

Columbia County
PUBLIC SAFETY COMMITTEE
July 10, 2017

Present: Kirk Konkell, Adam Field, Dan Drew, Mark Sleger

Absent w/o

Notice: Teresa Sumnicht

Also Present: County Board Chair Gove, County Board 1st Vice Chair Cupery, County Board 2nd Vice Chair Foley, Corporation Counsel Ruf, Sheriff Richards, Chief Deputy Kuhl, Lt. Stilson, Emergency Management Coordinator Johnson, EM Deputy Coordinator Darling Ellis, Medical Examiner Hinze, Communications Services Steve Duberstein, ES Giuffre

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

- 1) Meeting called to order at 9:03 a.m. by Konkell.
- 2) Posting compliance was met per Open Meetings Law.
- 3) ***Motion was made by Drew to approve the agenda as presented. Seconded by Sleger. Motion carried.***
- 4) ***Motion made by Sleger to approve the previous meeting minutes. Seconded by Drew. Motion carried.***
- 5) **Chair's Comments:** Chair Konkell will confer with Supervisor Sumnicht and unless there is a conflict, the August PSC meeting will begin at 8 a.m. to allow more time to review/approve 2018 budgets.

Medical Examiner. (Hinze)

- 1) **General Review of Department Activities.** Handouts were provided. Discussion.
- 2) **Line Item Transfer.** Discussed vehicle changeover cost from Belco. Estimate of \$2,057.21 reviewed. Funds would be drawn from Autopsy, but it was decided to table this topic until the August meeting.
- 3) **Amend Personnel Policies and Procedures for General Employees-Medical Examiner's Office.** Displayed and viewed overhead. Review and discussion of current policy and approved changes by HR. ***Motion by Drew to approve the change in Policy as presented. Seconded by Sleger. Motion carried.***
- 4) **Expenditure Report.** Visual review of reports was completed. ***After a review of the Medical Examiner expenditure report, a motion was made to approve the report by Sleger. Seconded by Drew. Motion carried.***

Emergency Management. (Johnson, Darling Ellis)

- 1) **General Review of Department Activities.** Handout provided. Discussion.
- 2) **Amend Personnel Policies and Procedures for General Employees AND Personnel Policies and Procedures for Sheriff's Non-Sworn Staff-Emergency Management Office.** Displayed and viewed overhead. Review and discussion of current policy and approved changes by HR. ***Motion by Drew to approve both updates to the two policies. Seconded by Konkell. Motion carried.***
- 3) **Expenditure Reports.** Visual review of reports was completed. ***After a review of the Emergency Management expenditure report, a motion was made by Drew to approve the report. Seconded by Field. Motion carried.***

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

- 1) **General Review of Department Activities.** Handouts were provided. Sheriff Richards provided an overview of the month's activities to include Court Services Unit wages, MRAP vehicle insurance coverage, K9 handler Deputy Ward resigned from the Sheriff's Office and subsequently purchasing the K9 from the county, as well as an ongoing cold case investigation which required travel to Arizona.
- 2) **Inmate Count and General Review of Jail Operations.** Inmate Count: 139. Longstanding employee Jailer Ann Fischer is choosing to retire in September 2017.
- 3) **Out of State Training (Minnesota) SWAT Team Leader Development.** Discussion. Due to the training


quickly approaching, prior approval was sought and approved by County Board Chair Gove for Sheriff's Office Sergeant Todd Wagner to attend this training in MN. **Motion by Drew to approve the Out of State SWAT Team Leader Development Training in July 2017. Seconded by Sleger. Motion carried.**

- 4) **Amend Operations Manual for Management –Sheriff's Office Hiring Process.** Displayed and viewed overhead. Discussion. Under Special Provisions, language requiring a civil service or written examination was deleted and no longer part of the hiring process under Deputy, Jailer, and Dispatcher. **Motion by Drew to approve the changes as presented. Seconded by Sleger. Motion carried.**
- 5) **Revised Position Descriptions for Deputy, Jailer, and Dispatcher.** Draft versions were reviewed. Discussion. **Motion by Field to approve the changes to the position descriptions as presented. Seconded by Drew. Motion carried.**
- 6) **Amend Policies and Procedures for Sheriff's Non-Sworn Staff-Jail Work Schedule.** Displayed and viewed overhead. Under Special Provisions, "2016" is being deleted as it pertains to future years and not just 2016. **Motion by Drew to approve the amended policies as presented. Seconded by Field. Motion carried.**
- 7) **Salvaged Vehicle.** Insurance will reimburse \$3,800 for vehicle and equipment. Discussion. Per the committee's decision, the Sheriff's Office will keep the vehicle and scrap-out whatever parts are salvageable.
- 8) **2018 Goals: Software and Radio Update/Capital Equipment Needs.** Per CD Kuhl, the Sheriff's Office is facing four significant budget items in the upcoming future: A) Replace the Dispatch Console approx. \$325,000; B) 911 Answering Software approx. \$200,000; C) RMS/Jail/Dispatch/Mobile Software Upgrade approx. \$700,000; and D) Upgrade Radio System (to include towers, tower sites, channels, mobile and portable radios) approx. \$2 million. Items A and B are most immediate and have been budgeted for and funds for these have been carried forward for several years. Item C is new and time-sensitive due to several other TriTech using Sheriff's Office going through the same evaluating process of two predominant software companies (Spillman Technologies and Zuercher). Item D can be split differently, but regardless, year 2020 is our deadline with the entire radio system. Either a major upgrade will need to be done at one time or develop a plan to upgrade the entire system of the next few years. Discussion. This topic will be placed back on the August agenda after the Comptroller seeks clarification on the ATC Fund and CD Kuhl provides the committee with a comparison for the two software companies-Spillman and Zuercher.
- 9) **Expenditure Reports.** Visual review of reports was completed. **After a review of the Sheriff's Office's expenditure report, a motion was made by Drew to approve the report. Seconded by Field. Motion carried.**

Motion by Field to adjourn the meeting at 11:09 a.m. Seconded by Drew. Motion carried.

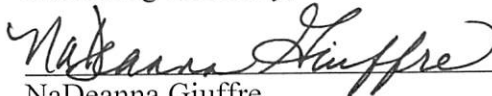
Next meeting date: Monday, August 14, 2017.

Secretary of Record,



Supervisor Adam Field
Committee Secretary

Recording Secretary,



NaDeanna Giuffre
Assistant to Sheriff Richards

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