

## MONDAY, AUGUST 7, 2017

Pursuant to adjournment comes now the Starke County Board of Commissioners and meet in Regular Session at 6:00PM in the Annex meeting room, Knox, Indiana, with Don Binkley, Kathy Norem and Charlie Chesak present and the following proceedings were held to wit:

The meeting was called to order by Commissioner President Don Binkley at 6:00PM.

### **RE: EMS MONTHLY REPORT**

EMS Director, Travis Clary, and EMS Clerk, MaryLynn Richie appeared before the Board to present their monthly report. First Clerk Richie presented a simple Contract between the Starke County Board of Commissioners and the Starke County EMS. The date of the Contract was August 7, 2017 through August 7, 2027. Commissioner Binkley signed the Contract.

Clerk Richie advised they had collected a total of \$291.49 from Small Claims Court and a total of \$1,502.40 from Collections Attorney Jonathan O'Hara. She also advised she has received a total of \$10,101.84 of Medicaid reimbursement which is additional EMS annual revenue. She advised they experienced a large increase in the number of transfers and the total Accounts Receivable is still ahead by \$40,000.00. Clerk Richie also noted she has been working with Medicare on their recertification which is due in December. It is a forty page application and she has sent it to County Attorney Marty Lucas for his review. She also noted she has signed up for a class in EMS Management and Compliance, and the class is called Legal Compliance for Municipal Based 911 Ambulance Services. In regard to the EMA Department, Clerk Richie advised they have scheduled an EMA Advisory Board meeting for Tuesday, August 20<sup>th</sup> to review applications for the director's position. Last week Ted Bombagetti and she worked on the SHSP Grant for 2017. She noted it is a reimbursable terrorism grant and since communications is a large part of terrorism they will be submitting the grant for the purchase of approximately thirty 800 radios for the three entities: EMS, Fire Departments, and Police Departments in the County. She advised the grant could be up to \$150,000.00. Commissioner Norem inquired as to how long the County would have to purchase the radios, how long is the reimbursement time, and when would the County be notified is it is an acceptable grant. Clerk Richie advised those are issues she will look into. She also noted she is working on the meeting for the EMA Advisory Board so the County will move forward with getting a new EMA Director.

EMS Director Travis Clary stated the running of the EMS Department is going very smoothly. He advised he had a meeting with the new State EMS Representative, Mike Fort. He noted the representative is from this area and is very helpful to the department. He also stated he has hired four Basic EMTs and is interviewing 4-5 Paramedics that week. He noted he had hired a full time Paramedic to fill Director Clary's hours on the truck.

In regard to Education Director Clary stated he held a CPR Class at the Highway Department for all their employees. There was a discussion in regard to having an AED Machine out at the Highway Department and Director Clary stated his department had some obsolete AED equipment and he will be installing one of the machines at the Highway Department soon. He also stated he will look into putting the same type of equipment at some of the other County Buildings. He stated the EMS Department is now using cardiac monitors and no long need the AED Machines. Director Clary advised they had their monthly review with our local hospital. He noted the hospital has offered a Pediatric Advanced Life Support (PALS) class that is open to the EMS Staff. Director Clary advised the Paramedics are required to have that training. He also advised their employees were able to work with the driving simulator that the insurance company brought out to the Highway Department last week. He also noted they have Advanced Airway Training scheduled for later on this month. He stated he was also working on a Pre-Hospital Trauma Life Support (PHTLS) course with Lutheran Air and on finding an instructor for an Emergency Vehicle Operating Course (EVOC) to get EMS crew members certified in emergency driving.

In regard to Rig Maintenance, Director Clary stated they continue to experience many ambulance repairs with the rigs being placed in and out of service. He stated last week they were down to no spare rigs because two rigs were in the shop. The Director stated the new rig is out again with approximately 30,000 miles but it was unknown exactly what was wrong with it at that time.

In regard to Base Maintenance, Director Clary stated they had no issues this month. He spoke to the Highway Department Superintendent about filling in the pot holes and uneven spots in the driveway of Medic 3.

Superintendent Ritzler stated he had some extra asphalt so he was able to blacktop their whole driveway since it would make it easier for the Highway Department to plow out snow in the wintertime.

In regard to Safety Director Clary stated he had no injuries on the EMS Department last month and he noted he will continue to look for ways to save money on supplies and services.

Commissioner Norem stated in regard to the EMS budget they should not yet worry about transferring appropriations into the Ambulance Repair budget line. They should wait until October and review it again. If they discover they don't have the funding then at that time the Commissioners can recommend to the Council to appropriate the CEDIT Fund or the Cumulative Capital Development Fund for the Ambulance Repair invoices. Clerk Richie stated their budget was very tight this year and she did add additional appropriations to their 2018 budget.

### **RE: COUNTY HIGHWAY DEPARTMENT MONTHLY REPORT**

County Highway Superintendent Rik Ritzler appeared before the Board to present his monthly departmental report. He advised he had submitted eight projects for the 2017 Community Crossing Grants and they should know the results by the end of the month. He noted that there are four pending current bridge replacement projects still scheduled for later on this year and next year. He advised Bridges 46 and 47 are both complete and open to traffic. In regard to Current Road Improvements Superintendent Ritzler advised in July they concentrated on re-stoning of gravel roads completing over 19 miles of gravel roads in July. They repaved the EMS Base parking lot and a

couple of areas at the Justice Center. In August they will begin the second round of paving, chip sealing about 20 miles and re-graveling some County roads. He advised they will be paving the Annex Building parking lot. Then in September they are planning on hot mixing CR300E from SR8 to the Knox Industrial Park. He noted they are planning on completing about 80 centerline miles of road improvements this summer, over 10% of their road network.

In regard to Culvert Maintenance Superintendent Ritzler advised they had replaced two culvert pipes in July. He stated they do not plan on any more until the second round of culvert replacements which will begin in September. He advised they have now replaced 34 of the 59 deficient culverts that they identified earlier this year.

Superintendent Ritzler advised INDOT had performed a railroad crossing audit for Starke County in the month of May. He stated they found 23 crossings where the pavement markings and/or signs were beginning to fade and they suggested the County uses the INDOT Railroad Crossings Grant to pay for the new markings and signs. He advised they applied for a grant totaling \$36,692.29 to replace 43 railroad signs and have 88 pavement marks re-marked in beaded epoxy. He noted his department would replace the signs and TCS, Traffic Control Specialists would be applying the pavement marks. The grant is not a matching grant so INDOT will be paying 100% of the cost.

In regard to the Truck Grant, Superintendent Ritzler advised Dustin Waters of Freightliner Trucks approached us a few weeks ago with an opportunity for a grant through IDEM (Indiana Department of Environmental Management) that would help them purchase a new tandem axle dump truck. With the purchase of this new vehicle they would be able to retire their oldest truck. The Grant would be \$50,000.00 toward the purchase of a truck.

In regard to Training, Superintendent Ritzler advised 1<sup>st</sup> Choice Insurance risk management representative, Mark Ennis, held a driving simulator at their department last week.

On August 16<sup>th</sup> ten of their employees will be attending an INDOT sponsored meth lab and roadside explosive awareness class in Winamac. INDOT is training all their drivers on this subject and have invited many local agencies to attend.

The LTAP Road Scholar class # 2, Liability and Risk, will be held at the Swan Lake Resort on August 31<sup>st</sup>. Nine of their employees will be attending that class.

Superintendent Ritzler advised he has completed the initial ADA audits of the Courthouse, the Annex Building, the Annex 2 Building, the Highway Garage, and the Justice Center. He received word from Clerk Vickie Cooley providing assurance that all election centers were ADA compliant. He advised he is planning on completing an ADA audit of the Starke County Library and its branches in August. He advised this was only an initial audit and next year a more extensive audit will be required.

He stated no deficiencies were found at the Justice Center. He noted 3 were found at the Annex 2 Building, 4 at the Courthouse, 3 at the Annex Building, and 2 at the Highway Garage. The only major problem was the lack of the curb ramp in front of the Annex 2 Building. He noted Jim Coad was getting price quotes and there is a possibility the City of Knox will be contributing. At the next Department Head meeting the Superintendent stated he will hand out ADA/Title VI binders for each department with instructions as to how to use them. He also noted there will be meeting sign in sheets to be completed in the event someone has a complaint.

Superintendent Ritzler advised he has been speaking with Mark Ennis in regard to the placement of speed limit signs. Attorney Lucas stated it would be best for the Board of Commissioners to establish and approve a base line blanket ordinance that he will present at the next meeting. He advised the ordinance is considered a legislative act that maximizes immunity.

## **RE: SHERIFF DULIN'S REQUEST FOR ADDITONAL APPROPRIATIONS**

Sheriff Bill Dulin and Clerk Chris Suprenaut appeared before the Board to request additional appropriations in his 2018 budgets. He advised he would like the Part Time Receptionist to become a Full Time Receptionist and whose pay would be increased from \$19,059.00 to \$29,672.00. He also requested one of the Part Time Cooks to become a Full Time Cook and he also stated he would like to add an additional 911 Dispatcher.

The Sheriff stated he would like the receptionist position to increase in hours so she would have the time to apply for grants for the Sheriff's Department, and also to collect and process payments from citations issued for violations of County Ordinances in regard to Alarms, and Golf Carts etc. In regard to adding an additional dispatcher he advised the 911 Dispatchers had to switch their schedules back to working 40 hour workweeks instead of the 4 days on and 4 days off schedule. He also stated he would like to increase their pay for each dispatcher, a \$1,000.00 pay increase. The Sheriff and Clerk Suprenaut both stated the 911 Fund would have enough funding for those changes. He also noted that if these changes are approved by this Board he will present it to the Council at their Budget Workshop on Friday. The Board advised it was alright with them.

## **RE: AUDITOR'S BUSINESS: MINUTES, VENDOR CLAIMS DOCKET, PAYROLL CLAIMS DOCKET**

Commissioner Norem made a motion to approve the Vendor Claims Docket in the total amount of \$455,801.66. Commissioner Chesak seconded the motion and it passed with all ayes. Commissioner Chesak made a motion to approve the Payroll Claims Docket for the pay period ending on July 15<sup>th</sup>, with a pay date of July 21, 2017 in the total gross amount of \$231,090.40. Commissioner Norem seconded the motion and it passed with all ayes. Commissioner Chesak made a motion to approve the Payroll Claims Docket for the pay period ending on July 28<sup>th</sup>, with a pay date of August 4, 2017 in the total gross amount of \$227,033.48. Commissioner Norem seconded the motion and it passed with all ayes.

Commissioner Norem made a motion to approve the minutes of the July 17, 2017 meeting. Commissioner Chesak seconded the motion and it passed with all ayes.

## **IN OTHER BUSINESS TO COME BEFORE THE BOARD**

Commissioner Norem advised the Board had only received one applicant to fill the position of KIRPC Board member left absent by the resignation of Betty Dotlich. Commissioner Norem advised KIRPC is an organization who assists with grant applications. She made a motion to name Carolla Heilstedt as a member of the KIRPC Board. Commissioner Chesak seconded the motion and it passed with all ayes.

Commissioner Binkley advised they had a request for the use of GIS. Attorney Lucas stated it was a request from the IUPPI to collect GIS Fire and EMS Boundary Layers that will assist the Indiana State Fire Marshall's Office and Indiana Fire Alliance. Attorney Lucas advised he had reviewed the documents and was OK with them. Commissioner Norem made a motion to approve the GIS request. Commissioner Chesak seconded the motion and it passed with all ayes.

The GIS Request was signed by all of the Board.

Commissioner Norem advised she had wanted to talk about the Medical Care for Inmates. She stated she had been contacted by the Indiana Association of Counties or of County Commissioners who advised her that Starke County was only one of 12 Counties in the State that has not signed up for the Medical Care for Inmates. She advised when it was first addressed to the Board it was explained that an inmate within 14 days of being released is allowed to purchase Medicaid so they would be covered when they are released. At the time it was first explained to the County Commissioner Norem stated that the County was told there would be no penalty if the County did not participate in this program. If there was no penalty Commissioner Norem did not understand why the County should participate. She also noted she had not recently contacted the person who sent her the email to see if now there would be a penalty. Sheriff Bill Dulin returned to the meeting and stated he was familiar with the program. He advised he would like to have the Jail Nursing Company handle this for the County. He stated they charge \$15.00 per inmate and that company provides that program for 62 other Counties. Commissioner Norem stated she believed Healthlink provides that program and does not charge for doing it. The Sheriff advised he would still want the Jail Nursing Co. to handle this program for them. He advised he would pay for the fees that go with this program. Commissioner Norem asked the Sheriff if there currently was a fee for not participating in the program. The Sheriff advised he did not know and he will check with the Jail Nursing Company. Sheriff Dulin advised he will contact the Jail Nursing Company and ask her to appear at the next Board meeting. Sheriff's Office Manager, Chris Suprenaut advised already the Medical Inmate Fund was in the red and they are not allowed to use it. They will need to determine where the funding for this program will be coming from. Sheriff Dulin advised he will check into this with the Nursing Company and see what funds he has to use. Commissioner Norem asked him to determine what the cost will be.

## **PUBLIC COMMENT**

Commissioner Norem advised there is still graffiti on the warehouse that needs to be painted. The person who committed the vandalism had been arrested and part of his punishment is to reimburse the County for the cost of painting. She advised Jim Coad will get a guy to paint over the graffiti on the building and then give the bill to the Prosecutor so we can get reimbursed.

She also stated Jim will be getting a camera for the outside of the warehouse. She noted he has the money in his budget to pay for it. It was agreed to by the Board.

Commissioner Norem advised the top part of the Courthouse was not power washed when the lower portion was this year and now it is time it was completed. She advised it will be completed either the last part of August or the beginning of September. Commissioner Binkley inquired if the sidewalk would be completed too. Highway Superintendent stated the ADA at the Annex Building 2 was sufficient for occupants but needs to be installed in the front of the building. He stated he will speak to the Knox Mayor to see about matching funds.

IT Director Mark Gourley advised his department was running fair. He advised he recently attended a good training from the State involving radios. He stated they advised of different radio problems and how to correctly use the radio. He did note that the Koontz Lake Fire Department does have a definite signal issue and they need to address that.

He also noted he has recently received a price quote on a telephone system which was requested for by the former IT Director. Director Gourley stated he is not experiencing any phone issues in a while and is not interested in purchasing a phone system at this time.

Director Gourley did note though that the County does need to address the email system because its server is aging and it could become a security risk.

He also noted he did not understand why IDACS is running on a wireless system and the signal could be lost in bad weather.

There being no further public comment and no further business, Commissioner Norem made a motion to adjourn the meeting. Commissioner Chesak seconded the motion and it passed with all ayes. The meeting was adjourned at 7:14PM.

**AUGUST 7, 2017**

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Don Binkley, President

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Kathryn Norem, Vice-President

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Charles Chesak

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Katherine Chaffins, County Auditor  
& Secretary to the Board of County Commissioners

