

Health, Animal Control and Public Safety

Bernard Blackmore

Larry Bargy, Chairman

David Howelman

Minutes February 24, 2010

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

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

2. Public Comment

None

3. Jail Kitchen Equipment

Motion by Bernie Blackmore, supported by David Howelman, to recommend the for the food processor for the jail kitchen for \$430.00. Motion Carried – Unanimous.

4. Upgrade for Sheriff Interview Room

Undersheriff Dean Pratt joined the meeting. Undersheriff Pratt requested the Department be able to hire Jeff Granger, Sound & Video System, LLC for \$765.00 as it was budgeted.

Motion by Bernie Blackmore, supported by David Howelman, to recommend the Finance Committee approve the quote from Sound and Video System, LLC for \$765.00 for equipping the investigation interview room. Motion Carried – Unanimous.

5. Jail Cooler Project

Mike Sizen, Jail Cook, gave an update on the Cooler installation project.

6. 911 Update

Steve Bratschi indicated the current 911 surcharge does not bring in enough revenue to support the 911 system. He indicated that two (2) years ago the Michigan Public Service Commission forced the County to drop from a surcharge of \$2.97 to \$1.97 per line. The County is quickly using the fund balance in the 911 Fund to make up the lack of revenue. The \$1.97 brings in \$555,200 while the 911 Budget is \$817,000.

Motion by Bernie Blackmore, supported by David Howelman, to recommend the Board of Commissioners approve a ballot issue for increasing the surcharge for 911 and the Finance Committee determine the amount and whether to put it on the August or November ballot. Motion Carried – Unanimous.

Mr. Bratschi recommended the County hire Doug Van Essen to write the ballot language if the Board of Commissioners decides to put a 911 surcharge on the ballot. Mr. Van Essen is an attorney who regularly works with 911 operations. Mr. Bratschi will get an estimate of what Mr. Van Essen would charge.

Mr. Bratschi informed the Committee that CCE (Charlevoix County, Cheboygan County and Emmet County) indicated they would be open to Antrim County joining their 911 Dispatch. Mr. Bratschi will get more information.

7. Emergency Services

Carl Goeman, Emergency Services Coordinator, joined the meeting. Mr. Goeman informed the Committee that the Grand Traverse Tribe of Ottawa and Chippewa Indians has granted Antrim County \$25,000 plus for house numbering signs. A subcommittee of the Local Emergency Planning Committee (LEPC) is working on a plan to use the dollars as effectively as possible.

Motion by Larry Bargy, supported by Bernie Blackmore, to recommend the Board of Commissioners send a letter of thanks to the Tribe for the grant funding. Motion Carried - Unanimous.

Mr. Goeman updated the Committee on the Hazardous Materials Emergency Planning Grant.

Motion by Bernie Blackmore, supported by David Howelman, to recommend the Board of Commissioners authorize the LEPC Chair to sign the Hazardous Materials Emergency Planning Grant (\$1,325). Motion Carried – Unanimous.

Mr. Goeman indicated we will need to ask for a 90 day extension on the regional Homeland Security Grant.

Motion by David Howelman, supported by Bernie Blackmore, to recommend the Board of Commissioners authorize Carl Goeman to request a 90 day extension on the Homeland Security Grant. Motion Carried – Unanimous.

Mr. Goeman also requested a possible contract extension for Dick Catton, the consultant who was hired to work on the Homeland Security Grant.

Motion by Bernie Blackmore, supported by David Howelman, to recommend the Board of Commissioners authorize a 90 day extension for the Consultant Dick Catton's Contract for the Homeland Security Grant. Motion Carried – Unanimous.

Meeting adjourned at 10:15 a.m.

Health, Animal Control and Public Safety

Bernard Blackmore

Larry Bargy, Chairman

David Howelman

Minutes April 1, 2010

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

1. Meeting called to order at 11:30 a.m.

2. Public Comment

None

3. Sheriff Department Update

Dan Bean, Sheriff, Dean Pratt, Undersheriff and Steve Bratschi, Dispatch Sergeant, joined the meeting. Sheriff Bean presented a request for various capital outlay items (attached). Sheriff Bean indicated each of the items is in the budget.

Motion by David Howelman, supported by Bernie Blackmore, to submit the request to the Finance Committee to approve the purchase of a tazer for animal control (\$827.17), a Live Scan ID Network Upgrade \$16,160 with an annual maintenance cost of \$1,000. Motion Carried – Unanimous.

Sheriff Bean informed the Committee that the price for a Vital Signs Machine (to be used by the Jail Nurse when evaluating prisoners) came in \$321 over the budgeted amount of \$2,000.

Motion by David Howelman, supported by Bernie Blackmore, to recommend the Finance Committee add \$321 to the approved capital outlay budgeted (\$2,000) for a Vital Signs Machine. Motion Carried – Unanimous.

Motion by David Howelman, supported by Bernie Blackmore, to submit to the Finance Committee for approval the following capital outlay for the road patrol: 3 digital recorders for \$414.00, and \$6,500 for an in-car recorder (out of Secondary Road Fund). Motion Carried - Unanimous.

The Sheriff Office is currently negotiating with various car makers for patrol cars. They will bring the specific numbers to the Finance Committee for patrol cars. There is \$100,000 budgeted for this item.

The Committee indicated they are in favor of the Sheriff seeking grant funds from the Department of Natural Resources and Environment (DNRE) for the Recreation Officer position.

4. Jail Cooler Project Completion

Mike Sizen, Jail Cook, reported that the jail kitchen walk-in cooler/freezer installation project has been completed. He expressed his thanks to the Commissioners and Coordinator/Planner staff.

5. 911 Update

Sergeant Bratschi informed the Committee that the recorder (in the budget) for the 911 Dispatch Center will go out for proposals next week.

Sergeant Bratschi submitted a list of equipment and the associated cost and requested authority for approval to purchase.

Motion by Bernie Blackmore, supported by David Howelman, to submit the equipment request for 911 to the Finance Committee for approval (attached). Motion Carried – Unanimous.

911 Ballot Language

Sergeant Bratschi distributed four samples of ballot language for a request for a 911 surcharge increase.

Motion by Bernie Blackmore, supported by David Howelman, to recommend the Board of Commissioners approve Version 2 of the proposed ballot language for an increase in the 911 operating surcharge attached. Motion Carried – Unanimous.

6. Emergency Services

The Region 7 Homeland Security Board has included as a funding priority for the 2007 Homeland Security Grant the purchase of a back-up generator for the University Center in Gaylord. Due to the magnitude of the project Carl Goeman, Emergency Coordinator, and Peter Garwood, Coordinator/Planner, are recommending the University Center be authorized to handle the bid process for this project.

Motion by Bernie Blackmore, supported by David Howelman, to recommend the Board of Commissioners approve the Memorandum of Understanding between Antrim County (as Region 7 Fiduciary) and the University Center at Gaylord in regards to the purchase of equipment with Homeland Security Grant Program funds (attached). Motion Carried – Unanimous.

Meeting adjourned at 12:35 p.m.

Health, Animal Control and Public Safety

Bernard Blackmore

Larry Bargy, Chairman

David Howelman

Minutes April 28, 2010

Members present: Bernie Blackmore and Dave Howelman
Members absent: Larry Bargy
Others present: Pete Garwood, Jack White

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

2. Public Comment

None

3. Sheriff Department Update

Sheriff Dan Bean, Undersheriff Dean Pratt and Steve Bratschi, Dispatch Sergeant, joined the meeting. Sheriff Bean distributed a written report (attached) and gave a verbal report.

The Committee reviewed the Jail Inspection Report.

Sheriff Bean informed the Committee that he was able to get a good deal on replacing four Scott air packs and eight air bottles for the jail by purchasing them through the Bellaire Fire Department.

Sheriff Bean informed the Committee that he has received three quotes on a fire suppression hood for the kitchen. He will be presenting the quotes to the Finance Committee at their next meeting.

4. 911 Update – Various Matters

Charlevoix, Cheboygan and Emmet (CCE) 911 Dispatch - Data Request

CCE 911 Dispatch requested that we sign an agreement to evaluate the trade of Road Centerline Data with them. Sergeant Bratschi indicated he would eventually like to get the Road Centerline Data for all the counties immediately adjacent to Antrim County.

Motion by David Howelman, supported by Bernie Blackmore, to recommend the Board of Commissioners to approve entering into an agreement with CCE 911 Dispatch to trade Road Centerline Data, upon review and approval by legal counsel. Motion Carried – Unanimous.

911 Recorder System

Steve Bratschi informed the Committee two proposals were received for a new Dispatch Recorder System, one from Commercial Electronics - Higher Ground and the other from DSS Corporation - Equature. The funding for the Recorder System is in the 2010 budget.

Motion by David Howelman, supported by Bernie Blackmore to recommend the Finance Committee and the Board of Commissioners approve the proposal from DSS for replacement of the 911 Dispatch Recorder. Motion Carried – Unanimous.

Quotations for a repair of the generator for the Orchard Hill communication tower were distributed. Sergeant Bratschi said it would cost \$1,800 plus to replace the generator. Carl Goeman, Emergency Services Coordinator informed the Committee he could try to get approval to fund the purchase of the generator from the Homeland Security Grant program.

**Motion by David Howelman, supported by Bernie Blackmore, to direct Carl Goeman to try for Homeland Security Grant funding to replace the generator at Orchard Hill.
Motion Carried – Unanimous.**

The idea will be to try to limp along with the current generator without putting too much funding into repairs if we find out it can be replaced with grant funding.

5. Emergency Services

Carl Goeman gave the Committee an update on the Emergency Services Department.

Meeting adjourned at 10:00 a.m.

Health, Animal Control and Public Safety

Bernard Blackmore

Larry Bargy, Chairman

David Howelman

Minutes June 30, 2010

Members present: Larry Bargy, Bernie Blackmore and Dave Howelman
Others present: Pete Garwood, Jack White

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

2. Public Comment

None

3. Probate/Family Court: Budget Request

Bill Hefferan, Court Administrator, joined the meeting and presented the budget for the Family Court Division, the Probate Court as well as a Capital Outlay request.

Motion by Bernie Blackmore, supported by Dave Howelman, to approve the proposed 2011 Family Court Division budget for submittal to the Finance Committee. Motion Carried – Unanimous.

Motion by Bernie Blackmore, supported by Dave Howelman, to approve the proposed 2011 Probate Court budget as well as the Capital Outlay budget for submittal to the Finance Committee, with a question as to whether the computer requested needs to be replaced at this time. Motion Carried – Unanimous.

Motion by Bernie Blackmore, supported by Dave Howelman, to approve the proposed 2011 Family Court – Detention Support budget for submittal to the Finance Committee. Motion Carried – Unanimous.

4. Circuit Court: Budget Request

Teri Quinn, Circuit Court Administrator, joined the meeting and presented the Circuit Court Budget request for 2011. Ms. Quinn informed the Committee the Antrim County portion of the shared expenses between Antrim, Grand Traverse, and Leelanau Counties will decrease from 18% to 17% based on case load.

Motion by Bernie Blackmore, supported by Dave Howelman, to approve the proposed 2011 Circuit Court budget for submittal to the Finance Committee. Motion Carried – Unanimous.

5. District Court: Budget Request

Carol Stocking, District Court Administrator joined the meeting and presented the District Court budget request for 2011.

Motion by Dave Howelman, supported by Bernie Blackmore, to approve the proposed 2011 District Court budget request for submittal to the Finance Committee. Motion Carried – Unanimous.

6. Friend of the Court: Budget Request

Dawn Rogers, Friend of the Court joined the meeting and presented the proposed 2011 Friend of the Court Budget Request.

Motion by Bernie Blackmore, supported by Dave Howelman, to approve the proposed 2011 Friend of the Court budget request for submittal to the Finance Committee. Motion Carried – Unanimous.

7. Sheriff Department Update

Dan Bean, Sheriff joined the meeting and gave a monthly report (attached).

Sheriff Bean presented quotes for the Upper Chain Marine Patrol boat motor; to repair it, replace it with a 115 horse power motor, or replace it with a 90 hp motor. Sheriff Bean and the Committee agreed the 90 hp should be adequate. Sheriff Bean will take the request to Finance Committee.

8. Emergency Services

Carl Goeman, Emergency Service Coordinator, joined the meeting.

CAD and Generator: Homeland Security Grant

Mr. Goeman informed the Committee that the replacement of the generator at the two communication tower sites submitted for funding through the Homeland Security Grant has a very good chance of being funded.

Mr. Goeman also indicated the 2007 Homeland Security Grant the County has been administering is coming to an end. It looks like all funds have been spent except approximately \$230.00.

Defibrillator Issue

Mr. Goeman indicated new defibrillators were on the list of desired equipment submitted for funding through the most recent round of the Homeland Security Grant. However, it doesn't look like the request will be funded. Mr. Garwood and Mr. Goeman recommended the County give the "Zoll" defibrillators to a different agency and focus on using the "Medtronic" defibrillators for consistency in maintenance and operation.

9. Health Department: Budget Request

Jerry Chase, Director of Northwest Michigan Community Health Agency (NMCHA), joined the meeting and presented the budget request for the agency.

Motion by Dave Howelman, supported by Bernie Blackmore, to approve the 2011 budget request for the NMCHA for submittal to the Finance Committee. Motion Carried – Unanimous.

10. 911 Update and Various Issues

Bob Englebrecht, Equalization Director, Sheriff Dan Bean, and Mike Gank, Dispatcher joined the meeting. Mr. Englebrecht outlined his understanding of the Geographic Information System (GIS) program recommendations from the Administration and County Services Committee. Mr. Englebrecht indicated he would like to keep the GIS program as a part of the Equalization Department.

Mr. Gank informed the Committee why he advocated for a new and separate GIS server and software in the past.

Meeting adjourned at 11:25 a.m.

Health, Animal Control and Public Safety

Bernard Blackmore

Larry Bargy, Chairman

David Howelman

Minutes July 28, 2010

Members present: Larry Bargy, Bernie Blackmore and Dave Howelman
Others present: Pete Garwood, Laura Sexton, Danell Doucette

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

2. Public Comment

None

3. Sheriff and Related Budget Requests

Dan Bean, Sheriff, and Steve Bratschi, Dispatch Sergeant, joined the meeting and presented the various budgets associated with the Sheriff Department.

Sheriff Department Budget

Motion by Bernie Blackmore, supported by Dave Howelman, to approve the proposed 2011 Sheriff Department budget #301 along with requested capital outlay for submittal to the Finance Committee. Motion Carried – Unanimous.

Jail Budget

Motion by Dave Howelman, supported by Bernie Blackmore, to approve the proposed 2011 Jail budget #351 along with requested capital outlay for submittal to the Finance Committee. Motion Carried – Unanimous.

Secondary Roads, Animal Control and Marine Patrol

Motion by Bernie Blackmore, supported by Dave Howelman, to approve the proposed 2011 Secondary Road Patrol budget #334, Animal Control budget with capital outlay, Marine Patrol budget with capital outlay and the Snowmobile budget for submittal to the Finance Committee. Motion Carried – Unanimous.

Corrections Officer's Training Budget

Motion by Bernie Blackmore, supported by Dave Howelman, to approve the proposed 2011 Local Corrections Officer's Training budget, Michigan Justice Training budget and Jail Inmate Proceeds budget for submittal to the Finance Committee. Motion Carried – Unanimous.

E-911 Operations - Training

Motion by Bernie Blackmore, supported by Dave Howelman, to approve the proposed 2011 E-911 Training budget, E-911 Operations budget and the E-911 Wireless Fund Capital Outlay request for submittal to the Finance Committee. Motion Carried – Unanimous.

Sheriff Department Wages

Motion by Bernie Blackmore, supported by Dave Howelman, to direct the Clerk to decrease the wage line items in any of the 2011 proposed budgets under the control

of the Sheriff to the 2010 level. Motion Carried – Unanimous.

4. Emergency Services Budget Request

Carl Goeman, Emergency Services Coordinator, joined the meeting and presented the budget request for the Emergency Services Department.

Motion to Bernie Blackmore, supported by Dave Howelman, to approve the proposed 2011 Emergency Services budget for submittal to the Finance Committee. Motion Carried – Unanimous.

5. Medical Examiner Budget Request

Dr. Dewey Benson, Medical Examiner, joined the meeting and presented his budget request for 2011.

Motion by Dave Howelman, supported by Bernie Blackmore, to approve the proposed 2011 Medical Examiner budget for submittal to the Finance Committee. Motion Carried – Unanimous.

6. Prosecuting Attorney Budget Request

Charlie Koop, Prosecuting Attorney, joined the meeting and presented his budget request for 2011.

Motion by Bernie Blackmore, supported by Dave Howelman, to approve the proposed 2011 Prosecuting Attorney budget along with requested capital outlay as amended, for submittal to the Finance Committee (moving the \$6,400 for a link between the Prosecutor and the Sheriff from the Prosecuting Attorney budget to the Sheriff Department budget and split the software line item between the Prosecuting Attorney budget and the Victims Rights budget). Motion Carried – Unanimous.

7. Child Support/IVD and Victim's Rights

Motion by Bernie Blackmore, supported by Dave Howelman Motion, to approve the proposed 2011 Child Support/IVD budget and the Victim's Rights budget (as amended) for submittal to the Finance Committee. Motion Carried – Unanimous.

Mr. Koop explained the reasoning for requesting \$2,500 for a Domestic Violence Hotline/Consultation for spouses or partners of police officers, corrections officers or prosecutor staff. Mr. Koop will take the issue to the Finance Committee.

8. Paperless File Management

Mr. Koop explained the need for a paperless file management system (budget cost \$75,000).

Motion by Bernie Blackmore, supported by Dave Howelman, to approve the request for a paperless file management system and two chairs for the Prosecuting Attorney Office for submittal to the Finance Committee. Motion Carried – Unanimous.

9. Emergency Services

Mr. Goeman requested approval for the Emergency Management Planning Grant (EMPG) that reimburses a part of the Emergency Coordinator's wages.

Motion by Bernie Blackmore, supported by Dave Howelman Motion: Blackmore To recommend the Board of Commissioners approve the EMPG grant agreement for October 1, 2009 to September 30, 2010. Motion Carried – Unanimous.

Mr. Goeman informed the Committee that two projects have been approved through the 2008 Homeland Security Grant, a generator for the communication tower and funding to wire a emergency shelter in the County for acceptance of a generator in case of a power outage. A third project is next in line if funding becomes available (a GIS server).

Mr. Goeman updated the Committee on the house numbering program through the grant received from the Grand Traverse Band of Ottawa Chippewa Indian Tribe.

10. 911 Update and Various Issues

Steve Bratschi informed the Committee the air conditioner in the 911 equipment room is not keeping up.

11. Sheriff Department Update

Sheriff Bean gave a verbal and written report on the Sheriff Department activities (attached).

Sheriff Bean gave an update on the Fourth of July weekend on the Torch Lake Sand Bar.

Meeting adjourned at 11:30 a.m.

Health, Animal Control and Public Safety

Bernard Blackmore

Larry Bargy, Chairman

David Howelman

Minutes September 29, 2010

Members present: Larry Bargy, Bernie Blackmore and Dave Howelman
Others present: Pete Garwood, Laura Sexton

1. Meeting called to order at 9:12 a.m.

2. Public Comment

None

3. Sheriff Department Update

Sheriff Dan Bean joined the meeting and gave a verbal and written report (attached). Sheriff Bean informed the Committee about a boat motor that was heavily damaged on the boat that patrols mainly Clam Lake. Sheriff Bean presented four options for replacement (in attached report).

Motion by Bernie Blackmore, supported by Dave Howelman, to recommend the Board of Commissioners choose Option 2, rebuilding the lower unit and replace the power head for \$6,600 with a short time warranty and the Finance Committee readjust the Sheriff's 2011 budget accordingly. Motion carried – Unanimous.

Sheriff Bean requested the release of funds so that he can fill the two vacant road sergeant positions and one soon-to-be vacant corrections sergeant position. The positions would be filled by promotion of current employees. No additional deputies or correction officers would be hired.

Motion by Bernie Blackmore, supported by Dave Howelman, to recommend to the Administration and County Services Committee and to the Board of Commissioners to release the funds for two vacant road sergeant positions and one soon to be vacant corrections sergeants position. Motion carried – Unanimous.

4. County Jail Reimbursement Program

The Committee discussed with Sheriff Bean the implications of the two options for reimbursement from the State of Michigan for housing their prisoners (attached). Sheriff Bean will be discussing his recommendations with the Finance Committee at their regular monthly meeting.

5. Antrim County Breast Cancer Society (ACBCS)

Dee Lynch joined the meeting representing the ACBCS. Ms. Lynch gave an overview of the services and budget of the ACBCS. Ms. Lynch also explained that the organization has made a grant application to the Grand Traverse Band of Ottawa Chippewa Indians. The Tribe is willing to grant the funds but, indicated the ACBCS needs a municipality to sponsor them (the tribe can only grant funding to municipalities). Ms. Lynch requested the County agree to be the sponsor for the \$30,000 grant application.

Ms. Sexton explained the process that would have to be used when the County transfers the grant funds to the ACBCS, if the County agreed to sponsor the grant application.

Motion by Dave Howelman, supported by Bernie Blackmore, to recommend the Board of Commissioners approve becoming the sponsor for the ACBCS grant from the Grand Traverse Band of Ottawa and Chippewa Indians. Motion carried – Unanimous.

If the Board of Commissioners approves the recommendation, Ms. Lynch requested a letter that she can forward to the Tribe.

6. Flu Vaccination Clinic

Peter Garwood, Coordinator/Planner, informed the Committee he has been contacted by the Northwest Michigan Community Health Department regarding holding a Flu Vaccination Clinic for the County employees at a County facility. The vaccine would be for the H1N1 plus two other strains all in one inoculation.

Motion by Bernie Blackmore, supported by Dave Howelman, to approve the Northwest Michigan Community Health Department holding a flu vaccination clinic for the County employees in a County Facility. Motion carried – Unanimous.

Meeting adjourned at 10:30 a.m.