

DEKALB COUNTY COMMISSIONERS' MEETING

October 5, 2020

Commissioners Present: President William L. Hartman
 Vice President Donald D. Grogg
 Vice President Jacqueline R. Rowan

Others Present: Auditor Jan Bauman
 Attorney James P McCanna

MATTER OF HUMAN RESOURCES

Weights and Measures Inspector Pat Grant is going to have some training by the State this week.

The Assessor's Office has an employee who is going to be quitting to work for one of the Assessor's vendors. When the Assessor replaces the employee in January, the vendor is going to allow the former employee to train the new employee. Other open and filled positions were discussed for other departments.

There have been no kids at the Change Academy since March. There are 3 employees there. The Administrative Services Coordinator at Community Corrections has resigned. Director Kellie Knauer would like to bring one of the employees from the Change Academy to fill the Administrative Services Coordinator position. Ms. Knauer has no plans to replace the employee at the Change Academy until the school begin to send kids there again.

Commissioner Grogg asked why there is such a high turnover rate in the County. Ms. Miller explained that she did not believe there is a high turnover, and causes for why an employee leaves the County are various. For example, several have been terminated and one has left for more money at another company.

Issues in the Surveyor's Office were discussed.

MATTER OF TOURISM COMMISSION BOARD

The Tourism Commission Board of Directors needs to be appointed similar to the way the Visitors Bureau's board is appointed. Municipalities have a number of appointments, and they are done on a staggered basis per statute. Amber Caccamo thought that when the ordinance was signed creating the Tourism Commission Board, she thought that their board was appointed automatically. She is getting all of the paperwork together to send to each municipality to aid in the appointment process. Once the board is in place a contract will need to be drawn up between the Tourism Board and Visitors Bureaus Board. Per the attorney, the contract is a contract for services and prevents either from becoming a public entity. Also, once the Tourism Commission Board is in place, checks will need to be written by the Auditor's Office to the Tourism Commission as opposed to the Visitors Bureau as is done now. The payment will also need to be requested by the Tourism Commission Board as opposed to the Auditor's Office just sending payment as is done currently.

Steuben County has the process working very well. Ms. Caccamo will work with her contact in Steuben County. She will also get in touch with the Auditor Bauman so a meeting can take place so everyone is on the same page as to the new process. December 31, 2020 is when all of this needs to be in place. Auditor Bauman prefers having the new process in place by the beginning of December. Ms. Caccamo did not see that as a problem and will work toward that.

MATTER OF MINUTES

Donald Grogg made a motion to approve the minutes dated September 28, 2020 as corrected. Jacqueline Rowan seconded, and all approved.

MATTER OF PAYROLL

Donald Grogg made a motion to approve payroll for the period September 13-26, 2020. Jacqueline Rowan seconded, and all approved.

MATTER OF CLAIMS

Jacqueline Rowan made a motion to approve Bookkeeper and Payroll claims for the month of September 2020 and Special Claims for the week of October 5, 2020. Donald Grogg seconded, and all approved.

MATTER OF TRAVEL REQUESTS

Donald Grogg made a motion to approve travel requests for the following, except for the one for HR, which needs more explanation:

- 1) Matthew Haber (Sheriff) to travel to Plainfield November 9-13 for ILEA Firearms training. Estimated cost of \$630.25 to be paid from Commissioners' travel.
- 2) Jan Bauman, Susan Sleeper, and Carla Winebrenner (Auditor's Office) to travel to Fort Wayne October 27-30 for the 2020 Fall Auditors Conference. Estimated cost of \$504.48 to be paid from Commissioners' travel.
- 3) Dotty Miller (HR) to travel to Fort Wayne, IN, 9 times in 2021 for Northeast Indiana Human Resources Association meetings. Estimated cost of \$367.56 to be paid from Commissioners' travel. NOT APPROVED

Seconded by Jacqueline Rowan, and all approved.

MATTER OF COMMUNITY CORRECTIONS' CHANGES TO STAFFING

There have been no kids at the Change Academy since March. There are currently 3 employees there. Staff has been digitizing records and getting everything in order. They are also working on reporting that is very detailed. The Administrative Services Coordinator at Community Corrections has resigned at the Community Corrections facility. Director Kellie Knauer would like to bring one of the employees, Sheena Miller, who works as Juvenile Services Coordinator at Change Academy, to fill the Administrative Services Coordinator position. Ms. Knauer has no plans to replace the employee at the Change Academy until the school begin to send kids there again. Sheena Miller will continue as the Juvenile Services Coordinator until the end of 2020 and begin the salary for the Administrative Services Coordinator position in 2021.

Ms. Knauer was asked about the grant money they received. She answered that the grant money is available for all the positions, whether they are filled or not.

Donald Grogg made a motion to approve Kellie Knauer's staff changes as presented. Jacqueline Rowan seconded, and all approved.

Ms. Knauer added that the State would like Community Corrections to use 2020's budget amount and do a 6-month budget extension rather than approve a budget for all of 2021. This is because they don't want to project what kind of money they will have available for grants in 2021 due to COVID.

MATTER OF REQUEST FOR USE OF COURTHOUSE LAWN

Mark Coburn would like to use the courthouse lawn for another rally on October 10th. Donald Grogg made a motion to approve Mark Coburn's application for use of Courthouse lawn on October 10, 2020, at 2:30 p.m. with the stipulation that nothing can be inserted into the Courthouse lawn. Jacqueline Rowan seconded, and all approved. The City of Auburn has jurisdiction over the sidewalks.

MATTER OF PROPOSED EMS AGREEMENT

Andrew Hoskins, Parkview DeKalb EMS Manager, and Chad Owen, Parkview EMS/flight Services Director were here to answer questions and to talk about processes.

The red-lined changes made by the Commissioners to the proposed EMS agreement are primarily based upon comments by the Commissioners. One change is made due to wording in statute.

Transfer ambulances: Per Mr. Owen, Parkview's inter-facility ambulances are all busy. All of the surrounding counties use their own ambulances to transfer patients from their county to a hospital in Allen County. Coverage for 911 takes priority, however, and the County will not be left without coverage for 911 runs.

A paramedic on each ambulance: Per Mr. Owen, Parkview's FTEs say that each ambulance should have a paramedic and EMT. This could not be attained during COVID when there were so many staff who couldn't be on duty. The intent of the wording is to protect Parkview in extreme, unavoidable events.

Subsidy of \$250,000 per year: Per Mr. Owen, all counties pay the \$250,000 for capital improvements needed. President Hartman said that due to COVID and not knowing what our income will be, could Parkview consider taking \$200,000 for the first year and then gradually increase? This is not an option to be able to keep up with capital needs.

Responsibility for all vehicles: Per Attorney McCanna, Parkview owns all the vehicles, so they should have responsibility for all vehicles. Parkview is agreeable to this.

Insurance on vehicles: Per Attorney McCanna, Parkview should maintain all vehicles since they own all the vehicles. Parkview is agreeable to this.

Committee: The Commissioners would like a Fire Department designee. Parkview is agreeable to this.

6 months' notice: Parkview's intention is to not hold the County hostage if the County wishes to sever ties. This would leave the County in a precarious position if Parkview terminated the contract with 6 months' notice. Mr. Owen reassured the Commissioners that this would not happen.

Dispatching: Director Brian Humbarger understands the process of how dispatching works but feels like some time is being lost when handing the complaint over to Parkview. Mr. Hoskins says that the time study they did indicated that less time was lost with their new method of dispatching than prior to implementing the change. This point was discussed at some length.

Randy Fox asked how Parkview interacts with State police, fire department, etc. Mr. Hoskins said Parkview is on the P25 State system. Those agencies can communicate with ambulances as needed.

Finally, Director Humbarger said there have been 10 instances since January when the County has been down to 1 truck due to transfers. That means 1 truck has to cover the entire County. Mr. Hoskins said that once the new dispatching system is in place, there will be better coverage because Parkview will

know there is a need and will send someone on their way to cover DeKalb. Right now, Parkview doesn't know when there is a need because it doesn't do the dispatching.

After discussions today, Parkview will work on another contract for Commissioners' consideration.

MATTER OF HIGHWAY

The bid document for repairing the covered bridge is complete. Bids will be due October 26th and will be open at approximately 11:00 on October 26th. Advertisements will run 3 times in October. Donald Grogg made a motion to accept the covered bridge bid packet and to allow it to be released for advertisement. Jacqueline Rowan seconded, and all approved.

Repairs to one of the Highway Department buildings is underway.

The pipe on County Road 39 (small structure 291) needs to be replaced as soon as possible. In 2015 it had an estimated remaining life of 3 years.

President Hartman asked about a road that had an abrupt dip that he wasn't expecting. Mr. Parked said it could be due to the excessive dryness we have had that is causing ground to settle more than normal. He will look at it.

MATTER OF REMOVING SIGNATORY FROM COMMUNITY CORR. BANK ACCOUNT

Donald Grogg made a motion to remove Wendy Parker from all signature cards from the Community Corrections bank account at Community State Bank. Jacqueline Rowan seconded, and all approved.

MATTER OF NEW JURY ROOM (OLD LAW LIBRARY)

Judge Wallace said that he believes no furniture will need to be purchased for the jury room that is being converted from the law library. An air purifier may be beneficial for that room and is probably the only item that should be purchased.

MATTER OF HOMELAND SECURITY PROGRESS REPORT, JANUARY-OCTOBER 2020

Homeland Security Director Jason Meek updated the Commissioners on what has been happening with his department in 2020. He briefed them on the following:

- 1) Various work that has to be done for the Indiana Department Homeland Security Threat & Hazard Identification & Risk Assessment/Stakeholder Preparedness Review, special events assessment rating, grant funded asset inventory, EMPG Intelligrants reimbursements, Multi-Hazard Mitigation Plan, Local Emergency Planning Committee work, National Incident Management System Assessment Report, County Readiness Assessment done by the State of Indiana, and integrated preparedness planning.
- 2) DeKalb County incidents and events
Weather-related incidents and tracking, hazardous materials incidents, protests (readiness), Coronavirus pandemic, Health Department drive-through flu shots, and election incident response guidance for vote centers
- 3) Training
Incident Command System and Professional Development Series Certifications, recertification as Associate Emergency Manager by the International Association of Emergency Managers, and storm spotter training

4) Meetings/Briefings

District 3 EMA; Local Emergency Planning Committee; Safe School; Parkview Hospital; Governance Board Central Communications; Jr. Achievement; District Planning Council; DeKalb County Fire Chiefs; State of Indiana; DeKalb County Health Department; COVID 19 planning and organization; conference call with Jim Banks; COAD with Purdue Extension (on hold); National Weather Service; Safety Committee; and meeting with IDHS Executive Director Stephen Cox

5) Other Miscellaneous Highlights

Mass Fatality Plan, Mass Vaccine Plan, assisted Central Communications with radio project, Debris Removal Plan review (with Northeast Indiana Solid Waste District), Information Systems has issued new laptops, iPads, and cradle points, and working with Information Systems, Health Department, Central Communications and Auditor on Emergency Operations Center upgrades.

MATTER OF OTHER DISCUSSION

Other discussion topics included: parking lot at 220 East 7th Street; new Red Room quote for changes Commissioners would like; retainage for Community Corrections facility; executive session on October 12; 208 East 8th Street purchase agreement; and proposed changes to Septic Ordinance.

William L. Hartman – President

Donald D. Grogg – Vice President

Jacqueline R. Rowan – Vice President

Attest:

Jan Bauman, Auditor