



Birch Bay Village Community Club (BBVCC)

Standing Committee Meeting Minutes

Standing Committee Name: Safety & Security Committee
Date/Time of Meeting: April 14, 2025 at 5:00 PM
Location: BBVCC Clubhouse
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"/> Mike Lubow	<input type="checkbox"/> Erin Ryan	<input checked="" type="checkbox"/> Maureen Server
<input type="checkbox"/> Erica Owens	<input checked="" type="checkbox"/> Billy Brown	<input checked="" type="checkbox"/> Dave Owen (Interim Chair)
<input checked="" type="checkbox"/> Scheirman, David (Advisory Member)	<input checked="" type="checkbox"/> Ron Bendschneider	<input checked="" type="checkbox"/> Ken Davidson

Absent

Erin Ryan	Erica Owens	
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BBVCC Officers and Staff Present =

<input checked="" type="checkbox"/> Franklin, Dave GM	<input checked="" type="checkbox"/> Stoltzenburg, Brad / Safety/Compliance Officer	<input type="checkbox"/> Rehon, Ron / Safety/Compliance Officer	<input type="checkbox"/> Justine Brooks, Executive Secretary, ACC Administrator
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Audience/Members Present

Call Meeting to Order: Time: 5:00 pm

Roll Call, Quorum Present? YES NO

Approval of Agenda: Approved NOT Approved

Moved By:

Motion Seconded By:

Motion Carried By:(Total)

Member Presentations (3 Minutes MAX)

Member Name	Comments
Sue Remaklus	Emailed the Board regarding the location of the radar camera and the speeding on Chehalis and Skeena.



OLD BUSINESS

Speed Enforcement Program –

The Committee discusses the placement and effectiveness of speed monitoring devices in Birch Bay Village. They review the current locations of radar signs and traffic cameras, noting plans to move them regularly to different areas based on speed data. The group also addresses a resident's concern about speeding on Chehalis and Skeena streets, considering it as a potential location for future radar placement. Brad explains the procedure for moving the camera and emphasizes the importance of using data to make decisions rather than personal preferences.

New Laser Tech TruVision 20-20 Speed Enforcement Device

The committee discussed the purchase of a new Lidar speed gun with photo capabilities to address speeding issues in the village. The Committee reviewed a video of the new lidar speed gun. Brad reports that about one in five speeding violations are from registered members. The new system will improve enforcement and safety, though some residents have expressed dissatisfaction with the citations.

Upcoming Village-wide Security Camera System

The group also reviews progress on a village-wide security camera system, with a partial proposal received for 24 cameras at \$41,000, significantly less than previous quotes. The full proposal, including the large area network, is still pending. These materials, specifically the cameras are coming from China, and we probably should move forward with purchasing the cameras.

The committee discusses the implementation of a wide area network and the installation of security cameras throughout the village. Dave O. discussed with the committee on potential locations for voice-activated (two-way communication) surveillance cameras, including the marina, fuel dock, pool, main office, clubhouse, and maintenance shop. The group also addresses the need for proper signage to notify people of audio recording. They review the current camera placements and discuss the possibility of adding more cameras in the future.

New Perimeter- Fence Sign for BBVCC Property

It was addressed that the signs have been ordered and are in the Maintenance shop and just need to be posted. It was also discussed regarding signs on and around the gate house.

Lighting Improvements for Common Areas

The committee touches on the ongoing parking lot lighting project, which is nearing completion of the planning phase but may need to be implemented in stages due to budget constraints.

Mike Lubow proposed to work with Erica to assess the emergency lighting and evacuation route signage in the clubhouse, office, pool area, and recreation center. Mike L also suggested that Erica could consult with building inspectors to ensure compliance with the Life Safety Code. Maureen agreed to look into bicycle and golf cart safety, email Erica for AED training dates, and update the gate key system. The team decided to report back on the findings at the next meeting.



Entry Gate Procedures

In the meeting, Dave O. discussed the approval of the standard operating procedures for the front gate and the need to communicate these to the members.

Motion to: Approve the Standing Operating Procedures and send them to the Board.

Motion by: Mike Lubow **Seconded by:** Billy Brown **Approved Unanimously**

Dave O. also mentioned the need to advertise the approved procedures.

The Committee then discussed the issue of speeding tickets, noting that about 75% of them were from members and 25% from non-members. Mike L. also brought up the topic of Google Maps changing its speed limit inside the village to 25 miles per hour. The Committee also discussed the placement of AEDs under video surveillance and the need for bids for the conversion of the exit side fence to a hinge gate for maintenance.

AED/Defibrillator – Skipped as Erica was not available

Village -Wide Emergency Action Plan – Skipped as Erica was not available

Emergency Gate

The lower emergency gate was discussed. David F. stated that we have 2 bids for the gate and the northern fence and has been waiting for a third bid and will be bringing them to the Board for their review.

BBVCC Safety & Security Manual(s)

Now that the standard operating procedures have been completed Dave O. will focus on the Safety and Security Manuals. This will make its way around to the committee again for review before it goes to the Board for approval.

NEW BUSINESS

Clubhouse Public-use & Emergency Processes

Evacuation protocols were discussed as there were emails to the Board regarding what they are for the Clubhouse. The Committee requested that Erica and Mike L look into this and what we need to do to get to the minimum standards for the community buildings.

Future Topics

The Committee discussed the need for educating the member of the requirements for motor-operated bicycles and scooters, GateKey (passes, visitors, and how to), AED training dates if available, and the speed limit that would be in the next bulletin.

The committee also discussed the general rules and regulations regarding the motor-operated bicycles and scooters and how they need to be registered with the general manager. They asked to have that making sure that there is a reminder that you have to have a license to operate any motorized vehicles on the road. They also discussed the importance of enforcing rules and avoiding taking on more liability than necessary.

The topic of pool safety was also brought up, with David F mentioning the importance of regular inspections by a regulatory body.



Opportunity for Committee Members to Discuss Items for Next Agenda.

David F. discussed the safety and security budget, emphasizing the need for discretionary spending and considering future expenditures. David F. also introduced a new committee, the Finance Committee, and explained the process for budgeting and justifying expenditures. Dave O. suggested considering a larger reader sign for the front gate and discussed the limitations of the current electronic reader sign.

Adjournment:

Motion to Adjourn By: Mike Lubow

Motion Seconded By: Billy Brown

Adjournment Time: 6:15 PM

Next Meeting Date: Monday, May 12, 2025 @ 5:00 PM