

**Private Security/Investigator Policy Committee  
Minutes  
August 25, 2009**

The Private Security/Investigator Policy Committee held a teleconference on August 25, 2009, at the Department of Public Safety Standards and Training (DPSST). Chair Jeff Martin called the meeting to order at 1:35 pm.

**Attendees:**

**Policy Committee Members:**

Jeff Martin, Chair, Paragon Monitoring Center  
Shawn Cardwell, Vice-Chair, RAMS Specialized Security Services, Inc.  
Brandon Mak, Unarmed Security, Maksimum Security  
Eric Morse, Manufacturing Industry, Lattice Semiconductor  
Judy Pongratz, Retail Industry, Goodwill Industries  
Ed Winnett, Armed Security, Paragon Systems, Inc.  
James Essam, Alarm Monitoring

**DPSST Staff:**

Teresa Naugle, Manager  
Karen Evans, Investigator  
Chris Brodniak, Investigator

**Committee Members Absent:**

Phil Agrue, Private Investigators, OBA  
Art Smith, Private Investigators  
Robert Smith, Healthcare Industry, Kaiser Permanente

**Guests:**

Derek Bliss  
Paul Castleberry



**1. Chair's Report and Administrative Announcement**

“This is a public meeting, subject to the public meeting law and it will be tape recorded.”

**2. Public Comment**

Presented by Derek Bliss, First Response

Derek Bliss, First Response, brought up his concerns with ORS 816.360, which deals with vehicle equipment – Lighting. Bliss indicated that the statute does not allow Private Security vehicles to have non-standard lighting, which includes: 2 spotlights, lights not installed by the factory, and alley lights. His company was cited for having LED lights in the back deck of their company cars. He is working with ODOT to modify wording that would allow Private Security vehicles to have additional lights and would like to put it before the Private Security Policy Committee. Shawn Cardwell asked if this was more prevalent now.

Discussion ensued and Brandon Mak volunteered to assist Derek as he begins working with ODOT members. Jeff Martin encouraged Bliss to come up with a written concept, work with ODOT, and present his official document to the Private Security/Investigator Policy Committee to review, possibly endorse or back it at the next Legislative Assembly. Teresa Naugle advised that members should consider utilizing a diverse group of individuals on the subcommittee that would include members from law enforcement and potential adversaries.

**Item B was pulled from the consent agenda for discussion.**

**3. CONSENT AGENDA (The following items to be ratified by one vote)**

**A. \*Minutes**

Approve minutes from the May 19, 2009, and June 17, 2009 meeting.

*Shawn Cardwell made a motion to approve the minutes from both the May 19, 2009, and June 17, 2009 meeting. Ed Winnett seconded the motion. The motion carried unanimously.*

**4. Knute Soleim – DPSST PSID # 18943**

Determine whether to approve a proposed civil penalty and denial of current certifications/licenses for violation of the moral fitness standards of Private Security Professionals (OAR 259-060-0020(3)).

Chair Jeff Martin chose to remove the Knute Soleim case from the consent agenda so he could explain the process to new members who have not been through this decision making process before.

Discussion was had whether individuals in these cases should be referred to as “Private Security Officer A”. It was determined that these documents are public record and there are no privacy issues related to the investigation once it is closed.

Jeff Martin opened the floor for questions and Shawn Cardwell asked if the final action to be taken against Soleim was for a civil penalty and his Executive Manager certificate only, or a civil penalty and any certificates? Investigator Brodniak explained that it was revocation/denial for all licenses/certificates related to the Private Security/Investigator program and a \$9,500.00 civil penalty. In order to clear this issue, it was decided to change the wording on the agenda and show the change in the meeting minutes. Chair Martin suggested adding the wording of “any/all current certifications...” to what is in the agenda as well as adding the amount of the civil penalty.

*Shawn Cardwell made a motion that the wording on the agenda for Knute Soleim be changed to “Determine whether to approve the assessment of a civil penalty in the amount of \$9,500.00 and deny issuance of any/all certifications/licenses for PSID #18943 for violation of the moral fitness standards of Private Security Professionals (OAR 259-060-0020(3)).” Eric Morse seconded the motion. The motion carried unanimously.*

**5. Policy Committee Expiration Dates**

Presented by Chair Jeff Martin

The soonest expiration date coming up is Judy Pongratz on October 25, 2009. She does qualify for the position of "Private Business" with the Goodwill Industries. Teresa Naugle has spoken with Judy and she is willing to submit her application for this seat. She will submit her letter of intent.

Jeff Martin indicated he received a letter of interest from Ernest Loy, Corporate Loss Prevention Risk Manager for Bi-Mart for the Retail Industry seat that Judy will be vacating.

Art Smith will expire in January of 2010 and Chair Martin expects that he will serve a second term.

There was some confusion about Shawn Cardwell's expiration date. It was confirmed through the Director's Office that Shawn was appointed to the Board on Public Safety Standards and Training on October 1, 2008 and expires June 30, 2011.

Brandon Mak's second term is about to expire (January 24, 2010) and he is helping to recruit for his seat.

Teresa Naugle told the group that she stopped by the Security Office at the Portland Zoo this last weekend to recruit members to sit on the Policy Committee.

Teresa Naugle has been working with the Deputy Director to put out a recruitment announcement for the Public Member seat in the Agency Update to Criminal Justice agencies.

Karen Evans and Teresa Naugle will be putting out a recruiting announcement for the open positions on the Private Security/Investigator through the Private Security/Investigator LIST Serve.

## **6. Subcommittee Reports**

### **Administrative Rules**

No report

### **Accreditation - Judy Pongratz**

One company is close to completing the accreditation process, one called but never followed up, and one has recently called expressing interest in starting.

### **Curriculum - Judy Pongratz**

The group had a June meeting in which the subcommittee and others reviewed draft revisions of OAR changes for instructor and manager curriculums. They spent the day going over wording to make them user friendly and more accurate.

Paul Castleberry is working on the revisions of the OAR's for unarmed and alarm monitor instructors and these will be discussed and approved at the next policy committee meeting. Judy hopes to have another meeting towards the end of September or first of October. They will be presenting the proposed changes at the next Policy Committee meeting in November.

### **Armed** - Ed Winnett

They had a subcommittee meeting on May 26 with discussion on firearms, range training and instructor curriculum. They plan to have another subcommittee meeting soon to prepare a report for the Policy Committee meeting in November.

### **Alarm Monitor** - Jim Essam

No committee meeting was held during this period, but he wanted to suggest that DPSST look at having email addresses around subcommittees. The monitoring side of the program has certifications throughout the U.S. and some of the things they would like to address could have an impact on those certified and licensed members. They would like to have something that would assist in getting constituent input. Email addresses could be transferred from Chair to Chair. Jeff Martin indicated that he has spoken to Brian Henson about this issue. Brian initially reported that it was going to be a lot of work and he had concerns about spam. Brian was going to check one last thing before he made a final decision, but has not reported to Jeff yet. It does not look hopeful. One benefit is that all of the policy committee member's names and emails are posted on the web.

Jim advised he would like to receive email addresses of the alarm monitor constituents. Karen and Teresa indicated that this was something we could put together for him. Jim stated they would attempt to have a subcommittee meeting before the November Policy Committee meeting.

### **Investigators**

Nothing to report as no representatives present for the meeting. Karen Evans indicated that they do not have an active subcommittee.

## 7. **Appointment of Administrative Rule Subcommittee**

Presented by Chair Jeff Martin

Jeff Martin stated that the group needs to revive the Administrative Rules subcommittee. Shawn Cardwell, Jeff Martin and Teresa Naugle will get together to fabricate an outline for the subcommittee to review and discuss.

Paul Castleberry volunteered to sit on this subcommittee and assist with the revisions.

Ed Winnett asked about the time frame and its completion date. Jeff explained that the Administrative Rule subcommittee revives about every two or three years and the last time they came together based on a directive from the Governor's office to remove extra wording out of administrative rule.

Shawn Cardwell agreed that there were many rules that need cleaned up and asked if we could dedicate a policy committee meeting towards looking at the rules that need to be changed. Since the scope of the issues and how long it may take are unknown, Jeff suggested meeting and making a plan outside of a policy committee meeting.

Jeff Martin indicated he will also be sitting on this subcommittee and would like to put out a mass email to constituents via the List Serve to draft volunteers for this subcommittee.

## 8. Department Update

Presented by Teresa Naugle

The Training and Development Specialist is in background and so far, everything looks good.

Ela Piekarz is now performing the Compliance Specialist duties, which frees up Karen and Chris to devote more time to field investigations.

Recruiting will open soon for the Office Specialist 2 position that Ela vacated.

Chris Brodniak advised the group about the IASIR conference this fall. He explained what the group is about, the dates (November 11-13, 2009), scheduled presentations that involve DPSST and the PS/PI industry, and the location of the training (Hilton Hotel in Portland). Chris invited the group to attend and advised that there is a registration fee. He also indicated we would be putting out an announcement on the List Serve during the next couple of weeks once we receive an agenda.

Karen Evans advised that Brian is currently delivering out of state training for alarm monitor manager instructor classes that was put on hold while the out of state travel funds were frozen. More of these trainings will be scheduled throughout the next biennium.

## 9. Next Regularly Scheduled Meeting

Tuesday, November 17, 2009 at 1:30 pm in Medford

There are several items to discuss at the next meeting. Brandon Mak will be securing the meeting location for the November meeting. Staff will be organizing a training session for local constituents on that day. Jeff reminded everyone that they could be reimbursed for mileage. Teresa reminded all members that if they have not filled out the personal vehicle form, to get a hold of her and she can either send it to them or bring the forms to the next meeting.

***Motion by Shawn Cardwell to adjourn the August 25<sup>th</sup> Private Security/Investigator's Policy Committee meeting. Brandon Mak seconded the motion. The motion carried unanimously.***

With no further business before the committee, the meeting adjourned at 2:54 p.m.