

COUNTY OF WEXFORD
HUMAN RESOURCES/PUBLIC SAFETY COMMITTEE
REGULAR MEETING MINUTES
October 25, 2022

The Human Resources / Public Safety Committee regular meeting was called to order by Chair Brian Potter at 4:00 p.m., in the Commissioners' Room, Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

Members Present: Brian Potter, Kathy Adams, Michael Bush, and Gary Taylor
Members Absent: None.
Also Present: Duane Alworden, Central Dispatch Director; Travis Baker, Deputy Central Dispatch Director/Emergency Management Director; Jami Bigger, Deputy County Administrator/HR Director; Kathy Cline, Veterans Services Director; Alan Deveraux, MMR; Adam Kerr, Maintenance Director; Megan Kujawa, Sr. Exec Admin Assistant; Kristi Nottingham, Treasurer; Alaina Nyman, Clerk; Roxanne Snyder, Register of Deeds; and Mistine Stark, Community Corrections Manager.

ADDITIONS OR DELETIONS TO THE AGENDA

ADDED: *G.10. Central Dispatch/911 Director Wage Increase, G. 11. Central Dispatch/911 Deputy Director Position, G.12. Emergency Management Coordinator Position Description Amendment, and G.13. Maintenance Worker/Custodian Position*

DELETED: *G.8. Pre-Trial Services Discussion*

APPROVAL OF THE AGENDA

A motion was made by Comm. Taylor and supported by Comm. Adams to approve the agenda as amended. A vote was called, all in favor. Motion passed 4-0.

APPROVAL OF THE MINUTES

A motion was made by Comm. Taylor and supported by Comm. Bush to approve the September 27, 2022 Regular Meeting Minutes. A vote was called, all in favor. Motion passed 4-0.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Sheriff's Office Monthly Report (September 2022)

Sheriff Taylor was not present; a report was provided in the packet. No discussion took place.

G.2. MMR Monthly Update (September 2022)

Alan Deveraux, MMR, was present; a report was distributed prior to the meeting. MMR has been able to hire a couple new paramedics, in hopes to have two ALS trucks on the road. There are eight EMT's enrolled in training currently that are MMR employees. Mr. Deveraux informed the committee that MMR Director Amy Fairchild met with Munson to discuss concerns, staffing, and the contract that they have. Mr. Deveraux mentioned that they are hoping to make some repairs to pavement and widening the garage doors to make it easier for the trucks to come in and out at the EMS building on Cobb St.

Chair Potter asked if MMR has been able to staff sporting and other community events as stated in the contract, as well as doing public CPR/First Aide trainings. Mr. Deveraux stated that they have been to sporting and community events; but, they can do CPR/First Aide trainings if asked but they haven't been asked as of late because of private contractors and COVID.

G.3. Emergency Management Monthly Report (September 2022)

Travis Baker, Emergency Management Coordinator, was present; a report was provided in the packet. Mr. Baker stated that he met with Mr. Kulpa at FOC regarding phones ringing to a service call center in Colorado. This has been an ongoing issue and concern and will work with Administration to get TKS Security Systems on site to correct the issue.

G.4. Central Dispatch Monthly Report (September 2022)

Duane Alworden, Central Dispatch Director, was present; a report was provided in the packet. Mr. Alworden informed the committee that everything has been consistent. Mr. Alworden and Mr. Baker went over to Traverse City to give testimony to how well Peninsula Fiber Network has been. In the upcoming months they plan on attending a 911 center new building opening because it has been modeled after the one here in Wexford County. They are continuing to accept applications for qualified candidates for Dispatch.

G.5. Veterans Services Monthly Report (September 2022)

Kathy Cline, Veterans Services Director, was present; a report was provided in the packet. Ms. Cline briefed the committee on the provided report. Ms. Cline informed the committee that Mr. Schmitt is now accredited through five different agencies. They are continuing to have great success in Manton and there has been an increase in Mesick.

G.6. Community Corrections (September 2022)

Mistine Stark, Community Corrections Manager, was present; a report was provided in the packet. Ms. Stark has been working with County Administrator, Joe Porterfield on the budget. Ms. Stark had no additions to the provided report.

G.7. Public Defender Report (September 2022)

Chair Potter asked that the Public Defender Report be removed from the agenda and be as an as needed agenda item.

G.8. Pre-Trial Services Discussion

Deleted.

G.9. Agenda Discussion

Chair Potter stated that this was clarified by current policies. In the County's policy manual (A-1.6), regarding public comment on the agendas; it is stated that "The public comments period near the beginning will be designated for topics on the agenda only, and the one near the end will be open for any public comments, not addressed during the first public comments period." Chair Potter asked this be noted on all agendas moving forward.

G.10. Central Dispatch/911 Director Wage Increase

A motion was made by Comm. Taylor and supported by Comm. Adams to forward a recommendation to the Finance Committee to increase the Central Dispatch/911 Director's wage in the amount of \$5,849.60, effective January 1, 2023. A vote was called, all in favor. Motion passed 4-0.

G.11. Central Dispatch/911 Deputy Director Position

A motion was made by Comm. Adams and supported by Comm. Bush to approve the presented Deputy Dispatch Director's position description and forward a recommendation to the Finance Committee to approve the Deputy Director to become full-time and reclassify to an M3 nonunion wage level, effective January 1, 2022.

Mr. Alworden stated that due to increases in the demands and responsibilities of the position that the Deputy Director needs to be a full-time position. With Mr. Baker's duties being split between the Deputy Director and the Emergency Manager Director positions it is becoming more challenging to complete what is needed to be done between the two positions. Mr. Alworden informed the committee that he also believes that at some point the Emergency Management Director should go to a full-time position as well.

A vote was called, all in favor. Motion passed 4-0.

G.12. Emergency Management Coordinator Position Description Amendment

A motion was made by Comm. Taylor and supported by Comm. Bush to approve the amended Emergency Management Coordinator Position Description, as presented. A vote was called, all in favor. Motion passed 4-0.

Deputy County Administrator, Ms. Bigger informed the committee that this is just an update and there are no changes in wages or status.

G.13. Maintenance Worker/Custodian Position

A motion was made by Comm. Bush and supported by Comm. Taylor to forward a recommendation to the Finance Committee to approve the part-time Maintenance Worker/Custodian become full-time effective January 1, 2023.

Mr. Kerr stated that this would be beneficial to him and would help in getting more tasks done throughout the Courthouse, the Lake Street building, and the Health Department.

A vote was called, all in favor. Motion passed 4-0.

CORRESPONDENCE

Medical Examiner Report, no discussion.

ADMINISTRATOR'S COMMENTS

Ms. Bigger had no comments.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Bush to adjourn at 4:30 p.m. A vote was called, all in favor. Motion passed 4-0.

Brian Potter, Chairman

Megan Kujawa, Recording Secretary