

**Columbia County
PUBLIC SAFETY COMMITTEE
May 14, 2018**

Present: Barry Pufahl, Adam Field, Keith Miller, Gary Leatherberry, Tom Borgkvist
Also Present: County Board Chair Gove, County Board Vice Chair Drew, County Board Vice Chair Foley, Asst. Corp Csl. Krista Miller, Chief Deputy Kuhl, Lt. Stilson, Emergency Management Coordinator Johnson, Medical Examiner Hinze, CD ME Sopha, Accounting Neary, ES Giuffre, PDR Jonathan Stefonek

Called to Order. Posting Compliance. Agenda Approval. Minutes Approval. Chairman's Comments.

- 1) Meeting called to order at 9 a.m. by Pufahl.
- 2) Posting compliance was met per Open Meetings Law.
- 3) *Motion was made by Field to approve the agenda. Seconded by Miller. Motion carried.*
- 4) *Motion made by Field to accept the 04/09/18 meeting minutes as printed. Seconded by Miller. Motion carried. Motion made by Borgkvist to approve the 04/17/18 minutes with an addition to include Sheriff Richards who was also in attendance. Seconded by Field. Motion carried.*
- 5) **Chair's Comments:** Department tours will be scheduled for the upcoming months – June, July, and maybe August depending on schedules. Sheriff's Office, Dispatch, and Emergency Management tour will be scheduled for the June meeting; Jail for July, and Medical Examiner at either the July or August meeting. Chair Pufahl explained that he wishes for the PSC to work closely with the Finance in the budget process and hold a Joint PSC and Finance Committee meeting in June or July. A fleet inventory was requested to be included with the 2019 budget and presented to the committee in August. Discussion on moving the order of the departments on the agenda during the budget process to allow for greater time on the larger budgets.

- **Introduction of Members of the Committee.**
- **Introductions of the Departments in the Law Enforcement Center.**
- **Public Input.** Chair Pufahl explained and distributed a Citizen Participation at PSC meetings guidelines and how he wishes for the Public Input portion of the agenda to be handled at future meetings.

Emergency Management. (Johnson)

- 1) **General Review of Department Activities.** Handout provided. Johnson provided a brief overview of her department, her role, Marie Darling Ellis's role, as well as a synopsis of the April activities.
- 2) **Expenditure Reports.** *After a review of the Emergency Management expenditure reports totaling \$600.55, a motion was made by Miller to accept the report as presented subject to the usual audits and/or discoveries. Seconded by Leatherberry. Motion carried.*

Sheriff's Office/Jail. (Kuhl, Stilson)

- 1) **General Review of Department Activities.** Handouts provided. Chief Deputy Kuhl gave a brief overview of the Sheriff's Office, Dispatch, and Jail. Kuhl explained the chain of command, office structure, annual report highlights. Discussion of monthly highlights and activities for April. Chair Pufahl requested a slight change in procedures where the monthly reports should be emailed to the committee similar to that which is already being done with the agenda, draft minutes, and expenditure reports prior to the committee meeting.
- 2) **Inmate Count and General Review of Jail Operations.** Inmate Count: 159.
- 3) **Line Item Transfer – Cradlepoint Devices.** Viewed overhead and explained. This will be a transfer from Sheriff Gas and Oil and Drug to Sheriff's Capital Outlay to cover this \$3,024 expense. *Motion by Miller to authorize and approve the transfer and purchase of the Cradlepoint Devices. Seconded by Leatherberry. Discussion. Motion carried.*
- 4) **Write-offs 2013-2016 (JDEdwards).** These write-offs have already gone before and approved by the

Finance Committee on 05/11/18. Write-off request viewed overhead and explained by Giuffre. Discussion. **Motion by Borgkvist to approve the write-offs/unpaid balances in the Sheriff's Office's JDEdwards invoicing system for the years 2013-2016 totaling \$19,406.40. Seconded by Miller. Motion carried.**

- 5.) **Position Replacement Request – Deputy Sheriff.** (Graf) Viewed request overhead. Discussion. **Motion by Miller to replace the Deputy Sheriff position. Seconded by Borgkvist. Motion carried.**
- 6) **Position Replacement Request – Executive Secretary.** (Giuffre) Viewed request overhead. Discussion. **Motion by Field to replace the Executive Secretary position. Seconded by Borgkvist. Motion carried.**
- 7) **Expenditures: After a review of the Sheriff's Office's expenditure report totaling \$149,085.62, a motion was made by Field to approve as presented. Seconded by Borgkvist. Motion carried.**

Medical Examiner. (Hinze, Sopha)

- 1) **General Review of Department Activities.** Handouts provided. Hinze provided the committee with an overview including a PowerPoint presentation of her biography, her role within the office, as well as an overview of the functions of her office. Discussion of monthly activities for April. Hinze explained that each PS committee member will receive a binder outlining the Medical Examiner's Office to help further educate and familiarize each member regarding her office. Chair Gove commended Hinze for her continued dedicated and thorough service to Columbia County.
- 2) **Expenditure Report.** *After a review of the Medical Examiner expenditure report totaling \$6,703.82, a motion was made to approve the report by Field. Seconded by Miller. Motion carried.*

Motion by Pufahl to adjourn the meeting at 11:12 a.m. Seconded by Field. Motion carried.


Next meeting date: Monday, June 11, 2018.

Secretary of Record,



Supervisor Keith Miller
Committee Secretary

Recording Secretary,



NaDeanna Giuffre
Assistant to Sheriff Richards

cc: Public Safety Members
Chair Gove
1st Vice Chair Drew
2nd Vice Chair Foley
Internet