



## Birch Bay Village Community Club (BBVCC)

### *Standing Committee Meeting Minutes*

**Standing Committee Name:** Safety & Security Committee

**Date/Time of Meeting:** February 10, 2025 / 5:00pm

**Location:** BBV Clubhouse/Zoom

**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"/> Billy Brown (zoom)	<input checked="" type="checkbox"/> Mike Lubow	<input checked="" type="checkbox"/> Erica Owens (zoom)
<input checked="" type="checkbox"/> Erin Ryan (zoom)	<input checked="" type="checkbox"/> Maureen Server (zoom)	<input checked="" type="checkbox"/> Dave Owen (Interim Chair)
<input checked="" type="checkbox"/> David Scheirman (Advisory Member)	<input checked="" type="checkbox"/> Ken Davidson	<input checked="" type="checkbox"/> Ron Bendschneider

**Absent**

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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 checked="" type="checkbox"/> Rehon, Ron / Safety/Compliance Officer (zoom)	<input type="checkbox"/>
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**Audience/Members Present**

Dave and Sue Schwab (zoom)	Fred Cribbs (zoom)		
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**Call Meeting to Order:** Time: 5:08pm

**Roll Call, Quorum Present?** YES  NO

**Approval of Agenda:** Approved  NOT Approved

**Moved By:** Erica Owens

**Motion Seconded By:** Ron Bendschneider

**Motion Carried By:(Total)** All

**Member Presentations (3 Minutes MAX)**

Member Name	Comments
n/a	

## Old Business:

### 1. Speed limit Enforcement Program - update from Compliance Officer

- Brad Stoltzenburg noted, excessive speed within BBVCC is trending down. [January '25 compared to December '24 shows a 5% decrease in vehicles that pass the speed readers at 21mph or higher.]
- David Franklin discussed vehicle license plate tracking. If members get a new license plate, we don't have a way to track and update new license plate numbers. We also don't have license plate numbers for guests. We could use Microsoft Forms and members could fill in information, which would automatically fill in a spreadsheet. Gate Access Personnel (GAP) needs access to certain data so that they can do their job. We have not provided them the tools they need. We used to have a driver's license/ID usb camera, that has disappeared. We need to purchase another ID usb camera to capture ID images at the gate. We also need to be tracking license plate numbers for guests.
- Compliance needs license plate numbers to connect homeowners with speeding tickets.
- Brad S. says handheld radar gun only used as a visual deterrent so far, have not issued warnings or tickets with it. Recent # of citations in new camera location: 20. It will be moved to Quinault Rd. next week.
- Dave Owen has completed fabrication of the radar trailer access platform and will install it and steps before it's moved to another location.

### 2. New signage, entry-gate notices, public communications etc.; Now that Radar is in use? (report from GM)

- David Franklin. says GAP's are handing out flyers notifying guests that speeding is enforced by radar. We printed 500 for the weekend, but they did run out.
- Printing permanent signage for radar camera trailer and around village. Sign for the radar camera trailer was ordered today. David Franklin. He will order additional [Radar Enforced] signs for posting on the 20 mph speed signs around the Village.
- Ron Bendschneider commented; he believes the more signs we add, the more people will ignore them.
- Mike Lubow commented; when the city of Seattle lowered their speed limit, they put up speed signs every quarter mile. As an aside, Google Maps currently shows that the speed limit in BBV is 25.
- David Franklin reports that Amazon has instructed their fleet not to go over 20mph.

### 3. ENTRY GATE; The Team revisited the issue of paper guest "bar-code" usage, recent observations & discussion (David. Scheirman).

- PowerPoint presentation: Dave Owen reports that the BOD wants facts to support what we recommended to the Board in their last meeting and asked our group to take another look at the issue. We need to prove a security breach! At the request of Dave Owen, David Scheirman met with GAP. and put together a PowerPoint presentation on his findings. He presented his PP to the group which resulted in a lengthy discussion. A detailed look at the Entry Gate Paper Pass (Bar-Code) system memo was emailed on 1/30/25.

- When Paper pass is scanned, then Gate Key should display a Driver License photo, and a License Plate Photo. System is not set up to provide a good service to us. Businesses are also listed in Gate Key. If a business vehicle pulls up, GAP sees business names in the list, they just wave them in without checking who is driving. David Scheirman reported on unusual issues GAP employees see with paper passes. David S. reported on system factors to consider.
- Group recommends we purchase a new driver's license imager, \$300. Maureen Server reported that the old driver's license imager was disconnected under previous GM Jen Callaghan, when it was first initiated, some village members did not want to have their ID's scanned, feeling t it was a breach of privacy.
- Open discussion; David Owen thinks we could keep the paper pass (Bar-Code) process, make some adjustments in Gate Key, modify our Standard Operating Procedures (SOP's) to correct to flawed process in place and then train Gate Access Personnel and our members. Then advise members on how to fill out Gate Key properly. David Scheirman noted he did a test, made a facsimile of a pass, took it to the gate, held it up, and barcode scanner was able to read the copied paper pass.

GAP needs to be checking ID with every "paper bar-code" pass. Maureen Server stated that GAP are issuing paper passes (bar-codes) without member knowledge, and members can print out their own passes. Maureen Server did a test on Saturday, went through the gate with a business Koala T. pass, wasn't asked for ID, vehicle did not show Koala T., yet she was let through without any questions.

Billy Brown reports we need better signage at the gate for Visitor and Member lanes and put speed limit on the paper bar-codes. David Scheirman stated that GAP's say a big problem is they can only take a picture of the front license plate on a vehicle, camera for rear of car is pointed at barrier arm instead of the rear of a vehicle in the guest lane, since arm indicator lights have still not been added.

David Owen recommends putting together a subgroup that can make suggestions/recommendations back to this Committee for voting on at our next meeting. For starters the subgroup will be Maureen Server and Billy Brown. David Owen and Maureen Server were of the opinion that at a minimum, GAP needs to stop offering paper passes to any visitors who are using the guest lane.

David Scheirman suggested that once standard policies are in place and documented, Maureen Server could develop/present a training/presentation in the Clubhouse for members (and online) to communicate changes and explain the features in Gate Key. Maureen recommends adding Gate Key tips to the bulletin. Maureen agreed to work on this.

#### 4. Scheduling update, AED/Defibrillator units project – Training February. 10th & in March (Erica Owens.)

- Erica Owens has offered to include her contact information in all of our AED cabinets, and will be coordinator with the regional representative (Suzie) on AED machines. All 4 AED's have been installed. Next phase is CPR training, Erica is coordinating. There will be staff training first, then community member training. First weekend in March in the clubhouse. Erica Owens will inform the committee of any changes.



5. Future Village-wide Emergency Action Plan / what steps can be taken now to achieve this? - discussion
  - Erica Owens reports that nothing major has happened. A member with experience has offered herself as a resource. Erica Owens. will work with David Franklin and her to get the ball rolling. This will likely be in coordination with establishment of a BBV CERT (Certified Emergency Response Team) group. David Owen reports that we are required to have emergency evacuation posters in all of our buildings.
6. BBVCC Safety & Security Manual: will we schedule a time and place for work session to review/complete?
  - David Owen reports this is still pending. He has written an extensive security manual for BBVCC, including policy dealing with our new camera system in BBV. Maureen Server. sent two new members links to the Google drive. This draft Security Policy is on the drive, committee members need to review, finalize, before making recommendations to the BOD to adopt.

**New Business:**

1. Topics & communication issues for upcoming 2025 Bulletin insertions (Mike L., Maureen S., Erin R.)
  - Maureen Server. themes: remind people to change clocks and smoke detectors, take off studded tires, and Gate Key reminders and information. Mike Lubow suggested to use it as a forum to communicate how we are going to use the Gate Key process. Get people familiar with using Gate Key, context for what it is, why it exists, the purpose.  
  
Ron Bendschneider asked how many people are currently using it. David Scheirman reports that GAP thinks only about 20% of our members are using Gate Key. Since we have about 300 new owners in the last 5 years, many may not even know what it is. Ron. Bendschneider. suggests having a “New Member” Orientation (maybe quarterly), to welcome new members, communicate BBVCC rules, explain how Policies/Procedures work, communicate BBVCC meeting, newsletter information, maybe meet some Board members, etc.

**Additional Discussions: none**

**Motion to Adjourn By:** Ken Davidson  
**Motion Seconded By:** Mike Lubow  
**Adjournment Time:** 6:25pm  
  
**Next Meeting Date:** March 10<sup>th</sup> @ 5:00 PM