Dissmores' parking lot. Chief Jenkins advised that patrol officers were sent to monitor the area at various times throughout the day. Chief Jenkins advised that while some traffic backups were observed, nothing warranting officer interference was observed at those times. Chief Jenkins advised that he also forwarded the concerns onto the City Engineering Department to review the street striping and traffic control devises in the area.

REGULAR BUSINESS
Follow-up on Traffic
Concerns: Stadium Way
at Dissmores
(continued)

A member advised that this issue was also raised at the last couple City of Pullman Safety Committee meetings. The member advised that a member of the Engineering Department who is on that committee stated they've actually drawn up plans for better layout and signage that would work better at routing traffic through the parking lot. Chief Jenkins concurred that addressing the problem through a planning and engineering route will be the best way to go, as there are no real enforcement mechanisms available for the police to use in this particular situation.

REGULAR BUSINESS
Follow-up on Landlord
Emergency Contact
Information

Chief Jenkins provided follow-up to concerns expressed at the last meeting regarding contacting landlords who have registered their properties in the case of an emergency. The specific issue mentioned at that meeting was a landlord not being notified of a fire that occurred at their property, and that the fire department had not had access to the information. Chief Jenkins advised that the information is available in the records management system (Spillman) that WHITCOM (the dispatch center) and the Fire Department has access to. Chief Jenkins advised he followed up with the Fire Chief and he advised that he would follow-up with his personnel to ensure that they knew how to access the information in the joint records system and how to utilize it. Chief Jenkins also advised that he discussed the information with other City department heads as well that they could contact the Police Department for access to that information if necessary.

REGULAR BUSINESS
Follow-up on Smoking
Enforcement Concerns

At the last meeting, a member expressed concern about the consistency of enforcement of the smoking laws outside of various establishments in town. Chief Jenkins advised that the concern was passed onto patrol officers for more consistent enforcement.

REGULAR BUSINESS
Traffic Concerns on
Bishop Blvd., at New
Wal-Mart

The member who had requested this item be added to the agenda was not present to discuss. Chief Jenkins advised that in general terms, while there has been an increase in traffic in the area leading to occasional backups, traffic seems to be flowing for the most part pretty smoothly.

Chief Jenkins advised of higher traffic volume in the area this weekend due to a home WSU basketball game occurring the night before a home WSU football game. Chief Jenkins advised that the department has identified at least one more time where this type of event overlap will occur. Chief Jenkins advised that the department utilized the department's two message boards and borrowed one message board from the Department of Transportation and had them positioned to advise drivers of alternate routes into and out of town.

REGULAR BUSINESS
Traffic Concerns on
Bishop Blvd.
(continued)

Additionally, the department utilized the Department of Transportation's "Traffic Advisory" system to alert drivers of the anticipated heavy traffic and description of the alternate routes.

Chief Jenkins advised that as Bishop Blvd. is one of the traditional alternate routes, the department monitored the area to see how the increased traffic for the events plus the new Wal-Mart and new traffic signals would play out.

A member mentioned that while they have observed more traffic in the area, they believe that it is actually safer with the new traffic signal in the area.

A member expressed concern for all of the people dropped off at the bus stop who have to hike up the long hill to Wal-Mart, and the potential safety issues that will arise once the snow hits. Members wondered if the transit system might need to re-evaluate the location of its route and/or stop to accommodate this issue.

A member asked whether the road/entrance to Wal-Mart is private property or City property, and who would be responsible for maintaining the street and sidewalks during the winter.

REGULAR BUSINESS
Routing and Response to
Citizen Input to the
Committee

Parkay advised that there has recently been a higher volume of correspondence being addressed to the Committee, in the form of emails being sent to the Committee from the City of Pullman website. Currently, all of these emails get forwarded to all of the Committee members. Parkay advised that one Committee member had asked to stop having all of the emails forwarded to them, but Parkay did not want to make any changes to how the correspondence was routed without getting input from the entire Committee.

Parkay stressed that the Committee does not want to take any action to stop or stifle citizen input, but merely needs to develop an effective system to properly manage it and route it to Committee members appropriately.

Members asked questions on current practices, such as who is responsible for responding to the emails, how they are routed from the website, how are they retained, and what, if any, obligations the Committee has in relation to the correspondence. Chief Jenkins and Parkay provided information and clarification on these questions, including a technical glitch on where the emails were being routed for a couple months late this summer/early fall, and advised that the problem has been corrected with all emails going directly to the Committee chair and the secretary in addition to being copied to the

REGULAR BUSINESS
Routing and Response to
Citizen Input to the
Committee
(continued)

Chief. Chief Jenkins reiterated that these emails are to the Committee, not to him, so he does not respond to the emails unless asked by the Committee to do so, such as if it is a question about the law.

Members discussed the pros and cons of the influx of citizen input. The main complaint amongst Committee members was the sheer number of emails. Some Committee members expressed concern that “official” Committee emails containing minutes, agendas, etc., might get overlooked in the volume of emails coming in. Others raised concerns about retention and public records. It was reiterated that the Committee functioned with input from its constituencies, and that the goal was determining the best way to process incoming correspondence and route it to the Committee appropriately, without unduly adding to the work load of the Chair and/or the Secretary.

Members proposed several different ideas, including:

- a common mailbox or email account where all Committee members could log in to view all of the correspondence;
- a week in review or month in review summary/compilation of the emails;
- designate a Committee member to receive and review the incoming emails, who would then notify Committee members of pertinent issues as well as provide a report at meetings.
- have emails routed to appropriate constituency
- have emails routed to a subcommittee for review/response.

Members discussed pros and cons of the various proposals.

Objections raised included:

- whether Committee members would log into common email box with same frequency;
- leaving too much to one person’s discretion as to what is valuable/ important;
- who is responsible for responding to emails;
- what type of response is warranted.

Members reached a consensus about receiving a compilation of all correspondence received on a monthly basis just prior to the monthly meeting for review, and responding to the input as necessary at the monthly meetings. A member asked about having a message on the website advising the public of this process, so people wouldn’t be waiting for a direct reply. Another member suggested some type of generic auto-response to email submissions that would contain that information. Parkay advised that she would check to see what options were available for notifying the public of this process.

*****MOTION*****

Parkay entertained a motion that one week prior to Committee's monthly meeting, Committee members will received a compilation of all online submittals that have been received in the previous month to be reviewed, and that Committee members can than forward any of those items to be addressed at the meeting if they so choose. Additionally, the Committee will attempt to place a message to the website indicating that responses to online submittals to the Committee will be addressed at the monthly meeting.

A member so moved. The motion was seconded, and the motion carried unanimously.

REGULAR BUSINESS

Addition of a New
Constituency

Discussed of the proposal to add an "At-Large" position to the Committee. This idea was proposed to address the ongoing problem of dedicated Committee members who would like to stay on the Committee, but circumstances arise (moving, child graduating, etc.) where they no longer meet the requirements of their current constituency and there isn't an opening on the Committee in a constituency that they do qualify for.

A member raised the issue that adding another constituency would make getting a quorum at meetings that much more difficult, and whether if the Committee is adding constituencies, maybe it should also evaluate removing some of the long-vacant constituencies.

Parkay advised that there has been some work done on recruiting new members to fill the Lincoln Middle School Parent position, and members of the Committee have been invited to attend a Parent Connections meeting as well as a Booster Club meeting and provide information to the parents on the Committee and its activities. Parkay requested volunteers who would be interested in presenting to this group on November 16th to contact her for further details.

Further discussion on quorums, membership vacancies, and adding a constituency. Several questions were raised.

Members voted to table this item for further discussion at the next meeting.

REGULAR BUSINESS

WSU Police Forums

Item not discussed, as presenting member was not in attendance.

REGULAR BUSINESS

Input on Community
Policing Survey

Follow-up request for Committee input on the Community Policing Survey for potential distribution in Spring 2011.

REGULAR BUSINESS
Committee Mission and
Guidelines

Parkay advised that a subcommittee met and started working to establish some guidelines for the Committee. Per the Committee's previously expressed desire, this is not a constitution or formal set of by-laws. The subcommittee reviewed old Committee minutes, correspondence, and brochures to try to determine what precedents and procedures already exist, as well as identifying areas that need to be developed from scratch.

A rough draft document was distributed for Committee review and feedback. Items that the subcommittee attempted to address in the draft included:

- composition of the Committee;
- application and appointment to the Committee;
- Committee leadership;
- length of terms of service for Committee members and leaders;
- duties and responsibilities;
- a mission statement.

Members discussed several items in the draft document. Some of the issues raised included:

- Rationale for why certain constituencies are nominated by certain groups (i.e. Chamber of Commerce; ASWSU, etc.) versus letting any citizen apply who fulfills the requirements of the constituency
- Are members appointed by Chief, City Supervisor, Mayor, or a combination? How are applications processed? Who do members ultimately serve at the pleasure of?
- End of year reports from the Chair to the Chief of Police or to the City Council.

Parkay requested that members review the draft document and come prepared to the next meeting to present additional feedback and suggestions for revision, and then the subcommittee will reconvene and hopefully bring a final draft for Committee approval early in 2011.

**MEMBER AND
ALTERNATE
SEARCH RESULTS**

Current vacancies on the Committee are:

- Sunnyside Hill Alternate
- Military Hill Alternate (and Representative in 01/01/11)
- Pullman School District Alternate
- Pullman High School Student Alternate
- Lincoln Middle School Parent Representative & Alternate

Some discussion of this occurred earlier in the meeting under the "Adding a New Constituency" business item.

**CONSTITUENCIES
POLL**

- WSU Staff and Faculty: No issues.
- College Hill: Observing party trash on Sunday mornings. Chief Jenkins advised that the police department can follow-up and require residents to clean up the party trash under the nuisance ordinance, and encouraged members to contact the police department with specific location information.
- Military Hill: No representative.
- Pioneer Hill: Heard report of several break-ins in the Pro Mall businesses. Chief Jenkins advised that were break-ins at the three or four businesses, and that the investigation is ongoing. Another member advised of ongoing problem with a barking dog in the area.
- Sunnyside Hill: No issues.
- Business: No representative.
- Multicultural: No representative.
- ASWSU: Advised that they have been working with the UREC on the bicycle safety concerns. University Recreation has advised that they will be coming out with a bicycle safety program in conjunction with the bike rental program. Question about volume of calls over the Halloween weekend, and how much of the action involved WSU students and how much was due to people from out of town. Chief Jenkins advised that it was about 50-50, which is still a significant amount of problems caused by people coming from out of the area. Members commented that there did not seem to be as many people out, but the kind of activity was different. Members asked whether the influence of caffeinated alcoholic beverages may be influencing the type of behaviors occurring. ASWSU advised of education attempts on the impacts of the caffeinated alcoholic beverages. Suggested as a possible topic for future WSU Police Forum. Also, ASWSU representative advised of a correction to the minutes from the last meeting, as he was in attendance. Parkay advised that the correction would be made prior to signature.
- Pullman School District: No representative.

**CONSTITUENCIES
POLL
(continued)**

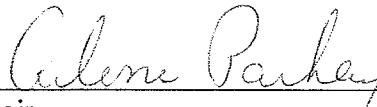
- Pullman High School Parent: No issues at the school. A member advised of issues with vehicle prowls on Military Hill. A member advised that a citizen told them that the incident involving two WSU football players that were arrested for growing pot initially involved a search warrant for stolen property, and wondered if it was related to the vehicle prowls in the area. Chief Jenkins clarified that officers did initially respond to the residence with a search warrant related to another criminal investigation, but that it was not related to stolen property. Members asked several questions about procedural issues related to obtaining second search warrant and how search warrants are executed. Chief Jenkins provided answered the questions about search warrant procedures.
- Pullman High School Student: No issues. Has been working to recruit an alternate representative. Had question about proposed requirement for Committee members to be Pullman resident, as some high school students do not technically live within the City of Pullman, but are still Pullman High School students. Committee will address the issue during revision of draft of guidelines.
- PTA Lincoln Middle School: No representative.

PUBLIC COMMENT No members of the public in attendance.


NEXT MEETING Monday, December 13, 2010 at 5:30 p.m.

ADJOURNMENT Parkay entertained a motion to adjourn the meeting. The motion for adjournment was seconded, and the motion carried unanimously. The meeting was adjourned at 7:00 pm.

ATTEST:



Chair 12-13-10



Secretary 12-13-10