

# *Health, Animal Control & Public Safety Committee*

*Bernard Blackmore*

*Larry Bargy, Chairman*

*David Howelman*

**January 29, 2003  
Minutes**

Members present: Larry Bargy, Bernie Blackmore and David Howelman

Members absent: None

Others present: Pete Garwood and Jack White

## **1. Meeting called to order at 1:04 p.m.**

## **2. Sanitary Code**

Committee discussed the possibility of changes to the Sanitary Code addressing the septic system requirements.

Walt Franczek, Sanitarian addressed the Committee on the issue of changing the sanitary code. Mr. Franczek indicated if the code is opened up for amendments the entire code must be open for changes.

The Committee received input from Mr. Franczek on closed septic systems.

Larry Bargy, Committee Chair recognized Ed Martel from the audience and allowed him to speak. Mr. Martel spoke on the subject of mound or elevated systems, as well as alternative systems including closed systems.

It was the consensus of the Committee that a careful review of the current sanitary code would be a worthy activity.

## **3. Sheriff Department Update**

### **▪ Four Wheel Drive – Airport**

Sheriff Johnson questioned if it was alright to give the four wheel drive Ford Expedition to the airport. The Committee agreed the transfer of the vehicle to the airport was a good idea. Chair Larry Bargy inquired if it made sense to sell the four wheel drive vehicle and give the airport the next two wheel drive vehicle that became available. Bernie Blackmore informed the other committee members that the airport manager has expressed a need for the extra space the Ford Expedition would offer.

**Motion by Bernie Blackmore, supported by Dave Howelman, to recommend the Board of Commissioners transfer the Ford Expedition to the Airport.  
Motion carried – unanimous.**

**Motion by Bernie Blackmore, supported by Larry Bargy, to put the Ford Taurus, which has a bad transmission, up for bids. Motion carried – unanimous.**

- Weight Machine

Sheriff Johnson indicated he has a new weight machine for the jail. He inquired whether he should put the old equipment out for bids.

**Motion by Bernie Blackmore, supported by Dave Howelman, to authorize the Sheriff to put the old weight machine up for bids. Motion carried – unanimous.**

- Road Ending Ordinance – Agreement

The Sheriff explained that Kearney and Torch Lake Townships have Road Ending and Mooring Ordinances, and the two townships have requested the Sheriff Department enforce the ordinances through an agreement. Sheriff Johnson explained the County currently has an agreement with Forest Home Township to allow the Sheriff to enforce their Road Ending Ordinance. The Sheriff indicated the Kearney Township Ordinance was okay but the Torch Lake Township Ordinance still requires additional changes.

**Motion carried by Bernie Blackmore, supported by Dave Howelman, to recommend the Board of Commissioners approve the agreement (see attachment) to allow the Sheriff to enforce the Kearney Township Ordinance. Motion carried – unanimous.**

- Camp Grayling Resolution

Sheriff Johnson informed the Committee of a resolution necessary for the Sheriff Department to continue to use the training facility at Camp Grayling.

**Motion by Bernie Blackmore, supported by Larry Bargy, to recommend the Board of Commissioners approve the resolution to allow the Antrim County Sheriff Department to train at Camp Grayling (attached). Motion carried – unanimous.**

- Medical Examiner

Sheriff Johnson requested permission to send the Medical Examiner to a forensics training class.

**Motion by Bernie Blackmore, supported by Dave Howelman, to recommend the Finance Committee and the Board of Commissioners approve the dollars to send Dr. Benson, Antrim County Medical Examiner to the Medicolegal Investigation of Death training. Motion carried - unanimous.**

- 911 Networking

Sheriff Johnson indicated a need to purchase a network server and have cabling installed to network the 911 dispatch system.

**Motion by Bernie Blackmore, supported by Larry Bargy, to recommend the Sheriff go to Finance Committee for approval of the 911 Funds to pay for the network server and networking for the CAD system in the 911 Dispatch System. Motion carried – unanimous.**

- **Sheriff Personnel Issue**

Sheriff Johnson informed the Committee the courts have substantially increased the need for his department to provide service to the courts (bailiff and paper service). Sheriff Johnson proposed hiring a part-time employee to fill the need.

**Motion by Bernie Blackmore, supported by Dave Howelman, to recommend Sheriff Johnson go to the Administration and County Services Committee to request the additional part-time staff to service the courts. Motion carried – unanimous.**

**4. Meadow Brook Medical Care Facility**

Judy Martin, Director of Meadow Brook Medical Care Facility explained that because of a new law the Medical Care Facility is now required to do fingerprinting of new employees if they have not been a resident of the State of Michigan for three years. Ms. Martin has worked out a deal with the Sheriff Department to provide the fingerprinting service, for a fee. She explained that Meadow Brook has for some years been providing the service to the Sheriff Department to do blood testing for alcohol abuse. Ms. Martin proposed a trade of services without a fee either way.

**5. Animal Shelter Construction Update**

Peter Garwood, Coordinator/Planner informed the Committee the cut off date to “register” to get a set of plans and specifications to bid on for the Animal Shelter is February 18 and the bids will be opened by the Buildings and Grounds Committee on March 5, 2003.

Sheriff Johnson informed the Committee the revenues for licenses have approximately doubled since we completed the census. An individual donated \$20,000 to the Animal Shelter. Sheriff Johnson indicated the money can be used for equipment and furnishings of the new Animal Shelter. Sheriff Johnson inquired about the possibility of allowing the staff at the Animal Shelter to accept money even if it would only be allowed in the form of a check for adoptions and donations to the shelter.

Sheriff Johnson was directed to get together with the Treasurer to design how the program could work.

**6. Policy Changes – Ordinance to Charge for Services**

The Committee reviewed the draft ordinance provided by Bill Murphy, Emergency Management Services Coordinator to recover costs for providing services for responding to hazardous materials emergencies. The committee had questions and decided to wait until Mr. Murphy can be present at a committee meeting.

- **Emergency and Bomb Threat Plan and Fire Evacuation Plan**  
Committee considered the amendments proposed by Mr. Murphy to the Emergency and Bomb Threat Plan and the Fire Evacuation Plan. The Committee tabled the issue until Mr. Murphy can be present at the meeting.

Meeting adjourned at 3:50 p.m.

# *Health, Animal Control & Public Safety Committee*

*Bernard Blackmore*

*Larry Bargy, Chairman*

*David Howelman*

## **February 26, 2003 Minutes**

Members present: Larry Bargy, Bernie Blackmore and David Howelman  
Members absent: None  
Others present: Pete Garwood

### **1. Meeting called to order at 1:03 p.m.**

### **2. Sheriff Department Update**

Sheriff Johnson came in to update the Committee on his department.

Committee discussed the issue of whether or not to give the Airport the retired Sheriff Department four-wheel drive Ford Expedition. The Committee reviewed a list of the other vehicles that will be available in the near future and the Sheriff discussed the condition of those vehicles. The Sheriff also confirmed that the current vehicle at the Airport is in very bad shape.

**Motion by Bernie Blackmore, supported by Dave Howelman, to recommend the Board of Commissioners give the Airport the Ford Expedition retired by the Sheriff Department. Motion carried – unanimous.**

The Committee discussed with the Sheriff the number of cars the Department will be allowed to have on a continuing basis.

### **3. Sheriff Department Generator**

The Sheriff informed the Committee the current generator that runs the jail when the power goes down has been determined to be inadequate by the Bellaire Fire Chief. The Committee agreed the issue should be addressed by the Building and Grounds Committee.

The Sheriff informed the Committee that the Sheriff Department Computer system must be replaced by June 2003. FSG the company that currently provides the software has informed the Sheriff they will no longer support the software after June.

The Sheriff indicated he is working with the Bellaire Computer Center as he researches new software options.

Sheriff Johnson informed the Committee the new satellite Sheriff Department in Milton Township has recently opened. The office space is provided by the township and can be used by Sheriff Department personnel to carry on the duties of the department.

#### **4. Emergency Services Update**

- Bomb Threat Plan Amendment

Mr. Bill Murphy, Emergency Services Coordinator distributed a proposed amendment to the Bomb Threat Plan. Discussion took place on the merits of this proposed amendment compared to the previously proposed amendment.

**Motion by Bernie Blackmore, supported by Dave Howelman, to recommend the Board of Commissioners approve the previously submitted, proposed amendment to the Bomb Threat Plan (see attachment). Motion carried – unanimous.**

- Fire Alarm Policy

Mr. Murphy indicated the intention is to have the Fire Alarm Policy mirror the Bomb Threat Plan on this issue. Mr. Murphy indicated we have the same situation, of a previously submitted amendment versus a currently submitted amendment.

**Motion by Bernie Blackmore, supported by Dave Howelman, to recommend the Board of Commissioners approve the previously submitted, proposed amendment to the Fire Alarm Policy (see attachment). Motion carried – unanimous.**

- Hazardous Materials Incident Cost Recovery Ordinance

Mr. Murphy presented two (2) versions of a Hazardous Materials Cost Recovery Ordinance to the Committee for review and comment.

The Committee directed Mr. Murphy to present the two draft ordinances to Charles Koop, Legal Counsel for recommendation.

- Defibrillators

Mr. Murphy distributed a letter to all Department Heads indicating that Sharon Schultz of the Treasurer Department has agreed to assist in the event of an emergency in the County Building (see attachment).

Mr. Murphy demonstrated how the defibrillator works.

Mr. Murphy will get together with Ms. Schultz and recommend a location for the defibrillator unit in the building.

- Terrorist Threat Conditions

Mr. Murphy distributed a document that outlined the proper response by citizens regarding the levels of terrorist threat warnings posted by the Federal Government (ie., green, yellow, orange and red).

**Motion by Bernie Blackmore, supported by Dave Howelman, to recommend the Board of Commissioners authorize Mr. Murphy to post the document that indicates the different levels of terrorist threat conditions throughout the County facilities. Motion carried – unanimous.**

The Committee discussed the location of the Emergency Operations Center (EOC). The discussion was sparked by a letter from Captain John Ort, Deputy State Director of Emergency Management (see attachment). The communication was to inform the counties that an evaluation process is available to assess our local EOC's.

The Committee directed Mr. Murphy to accept Captain Ort's offer of the evaluation of the Antrim County EOC.

Mr. Murphy distributed a copy of a grant agreement (see attachment) to add an amendment to the Emergency Operations Plan that emphasizes what to do in the case of a threat from weapons of mass destruction

**Motion by Bernie Blackmore, supported by David Howelman, to recommend the Board of Commissioners approve the grant agreement to update the Emergency Operations Plan for all hazards with special emphasis on Weapons of Mass Destruction (WMD) upon review and approval by Legal Counsel. The grant requires the County to pay the expenses and then process the paperwork for reimbursement. Motion carried – unanimous.**

Mr. Murphy informed the Committee that a mock emergency exercise will be held at the EOC on March 11, 2003.

#### **5. Septic Systems**

Mr. Bargy presented literature he obtained at the last health department meeting regarding septic systems.

Meeting adjourned at 3:20 p.m.

# *Health, Animal Control & Public Safety Committee*

*Bernard Blackmore*

*Larry Bargy, Chairman*

*David Howelman*

**March 26, 2003  
Minutes**

Members present: Larry Bargy, Bernie Blackmore and David Howelman  
Members absent: None  
Others present: Pete Garwood

## **1. Meeting called to order at 1:06 p.m.**

### **2. Sheriff Department Update**

Undersheriff Dan Bean and Steve Bratschi, Dispatch Sergeant gave the Sheriff Department update.

- Computer Software

Undersheriff Bean presented two separate quotations for new software for the Records Management System (RMS) and the Jail Management System (JMS) at the Sheriff Department.

The Undersheriff indicated the expense was not budgeted for in this year as they were hoping a grant that was previously submitted would pay for the software. Undersheriff Bean also indicated they have been notified that the current DOS based system will no longer be supported after June/July of this year.

The Committee directed the Undersheriff and Coordinator/Planner to set up presentations from the vendors for RMS and JMS for the next Committee meeting.

### **3. Animal Shelter Update**

Peter Garwood, Coordinator/Planner informed the Committee the contract has been drafted, between the County and Petrie Construction and is in the hands of legal counsel for review. We are shooting for early April for a signed contract.

### **4. Emergency Services Update**

Bill Murphy, Emergency Services Coordinator joined the meeting at 2:10 p.m.

- Bomb Threat and Fire Evacuation Plan

The Committee discussed the two different options for the evacuation plan. After careful consideration the Committee decided the following:

**Motion by Bernie Blackmore, supported by Dave Howelman, to recommend the Board of Commissioners approve the attached amendment to the Bomb Threat Plan as well as the Fire Alarm Policy. Motion carried – unanimous.**

- First Aid/CPR Training for Employees

Mr. Murphy distributed a document that indicated the cost for instructional brochures and CPR/first aid training for County employees. Mr. Garwood indicated the risk manager from our workers compensation insurance company recommended the County provide the training for County employees.

**Motion by Bernie Blackmore, supported by Dave Howelman, to recommend the Board of Commissioners approve holding CPR and First Aid training for two persons from each County Department at a cost not to exceed \$600 and the dollars be taken from the Board of Commissioners training line item.**

**Motion carried – unanimous.**

- Grant Opportunity

Mr. Murphy presented a grant opportunity to enable the purchase of personal protection equipment for emergency personnel.

**Motion by Bernie Blackmore, supported by Dave Howelman, to recommend the Board of Commissioners approve a grant application for a 2003 Supplemental Personal Protection Equipment Grant, from the Federal Emergency Management Association (FEMA) passed through the State, in the amount of approximately \$36,000. Motion carried - unanimous.**

Mr. Murphy presented a proposal from a consultant, Tim London to amend the Emergency Action Guidelines (EAG) to add procedures in the event of having to deal with weapons of mass destruction. At the March Board of Commissioners meeting the Board of Commissioners approved a grant agreement for the amendments to the EAG. Mr. Murphy informed the Committee of the tight timeline for the completion of the plan amendment.

**Motion by Dave Howelman, supported by Bernie Blackmore, to recommend the Board of Commissioners authorize the Chairman of the Health, Animal Control and Public Safety Committee and the Chairman of the Board of Commissioners to review the submitted consultant proposals to update the EAG and to hire a consultant. Motion carried – unanimous.**

## **5. Safety Committee**

**Motion by Bernie Blackmore, supported by Dave Howelman, to designate a Safety Committee consisting of Peter Garwood, Coordinator/Planner; Dave Vitale, Maintenance Supervisor and Arlen Turner, Building Official and that the Safety Committee work through the Department Heads to have regular safety inspections, report on and take action on any safety issues. Motion carried – unanimous.**

## **6. Citation/Compliance Bureau Ordinance**

Ms. Sherry Comben, Treasurer and Peter Garwood, Coordinator/Planner gave a brief description of why the County was considering a Citation/Compliance Bureau Ordinance. Ms. Comben informed the Committee that she, accompanied by Charles Koop, Prosecuting Attorney and Sheriff Terry Johnson, had visited the Village of Elk Rapids to see how their Citation/Compliance Bureau system worked. Mr. Koop is currently working on the ordinance.

Meeting adjourned at 3:05 p.m.

# *Health, Animal Control & Public Safety Committee*

*Bernard Blackmore*

*Larry Bargy, Chairman*

*David Howelman*

## **April 30, 2003 Minutes**

Members present: Larry Bargy, David Howelman, and Bernie Blackmore joined the meeting at 1:40 p.m.  
Members absent: None  
Others present: Pete Garwood

### **1. Meeting called to order at 1:07 p.m.**

### **2. Presentations for Record Management System (RMS) and Jail Management System (JMS)**

Others present for the presentations: Laura Stanek, Bob McLeod, Sherry Comben, Bob Englebrecht, Ron Hosenev, Sheriff Johnson, Dan Bean, Lou Basso, Steve Bratschi, Dolly Howelman and Howard Yamaguchi. Gene Dawson joined the meeting at 1:40 p.m.

First Presentation Steve Gardner from FSG/LEMS.

Second Presentation Dave Shaw from OSSI.

In addition to the presentation on RMS and JMS, OSSI presented information about their mapping software.

The Committee discussed the pros and cons of both proposals.

**Motion by Dave Howelman, supported by Bernie Blackmore, to recommend to Finance Committee and the Board of Commissioners to approve the purchase of the FSG/LEMS Jail Management System and the Records Management System at a total cost of \$14,680 as well as an additional monthly support cost of \$65. Motion carried – unanimous.**

Sheriff Terry Johnson and Steve Bratschi indicated that to be compliant with the statute regarding wireless 911 services, the County must have a mapping program or risk the loss of the wireless surcharge funds.

**Motion by Bernie Blackmore, supported by Dave Howelman, to recommend to the Finance Committee and the Board of Commissioners that \$39,900 be paid out of the "Wireless" funds for the 911 mapping program from OSSI (see attachments). Motion carried – unanimous.**

### **2. Sheriff Department Update**

Sheriff Johnson gave the Sheriff Department update.

**Motion by Bernie Blackmore, supported by Dave Howelman, to recommend the Board of Commissioners approve the Sheriff signing the Marine Patrol grant agreement. Motion carried – unanimous.**

- Spay and Neuter Program

Sheriff Johnson and Sherry Comben, Treasurer informed the Committee the Spay and Neuter Program has run out of funds. Sheriff Johnson recommended some of the dollars in the Animal Control Donation Fund be transferred to the Spay and Neuter Program fund.

**Motion by Dave Howelman, supported by Bernie Blackmore, to recommend to the Finance Committee and the Board of Commissioners to transfer \$2,500 from the Animal Control Donation Fund to the Spay and Neuter Fund. Motion carried – unanimous.**

- State Inspection

The Committee recommends the Board of Commissioners commend the jail administration and staff for being 100% in compliance with the State inspection.

**3. Animal Shelter Update**

Pete Garwood and Sheriff Johnson updated the Committee on the Animal Shelter construction project. When the excavation began the machine operator ran into water just below the ground surface. To remediate the situation a (not to exceed) \$4,000 change order needs to be issued to tile around the shelter and drain the spring runoff away from the facility.

**4. Citation/Compliance Bureau Ordinance**

Sheriff Johnson and Sherry Comben indicated that the Ordinance is in the hands of Legal Counsel.

Meeting adjourned at 4:20 p.m.

# *Health, Animal Control & Public Safety Committee*

*Bernard Blackmore*

*Larry Bargy, Chairman*

*David Howelman*

**May 28, 2003  
Minutes**

Members present: Larry Bargy, and David Howelman  
Members absent: Bernie Blackmore  
Others present: Pete Garwood and Sheriff Johnson

**1. Meeting called to order at 9:00 a.m.**

**2. Animal Shelter Update**

Peter Garwood, Coordinator/Planner updated the Committee on the construction progress at the Animal Shelter.

**3. Emergency Services Update**

Sheriff Terry Johnson informed the Committee he has been meeting with Lt. Mike Tilley from the State Police regarding the grants that have come through the Emergency Services Office. The County auditors are requesting information regarding the 2001 and 2002 grants.

**Motion by Dave Howelman, supported by Larry Bargy, to recommend to the Administration and County Services Committee and the Board of Commissioners that Sheriff Johnson be compensated at the Emergency Services Director rate for the work he is doing as the Interim Emergency Services Director. Motion carried – unanimous.**

**5. Sheriff Department Update**

- Sprint Agreement (see attachment)

Sheriff Johnson presented an agreement between the County and Sprint PCS regarding the use of confidential information owned by Sprint for County E911 purposes.

**Motion by Dave Howelman, supported by Larry Bargy, to recommend the Board of Commissioners approve the agreement with Sprint PCS for the use of confidential information for the County E911 system. Motion carried – unanimous.**

Mr. Garwood will send the agreement to Legal Counsel for review prior to the Board of Commissioners meeting.

- Computer Hardware

The Sheriff informed the Committee, new computer hardware will be necessary to run the new Jail Management System (JMS) and Record Management System (RMS) software programs recently purchased from LEMS.

**Motion by Dave Howelman, supported by Larry Bargy, to recommend the Finance Committee and the Board of Commissioners approve the purchase of new computer hardware to run the JMS and the RMS software programs in the Sheriff Department to be paid out of funds currently appropriated for equipment for the Sheriff Department, not to exceed \$4,000. Motion carried – unanimous.**

**6. Driving in Behalf of Antrim County**

The Committee discussed the County policy regarding a driver's license check on all individuals driving in behalf of the County. The Committee had questions regarding whether or not the County could conduct a driver's license check for employees that are not driving a County vehicle, but are only receiving reimbursement for mileage. Mr. Garwood will check with the MMRMA, and the Sheriff will check with the Prosecuting Attorney.

**7. Pete Wilks Memorial Forest**

The Committee discussed a couple of complaints regarding individuals engaging in (firearm) target practice at the Pete Wilks Memorial Forest late at night. Sheriff Johnson indicated he was informed by Charles Koop, Legal Counsel that the County would be liable if an accident involving firearms were to happen at the property.

**Motion by Larry Bargy, supported by Dave Howelman, to recommend the Board of Commissioners approve the closing of the Pete Wilks Memorial Forest to target shooting. Motion carried – unanimous.**

**8. Citation/Compliance Bureau**

The Committee is still waiting to hear from Legal Counsel on this issue.

**9. EMS License/Registration for Sharon Schultz**

Mr. Garwood informed the Committee that Sharon Schultz has provided the Coordinator/Planner Office with a copy of her Emergency Management Services license/registration. Ms. Schultz has agreed to assist in the event of a customer or employee (in the County Building) who needs the use of a defibrillator.

**10. Animal Licenses**

Ms. Sherry Comben, Treasurer informed the Committee that some of the Veterinarians in the County have inquired whether the County would consider a small handling fee when they sell dog licenses from their businesses in behalf of the County.

**Motion by Dave Howelman, supported by Larry Bargy, to recommend the Board of Commissioners approve giving the Veterinarians \$1.00 for selling an annual dog license, and \$3.00 for selling a three year dog license, in behalf of the County. Motion carried – unanimous.**

Meeting adjourned at 10:50 a.m.

# *Health, Animal Control & Public Safety Committee*

*Bernard Blackmore*

*Larry Bargy, Chairman*

*David Howelman*

## **June 25, 2003 Minutes**

Members present: Larry Bargy, Bernie Blackmore and David Howelman  
Members absent: None  
Others present: Pete Garwood and Jack White

### **1. Meeting called to order at 9:00 a.m.**

### **2. Emergency Service Director Introduction**

Peter Garwood Coordinator/Planner introduced Carl Goeman the new Emergency Services Director to the Committee.

The Committee members introduced themselves to Mr. Goeman. Mr. Goeman gave the committee an account of his background.

Mr. Goeman informed the Committee that a company contracting with the Road Commission had repeatedly driven over the Emergency Operations Center septic system with their front end loader. The Committee directed Mr. Garwood to contact Burt Thompson, Manager of the Road Commission and advise him of the incident.

Mr. Goeman informed the Committee of his progress on the 2004 budget and the administration of the current grants.

Mr. Goeman asked the Committee if they would allow him to use the County issued car to drive to work and back. The Committee felt that because he will have to respond to disasters and other incidents that it made sense to let Mr. Goeman use the car.

**Motion by Bernie Blackmore, supported by Dave Howelman, to recommend the Board of Commissioners allow the Emergency Services Director to use the County issued car to work and back and to emergencies only. Motion carried – unanimous.**

### **3. Animal Shelter Update**

The foundation has been poured and the plumbers are working at this to install the plumbing prior to pouring the slab.

### **4. Meeting Time Change**

Chairman Larry Bargy informed all in attendance the new meeting time for the Health, Animal Control and Public Safety Committee is the last Wednesday at 9:00 a.m.

### **5. Driving In Behalf of Antrim County**

**Motion by Bernie Blackmore, supported by Dave Howelman to recommend the Board of Commissioners adopt the following policy regarding individuals driving Antrim County vehicles:**

**Prior to driving an Antrim County vehicle, the potential driver must fill out a form that authorizes the County to check their driving record.**

**Each department head is responsible for making sure the forms are completed and signed by all individuals driving an Antrim County vehicle in behalf of their department.**

**Motion carried – unanimous.**

The Committee directed Mr. Garwood to have both Legal Counsel and the Administration and County Services Committee review the motion.

**6. Pete Wilkes Memorial Forest - Target Practice Issues**

Sheriff Johnson informed the Committee that in a conversation with Charlie Koop, he found out that if a shooting range is a designated range the County is covered for liability. Conversely, if a range is not an approved range the County Board of Commissioners can be held liable.

*Charles Koop, Legal Counsel joined the meeting at 2:30 p.m.*

Mr. Koop informed the Committee that the County may not be able to have an approved shooting range on the Pete Wilkes Memorial Forest because the property is designated for forestry purposes only.

Mr. Koop recommended the Board of Commissioners pass an ordinance prohibiting target practice on any County property unless the property is designated for such use.

**Motion by Bernie Blackmore, supported by Dave Howelman, to recommend the Board of Commissioners pass an ordinance to prohibit target practice on any County property except any property the County has approved for such use. Additionally, that the County research the possibility of establishing a site in the County to designate as an approved target practice range as permitted by statute. Motion carried – unanimous.**

The Committee directed Legal Counsel to draft a short ordinance for the July 10, 2003 meeting. Mr. Garwood will check with the insurance carrier on how they view the current situation.

**7. Citation/Compliance Bureau Ordinance**

Mr. Koop indicated the Citation/Compliance Bureau Ordinance is written. The amount of the fines needs to be established. Mr. Koop and Sheriff Johnson will prepare a list of fines for the Animal Control Ordinance for the next Health, Animal Control and Public Safety Committee meeting.

Mr. Koop will get a copy of the draft ordinance to the Coordinator/Planner Office for next month's Committee packet.

Meeting adjourned at 3:20 p.m.

# *Health, Animal Control & Public Safety Committee*

*Bernard Blackmore*

*Larry Bargy, Chairman*

*David Howelman*

**July 30, 2003  
Minutes**

Members present: Larry Bargy, Bernie Blackmore and David Howelman  
Members absent: None  
Others present: Pete Garwood, Carl Goeman, Sheriff Terry Johnson and Sherry Comben

**1. Meeting called to order at 9:04 a.m.**

**2. Animal Shelter Update**

Peter Garwood, Coordinator/Planner and Sheriff Terry Johnson updated the Committee on the progress of the Animal Shelter. The Committee was informed of the list of change orders that will take place on the project.

**3. Driving in Behalf of the County Policy (see attachment)**

**Motion by Bernie Blackmore, supported by Dave Howelman, to recommend the Board of Commissioners add to the Driving in Behalf of the County Policy:**

*"Anyone driving in behalf of the County shall have a valid Michigan Drivers license. Individuals driving in behalf of the County shall not drive in violation of any restrictions associated with their license. Driver's license checks shall be conducted annually. "*

**Motion carried – unanimous.**

**4. Shooting Range**

The Committee discussed the issue of an alternative shooting range in the County. No action taken.

**5. Septic System at the Emergency Operations Center (EOC)**

The Committee reviewed the letter sent to the Road Commission regarding their contractor driving over the septic system at the EOC. The Committee directed Mr. Garwood to forward this issue to the Buildings and Grounds Committee.

**6. Citation/Compliance Bureau Ordinance**

Mr. Charles Koop, Legal Counsel presented an amended draft of the "Ordinance Related to Civil Infractions" as well as a schedule of civil fines. Mr. Koop also presented an "Ordinance Related to All County Ordinances Converting Penalties From Misdemeanors to Civil Infractions".

*Ms. Sherry Comben, Treasurer was also present.*

**Motion by Bernie Blackmore, supported by Dave Howelman, to recommend the Board of Commissioners adopt the "Ordinance Related to Civil Infractions" and the attached "Schedule of Civil Fines" dated July 29, 2003. Motion carried – unanimous.**

**Motion by Bernie Blackmore, supported by Dave Howelman, to recommend the Board of Commissioners adopt the “Ordinance Related to All County Ordinance Converting Penalties from Misdemeanors to Civil Infractions”. Motion carried – unanimous.**

**7. Sheriff Department Shooting Range**

The committee requested the Sheriff to contact an NRA representative to evaluate the Sheriff Department shooting range.

**8. Ordinance #3 of 1970 (see attachment)**

**Motion by Dave Howelman, supported by Bernie Blackmore, to recommend the Board of Commissioners repeal Ordinance #3 of 1970, concerning the prohibition of non-returnable containers in Antrim County. Motion carried – unanimous.**

**9. Emergency Services Director**

Carl Goeman, Emergency Services Director informed the Committee that he has \$2,000 in a grant budget to purchase a new computer for his department.

Mr. Goeman will go to the Finance Committee with three (3) quotes for a computer at their next scheduled meeting.

Meeting adjourned at 11:25 a.m.

# *Health, Animal Control & Public Safety Committee*

*Bernard Blackmore*

*Larry Bargy, Chairman*

*David Howelman*

## **September 24, 2003 Minutes**

Members present: Larry Bargy, Bernie Blackmore and David Howelman  
Members absent: None  
Others present: Pete Garwood, Carl Goeman and Sheriff Terry Johnson

### **1. Meeting called to order at 9:00 a.m.**

### **2. Sheriff Department Update**

- Patrol Cars

The Sheriff distributed a list of the current cars used by the Sheriff Department, including the mileage.

Sheriff Johnson informed the Committee that he requested two new patrol cars, but the Finance Committee is currently planning to propose one new car for the 2004 budget.

The Committee requested the Sheriff pull together additional data on total number of miles traveled (for the entire fleet) per year and go back to Finance Committee with a request for two patrol cars.

### **3. Animal Shelter Update**

Sheriff Johnson and Peter Garwood, Coordinator/Planner, updated the Committee on the progress of the Animal Shelter construction.

Sheriff Johnson informed the Committee that one of the Animal Control Officers is out with an injury.

### **4. Bomb Threat Plan Amendment**

Carl Goeman, Emergency Services Coordinator, distributed a proposed amendment to the bomb threat evacuation plan.

**Motion by Bernie Blackmore, supported by Dave Howelman, to recommend the Board of Commissioners approve the amendment (will be distributed at the meeting), to the Emergency Evacuation Plan, for bomb threat or fire. Motion carried – Unanimous.**

### **5. Driving in Behalf of the County Policy**

The Committee reviewed the draft amendment to the policy submitted by Mr. Garwood. Mr. Garwood also distributed the model policy he received from the Michigan Municipal Risk Management Association (MMRMA). The Committee will review the MMRMA policy for the next meeting.

**6. Various Matters**

▪ Shooting Range

Dave Howelman briefed the Committee on his discussions with the Bellaire Conservation Club and other citizens, on the potential of a shooting range on the County owned Simpson Road property.

**7. Emergency Services**

Carl Goeman informed the Committee of a new grant opportunity for \$9,000. The grant is to be used for holding mock emergency exercises.

**Motion by Dave Howelman, supported by Larry Bargo, to recommend the Board of Commissioners approve the grant application for Emergency Exercises at an amount of \$9,000. Motion carried – Unanimous.**

Mr. Goeman informed the Committee, the automatic gate opener at the Emergency Operations Center has been malfunctioning lately (not opening and closing). Committee directed Mr. Goeman to get a quote on the cost of fixing the gate opener.

Meeting adjourned at 11:03 a.m.

# *Health, Animal Control & Public Safety Committee*

*Bernard Blackmore*

*Larry Bargy, Chairman*

*David Howelman*

## **October 29, 2003 Minutes**

Members present: Larry Bargy, Bernie Blackmore and David Howelman  
Members absent: None  
Others present: Pete Garwood, and Jack White

### **1. Meeting called to order at 9:05 a.m.**

### **2. Sheriff Department Update**

Sheriff Terry Johnson updated the Committee on the revisions to the radio system. Permission has been granted to mount an antenna on the Shanty Creek water tower. The 911 antenna in Mancelona will be moved from halfway up the tower to the top of the tower. Antenna work will also be completed in Central Lake and Kewadin.

- **Wireless Funds**

Sheriff Johnson informed the Committee that the surcharge on the wireless phones was subject to a sunset provision in the statute, this coming year. Sheriff Johnson informed the Committee that he went to Lansing to testify at the House of Representatives in favor of extending the sunset. Mr. Garwood indicated he had called Representative Bradstreet's office, in behalf of the Board of Commissioners, to express the County's support for the extension of the sunset.

- **Snowmobile Academy**

Sheriff Johnson informed the Committee that the Michigan Municipal Risk Management Association (MMRMA) is willing to give a grant to hold a snowmobile academy (statewide) if the Michigan Snowmobile Association (MSA) is willing to organize it. However, there needs to be a sponsor for the grant. Sheriff Johnson has tentatively agreed to sponsor the grant pending agreement by the Board of Commissioners. Sheriff Johnson emphasized the sponsorship would be in name only and that no money will pass through the Antrim County budget.

**Motion by Bernie Blackmore, supported by Dave Howelman, to recommend the Board of Commissioners approve Antrim County being the sponsor of the grant from the Michigan Municipal Risk Management Association (MMRMA) for the snowmobile academy. Motion carried – unanimous.**

- **Sheriff Department Budget**

Sheriff Johnson informed the Committee, the 2004 budget has a short fall. He will be going to the Finance Committee to get it straightened out next week.

### **3. Animal Shelter Update**

The contractor has indicated he is waiting for the excavator to grade the parking area and do the landscaping. Work inside of the Animal Shelter is taking place at a good pace.

### **4. Homeland Security Grant**

Mr. Garwood presented a grant opportunity (in behalf of Carl Goeman, Emergency Services Director) called a Homeland Assessment and Strategy Grant for training sessions, completing assessments, and collecting and compiling data. The grant is through the State of Michigan and is for \$5,000.00.

**Motion by Bernie Blackmore, supported by Dave Howelman, to recommend the Board of Commissioners approve the Homeland Security Assessment and Strategy Grant Agreement. Motion carried – unanimous.**

**5. Driving In Behalf of the County**

Committee directed Mr. Garwood and Sheriff Johnson to get together, review the material and come up with recommended policy.

**6. Various Matters**

- Court Appointed Attorneys

Mr. Garwood was directed to put the issue on the agenda for the Administration Committee.

Meeting adjourned at 10:55 a.m.

# *Health, Animal Control & Public Safety Committee*

*Bernard Blackmore*

*Larry Bargy, Chairman*

*David Howelman*

**November 26, 2003  
Minutes**

Members present: Larry Bargy and David Howelman  
Members absent: Bernie Blackmore  
Others present: Pete Garwood

**1. Meeting called to order at 9:08 a.m.**

**2. Emergency Services**

Carl Goeman, Emergency Services Director, informed the Committee about an available grant opportunity for additional staffing in the Emergency Services Department, to assist with the application of future grants and provide assistance with the upcoming emergency exercises. The grant would be for an additional \$25,000 and is guaranteed only for the year 2004, but may be extended for one more year.

**Motion by Dave Howelman, supported by Larry Bargy, to recommend the Board of Commissioners approve the grant application, through the Office of Domestic Preparedness, to augment staffing at the Emergency Services Department for the year 2004, in the amount of \$25,000. Motion carried – unanimous.**

**3. Sheriff Department Update**

Dan Bean, Undersheriff, informed the Committee the sign for the Animal Shelter has been ordered.

**4. Animal Shelter Update**

Peter Garwood, Coordinator/Planner and Undersheriff Bean indicated the Animal Shelter completion date has been moved to the second week in December.

**5. Driving in Behalf of the County**

Mr. Garwood indicated there was nothing to report on this issue, as he and the Sheriff were unable to get together to work on it this past month.

Meeting adjourned at 10:15 p.m.