

***KENNEBEC COUNTY CO KENNEBEC COUNTY COMMISSIONERS MEETING***

**AGENDA**

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**DATE: September 17, 2019**

**WORKSHOP: 11:00 am**

**CALL TO ORDER: NOON**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES: September 3, 2019**

**REPORTS:**

**COUNTY ADMINISTRATOR**

**HUMAN RESOURCES**

**TREASURER**

**INFORMATION TECHNOLOGY**

**DEEDS**

**DISTRICT ATTORNEY**

**E.M.A.**

**FACILITIES**

**PROBATE**

**SHERIFF'S OFFICE/CORRECTIONS**

**PROJECT UPDATES:**

**OLD BUSINESS**

- 1) Signature for approval of County Warrants
- 2) New hire and termination change of status forms for approval.

**FOLLOW UP ITEMS**

**NEW BUSINESS**

**PUBLIC COMMENTS**

**EXECUTIVE SESSION**

**ADJOURNMENT**

## Commissioners Minutes

September 3, 2019

**Present:** Chairman Patsy Crockett, Nancy Rines, Commissioner, George Jabar, Commissioner, Robert Devlin County Administrator, Terry York, Assistant County Administrator, Richard Davies, Treasurer, Cynthia Ferguson, Finance Director, James Saucier, Facilities Maintenance, Richard Wurpel, Jail Captain, Lt. Bryan Slaney, Sheriff Ken Mason, Sean Goodwin, EMA Director, Kathy Ayers, Register of Probate, Shay Freeman, Office Manager for District Attorney

**Absent:** Maeghan Maloney, District Attorney, Dave Hawke, IT, Beverly Bustin-Hatheway, Register of Deeds, Tracie Lesperance, Finance/HR Assistant,

	Discussion	Action
<b>Call to order</b>	12:00 pm	
<b>Minutes</b>	Motion and second to accept the minutes of August 20, 2019	3 in favor 0 opposed
<b>County Administrator</b>	<p><b>Robert Devlin County Administrator:</b> We signed the CCA forms, so that's taken care of. We're going through the risk pool renewal right now, we're just waiting for one more piece; we've submitted the bulk of the renewal information. <b>Nancy Rines, Commissioner:</b> Are we anticipating an increase in the risk pool costs? <b>Robert Devlin County Administrator:</b> They said the average would be about five percent.</p> <p>You're all registered for the convention.</p> <p>We're working with Sheriff on the upgrade on the radio system.</p> <p>We're working with our finance director on identifying capital improvement monies and looking at what we have planned, making some adjustments for prioritization. As I mentioned, Jimmy wants to get a lift and do some work up above, painting; the jail also wants some time with this lift, and the new courthouse would also like some time with it. The lifts are not cheap; they run approximately \$1k a week. If we move forward with that, there will be a clear work plan on what is getting done each week. <b>Nancy Rines, Commissioner:</b> When is the tower upgrade going to happen? <b>Robert Devlin County Administrator:</b> Hopefully after the first of the year. Once it gets going, it will take several months. There's a lot of equipment that has to come in</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
<b>Human Resources</b>	<p><b>Terry York, Human Resources Manager:</b> We have four new officers in training; however, we have nineteen corrections officers on 8-4, seven on 4-12 and eleven on 12-8 shifts for a total of forty one line officers. This includes the four officers on FTO. We have one more officer starting on September 4<sup>th</sup>. We currently have three officers deployed, one on military duty at Camp Keyes, taking us down 21 officers.</p> <p>SSgt. St. Pierre attended the Hire a Vet Campaign, and out of the hundreds of people there, she only gave out five applications. People would walk by and not stop or say they were all set. She did speak to York County who stated their starting pay was \$17 an hour and will go to \$19 an hour next year, and in spite of that they are down forty two officers. The state is currently at \$25 an hour with a 2.3% increase next year, and a 3% increase the following year; the state is also down officers. Maine Pretrial starts between \$17-\$21 an hour depending on experience. BIW states they will be hiring eleven hundred people in the next year, and they also start at \$17 an hour. All of these employers offer benefits, as well in varying degrees.</p> <p>Tracie's surgery went well and is recovering nicely. I am filling in for her doing deposits and will be signing paperwork for the bank to make me legally able to do deposits.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
<b>Treasurer</b>	<p><b>Richard Davies, Treasurer:</b> The cash position is \$4.7 million and \$2.07 million in the investment pool.</p> <p>The FY19 warrants are all finished; we have one going out today for a little over \$23K for jail related expenses. We are already working on some FY20 warrants; we have one today that is \$57K and is also jail related.</p> <p>We've also received a little over \$1.8 million in tax payments from municipalities. <b>Nancy Rines, Commissioner:</b> Any word on the audit? <b>Cynthia Ferguson, Finance Director:</b> I asked when we could have the final report, and they're waiting for a signature that they already had, so just before our meeting, they</p>	<p>Update</p> <p>Update</p> <p>Update Update</p>

	<b>Discussion</b>	<b>Action</b>
	emailed me a copy of the final. I will take a look at it and make sure that it is; and I know we were going to schedule a meeting for them to come in and talk	
<b>Deeds</b>	<b>Beverly Bustin-Hatheway, Register of Deeds:</b> Nothing to report	
<b>District Attorney</b>	<p><b>Shay Freeman, Office Manager:</b> I wanted to introduce you to Isabella; she is doing a co-op with North Eastern, so she is full time in our office through December. We're very fortunate as she's been working a lot with Diana on restitution cases. We're at 2,014 now; we've accounted for everyone in the spreadsheet so far.</p> <p>We had another intern start today; she'll be working with the ADA's in court a lot.</p>	<p>Update</p> <p>Update</p>
<b>EMA</b>	<b>Sean Goodwin, EMA Director:</b> Nothing to report.	
<b>Facilities</b>	<p><b>James Saucier, Facilities Maintenance:</b> It's that time of year for our Hazardous Communications training; everyone needs to take the test, online. I'm going to send it out an email to ensure everyone gets it done.</p> <p>We also have to do a fire drill for here and the courthouse; I will plan it next week.</p> <p>We definitely need to scrape and repaint the building, and we need to identify what antennas are good on the roof, so we can get rid of what we're not using any more.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
<b>Information Technology</b>	<b>Dave Hawke, IT:</b> Absent	
<b>Probate</b>	<p><b>Kathy Ayers, Register of Probate:</b> The new probate codes went into effect today, a lot of the forms got onto the website, but some didn't. There's a lot of last minute scurrying; there's been a lot of meetings in the last few weeks to get this in effect.</p> <p><b>Chairman Patsy Crockett:</b> Are you pleased with it at all?</p> <p><b>Kathy Ayers, Register of Probate:</b> It's a big transition; we'll see how it goes. There are 700 new guardianships a year in Maine, plus all the ones from the past that we have to track, it's a</p>	<p>Update</p> <p>Update</p>

	Discussion	Action
	lot of work.	
<b>Sheriff/Corrections:</b>	<b>Sheriff Mason, Corrections:</b> We have 171 in the jail; we have arraignments coming up this afternoon, so that number may change. I'm going to have SSgt. Goodchild brief you on our evacuation that we had at the jail, which is mandatory.	Update
	<b>SSgt. Goodchild:</b> Every year we have to do a full facility evacuation, where we empty the entire building, including inmates. We did the evacuation on August 22; at 08:37 we started with a mock fire in our kitchen and we were able to empty the entire facility by 08:51. It wasn't as fast as last year because we had an altercation happen between two inmates on one of our floors. We had three blocks out at the same time, two guys that don't like each other got into a fight, but staff reacted quickly and was able to get things under control. We were back to normal operation at 09:07; the staff did a fantastic job. We had a slight debriefing after, with all the people who participated and we had a lot of good ideas that we're going to look at going forward so we can improve on the efficiency and effectiveness.	Update
	<b>Chairman Patsy Crockett:</b> These are done once a year? <b>SSgt. Goodchild:</b> We have to do partial evacuations as well <b>Sheriff Mason:</b> We had more inmates this year than last year; I believe last year we had 135; this year we had around 170. <b>Chairman Patsy Crockett:</b> Do you do a drill that takes the inmates away from the building in case there was a disaster? <b>Sheriff Mason:</b> No. We have an understanding with other facilities that would come and take the inmates because right now, we have nowhere to house the inmates.	
	<b>Sheriff Mason, Law Enforcement:</b> The Patrol Division for the Kennebec County Sheriff's Office has made <b>455</b> arrests; these include summons and physical arrests.	Update
	Deputies responded to Albion for a motor vehicle crash where the driver was ejected. The operator a 37 year old male from Albion died on scene despite two nurses that stopped to assist and paramedics that responded. Also killed was one of the	Update

	<b>Discussion</b>	<b>Action</b>
	<p>subjects two dogs that were ejected as well. Speed and alcohol appear to be contributing factors.</p> <p>Deputies responded to China for a serious crash. Two subjects, 34 and 28 year old males, were involved in the single vehicle crash. The 28 year old driver was taken by Lifeflight to Central Maine Med while the 34 year old passenger was transported to a Waterville hospital. Alcohol and speed were contributing factors and charges are pending.</p> <p>Deputies responded to Sidney for a report of a 49 year old male that had overdosed on heroin. Deputy Carey administered Narcan and to the subject and he was revived. He was transported to the hospital by the ambulance.</p> <p>Detectives continue to investigate the burglary at Kennebec Jewelry in Farmingdale and are working on several tips.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
<b>Project Updates</b>	None at this time	
<b>Old Business/ Follow Up Items</b>	Motion 19-37 motion to accept monies to be used from the Byrne Grant to purchase Bluetooth mics	3 in favor 0 opposed
<b>Warrants</b>	August 20, 2019	Signed
<b>Change of Status</b>	New hire, termination, step increases	Signed
<b>New Business</b>	<p>19-38) Motion to accept the Old South Congregational Church gift of \$300 to the jail</p> <p>19-39) Motion to move forward with the \$150,458.19, plus ten percent contingency, equipment upgrade added to our towers</p>	<p>3 in favor 0 opposed</p> <p>3 in favor 0 opposed</p> <p>3 in favor 0 opposed</p>
<b>Executive Session</b>	Motion to go into executive session to in accordance with 1MRSA 405-6-E to discuss a legal issue. 3 In favor 0 Opposed. Into Executive Session at 1:27 pm. Out of Executive Session at 1:44 pm.	No action taken following Executive Session
<b>Miscellaneous</b>	None at this time	
<b>Adjournment</b>	Adjourned at 1:44 pm	3 in favor 0 opposed

Terry York, Assistant Administrator