

**Board on Public Safety Standards and Training
(BPSST or the Board)
Meeting Minutes**

July 25, 2024

The Board on Public Safety Standards and Training held a regular meeting at 9:00 a.m. on Thursday, July 25, 2024, in the Governor Victor G. Atiyeh Boardroom at the Department of Public Safety Standards and Training located at 4190 Aumsville Hwy SE, Salem, Oregon. Chair Matt English called the meeting to order at approximately 9:02 a.m.

Board members present in-person and by Video/Teleconference:

Matt English, Chair, Oregon State Sheriff's Association
DaNeshia Barrett, Vice-Chair, Non-Management Law Enforcement
James Adams, Oregon State Fire Fighters Council – Teams
Maria Caballero Rubio, Public Member
Jennifer Cameron, Non-Management Parole & Probation
Mark Daniel, Oregon Association of Chiefs of Police
Robert Day, Portland Police Bureau
Michael Fletcher, APCO-NENA
Jeromy Hasenkamp, Private Security Industry
Chris Heppel, Oregon Fire Chief's Association
Dan Lenzen, Private Security Industry - Teams
Joseph Morneau, Oregon Fire District Director's Association – Teams
Scotty Nowning, Non-Management Law Enforcement
Terry Rowan, Oregon State Sheriff's Association – Teams
Mo Young, Public Member

Board Members Absent:

Casey Coddling, Superintendent, Oregon State Police
Ryan Gillespie, Interim Chief, Portland Fire & Rescue
Mike Reese, Director, Department of Corrections
Mariana Ruiz-Temple, Oregon State Fire Marshal

Guests:

Shanon Anderson, OSU Chief of Police
Morry Jones, Guest
Rob Wood, PPC Member

DPSST Staff:

Phil Castle, Agency Director
Bill Steele, Interim Deputy Director
Kayla Ballrot, Interim Fire Program Manager
Julie Collinson, Center for Policing Excellency Manager
Kathy Fink, Criminal Justice Program Manager

Suzy Herring, Private Professional Certification & Licensing Program Manager
Jennifer Howald, Legislative and Rules Coordinator
Jennifer Levario, Professional Standards Manager
Sam Tenney, Communications Coordinator

DPSST Staff Continued:

Juan Lopez, Executive Support Specialist
Shelby Wright, Executive Assistant to the Director

1. Introductions

- *Board Chair, Matt English, introduced himself and invited everyone in attendance to state their name and position for the record.*

2. *Meeting Minutes

Approve minutes from the April 25, 2024, Meeting

- *Member Fletcher motioned to approve the meeting minutes of the April 25, 2024, meeting. Member Mark Daniel seconded the motion. A vote was taken by roll call and the motion passed unanimously by the Board with one abstention.*

3. Fire Policy Committee

a. Fire Policy Committee Update – Chris Heppel, Chair

- *Chair Heppel noted that the Fire Policy Committee canceled their previously scheduled meeting due to a lack of agenda items. The Committee is scheduled to meet again on August 28, 2024, and has nothing new to report until then.*

4. Criminal Justice Policy Committees

a. Police Policy Committee Update – Scotty Nowning, Chair

- *Chair Nowning addressed the Board and noted that the Police Policy Committee reviewed six items and eleven cases that have been placed on the Board's consent agenda. Casey Coddling was also voted in as the new Vice Chair. The next meeting will be held on August 22, 2024.*

b. Telecommunications Policy Committee Update – Michael Fletcher, Chair

- *Chair Fletcher mentioned that the Telecommunications Policy Committee last met on May 1, 2024, where they approved two administrative closures and recommended Board action on one case. The next meeting will take place on August 7, 2024.*

c. Corrections Policy Committee Update – Matt English, Chair

- *Chair English stated that on May 8, 2024, the Corrections Policy Committee considered several cases that are on today's consent agenda. Moreover, the committee approved the proposed changes to the Basic Corrections Curriculum, and the recommended changes to OAR 259-008-0085. The next Corrections Policy Committee meeting is set for August 13, 2024.*

d. *Consent Agenda (The following items to be ratified by one vote)

- A. *Andrew Ashpole, DPSST No. 47945; Newport Police Department – Revoke**
Unanimous vote to recommend to the Board by the PPC on May 16, 2024.
- B. *Katelyn Bailey, DPSST No. 56238; Wasco County Sheriff's Office – No Action**
Unanimous vote to recommend to the Board by the PPC on May 16, 2024.
- C. *Matthew Barbee, DPSST No. 47086; Tigard Police Department – Revoke**
Unanimous vote to recommend to the Board by the PPC on February 22, 2024.
- D. *Carl Bell, DPSST No. 55552; Gladstone Police Department – Revoke**
Unanimous vote to recommend to the Board by the PPC on May 16, 2024.
- E. *Alexis Bynon, DPSST No. 61122; Washington County Consolidated Communications Agency – Revoke**
Unanimous vote to recommend to the Board by the TPC on May 1, 2024.
- F. *Shawn Carnahan, DPSST No. 39921; Columbia County Sheriff's Office – No Action**
Unanimous vote to recommend to the Board by the PPC on May 16, 2024.
- G. *Mark Clark, DPSST No. 53303; DOC/Snake River Correctional Institution – Revoke**
Unanimous vote to recommend to the Board by the CPC on May 8, 2024.
- H. *Sean Considine, DPSST No. 64682; Central Point Police Department – No Action**
Unanimous vote to recommend to the Board by the PPC on May 16, 2024.
- I. *Robert Gorman, DPSST No. 36970; Oregon State Police – Revoke**
Unanimous vote to recommend to the Board by the PPC on May 16, 2024.
- J. *Joshua Gray, DPSST No. 60266; DOC/Columbia River Correctional Institution – Revoke**
Unanimous vote to recommend to the Board by the CPC on May 8, 2024.
- K. *Sterling Hall, DPSST No. 58719; Pendleton Police Department – Revoke**
Unanimous vote to recommend to the Board by the PPC on May 16, 2024.

- L. *Paul Johnson, DPSST No. 61466; Klamath Falls Police Department – Revoke**
Unanimous vote to recommend to the Board by the PPC on May 16, 2024.
- M. *Brittany Kent, DPSST No. 58596; Washington County Community Corrections Center – Revoke**
Unanimous vote to recommend to the Board by the CPC on May 8, 2024.
- N. *Kevin Lanier, DPSST No. 57215; Jefferson County Sheriff’s Office – No Action**
Unanimous vote to recommend to the Board by the PPC on May 16, 2024.
- O. *Quinn Lindley, DPSST No. 57215; Monmouth Police Department – No Action**
Unanimous vote to recommend to the Board by the PPC on May 16, 2024.
- P. *Brandon Martinez, DPSST No. 47202; DOC/Coffee Creek Correctional Facility – Revoke**
Unanimous vote to recommend to the Board by the CPC on May 16, 2024.
- Q. *Law Enforcement Memorial Wall Nomination; Merle W. Bethscheider, (EOW 1965) – Silverton Police Department**
Determine eligibility for addition to Oregon’s Law Enforcement Memorial Wall
- R. *Approval for Changes to the Basic Corrections Curriculum**
- S. *Proposed Rule Changes for Oregon Administrative Rule (OAR) 529-008-0085**
Codifying Board Approval of Changes to the Course Breakdown for the Basic Corrections Local Academy Curriculum
- T. *Proposed Rule Changes for Oregon Administrative Rule (OAR) 259-008-0500**
Agency Name Change Correction
- U. *Committee Appointments**
- Police Policy Committee
- Patricia Lofgren – Public Member, Appointment to the PPC, 1st term effective July 25, 2024.
- Corrections Policy Committee
- Mike Hartford – Oregon Association of Community Corrections Directors Representative, Appointment to the CPC, 1st term effective July 25, 2024.
 - Laurie Frasco – DOC Corrections Officer at a Women’s Correctional facility and member of a Bargaining Unit Representative, Appointment to the CPC, 1st term effective July 25, 2024.
- Telecommunications Policy Committee
- Noah Juarez – Telecommunicator Representative, Appointment to the TPC, 1st term effective July 28, 2024.

- *Member Daniel motioned to approve the Criminal Justice Consent Agenda. Member Fletcher seconded the motion. A vote was taken by roll call and the motion passed unanimously by the Board.*

5. Private Security/Investigator Policy Committee

a. Private Security Investigator Policy Committee Update – Dan Lenzen, Chair

- *Chair Lenzen has nothing new to report for the Private Security/Investigator Policy Committee other than moving forward with Noah Jurez as the new committee appointment representing the healthcare industry.*

b. *Consent Agenda (The following items to be ratified by one vote)

A. *Committee Appointments

Private Security/Investigator Policy Committee

- Matt Schulz – Health care Industry Representative, Appointment to the PSIPC, 1st term effective July 28, 2024.
- *Chair English motioned to approve the Private Security/Investigator Consent Agenda. Member Cameron seconded the motion. A vote was taken by roll call and the motion passed unanimously by the Board.*

6. *Policy Option Packages – Agency Director, Phil Castle.

a. *Policy Option Packages – Agency Director, Phil Castle

Director Castle commenced by asking for the Board’s approval upon concluding the proposed measures for the 2025-2027 session. The policy option packages (POPs) have been in development over the past several months in collaboration with the Governor’s Office. Director Castle wished to go over the packages at a high-level, reserving details for forthcoming questions on behalf of the Board chairs. The three main packages in question include a high-level Learning Management System, positions focused on regional support and training infrastructure in the dorm buildings on DPSST’s campus. It should be noted that this also includes deferred maintenance required by all state agencies each biennium.

Starting at the top of the list, DPSST has prioritized its number one policy option package – the Learning Management System. Most professional institutions have a Learning Management System, it is a remote access training platform that is digital. This would allow DPSST to share and develop curricula for all constituents and disciplines across the state. DPSST Leadership resoundingly heard that this is something that is needed in all areas of Oregon. There are multiple costs listed underneath this. For instance, when DPSST looks at the cost of this system, the agency is prompted with whether it will buy this off the shelf or build-in-house, of which the latter option is not feasible for us. This means DPSST would buy an off the shelf product. This price is our best cost, which includes people of supportive vote on a temporary basis as we implement this significant project, as well as those who build the curriculum for us on an ongoing basis.

The second POP is positions. Coming out of the 60-person force and listening tour, and combining these things together, DPSST noticed some apparent needs. The good news is that DPSST has sufficient staffing on the training side proper at the academy. The only shortfall comes in the form of administrative support, where DPSST now recognizes that it needs to bolster its Human Resources, Facilities and Private Security/Investigator divisions. The academy has also requested an FTO coordinator and FTO trainer due to feedback that was received from constituents. In addition, DPSST would like two wildfire trainers given Oregon's situation, and two more regional trainers for law enforcement since it only possesses five of these positions, and none of them are funded.

There are three buildings DPSST is asking for. First, A dormitory/classroom building that would be an additional dorm loosely connected to the dormitory DPSST currently has. This will have classrooms and locker rooms at the bottom for those who are local and won't stay in the dorms (which we don't have now), therefore giving us and the students more space. This would also include a fire training classroom known as a "dirty classroom", which we haven't had in the past and would allow our wish of being able to host all types of fire training here at the academy.

The second building DPSST is asking for is a large open space that is very flexible, and that offers freedom of movement for any kind of vehicle. The academy could have running vehicles inside the building, be able to control the lighting to make it low-light training, etc. A huge, covered training space that has some climate control that we can trading large groups of people in. This was a deficit during the 60-person training, we did not have enough covered training area. We have an issue right now with our current village building. It has a large crack going up the side and it is requiring some engineering and repair. Covered training is at a premium here at the academy as a result. This proposed building would give DPSST a lot of flexibility going into the future.

Finally, a facilities building. Currently, we have our facilities team shop down in our village and that is not ideal. We would like a building up front for our facilities staff and all their maintenance equipment. This would also allow for our trainers working down in the village to have designated workspaces. The reason for this overflow is because we added 22 FTEs, most of them on the training side, so we haven't accommodated them up to this point, and this building would help do that.

It should be noted that buildings are financed in a different way from the state. They're bond funded, meaning it's not coming out of a general fund, but from the sale of bonds, so it follows a different route of approval. DPSST has some good trust built up with the Legislature and the Governor's Office and are being well supported. This doesn't mean that all of these proposals will go through, nor that they can all be afforded, but DPSST is asking to proceed with our requests at this time.

Member Young requested clarification on acronyms to which Director Castle explained the difference between Limited Duration (LD), and Permanent Full-Time (PFT). Member Young asked whether the Board would have to approve funding for these positions during the next biennium.

Director Castle responded by mentioning that these positions would be starting this biennium. What DPSST is attempting to do with the LMS is to get it bond funded as well. These sales would be coming out of CFA (Criminal Fines and Accounting), which is where most of DPSST's funding comes from. We are also funded by FIPT (Fire Insurance Premium

Tax), but this is a smaller amount - \$5 million out of our \$77 million budget. So, those permanent positions would be an increase from our base budget.

Member Young then asked whether DPSST has a general fund, to which Director Castle responds “yes”, but that we are currently not funded by any specific general fund.

- *Chair English motioned for a vote to recommend the policy option packages for the next legislative session. The motion was seconded by Member Nowning. A vote was taken by roll call and the motion was passed unanimously by the Board.*

7. Agency Updates – Agency Director, Phil Castle

Right now, DPSST is very focused on balance. Although the campus has been relatively quiet since graduating the last sixty-person class, we are just as busy as we normally are. During the time when the agency was operating at maximum capacity, it was not being very efficient with its resources, mainly trying to obtain as many employees as possible to operate. Now, focus has diverted toward cross training our FTE staff in different disciplines so that we can maximize their use.

Additionally, DPSST is starting to look at next year’s scheduling and watching its volumes very carefully to see how it is lining up its classes. Using the data that is currently available, the agency is predicting scheduling another sixty-person course starting in January. If for some reason student volumes don’t support that demand as this timeframe nears, we are able to scale it back using our new template. The academy may need to do another sixty-person class in 2024 as well, but this is monitored on a month-to-month basis.

DPSST is really interested in continuing to partner with Oregon State Police. Director Castle, Superintendent Coddling, and Chief Day have been in an open dialogue regarding this matter. With the OSP partnership that DPSST runs, OSP gets a normal, forty-person basic police course whose slots they try and fill as much as they can. This is done approximately twice a year. Any leftover slots are diverted to the Portland Police Bureau to fill.

These are our two biggest agencies in the state and pulling them out of the general population makes a big difference in how many slots are available for police to get within 90 days. This is a strategy that has worked very well, and DPSST is seeing positive results from those classes. An OSP course is ongoing at the agency now. More information is forthcoming at the next scheduled Board meeting in October. Right now, state agencies are really leading forward for the 2025-2027 session. DPSST is having those conversations, it is looking at the budgets, etc., and this is a big deal.

Director Castle mentioned a recent request that came in after approving the new basic corrections curriculum on behalf of Sheriff Hunter from Marion County. This request would consider and explore running a corrections course without firearms. Currently, DPSST’s basic corrections curriculum includes firearms qualification across ten sessions (not including simulations). Because of the recent legislation for House Bill 4002 -- which is adding conditions for diversion, etc. -- jails are reconfiguring to have areas where they contain offenders, and where personnel do not need to be armed. This requirement is increasing, and it may be more efficient on DPSST’s training side and on the sheriff’s department side if they were able to have corrections officers that were still certified, but not with firearms. This has the potential to be integrated in more counties as we evolve, and Director Castle called on

Administrative Rules Coordinator Jennifer Howald to go over the procedures as to how this would work.

Jennifer Howald subsequently stated that the first step in the process for DPSST's request is to obtain the Board's approval to explore this emerging topic. With the Board's approval, DPSST would then move into research-based information and partnerships with constituents to assess what the needs are. It would then be looking at the next step of formulating a workgroup so that it can question what the standards would be, and how that would happen. The most important component that DPSST would be following is the statutory definition of what a corrections officer is, along with ensuring that whatever the outcome is we are still certifying people who fit the definition of a corrections officer. This is in lieu of additional discussions and recommendations from the Corrections Policy Committee and the Board.

- *Director Castle asked Chair English and Vice-Chair Barrett for consent to move forward with DPSST's request and opened the room for further discussion.*
- *Vice-Chair Barrett expressed concern on qualifications, specifically whether this will change who can qualify to come into the same facility as individuals who have a higher standard of qualifications. Vice-Chair Barret also expressed concern for safety in classrooms that might be shared among students who may have a criminal past and are now qualified to work unarmed, yet simultaneously surrounded by firearms. Is another state already doing this, and if so, how?*
- *Jennifer Howald answered that because this is a corrections officer certification, it follows all the same minimum standards of employment, training, background, and moral fitness, etc. It is not changing who can be employed or certified, but changing how they are trained.*
- *Chair English recalled a moral fitness case from the last Corrections Policy Committee meeting regarding a certain county that has these unarmed positions. He believes that what Sheriff Hunter was looking at is that there are at least two other counties that are employing people who are unarmed. They're looking for expediency to run people through. Chair English voiced his concern about whether Marion County will be criminated or not, given that there was discussion about temporarily closing a section of the jail to open a work center, and reopening the jail in a year or two. Will this be temporary to run people through, or is this something DPSST is going to invest in? However, Chair English expressed his receptiveness in allowing DPSST to explore the issue and report back to the Board and Policy Committees with more information about what the ongoing need is for this.*
- *Director Castle noted that this would be a permanent change to a permanent need, and that there are three or four counties that have implemented this across the state to his understanding.*
- *Director Castle explained that this project would entail extensive discussions with constituents, and that the main purpose of these requests is to assess and accommodate our clients within one space. Moreover, each student fires approximately 3,000 rounds of ammunition which creates a huge expenditure in time and money. Additionally, there are some counties that put all of their weapons to send students here, they turn the weapons back in, and never touch them again. This is both a waste and risk if they are not clearly training with them, and then having them draw their weapons to qualify annually.*

- *Member Nowning mentioned his concern in creating a group of specialized professionals using limited resources. Armed individuals can work unarmed, but this wouldn't be the case in reverse.*
- *Member Fletcher addressed Member Nowning by saying that the content of the request is valid in terms of saving money, but posed other questions that would need looking into.*
- *Chair English asked if this would be something that will be need based like PCOD to which Director Castle noted that DPSST still runs the PCOD course, and that the proposed program would probably be assessed in the same manner.*
- *Vice-Chair Barrett asked if DPSST consulted the DOJ in these conversations for liability reasons.*
- *Jennifer Howald responded that this can be a part of the process, and that it usually depends on what the question is.*
- *Member Fletcher inquired whether DOC Director Mike Reese has been involved in this conversation.*
- *Director Castle answered no due to ongoing conversations about where Director Reese's training is occurring.*
- *Vice-Chair Barrett mentioned her willingness for DPSST to conduct further research. The Board unanimously consented after no further opposition.*

Director Castle acknowledged a recent KGW article praising DPSST's work clearing the officer training backlog. Director Castle then turned to Fire Training Manager Kayla Ballrot to discuss the goals for 2025 that were derived from DPSST's April listening tour.

One of these goals is what DPSST is calling "The Five Corner's Plan," based off what was heard in terms of needing more joint regional law enforcement and fire training throughout the state. What this entails is touching each area of Oregon with joint regional law enforcement and fire training. At the moment, DPSST is working on gathering where these locations will be, and what exactly is desired in each locale so that we can formulate a plan and potentially travel there for multiple days to host joint, as well as individual training for law enforcement and firefighters.

Another goal will be an NFPA Firefighter One Academy. An NFPA is a national standard that DPSST has adopted, and which it follows to certify firefighters. This will be held here on campus at some point in 2025 after several years have elapsed since it last occurred. If it goes well again, DPSST will look into offering it regionally in the future. Another goal is adopting the consolidated NFPA certification levels into rule by forming a workgroup, talking about the updates, and then pushing them towards the Fire Policy Committee and Board. The floor was then opened for questions of which there were none.

Criminal Justice Manager Kathy Fink gave a quick update on behalf of the Professional Standards unit. A training session was held for Chairs and Vice-Chairs to standardize the meeting protocols across all disciplines, which is still a work in progress. The Standards and Certifications team put together a virtual training, held in June, to ensure that individuals who fill out DPSST's forms understand its processes and are comfortable filling them out. This is part of an outreach effort that DPSST plans to host at least twice a year henceforth.

Moreover, Manager Fink overviewed some changes made to the forms themselves, specifically the F-4 and F-4s for Separation. These streamline into the F-28 form, which is a component of the policy committees. Additionally, the CJ unit contacted the Klamath Falls Tribal Police to help them get established as far as getting their officers certified goes. DPSST is also scheduled to meet with the Warm Springs Tribal Police in August, in conjunction to conducting outreach with its professional organizations. In September, DPSST has a time-slot for the Oregon APCO-NENA training conference in Bend, along with working with OPOA to achieve a time-slot at their November conference as well.

Director Castle welcomed and thanked Mo Young, Jeromy Hasenkamp, and Doug Olson for their time and willingness to serve on the BPSST.

- *Vice-Chair Barrett asked how many vacancies were left on the Board.*
- *Executive Assistant Shelby Wright stated that DPSST has put forward three positions to fill for September committee appointments -- one re-appointment and two vacancies. Aside from that, the Board is still looking for one public member, an Oregon District Attorney's Association representative, and a Department of Corrections union representative for a total of three vacancies.*

8. Next Meeting Date: October 24, 2024, at 9:00 a.m.

- *With no further items or questions to discuss, Chair English adjourned the meeting at approximately 9:50 a.m.*

Administrative Note:

These minutes reflect the order of the discussion/voting items as they appear on the official meeting agenda. The actual order in which they were discussed may vary