



BOARD OF POLICE COMMISSIONERS

Broadmoor Police Protection District

Corrected Copy

Minutes of: August 8, 2017

The meeting was called to order at 7:04 PM, by Commissioner Sheridan.

PRESENT:

Commissioners: Joe Sheridan, Ralph Hutchens and Mike Connolly, Chief Stellini, and concerned citizens.

Pledge of Allegiance.

MINUTES:

Approval of the minutes for the June 20, 2017 commission meeting.

Motion by: Commissioner Connolly, 2nd by Commissioner Hutchens – Unanimously approved as submitted.

Approval of the minutes for the July 11, 2017 commission meeting.

Motion by: Commissioner Sheridan, 2nd by Commissioner Hutchens – Unanimously approved as submitted.

PUBLIC COMMENTS:

- Marie Brizuela announced that the Broadmoor Property Owners Association will hold their annual pasta dinner on August 19, 2017 from 4:00-8:00PM.

TREASURER'S REPORT:

<u>WARRANTS</u>	<u>DEPOSITS</u>
\$41,513.12	\$1,147.00

- Motion by: Joe Sheridan, 2nd by: Ralph Hutchens to approve the warrants and deposits. Treasurer's report was unanimously approved.

CHIEF OF POLICE REPORT:

- Chief will report the monthly stats at the next meeting.
- On the 4th of July we had 2 officers detailed to Pacifica PD for extra enforcement.
- On July 5th Chief met with Sheriff Carlos Bolanos to discuss issues with Broadmoor PD.
- The week of July 15, CalPERS forwarded paperwork that requests for records of Broadmoor personnel.
- On July 19, we purchased a new police vehicle for \$12,000 from UC Santa Cruz PD. The plan is to sell 3-4 vehicles to cut down on maintenance costs.
- Graffiti on Michael Nevin Way is being handled.
- Caltrans re-painted intersection at El Camino and A Street.
- Commissioner Sheridan requests an update on our Legislative Aid in Sacramento.

CORRESPONDENCE:

- None.

OLD BUSINESS:

- Long Term Financial Plan – Commissioner Sheridan and former Police Chief Parenti met with the County Controllers Office the week of August 1st.
 - Discussed the special tax increase and provided information.
Findings:
 - \$127,000 spent last year with CalPERS, Teamsters and the Johnson issue.
 - Timely Audit completions will help assist us with planning for our future financials. 2016/2017 audit is being done now.
 - Layoff letters will be delivered within the next few days.
 - Chief Stellini is looking for an outside party to review our budget/financial situation
 - Jay Rosset –Questioned purchase of car and laying off officers. He asked the Chief to provide current financials with current and former officers with regards to CalPERS.

NEW BUSINESS:

- Budget for FY2017/2018 – The first reading of the proposed draft budget for FY2017/2018 was held. Commissioner Sheridan requested a column be added that shows actual funds spent for FY2016/2017. Several items were requested changed and a second and final reading to be held at the September 12, 2017 meeting.

RESOLUTIONS:

- 2017-18-01 / Special Assessment Tax. The signing of the resolution for the special tax increase that was approved at the July 11, 2017 meeting. Commissioner Sheridan made a motion to approve the resolution and Commission Connolly 2nd the motion. The motion was unanimously approved. The special tax rates have been set at:
 - Single Family Dwelling \$417.00
 - Multiple Residential \$417.00
 - Residential board and care facility per bed \$348.00
 - Commercial or industrial is \$911.00
 - Unimproved property is \$135.00

FIRE COMMISSIONERS REPORT:

- Nothing to report as they had no meeting in July.
- Next meeting is August 15, 2017.

LAFCO REPORT:

- Commissioner Sheridan attended the July 19, 2017 meeting, nothing affecting Broadmoor was on the agenda. Continued work of the Healthcare Systems MSR.
- Appointed to the Legislative/Policy Committee.
- Next meeting is to be held on September 20, 2017.

SPECIAL DISTRICTS REPORT

- The August 1, 2017, meeting was cancelled.
- Next meeting is on October 3, 2017.

NOTICE OF ADJOURNMENT:

- None

GOOD OF THE ORDER:

- Colma Fire's Annual Spaghetti Feed will be held on October 14, 2017.

ADJOURNMENT:

- None

CLOSED SESSION:

- Claim against the district from Staci Jeanblanc
- Personnel Matter
- Conference with legal counsel - Anticipated Litigation Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(b) (Teamsters Local Union No. 856 Health and Welfare Fund Government Claim).

Meeting adjourned to Closed Session at 7:58 PM.

Closed Session Began: 8:00 PM

Closed Session Ended: 9:19 PM

CLOSED SESSION REPORT OUT:

- Claim against the district from Staci Jeanblanc was denied by the Commission. **Motion by Sheridan, 2nd by Connolly – Unanimously Approved.**
- Personnel Matter, no action taken by the Commission.
- Conference with legal counsel - Anticipated Litigation Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(b) (Teamsters Local Union No. 856 Health and Welfare Fund Government Claim). The claim was denied by the Commission and the Commission authorized the firm of Liebert, Cassidy & Whitmore to represent the District. **Motion by Connolly, 2nd by Sheridan – Unanimously Approved.**

Motion to Adjourn by: Commissioner Hutchens, 2nd by Joe Sheridan

Meeting adjourned at 9:20 PM.

The next meeting is scheduled for Tuesday, September 12, 2017, at 7:00 PM.

Respectfully submitted,

Original Minutes approved 9/12/17 – Corrected Copy

Ralph Hutchens, Board Secretary



BOARD OF POLICE COMMISSIONERS
Broadmoor Police Protection District

Minutes of: August 8, 2017

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Motion by: Commissioner Sheridan, 2nd by Commissioner Hutchens – Unanimously approved as submitted.

PUBLIC COMMENTS:

- Marie Brizuela announced that the Broadmoor Property Owners Association will hold their annual pasta dinner on August 19, 2017 from 4:00-8:00PM.

TREASURER'S REPORT:

<u>WARRANTS</u>	<u>DEPOSITS</u>
\$41,513.12	\$1,147.00

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CHIEF OF POLICE REPORT:

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CORRESPONDENCE:

- None.

OLD BUSINESS:

- Long Term Financial Plan – Commissioner Sheridan and former Police Chief Parenti met with the County Controllers Office the week of August 1st.
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NEW BUSINESS:

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RESOLUTIONS:

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FIRE COMMISSIONERS REPORT:

- Nothing to report as they had no meeting in July.
- Next meeting is August 15, 2017.

LAFCO REPORT:

- Commissioner Sheridan attended the July 19, 2017 meeting, nothing affecting Broadmoor was on the agenda. Continued work of the Healthcare Systems MSR.
- Appointed to the Legislative/Policy Committee.
- Next meeting is to be held on September 20, 2017.

SPECIAL DISTRICTS REPORT

- The August 1, 2017, meeting was cancelled.
- Next meeting is on October 3, 2017.

NOTICE OF ADJOURNMENT:

- None

GOOD OF THE ORDER:

- Colma Fire's Annual Spaghetti Feed will be held on October 14, 2017.

ADJOURNMENT:

- None

CLOSED SESSION:

- Claim against the district from Staci Jeanblanc
- Personnel Matter
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Meeting adjourned to Closed Session at 7:58 PM.

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Motion to Adjourn by: Commissioner Hutchens, 2nd by Joe Sheridan

Meeting adjourned at 9:20 PM.

The next meeting is scheduled for Tuesday, September 12, 2017, at 7:00 PM.

Respectfully submitted,

Ralph Hutchens, Board Secretary



BOARD OF POLICE COMMISSIONERS

Broadmoor Police Protection District

SPECIAL MEETING

Minutes of: December 6, 2017

The meeting was called to order at 7:02 PM, by Commissioner Sheridan.

PRESENT:

Commissioners: Joe Sheridan and Mike Connolly, Chief Stellini, John Reed (POA) and concerned citizens. Commissioner Ralph Hutchens was excused.

Pledge of Allegiance.

PUBLIC COMMENTS:

- No public comments were received.

STUDY SESSION:

- An overview of why the need for the study session was provided. The goal of this session is to discuss ways to become more financially solvent and to have a better foundation to continue the department into the future.
- Discussion on Revenues vs. Expenditures.
- Discussion on the budgeted individual accounts and yearly expenditures from FY12/13 to FY16/17.
- Discussion on Retirement Costs and the unfunded liabilities of PERS.
- Discussion of Health & Welfare costs (current POA cost and other possibilities).
- Discussed cost cutting measures
 - Restructuring Department
 - Limiting # of Full-time Officers
 - Increasing # of Reserve Officers
 - Look at reducing budgeted accounts by 1-2%
- Discussed revenue measures
 - Increase Parking Citation Revenue
 - Parking Permit Program
 - Ballot Initiative (limited term, additional amount)
- POA members in attendance was asked to think about how they can assist in the sustainability of the department.
 - A committee to be chaired by Commissioner Connolly will be formed. The members will be Commissioner Connolly, Chief Stellini, POA Members (2), Reserve Officers (2), and Broadmoor Property Owners Association (1-2). The committee will examine ways to provide financial stability for the department. The committee will report back to the commission.

ADJOURNMENT:

The meeting adjourned at 8:24 PM. The next regular meeting is scheduled for Tuesday, December 12, 2017, at 7:00 PM.

Respectfully submitted,

Joe Sheridan
Board Chair



BOARD OF POLICE COMMISSIONERS
Broadmoor Police Protection District

Minutes of: February 14, 2017

The meeting was called to order at 7:05 PM, by Commissioner Sheridan.

PRESENT:

Commissioners: Joe Sheridan, Mike Connolly and Ralph Hutchens, Chief Stellini and concerned citizens.

Pledge of Allegiance.

MINUTES:

The minutes for the January 10, 2017, commission meeting were approved as submitted. Motion by: Mike Connolly, 2nd by: Joe Sheridan, unanimously approved.

PUBLIC COMMENTS:

- Em Stock and Kristy Vannelli are residents who expressed concern regarding traffic safety around the Larchmont Drive area. They have witnessed speeding vehicles before school times, late evenings and on weekends.
 - Chief Stellini discussed the department's on-going work regarding speeding vehicles and parking issues. Chief encouraged residents to call and let us know of possible violations/violators.
- Marie Brizuela asked for more enforcement at the intersection of 87th Street and Maddux Drive for people violating the stop sign. She also requested more presence when schools are let out.

TREASURER'S REPORT:

<u>WARRANTS</u>	<u>DEPOSITS</u>
\$68,306.94	\$25,411.47

- Motion by: Joe Sheridan, 2nd by: Ralph Hutchens to approve the warrants and deposits. Treasurer's report was unanimously approved.

CHIEF OF POLICE REPORT:

<u>INCIDENTS</u>	<u>MILES</u>
649	3,511
<u>CALLS FOR SERVICE</u>	<u>RESERVE HOURS</u>
623	697

- Chief Stellini reported that we held a WRAP training which is a restrain that is used for people that are out of control. The training was very well attended.
- Lexipol update - the department was falling behind in keeping up with the updates. Officer Reid has taken on the task of reviewing these updates and will bring them forward for the department to implement.
- Chief met with newly elected SMCO Supervisor David Canepa. He offered his support and any assistance to the district.
- Chief attended the county-wide Chief's meeting in Belmont.
- The department is updating the officer's workstations and the computer room/copy machine area.
- A Med-Project drop box for prescription drugs will be in our lobby soon.
- The CalPERS contribution has increased again and they will be changing their payment process to an online only process starting in July. We are anticipating that the county will charge us a fee for these services
- The grant that the department was using for the body cameras has expired. The cost to keep the cameras would be approximately \$10,000 and the department cannot afford this. There are other system options that we are looking into.
- The annual department Volunteer Appreciation dinner will be held on Saturday, February 18, 2017.
- Miscellaneous items:
 - Vacation Hours 766
 - Comp-Time Hours 51
- On Sunday, February 19, 2017 many of the Reserve Officers qualified with the new firearms.

CORRESPONDENCE:

- None.

OLD BUSINESS:

- None.

NEW BUSINESS:

- None.

RESOLUTIONS:

- None.

FIRE COMMISSIONERS REPORT:

- No Meeting held in January 2017.
- Next meeting is scheduled for Tuesday, February 21, 2017.

LAFCO REPORT:

- The meeting was held on January 18, 2017, Commissioner Sheridan attended.
- Nothing on the agenda regarding Broadmoor.
- The next meeting will be held on March 15, 2017.

SPECIAL DISTRICTS REPORT

- The meeting was on February 7, 2017, Commissioner Sheridan attended.
- Supervisor Canepa attended and he talked about his work with special districts
- There was a presentation by the San Mateo County Elections office regarding SB415 which is what we enacted by resolution last month regarding our elections.
- The next meeting will be held on May 2, 2017.

NOTICE OF ADJOURNMENT:

- Roberta Berteau
- Stuart Molver
- Linda Biagini

GOOD OF THE ORDER:

- Retired Judge Margaret Kemp of the 100 Club of San Mateo County asked that we provide a picture of Officer Charles Manning. His picture and badge will be placed in the San Mateo County History Museum in Redwood City.

The meeting was adjourned at 7:44 PM.

The next meeting is scheduled for Tuesday, March 14, 2017, at 7:00 PM.

Respectfully submitted,

Ralph Hutchens
Commissioner



BOARD OF POLICE COMMISSIONERS
Broadmoor Police Protection District

Minutes of: January 10, 2017

The meeting was called to order at 7:00 PM, by Commissioner Sheridan.

PRESENT:

Commissioners: Joe Sheridan, Mike Connolly and Ralph Hutchens, Commander Dave Parenti and concerned citizens.

Chief Stellini was excused

Pledge of Allegiance.

MINUTES:

The minutes for the December 13, 2016, commission meeting were approved as submitted. Motion by: Joe Sheridan, 2nd by: Ralph Hutchens, unanimously approved.

PUBLIC COMMENTS:

- Robert Brizuela informed the members that Property Owners Association Board Member Roberta Berteau passed away.
- Marie Brizuela inquired as to what happened on El Camino last week near Wendy's. Cpl. Pagarigan shared it was a stolen vehicle that South San Francisco Police had stopped and requested mutual aid.
- Marie Brizuela indicated that the Broadmoor Property Owners Association has begun working with newly elected San Mateo County Supervisor David Canepa.

TREASURER'S REPORT:

<u>WARRANTS</u>	<u>DEPOSITS</u>
\$52,748.76	\$155.00

- Motion by: Ralph Hutchens, 2nd by: Mike Connolly to approve the warrants and deposits. Treasurer's report was unanimously approved.

CHIEF OF POLICE REPORT:

<u>INCIDENTS</u>	<u>MILES</u>
734	3,877
<u>CALLS FOR SERVICE</u>	<u>RESERVE HOURS</u>
710	767.25

Commander Parenti reported the following on behalf of Chief Stellini:

- Miscellaneous items:
 - Vacation Hours 811.8
 - Comp-Time Hours 51
- Chief Stellini recently attended the annual Police Chief's and Sheriff's retreat in Monterey, CA.
- Chief Stellini attended the North County Chief's Meeting.
- The department purchased several WRAPS for use by the patrol officers. Cpl. Pagarigan will be hosting a train the trainer class on their use on January 23, 2017.

CORRESPONDENCE:

- None.

OLD BUSINESS:

- Odd/Even Year Elections - Governor Brown signed senate bill 415 which require certain Special Districts to move their elections from odd numbered years to even number years. There are benefits in doing so such as higher voter participation and lower election costs. Initially discussed at the December 2016 meeting. A cost analysis was done by the Elections Office and it indicated that we could save about 21% in election costs by changing. Discussion was held. Motion by: Joe Sheridan to change elections from off year to even years, 2nd by: Ralph Hutchens, unanimously approved.

NEW BUSINESS:

- Annual Board Reorganization –
 - Chair – Joe Sheridan
 - Treasurer – Mike Connolly
 - Secretary – Ralph Hutchens

Commissioner Connolly suggested the board positions remain the same for the upcoming year.

Motion by: Mike Connolly to have current positions on the board remain the same, 2nd by: Ralph Hutchens, unanimously approved.

RESOLUTIONS:

- 2017-01 – Even Year Elections. Unanimously approved.

FIRE COMMISSIONERS REPORT:

- Meeting was held on December 20, 2016.
- Handled 850 calls for service in 2016 (2.3 calls per day by a Volunteer Fire Department).
- No Meeting scheduled for January 2017.
- Next meeting to be held on Tuesday, February 21, 2017.

LAFCO REPORT:

- Nothing to report.
- Next meeting is on January 18, 2017.

SPECIAL DISTRICTS REPORT

- There was no meeting.
- Next meeting on February 7, 2017.

NOTICE OF ADJOURNMENT:

- None.

GOOD OF THE ORDER:

- Marie Brizuela asked as to who is responsible for replenishing the sand bags at the Community Center. SMCO Public Works would need to be contacted.
- Commissioner Connolly advised that the flag at the Community Center is frayed and needs replacement.
- Commissioner Connolly inquired about any parking and traffic issues around all the construction on Washington and Annie Street areas. There has been congestion in the area and will be continued to be monitored.
- Nextdoor continues to be a good way to reach out to the community.
- Commander Parenti reported that Officer Hernandez last day was January 4th and Officer Brandt's last day is January 21st.

The meeting was adjourned at 7:48 PM in honor of Officer Stuart Molver, SFPD.

The next meeting is scheduled for Tuesday, February 14, 2017, at 7:00 PM.

Respectfully submitted,

Ralph Hutchens
Commissioner



BOARD OF POLICE COMMISSIONERS
Broadmoor Police Protection District

Minutes of: July 11, 2017

The meeting was called to order at 7:02 PM, by Commissioner Sheridan.

PRESENT:

Commissioners: Ralph Hutchens and Joe Sheridan, Chief Stellini, and concerned citizens.

Commissioner Connolly is excused.

Pledge of Allegiance.

MINUTES:

Approval of the minutes for the June 20, 2017, commission meeting will be postponed until Commissioner Connolly returns in August.

PUBLIC COMMENTS:

- Cecile Duncan spoke about her husband John who started working at BPD in 1980, retired in 2009 and has continued to work here as a reserve officer. He loves what he does. The Duncan's know that the department is facing big decisions regarding financial issues. They would like to let the Commission know that they hope the department can remain solid to serve this community as it has since 1948. They want the department to remain opened so that the retirees can collect their well-deserved pensions.

TREASURER'S REPORT:

<u>WARRANTS</u>	<u>DEPOSITS</u>
\$163,659.55	\$4,927.15

- Motion by: Joe Sheridan, 2nd by: Ralph Hutchens to approve the warrants and deposits. Treasurer's report was unanimously approved. Commissioner Connolly absent.

CHIEF OF POLICE REPORT:

INCIDENTS

567

MILES

3,986

CALLS FOR SERVICE

540

RESERVE HOURS

327

- On June 5th Chief Stellini met with Detective Ron Mussman from Daly City PD regarding a shooting we had in Broadmoor on Annie Street.
- On June 6th the Chief met with legal counsel over labor issues and financial issues we are experiencing.
- On June 7th the Chief met with Sheriff Bolanos.
- On June 8th the Chief had a meeting scheduled with CALPERS in Sacramento, they cancelled.
- Chief had a meeting with Supervisor Canepa regarding school crossing guards re: County contribution.

Vacation Hours: 854

Comp-Time Hours: 33.75

CORRESPONDENCE:

- None.

OLD BUSINESS:

- Budget Review 2017/2018 – Not ready due to financial setbacks that we are anticipating.
 - The Chief met with County Controller’s officer to estimate how long the department can survive based on our current financial standing. He was told 4-5 years.
- The Teamsters Union also just served us with papers stating that the department owes \$90k. We don’t believe we need to pay this amount, but if we do not, they plan to sue the department. We have legal counsel working on this matter as well.
- The Chief is looking at possible options to keep the department operating. Layoffs are being explored as is special election to raise the special tax on residents. The amount of the tax hasn’t been increased in 12 years.
- A study session will be our next step

NEW BUSINESS:

- Special Tax Increase
 - Commissioner Sheridan relayed that due to the recent financial obstacles and anticipated expenditures and the fact that we haven’t increased the special tax in 12 years, we should increase it to a full 5% for the next fiscal year.
 - Colma Fire recently increased their special tax by 5%.

- Motion by: Joe Sheridan, 2nd by: Ralph Hutchens to approve that the special tax be increased by 5%. The Board unanimously approved the special tax increase. Commissioner Connolly absent.
- Personnel Staffing
 - Potential layoffs the week of July 10, 2017.
 - The Commission would like to have a special meeting with the county before layoffs take place.

RESOLUTIONS:

- None.

FIRE COMMISSIONERS REPORT:

- Nothing to report
- Meeting was held on June 20, 2017
- No meeting in July 2017
- Next meeting is August 15, 2017

LAFCO REPORT:

- None
- Next meeting is on July 19, 2017

SPECIAL DISTRICTS REPORT

- None
- Next meeting is on August 1, 2017

NOTICE OF ADJOURNMENT:

- None

GOOD OF THE ORDER:

- Staci Jeanblanc - Daughter of Wayne Johnson. Invited everyone to his memorial service to be held on Saturday, July 15, 2017, at 2:00 PM at the Broadmoor Community Center.
- Staci Jeanblanc - Requested reimbursement for Locksmith services for her father's safe. The claim procedure and form was provided to Ms. Jeanblanc.

ADJOURNMENT:

Motion by: Joe Sheridan, 2nd by Ralph Hutchens to adjourn the meeting at 7:53 PM.

The next meeting is scheduled for Tuesday, August 8, 2017, at 7:00 PM.

Respectfully submitted,

Ralph Hutchens
Board Secretary



BOARD OF POLICE COMMISSIONERS
Broadmoor Police Protection District

Minutes of: June 20, 2017

The meeting was called to order at 7:28 PM, by Commissioner Connolly.

PRESENT:

Commissioners: Ralph Hutchens and Mike Connolly, Chief Stellini, and concerned citizens.

Commissioner Sheridan is excused out of the country.

Pledge of Allegiance.

MINUTES:

The minutes for the May 9, 2017, commission meeting were approved with one minor error. Motion by: Mike Connolly, 2nd by: Ralph Hutchens, unanimously approved.

Correction on page 2, bullet 3 -Chief Stellini attended dinner for Michael Connolly sworn in as Deputy Chief in San Francisco.

PUBLIC COMMENTS:

- Marie Brizuela advised that Wayne Johnson, former Commissioner passed away on June 11, 2017. The memorial will be on Saturday, July 15, 2017 at the Broadmoor Community Center, 2:00.

TREASURER'S REPORT:

<u>WARRANTS</u>	<u>DEPOSITS</u>
\$60,915.28	\$82,495.39

- Motion by: Ralph Hutchens, 2nd by: Mike Connolly to approve the warrants and deposits. Treasurer's report was unanimously approved.

CHIEF OF POLICE REPORT:

<u>INCIDENTS</u>	<u>MILES</u>
650	not available

CALLS FOR SERVICE
625

RESERVE HOURS
659

- MADD granted Officer Landi and Officer McKenna awards for the 50 arrests they made combined. The event was held in Woodland, CA.
- On June 4th, acting Corporal Kevin Morton received his Inner Perspectives Certificate. This is a 6 week course he took in leadership & mentoring.
- Chief Stellini attended the North County Chief's meeting on June 6th.
- On June 9th we provided Holy Angels with traffic control while they were conducting drills.

CORRESPONDENCE:

- The Daly City Police Athletic League will host their annual golf tournament in a few weeks. The department donated \$100 to this fundraiser.

OLD BUSINESS:

- Budget review 2017/2018 –The Chief met with county to review finances of our department.
 - County advised us that within 4-5 years the police department will be closing our doors due to lack of money.
 - Wages
 - Healthcare
 - CalPERS
 - No longer will be hiring 2 full time officers
 - If the department closes, our retirees will lose 64% of their retirement
- Upon Commissioner Sheridan's return, Commissioner Connolly is going to call a special district's meeting to access the resident's tax

NEW BUSINESS:

- None.

RESOLUTIONS:

- None.

FIRE COMMISSIONERS REPORT:

- None.

LAFCO REPORT:

- None.

SPECIAL DISTRICTS REPORT

- None.

NOTICE OF ADJOURNMENT:

- None

GOOD OF THE ORDER:

- None.

ADJOURNMENT:

Motion by: Mike Connolly, 2nd by Ralph Hutchens to adjourn the meeting at 8:05 PM.

The next meeting is scheduled for Tuesday, July 11, 2017, at 7:00 PM.

Respectfully submitted,

Ralph Hutchens
Board Secretary



BOARD OF POLICE COMMISSIONERS
Broadmoor Police Protection District

Minutes of: March 14, 2017

The meeting was called to order at 7:03 PM, by Commissioner Sheridan.

PRESENT:

Commissioners: Joe Sheridan, Mike Connolly and Ralph Hutchens, Chief Stellini and concerned citizens.

Pledge of Allegiance.

MINUTES:

The minutes for the February 14, 2017, commission meeting were approved as submitted. Motion by: Mike Connolly, 2nd by: Ralph Hutchens, unanimously approved.

PUBLIC COMMENTS:

- Commission Connolly asked resident Marie Brizuela if she has noticed a change in the complaint for speeding vehicles. She replied that no, there hasn't been any change in speeding cars within the District. Marie said that residents that live on Wildwood Court never see the police officers.
- Chief Stellini has directed his officers to increase their patrol activity and that has been done. Many traffic enforcement stops have been done with citations being issued also.

TREASURER'S REPORT:

<u>WARRANTS</u>	<u>DEPOSITS</u>
\$45,307.02	\$12,770.63

- Motion by: Ralph Hutchens, 2nd by: Joe Sheridan to approve the warrants and deposits. Treasurer's report was unanimously approved.

CHIEF OF POLICE REPORT:

<u>INCIDENTS</u>	<u>MILES</u>
640	3,821
<u>CALLS FOR SERVICE</u>	<u>RESERVE HOURS</u>
614	477

- Chief Stellini will be attending the Police Chief’s Association meeting in April. The meeting will be held in Monterey, California.
- Chief Stellini has responded to three Grand Jury Survey’s on different topics.
- Broadmoor survived the rain storms. Not much impact to our community.

CORRESPONDENCE:

- Chief Martinez, Daly City PD, sent a thank you letter re assistance provided to his agency by Corporal Pagarigan and Officer Segali on January 24, 2017.
- Chief Stratton, Colma PD, sent a thank you letter re assistance provided by Corporal Pagarigan and Officer Morton on February 15, 2017.

OLD BUSINESS:

- None.

NEW BUSINESS:

- Statement of Economic Interest – Annual forms were completed by the Commissioners and the Chief.

RESOLUTIONS:

- None.

FIRE COMMISSIONERS REPORT:

- Meeting was held on February 21, 2017.
- Reported that they’ve been very busy with recent storms with power lines down & flooding in Colma mainly on El Camino Real.
- Approved resolution changing their elections from odd years to even years.
- No meeting held in March.
- Next meeting is scheduled for Tuesday, April 11, 2017. Same as our meeting.

LAFCO REPORT:

- Nothing to report; there was no meeting
- The next meeting will be held tomorrow (3/15/17) at 2:30. Draft budget for fiscal year 2017/2018 is on the agenda.

SPECIAL DISTRICTS REPORT

- Nothing to report; there was no meeting held
- The next meeting is scheduled for May 2, 2017.

CLOSED SESSION:

Started: 7:27 PM

Ended: 8:02 PM

- Conference regarding Litigation
J. Wayne Johnson v. Broadmoor Police Protection District, et al.
San Francisco Superior Court case no. CGC-15-547675

Closed Session Report Out:

The Commission has unanimously approved the settlement agreement during the closed session. The Broadmoor Police Protection District maintains insurance that provides the District with defense counsel in the event it is sued; the Commission has made the decision to approve a proposed litigation settlement recommended by the Police District's insurance defense counsel; this settles a lawsuit filed by a former Commissioner; the settlement does not include an admission of any liability on the part of the District; the settlement has been reached in order to avoid the costs and risks of further litigating the matter.

NOTICE OF ADJOURNMENT:

- Jose Antonio Palacios Lemus

GOOD OF THE ORDER:

- Community Resource Day is being held on March 18, 2017 from 11:00 AM - 2:00 PM at Jefferson High School.
- Congratulations to Commissioner Connolly who has been promoted to Deputy Chief with the San Francisco Police Department.
- C.E.R.T. training class will be hosted by Colma Fire, Colma & Broadmoor Police Departments. Contact the Colma Fire Department if interested in attending.

The meeting was adjourned at 8:07 PM.

The next meeting is scheduled for Tuesday, April 11, 2017, at 7:00 PM.

Respectfully submitted,

Ralph Hutchens
Commissioner



BOARD OF POLICE COMMISSIONERS

Broadmoor Police Protection District

Minutes of: May 9, 2017

The meeting was called to order at 7:01 PM, by Commissioner Sheridan.

PRESENT:

Commissioners: Joe Sheridan, Ralph Hutchens and Mike Connolly, Chief Stellini, John Reid and concerned citizens.

Pledge of Allegiance.

MINUTES:

The minutes for the April 11, 2017, commission meeting were approved with one minor typographical error. Motion by: Mike Connolly, 2nd by: Joe Sheridan, unanimously approved.

Note – Marie Brizuela commented after the minutes were approved, that the minutes for April 11, 2017, under public comments it read "Marie Brizuela didn't see agendas posted at the Community Center" – when it should read "The agendas were not posted."

Marie was reminded that the agenda was posted and that someone must have removed it.

PUBLIC COMMENTS:

- Marie Brizuela advised that the Broadmoor Property Owners Association will have a memorial dedication for Linda Biagini at the Community Center on May 13th at 2:00 PM.

TREASURER'S REPORT:

WARRANTS
\$78,144.01

DEPOSITS
\$12,700.93

- Motion by: Ralph Hutchens, 2nd by: Mike Connolly to approve the warrants and deposits. Treasurer's report was unanimously approved.

CHIEF OF POLICE REPORT:INCIDENTS

589

MILES

4,188

CALLS FOR SERVICE

219

RESERVE HOURS

450

- Chief Stellini attended the California Police Chief's Association meeting in April. The meeting was held in Monterey, California.
- Chief Stellini attended a CHP luncheon.
- The Chief attended a dinner for Michael Connolly who was recently promoted to Deputy Chief of San Francisco.
- The Department held Taser training recently.
- This week is the Legislative Week being held in Sacramento. The Chief will not be attending.
- Officers will be painting the graffiti on the fence at 88th Street and Washington Street. The homeowner is appreciative of our efforts.
- The 2014/2015 Department Audit has recently been completed.
- While Corporal Rey Pagarigan is on leave – Officer Kevin Morton has been appointed to Acting Corporal.
- The department is working on staffing issues due to two of our officers lateraling to other agencies, a termination and a Corporal on medical leave. Several officers are working as per-diems and other officers are working over-time.

CORRESPONDENCE:

- YELP review regarding Taser training that Broadmoor hosted. Ron Martinelli led the course and UCSF, UC Santa Cruz and Colma officers attended.
- Inner Perspectives Leadership Training – Officer Kevin Morton recently graduated.
- San Francisco Police Chief - Letter advising that Law Enforcement Officers are no longer allowed to bring their firearm into AT&T Park when not in an official capacity.

OLD BUSINESS:

- ACLU's 9 "Model" State and local law enforcement rules and regulations – Nothing new to report since the last meeting.
- Donation Acceptance – Paperwork was done, the purchase of the K-cups has not been completed yet.

NEW BUSINESS:

- Budget 2017/2018 – Chief advised the commission that he has been working on the budget for FY2017/2018. He anticipates the 1st reading to be in July and the 2nd / final reading to be in August.

- Broadmoor Special Tax - Chief reported to the commission that the special tax has not been increased in over ten years and that many budgeted costs have significantly increased. For example:
 - Attorney Fees
 - Equipment fees (guns, gun holsters, first aid kits, defibrators, riot shields)
 - Increase in crime lab fees (Keller Center)
 - Colma PD range fees
 - CalPERS (normal and unfunded liabilities)
 - SM County fees to provide Payroll
 - Department Storage lockers
 - Nevtec IT Services

Chief Stellini will provide the commission a comparison of current vs past costs so that an educated decision can be made with regards to increasing the special tax.

RESOLUTIONS:

- None.

FIRE COMMISSIONERS REPORT:

- Nothing to report, meeting in April was cancelled.
- Next meeting is scheduled for Tuesday, May 16, 2017.

LAFCO REPORT:

- Nothing to report; there was no meeting held.
- The next meeting will be held on May 17, 2017.

SPECIAL DISTRICTS REPORT

- Meeting was held on May 2nd, there was a presentation by Ben Cone who is the Legislative Aid for Assemblyman Kevin Mullins.
- Presentation was made by the California Special Districts Association.
- The next meeting is scheduled for August 1, 2017.

NOTICE OF ADJOURNMENT:

- None

GOOD OF THE ORDER:

- Commissioner Sheridan reported that he has seen no negative messages on Next Door over the past month regarding speeding vehicles within the District which is good news. He thanked the officers for being diligent.

CLOSED SESSION:

- The meeting was suspended for a closed session regarding a personnel matter at 7:47 PM. The meeting reconvened at 8:20 PM. The board received an update on the matter. There was no action taken by the Board.

ADJOURNMENT:

Motion by: Mike Connolly, 2nd by Ralph Hutchens to adjourn the meeting at 8:21 PM.

The next meeting is scheduled for Tuesday, June 13, 2017, at 7:00 PM.

Respectfully submitted,

Ralph Hutchens
Board Secretary



BOARD OF POLICE COMMISSIONERS

Broadmoor Police Protection District

Minutes of: November 14, 2017

The meeting was called to order at 7:01 PM, by Commissioner Sheridan.

PRESENT:

Commissioners: Joe Sheridan, Ralph Hutchens and Mike Connolly, Chief Stellini, and concerned citizens.

Pledge of Allegiance.

MINUTES:

The minutes of the September 12, 2017, commission meeting were approved.

Motion by: Commissioner Connolly, 2nd by Commissioner Hutchens – Unanimously approved as submitted.

PUBLIC COMMENTS:

- Staci Jeanblanc – In July 2017, Staci Jeanblanc filed a claim against the District that was denied by the Commission in closed session. Jeanblanc was previously advised in writing of the denial. Jeanblanc is requesting reasons as to why claim was denied. Commissioner Sheridan will check with county counsel to see if the board must disclose the reason why.

TREASURER'S REPORT:

October 2017

<u>WARRANTS</u>	<u>DEPOSITS</u>
\$100,922.36	\$55,614.65

- Motion by: Joe Sheridan, 2nd by: Ralph Hutchens to approve the October warrants and deposits. Treasurer's report was unanimously approved.

November 2017

<u>WARRANTS</u>	<u>DEPOSITS</u>
\$56,541.32	\$12,649.23

- Motion by: Joe Sheridan, 2nd by: Mike Connolly to approve the November warrants and deposits. Treasurer's report was unanimously approved.

CHIEF OF POLICE REPORT:

For the month of September:

<u>INCIDENTS</u>	<u>MILES</u>
457	6,999
<u>CALLS FOR SERVICE</u>	<u>RESERVE HOURS</u>
426	338

For the month of October:

<u>INCIDENTS</u>	<u>MILES</u>
805	7,341
<u>CALLS FOR SERVICE</u>	<u>RESERVE HOURS</u>
302	

- There were 8 Officers working in Broadmoor on Halloween. No issues.
- There were 4 Reserve Officers sent to the Napa County fire mutual aid.
- No legislative information to report.
- Due to very short staffing, as of November 1, 2017 the department has contracted with the San Mateo County's Sheriff Office to provide one Sheriff's Deputy to assist with patrol duties. His name is Brian Moore and he works dayshift with Corporal Morton. The county will invoice us for his time. The department is working on hiring personnel. Reserve Officer Chris Segali has been offered a full-time position.
- The department sold the 1953 Chevy with the stipulation that if we want to use the vehicle we will be allowed.

CORRESPONDENCE:

- Multiple thank you letters for help at the Santa Rosa/Napa fires
- Caroline Casey, Principal at Garden Village School – Thank you letter for providing a BBQ and Safety Presentation at the school put on by the PD (Officer Morton & Officer McKenna).

OLD BUSINESS:

- Long Term Financial Plan (On-going) – Information is still being gathered as far as historical data with regards to financial spending. A study session will be held in December (Public Meeting).

NEW BUSINESS:

- Discount for senior citizens for special tax bill – Commissioner Sheridan will check with the elections department to see if there is a senior exemption on our Broadmoor Special Tax.
- Grand Jury Responses – Chief Stellini will have a presentation at next month's Commission meeting regarding three Grand Jury Reports he is responding too. The topic are:
 - Body worn cameras
 - Language access

- Public transparency and Public Interaction (Social Media and PD website).

RESOLUTIONS:

- None

FIRE COMMISSIONERS REPORT:

- Meeting was held on October 17, 2017
- The Fire Department sent an engine to Napa for mutual aid for the fires. During the same period Santa Cruz County requested mutual aid from San Mateo County for their fire and for the first time in county history we were not able to send anyone because all the resources were up in Napa/Sonoma.
- Candy Cane Day is on December 16, 2017.
- The next meeting to be held on December 19, 2017.

LAFCO REPORT:

- The meeting is scheduled for November 15, 2017; Commissioner Sheridan will not be attending.
- Nothing on the agenda that affects the Broadmoor/Colma areas.
- Next meeting will be held January 17, 2018.

SPECIAL DISTRICTS REPORT

- The meeting was held on October 3, 2017.
- Kati Martin was selected as a new alternate member to represent Special Districts on LAFCO. Kati is with the Mosquito Vector Special District.
- Next meeting is scheduled for February 2018.

NOTICE OF ADJOURNMENT:

- None

GOOD OF THE ORDER:

- Candy Cane Day will be held on December 16, 2017.

CLOSED SESSION:

- None

ADJOURNMENT:

The meeting adjourned at 7:49 PM. The next meeting is scheduled for Tuesday, December 12, 2017, at 7:00 PM.

Respectfully submitted,

Ralph Hutchens
Board Secretary



BOARD OF POLICE COMMISSIONERS

Broadmoor Police Protection District

Minutes of: September 12, 2017

The meeting was called to order at 7:06 PM, by Commissioner Sheridan.

PRESENT:

Commissioners: Joe Sheridan, Ralph Hutchens and Mike Connolly, Chief Stellini, and concerned citizens.

Pledge of Allegiance.

MINUTES:

The minutes of the August 8, 2017, commission meeting was approved as corrected. Motion by: Commissioner Connolly, 2nd by Commissioner Hutchens – Unanimously approved as submitted.

PUBLIC COMMENTS:

- Marie Brizuela announced that the Broadmoor Property Owners Association will now hold their annual pasta dinner on September 23, 2017 from 4:00-6:00PM. Date was changed due to a double hall booking.
- Marie Brizuela said that any supporting documents that will be discussed at a commission meeting needs to be posted along with the agendas. If not a hard copy, then the documents need to be available for viewing on our website.

TREASURER'S REPORT:

<u>WARRANTS</u>	<u>DEPOSITS</u>
\$37,372.18	\$30,384.76

- Motion by: Joe Sheridan, 2nd by: Ralph Hutchens to approve the warrants and deposits. Treasurer's report was unanimously approved.

CHIEF OF POLICE REPORT:

<u>INCIDENTS</u>	<u>MILES</u>
498	

<u>CALLS FOR SERVICE</u>	<u>RESERVE HOURS</u>
457	

- On September 9th we hosted a Back to School BBQ at Garden Village School. Corporal Kevin Morton & Officer Anthony McKenna organized and worked with Fire, Medics as well as the school staff. Broadmoor PD sponsored the BBQ. The school would like to make this an annual event.

- Commissioner Connolly asked if any requests have been made from the schools regarding a presentation on safety. Chief Stellini stated that last year an anti-bullying training was done but fell to the wayside. We can always bring it back if schools would like to do so. Marie Brizuela asked what the cost of the BBQ was. Chief reported the cost was approximately \$330.00
- No legislative information to report

CORRESPONDENCE:

- None.

OLD BUSINESS:

- Long Term Financial Plan (On-going) –
 - Chief spoke to CalPERS last week and it has been determined that the unfunded costs will increase. The PERS audit shows that there will be an additional \$131,000 in past fees.
 - A former Police Chief's PERS account is being re-visited by PERS.
 - Commissioner Sheridan received financial reports from the County to show trends in revenue and expenditures. Documents are being reviewed and will be discussed at a later date (study session).
 - Chief reported that Layoffs-letters went out for two members.
 - One officer is in the process of being hired by Colma PD.
 - One officer is now claiming a workers compensation disability.
 - Four officers are either applying or in backgrounds with other agencies.
 - Chief indicated that the October schedule has been difficult due to staffing. Other options are being explored. Chief Stellini has contacted the Sheriff's department regarding assistance if needed.
- Budget for FY2017/2018 – The second and final reading of the proposed budget for FY2017/2018 was held. Much discussion and cuts were made (no new police vehicle, no firearm purchase, sales of motorcycles etc.). Close monitoring of the budget will need to be done going forward. A budget of \$2,385,835.00 was approved. Motion by: Joe Sheridan, 2nd by: Mike Connolly to approve the budget. Unanimously approved.

NEW BUSINESS:

- None.

RESOLUTIONS:

- None.

FIRE COMMISSIONERS REPORT:

- Meeting was held on August 15, 2017.
- The Fire Department will be swearing in four new members in the near future. Jeff Yanga is becoming a Colma Volunteer Firefighter.
- Next meeting to be held on September 19, 2017.

LAFCO REPORT:

- Nothing to report.
- Legislative Policy meeting to be held September 13, 2017 (conference call).
- Next meeting to be held on September 20, 2017.

SPECIAL DISTRICTS REPORT

- Nothing to report
- The meeting date was changed and the next meeting is on October 3, 2017.

NOTICE OF ADJOURNMENT:

- Jerrold Rouse

GOOD OF THE ORDER:

- Colma Fire's Annual Spaghetti Feed will be held on October 14, 2017.
- Broadmoor Property Owners Association Spaghetti Feed will be held on September 23, 2017.

CLOSED SESSION:

- None.

ADJOURNMENT:

The meeting adjourned at 8:19 PM in memory of Jerrold Rouse. The next meeting is scheduled for Tuesday, October 10, 2017, at 7:00 PM.

Respectfully submitted,

Ralph Hutchens
Board Secretary



BOARD OF POLICE COMMISSIONERS
Broadmoor Police Protection District

Minutes of: April 11, 2017

The meeting was called to order at 7:01 PM, by Commissioner Sheridan.

PRESENT:

Commissioners: Joe Sheridan and Mike Connolly, Chief Stellini and concerned citizens.

Commissioner Ralph Hutchens was excused.

Pledge of Allegiance.

MINUTES:

The minutes for the March 14, 2017, commission meeting were approved as submitted.
Motion by: Mike Connolly, 2nd by: Joe Sheridan, unanimously approved.

PUBLIC COMMENTS:

- Marie Brizuela didn't see agendas posted at the Community Center.
- Marie Brizuela advised that the Broadmoor Property Owners Association Annual Easter Egg hunt is Saturday, April 15th at 10:00 a.m. The Easter bunny will be there to provide snacks.
- Marie Brizuela reported that the Broadmoor Property Owners Association will have a memorial dedication for Linda Biagini at the Community Center on May 13th at 2:00 PM.

TREASURER'S REPORT:

WARRANTS
\$56,310.43

DEPOSITS
\$23,932.27

- Motion by: Joe Sheridan, 2nd by: Mike Connolly to approve the warrants and deposits. Treasurer's report was unanimously approved.

CHIEF OF POLICE REPORT:

INCIDENTS

547

MILES

3,898

CALLS FOR SERVICE

189

RESERVE HOURS

474

- Chief Stellini will be attending the California Police Chief's Association meeting in April. The meeting will be held in Monterey, California.
- Car fleet is getting older therefore there has been a lot of maintenance work required.
- Nevtec, bought two external hard drives to help our servers.
- Attorney fees being used for personnel arbitration hearing coming up & CalPERS research
- Topic of discussion at a class the Chief attended at the conference was about CalPERS deductions. Many agencies can no longer run under the financial strains that they are under which is causing them to not be able to provide funds to retirees.
- The department recently sold an unmarked car for \$13,000. The money from that sale will be used to buy fulltime officers new handguns so that they can all have the same type.
- SMCO Peace Officer Memorial is on Wednesday, May 3rd.

CORRESPONDENCE:

- Letter from Gerald Biagini (resident), thanking officers for their service.
- Letter from David Canepa (board of supervisor) thanking officers for attending the District 5 Together event at Jefferson High School.
- Letter from Mike Cizek (City of Claremont) thank you letter to Chief Stellini.

OLD BUSINESS:

- None.

NEW BUSINESS:

- ACLU's 9 "Model" State and local law enforcement rules and regulations – Sandy Wu a resident of Broadmoor recently attended an ACLU sponsored meeting where the attendees were requested to go to their local law enforcement agencies to discuss the ACLU's 9 Model law enforcement policies and rules. Ms. Wu will continue to have a dialogue and work with Chief Stellini on this matter.
- Donation acceptance for Officer Reid – Mr. Natauri had his iPad stolen, Officer Reid tracked it to a home in Broadmoor and ultimately returned it to the owner. Mr. Natauri sent a thank you letter and a donation of \$150.00 to Officer Reid. Officer Reid would like to accept the donation and give the donation to the department towards the purchase of

Keurig coffee cups for everyone to enjoy. Motion to accept donation on behalf of Officer Reid to be further donated to the department was made by Commissioner Mike Connolly, 2nd by: Joe Sheridan, unanimously approved.

RESOLUTIONS:

- None.

FIRE COMMISSIONERS REPORT:

- No meeting held in March.
- Next meeting is scheduled for Tuesday, April 18, 2017.

LAFCO REPORT:

- Nothing to report; there was no meeting held.
- The next meeting will be held on May 17, 2017.

SPECIAL DISTRICTS REPORT

- Nothing to report; there was no meeting held.
- The next meeting is scheduled for May 2, 2017.

NOTICE OF ADJOURNMENT:

- None

GOOD OF THE ORDER:

- None

The meeting was adjourned at 7:31 PM.

The next meeting is scheduled for Tuesday, May 9, 2017, at 7:00 PM.

Respectfully submitted,

Joe Sheridan
Chairperson