

## **TUESDAY, SEPTEMBER 4, 2018**

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 Kathy Norem, Don Binkley and Charlie Chesak present and the following proceedings were held to wit:

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

### **EMS MONTHLY REPORT**

EMS Director Travis Clary and Clerk MaryLynn Richie appeared before the Board. Clerk Richie advised she had received a total of \$919.37 from the Collections Attorney Jonathan O'Hara and a total of \$79.87 from Small Claims Court. She advised the percentage of transfers had increased during the month of August up to 32%; the total number of 62 transfers for the month. She advised they are still working with the hospital to get a contract for the transfers. Director Clary advised in regard to operations he is still working on the EMS software. He also advised he has been in contact with Osage Ambulance and noted the blue prints are completed and it was sent in for production. He advised they are expecting delivery to be approximately 150-200 days from today, sometime around next February.

In regard to Personnel Director Clary advised he recently released a Paramedic from her orientation and she is now of the schedule as a Part Time Paramedic. He advised he has hired an EMT and a Part Time Paramedic.

In regard to Education Director Clary stated they had their monthly Audit and Review with Starke Hospital and they had an OB/Neonate training. He advised they had trained the Bass Lake Fire Dept. of the use of the Lucas Device, and attended the ER Dept. meeting to give them an in service on the Lucas Device as well. He noted he had presented Narcan Training to the Sheriff's Deputies, along with the Knox City and Hamlet Police Officers.

In regard to Ambulance Maintenance Director Clary noted that Rig 3308 had its brakes & rotors replaced. The Highway Dept. Garage is also repairing its rear bumper due to the amount of corrosion on it. He also noted now Rig 0086 is out of service. He stated once 3308 is back then he will take the other rigs in for their regular service.

In regard to Base Maintenance Director Clary advised they had to replace the water heater in the Medic 3 Base in Knox.

In regard to Safety he advised they did have a minor knee injury last month. He stated the employee was evaluated and was released to go back to work on the next scheduled shift.

In regard to Protocols Director Clary stated they are back working closely with their EMS coordinator, medical director and pharmacy staff to update their patient care protocols. He noted they have progressed quite a bit and hope to have them done in the next 1-2 months.

Director Clary then presented a price quote from J & B Medical Supply for a ventilator to be equipped on the new rig. He advised the total cost would be \$4,814.75. He also provided pricing on bariatric equipment such as a power cot that would hold a patient of 750 lbs.

Commissioner Norem advised she did not see a need for that at this time.

### **COUNTY HIGHWAY MONTHLY DEPARTMENTAL REPORT**

Highway Department Superintendent Rik Ritzler appeared before the Board to present his monthly departmental report. He provided a listing of the areas paved during Rounds 1 & 2 of the 2018 paving plan for a total of 24.16 miles. He advised Round 3 will begin shortly and will be a combination of chip seal, crack seal and cold mix miles and should be a total of 32 miles. He advised he had completed draft applications of the following projects: Bridge 154 Replacement, Bridge 36, Realignment of CR210 & CR600S, and Preventive Maintenance of CR400S from US421 to CR650W, CR50S from SR39 to the Knox City Limits, CR250N from Range Road to US35, CR25N from US35 to Bridge 38, CR1100E from US30 to Circle Ave, CR600E from US30 to LaPorte County Line, and CR25N from CR600E to SR23.

Superintendent Ritzler presented a report showing the date, time, number of gallons, oil cost, material cost, tons produced, the Vendor and the type of oil used in the paving process of 2018. He stated a total of 255,311 gallons were used that produced 17,000 tons. He advised in 2018 the cold mix asphalt costs for an AE-200 was \$24,456.00 and for the use of an AE-150 oil was \$25,486.00.

Superintendent Ritzler advised he has submitted the information to FEMA in regard to the spring flooding. He stated he is still waiting for a response from FEMA.

In regard to the NIPSCO transmission line damages he advised he has been going back and forth with them on the damage claims.

In regard to mowing he advised their four part time mowers are on their last round of mowing for the year. They have completed six rounds of mowing throughout the summer. The full time mower has begun to mow all the roads in the County which usually takes him most of September and October to complete. He also stated their two brush chopper tractors will be active through the Fall and into early Winter.

Superintendent Ritzler stated they only have two deficient bridges based on the last bridge inspection report. The replacement of Bridge 154 located on CR100E, north of CR400N, will begin later this month.

He also advised the bridge maintenance crew began cleaning and clearing all the bridges in preparation of the upcoming bridge inspections.

He noted that the bridge inspections will be completed by United Consultants sometime this month.

He also advised they have everything ready to go for wintertime this year.

## **SOLID WASTE BUILDING**

Highway Superintendent Rik Ritzler appeared before the Board along with Solid Waste Agent Carrie Trent Kutchel to talk about a new building for Solid Waste. Commissioner Norem stated all three Commissioners along with Councilman Baker are on the Solid Waste Board. Ms. Kutchel stated due to changes in Recycling with prices increasing it would be cheaper to pull in the recycling bins and have everyone turn in their recycling items directly to her at her building. Superintendent Ritzler stated he believes it would be safer if she was in her own building to keep out of the range of his equipment. Commissioner Norem advised the County will build the building and pay for it and then they will lease it to Solid Waste. It came down to either charge more for Solid Waste to all tax payers or make it one point for recyclables. Superintendent Ritzler stated they could building the building next to his building and it would have its own fencing and entrance gate. He provided a paper with different price quotes for items relating to the building such as the price of a new well versus the price to tie it in to an existing well. Also included was the cost of the new entrance with a new culvert, the septic installation and 700 feet of fencing. He advised those prices average between \$27,444.00 and \$28,694.00 but that does not include the cost of the building or the cost of the automated gate. Commissioner Norem made a motion for the County to move forward with the Solid Waste Building. Commissioner Chesak seconded the motion and it passed with all ayes. Commissioner Norem stated Solid Waste does not have it in their budget to pay for this building.

## **1<sup>ST</sup> CHOICE INSURANCE POLICY RENEWAL**

Carrie Block of 1<sup>st</sup> Choice Insurance and Bo Collins of appeared before the Board to discuss the renewal of the County's Property & Liability Insurance. She went through the prepared booklet and showed a listing of all the training the company has provided since the first year. She noted that on a recent training of "Responding to an Active Shooter" there were 73 attendees to the two classes. She then reported all the liability and property loss history of the last year and then the history of the Workers Compensation claims from the same period. Ms. Block then presented the actual insurance they were submitting for the 2018-2019 time period and then an estimate of the Workers Compensation insurance for that same time period. She noted an audit will be taken later on this month for last year's W/C information. She stated there had been a decrease in the amount of claims this year but due to the increase in last year's history the current Experience Modulation would now be 1.40 compared to 1.07 last year. She then advised the total cost of the insurance for next year will be \$403,791.00 which is \$9,816.00 more than last year but is \$73,944.00 less than what it was the first year. She also noted that the County has changed a lot of its assets within the last 5 years including the Jail/Justice Center, remodeling the Old Jail and the Courthouse, and building the Coroner's Building but the total cost of the insurance has decreased.

## **SHERIFF DULIN'S REQUEST FOR ADDITONAL STAFFING**

Sheriff Bill Dulin and Office Manager Pam McDonald appeared before the Board. The Sheriff advised he was asking for two new Jailers and two new Patrolmen. He advised the cost for the

new personnel could be paid out of the Jail CREDIT Fund. Commissioner Norem disagreed with the Sheriff and stated both personnel should be paid out of the Therapeutic Community Fund instead of the Jail CREDIT Fund. Commissioner Binkley advised he believed the Sheriff could only have one new Jailer and one new Patrolman. There was a brief discussion in regard to the Sheriff's budgets and the Sheriff stated he would like to have quarterly budget meetings to keep reviewing the status of his budgets. He also advised the Board that he does pay for items out of his Commissary Fund. He also noted that he will not be needing another squad car for the new Patrolman. Commissioner Chesak made a motion to approve the hiring of a new Jailer and a new Patrolman during 2019. Commissioner Norem stated she would not second the motion. Commissioner Binkley seconded the motion and it passed with all three ayes.

### **IT DIRECTOR'S EMPLOYEE EVALUATION**

IT Director Richard Franks appeared before the Board to discuss the Employee Evaluation of his Assistant Juliana Budd. He presented his Employee Performance Review paperwork on his employee and recommended her for a \$1,000.00 pay increase. He advised that was a condition of her hiring and that she will be given a 6 month evaluation also and could increase her pay by an additional \$1,000.00. Commissioner Norem made a motion to approve the evaluation and the pay increase. Commissioner Chesak seconded the motion and it passed with all ayes. Director Franks stated he does have it in his budget for that pay increase.

### **IT DIRECTOR'S REQUEST FOR CAD APPROVAL**

IT Director Franks then presented the proposal for the new CAD System for the Jail. He advised the complete system: the CAD, Mobile, Online RMS, & Jail Tracker would cost a total of \$308,949.00. He advised the Company has submitted two payment plans of 50-50 with two payments of \$154,475.00 or 4 payments of \$77,237.00. He advised half of the payments will be due in 2018 and half due in 2019. He noted there will not be any interest charged. Director Franks did advise if any grants are received the Company will reimburse the County for that amount. Commissioner Binkley stated he would still like to look into other towns and the city to contribute their share also or at least to pay toward the maintenance fee of \$23,597.00 which would begin in the second year. Attorney Lucas states they would need to establish what they are asking for before they talk to the other agencies for the monetary help.

Commissioner Norem made the motion for the County to proceed forward with the purchase of the new CAD System. Commissioner Chesak seconded the motion and it passed with all ayes. Director Franks advised it will take approximately 6 months before it is completed and received by the County. He also advised the current system is currently being audited and may not last long. The current system has to meet security requirements or if it doesn't they could shut it down.

Upon further thought, Commissioner Norem decided to revise the motion stating the approval of the System is contingent on Attorney Lucas' approval of the contract. Commissioner Chesak seconded the motion and it passed with all ayes.

### **CLERK VICKI COOLEY REPORT ON PRECINCT NUMBERS**

Clerk Vicki Cooley appeared before the Board to advise them that she had received word from the State that Starke County has the proper number of voters in each precinct. She advised the County will not have to redistrict any of the precincts this year. Commissioner Norem advised it had been done once by Clerk Skronski after Commissioner Norem had become Commissioner. Clerk Cooley stated the Public Test will be performed on October 3<sup>rd</sup>, the Absentee Voting begins on October 10<sup>th</sup>, and the next CFA-4 is due by Noon on October 19<sup>th</sup>. She also noted that a total of \$770.00 had been paid by those electorates who had filed their last report late and was fined the \$50.00 per day. She stated they had three who had filed appeals but said since there was not a unanimous decision none of them were charged for their penalties. She noted though that one of the three paid a donation.

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

Commissioner Chesak made a motion to approve the Vendor Claims Docket in the total gross amount of \$408,646.91. 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 August 25, 2018 with a pay date of August 31<sup>st</sup> in the total gross amount of \$255,262.89. Commissioner Norem seconded the motion and it passed with all ayes. Commissioner Chesak made a motion to approve the minutes of the August 20<sup>th</sup> meeting. Commissioner Norem seconded the motion and it passed with all ayes.

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

### **October Commissioner Meeting**

Commissioner Norem advised there may be a problem with the second meeting in October. She advised it was discovered both Commissioner Binkley and herself had scheduled vacations and won't be here for the October 15<sup>th</sup> meeting. She advised legally the Board is only required to hold one meeting a month. She noted the only issue would be the approval of the Vendor Claims. Attorney Lucas advised he will look into this issue of the approval of the Vendor Claims and will let them know.

### **More Fire Department Radio Issues**

IT Director, Richard Franks, gave a brief update of the fire department radios and advised J & K will be here during the day on Thursday, September 6<sup>th</sup>. Ted Bombagetti, in the audience, advised his radio was not working on Sunday, Sept. 2<sup>nd</sup> and he was very upset about that situation. Richard advised he was not aware of that; no one had let him know that or contacted J & K to tell them either. Ted advised the whole radio system was down and Richard disagreed with that. Commissioner Binkley advised the Board wants the radios fixed and it was not Richard's fault. He noted Richard is working with J & K to get this done but if Ted is OK with it he should find some other company to come in and look into the system and to check the work of J & K. Commissioner Chesak stated he had received a text from Eric Wappel that he also had experienced some issues on Sunday.

## **PUBLIC COMMENT**

Auditor Chaffins advised she was told by Attorney Marty Bedrock that Bruce Bennett would not be able to serve on the Knox Planning Commission as he would be serving on two lucrative Boards. He had also been appointed to the Hospital Board. Either Commissioner Binkley or Commissioner Norem will speak to Mr. Bennett.

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 7:39PM.

**SEPTEMBER 4, 2018**

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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