



Birch Bay Village Community Club (BBVCC)

Standing Committee Meeting Minutes

Standing Committee Name: Safety & Security Committee

Date/Time of Meeting: 7/3/24 @ 5:00 PM

Location: Marina View conference room

ZOOM Information: Meeting ID: 885-8656-9122 / Password: 8055

Phone-in call only: 1-253-215-8782

Committee Members in Attendance =

<input checked="" type="checkbox"/> Lubow, Mike	<input checked="" type="checkbox"/> Ryan, Erin (via Zoom)	<input checked="" type="checkbox"/> Server, Maureen
<input checked="" type="checkbox"/> Scheirman, David (Advisory Member)	<input checked="" type="checkbox"/> Whiting, Paula	<input checked="" type="checkbox"/> Owen, Dave (Interim Chair)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Absent

X Erica Owens	X Dave Sawicki	
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BBVCC Officers and Staff Present =

<input checked="" type="checkbox"/> Franklin, Dave GM	<input type="checkbox"/> Stoltzenburg, Brad / Safety/Compliance Officer	<input type="checkbox"/> Rehon, Ron / Safety/Compliance Officer	<input type="checkbox"/>
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Audience/Members Present

X Susan Scheirman (Zoom)	X Holly Hilton (Zoom)		

Call Meeting to Order: Time: 5:01 PM

Roll Call, Quorum Present? YES NO

Approval of Agenda: Approved NOT Approved

Moved By: Paula Whiting

Motion Seconded By: Mike Lubow

Motion Carried By:(Total) Unanimous Approval

Member Presentations (3 Minutes MAX)

Member Name	Comments
None present	

Old Business:

1. **USB Key with archived information:** Group discussions

- Group observation: Issues and concerns from many years ago seem to be repeating themselves without corrective action by BBVCC.

2. **Committee Communication:**

- BBVCC GM noted that all emails are currently being reviewed.
- Email, safety@bbvcc.com: Office to review & confirm correct individuals, email addresses
- Google Drive – this committee has one; members have been sent access info
- Justine Brooks has been added as an authorized user

3. **The BBVCC DRAFT Safety / Security Manual**

- Reconfirmation of where this DRAFT document can be found for committee members review
- Agreement all members will review and be ready for comment, next meeting

4. **Draft S&S Mission/Vision Statement revisited per Boards request**

- Mike Lubow requested several changes (the word ‘contractor’ was removed, for instance); suggested edits were made
- Motion to send the modified Mission/Vision Statement back to the Board for approval made.

Moved By: Mike Lubow

Motion Seconded By: Maureen Server

Motion Carried By:(Total) Unanimous Approval

5. **Nuisance Dog discussions**

- Committee review of Draft Language currently under consideration at the Board level
- Discussion of risk mitigation, liability protection for the HOA, fine schedule, etc.
- Language referring to “removal of a dog from the village” has been taken out
- Review of proposed “Administrative Notice Form” that can be used in Nuisance Dog notifications by the GM.
- Recommendations made by the committee to modify the Form to include offenses such as; barking, off leash, fecal matter deposits, etc.
- Dave Owen committed to make the requested changes and send back to the group for their review and final comments.
- GM David Franklin noted, “barking dogs” are brought to his attention most often (as a nuisance)
- Discussion of definition of a “nuisance dog” with confirmation from the committee that language as written covers the typical and common issues (including constant barking).

6. Board-approved action items list from Security Policy Workgroup

- Initial discussion regarding RFP for Village-wide camera system RFP (list Item #15)
- Erin Ryan has collaborated with GM David Franklin; Dave Owen has already reviewed it.
- Discussion of Traffic Logix speed signs, radar camera to be added, and the challenges in communicating with that vendor with appropriate staff in their company to confirm BBV requirements & expectations
- Interim Chair Dave Owen requested that David Scheirman meet with GM David Franklin to share full details, and then inform the committee members when the list is updated.
- Meeting at BBV office was set for next week (Tuesday July 9th 9:00am)

7. July 4th Fireworks

- Observation that enforcement of the no-fireworks rule has been inconsistent
- GM David Franklin confirmed action plan (with additional Prime Security personnel) to observe, document, and report. Noted signage in place for selected common areas (Sand Dollar Park, Lighthouse Park, etc.)
- Review of (BBVCC) Covenants, along with civic (Whatcom County) laws regarding fireworks discharge. Determination reached that **NO** information related to Fireworks is found in either the Covenants or the Bylaws.
- Intention was noted, to have info for report to the Board with verifiable metrics

New Business:

1. Marina Committee's Emergency Action Plan – has now been reviewed by this committee

- It was noted that some information is outdated or incorrect; needs further review
- Erica Owens (a professional first responder) had some specific concerns to address
- GM David Franklin suggests direct linkage of her with Patrick Heaviside, Harbormaster
- Concerns noted about phone-call “cascading” (who to call, in order, until someone is reached)

2. Potential in-village drill with North Whatcom Fire & Rescue

- (demonstration of laying hoses, etc.) – more info will be forthcoming

3. CERT Training? (Certified Emergency Response Team)

- Discussed potential for a joint regional training with Semiahmoo Resort Assn., etc.
- Observations about the value of a Neighborhood Watch Group program; that could be an appropriate structure for engaging with the CERT program

4. Discussion of drones in BBV

- GM David Franklin clarified, there was a complaint/concern about privacy from a member, related to someone's use of a drone near their property
- This issue should have engagement with committee Dave Sawicki; Interim Chair Dave Owen will review it with him when he is available

5. Future Bulletin Insertions for topics from this committee

- Idea is to plan ahead for an entire year: once-a-month focus on a specific topic
- GM David Franklin noted importance of early submittals of content for the bulletin
- Interim Chair Dave Owen suggested small group to plan topics, next 12 months in advance
- Erin Ryan & Maureen Server will collaborate to begin a draft outline of possible topics

6. **Schedule an in-field activity for committee members** (guard house; radar speed signs; etc.)

- Planning for a tour to view main gate/guard house resources, radar speed signs, etc.
- Discussion about Post Orders, etc.
- Concern about how well is Prime Security staff following BBV process expectations?
- Re-drafted Post Orders for the gate staff: GM David Franklin will circulate latest version (Rev. D) for review to this committee for review.
- GM David Franklin offered that Compliance Officer Brad Stoltzenburg could participate
- David Scheirman will set up a Doodle Poll for committee members, to plan best date/time

Additional Discussions:

1. **North Whatcom Fire & Rescue meeting at BBV Clubhouse**

- Thursday July 11th, at 5:00pm
- GM David Franklin hopes for good participation from members of this committee
- Primary topic: raising the levy (tax limit) to support department's regional operations
- Notice will go out to entire Village community

2. **Re-confirmation of committee's monthly meeting**

- Moving forward, this Committee will meet on the 1st Monday of each month @ 5:00 PM

Motion to Adjourn By: Paula Whiting

Motion Seconded By: Maureen Server

Adjournment Time: 6:44 PM

Next Meeting Date: August 5th @ 5:00 PM