



Birch Bay Village Community Club (BBVCC)

Standing Committee Meeting Minutes

Standing Committee Name: Safety & Security Committee
Date/Time of Meeting: March 10, 2025 at 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"/> Mike Lubow	<input type="checkbox"/> Erin Ryan	<input checked="" type="checkbox"/> Maureen Server
<input checked="" 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		
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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	<input checked="" type="checkbox"/> Justine Brooks, Executive Secretary, ACC Administrator
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Audience/Members Present

Julie Carpenter	Bob Edwardsen		

Call Meeting to Order: Time: 5:00pm

Roll Call, Quorum Present? YES NO

Approval of Agenda: Approved NOT Approved

Moved By: Erica Owens

Motion Seconded By: Maureen Server

Motion Carried By:(Total) All

Member Presentations (3 Minutes MAX)

Member Name	Comments
n/a	



OLD BUSINESS

Speed Enforcement Program –

The committee discusses updates on the speed limit enforcement program and the village-wide security camera system. Brad reports that 15 speeding violations have been issued this month, with 9 to one address. The speed cameras are helping people slow down, though some still speed. The committee also discusses how to handle repeat offenders.

Clubhouse and Office Parking Lot Lighting Update

David F gave an update on the lighting of the parking lots and BBV buildings. Kevin Ryan with Semia Renovations has completed the mapping of the Village buildings and parking lots. He will be providing BBV with a materials list to get all areas up to code and will work with David F on a plan to move forward.

Pending Village-Wide Security Camera System Procurement and Implementation

David F reports progress on getting proposals, with Northwest Technologies expected to provide a materials list and cost estimate soon. They are looking at about 24 cameras and may be able to connect all areas with one broadband connection. David F hopes to have competing bids to present to the board by the April board meeting.

New Signs, Entry-Gate Notices, Public Communications

These have been ordered and we are hoping to have them by the end of this week or early next week.

Entry Gate, Standard Operating Procedures

The committee discussed the Standard Operating Procedures for the gate personnel. We have recently been notified of a conflict from Billy Brown and how realtors gain access to the community. We are working on finalizing this so it can go to the board for approval.

Entry Gate, Review Issue of Paper Guest Passes in GateKey

Maureen and Billy recommend that guards stop issuing paper passes to visitors without homeowner approval, as it bypasses homeowner notification. They suggest educating homeowners on using Gate Key to issue digital passes to guests via email. David S proposes instructing guards to stop offering paper passes unless requested by residents. The group also discusses challenges with license plate recognition and data entry in the Gate Key system.

Project Report, AED/Defibrillator Units and CPR Trainings

Erica reported on the successful AED defibrillator units and CPR training classes, which she plans to continue classes in the spring and the fall. She also raised the issue of the gate staff's CPR certification, which David F agreed to discuss with Jason. David F and David S commended Erica's efforts in organizing the training. Erica also asked about recycling the old AED unit, which David F agreed to discuss with Susie. David F also noted that he has ordered training modules and batteries for future training classes.

Future Village -Wide Emergency Action Plan

Erica presents a plan to develop a tsunami response for the village as part of a broader emergency response plan. She highlights the risk of earthquakes and tsunamis in the area, showing maps of potential flooding. Erica suggests starting with planning, identifying gathering points, acquiring resources, educating residents, and practicing response plans monthly. Julie shares information about CERT (Community Emergency Response Team) training and the importance of volunteer preparedness. The group discusses communication challenges, the need for equipment like radios, and



the importance of knowing which homes are occupied. They also consider warning times for tsunamis and potential traffic issues during evacuation. The discussion concludes with suggestions for next steps, including training staff on mechanical responses and organizing a structured meeting with villagers to discuss the emergency plan.

Emergency Gate, future conversation, exit-side fence to hinged gate for Maintenance use.

We have been able to get someone out to look at the lower exit gate and it has been recommended for a swing gate to be installed. We are working on getting quotes for a swinging gate.

BBVCC Safety & Security Manual: update on review, edits, revisions to draft document.

Dave O has not received any feedback from the committee on the Safety & Security Manual as of yet. That needs to happen as soon as possible so it can be implemented. David F noted that BBV has an accident prevention plan that has been in place for a while. It is a document that we do have a digital copy of.

NEW BUSINESS

Future Topics & Communication Issues for Upcoming 2025 Bulletin Insertions

Maureen let the committee know of what is planned for the upcoming bulletins including house checks forms for spring, GateKey education, walkers and the direction on the roads that they should be walking, and if there is any other topic that the committee would like to have addressed to let her know.

David F also let the committee know that Karie has been getting updated registrations from members. She has sent an email to every single member that had a temporary plate for and it has been working.

Maureen let the committee know that she would be willing to hold classes for those who don't know how to use GateKey or would like to become better users of GateKey.

Adjournment:

Motion to Adjourn By: Billy Brown

Motion Seconded By: Ken Davidson

Adjournment Time: 6:38pm

Next Meeting Date: Monday April 14, 2025 @ 5:00 PM