

Menominee County Personnel Committee  
Minutes of Meeting  
December 7, 2018

\*\*\*\*\***APPROVED**\*\*\*\*\*

The Personnel Committee met on December 7, 2018 at 9:00 AM at the Menominee County Courthouse, Administrator's office.

**Call Meeting to order:** Com. Phelps called the meeting to order at 11:00 AM.

**Pledge of Allegiance:** The Pledge of Allegiance was recited.

**Roll Call:** Roll call was taken; Lang, Phelps, Schei & Cech are present. (All present)

Others present at the meeting were Sherry DuPont, Mike Holmes, Marc Kleiman, Diane Lesperance, Ken Marks, Steve Gromala.

**Agenda** was approved by Com. Cech, seconded by Com. Lang. Motion carried 4/0.

**Previous Meeting minutes:** Motion to approve minutes from September 20, 2018 meeting was made by Com. Phelps, seconded by Com. Cech. Motion carried 4/0.

**Public Comment:** None

**Business:**

- a) **Discussion/Action: Emergency Services Coordinator Job Description** – Jason: Rich is planning on retiring at the end of January. That will require us to make a decision on a new Emergency Manager. We placed in the budget to make this a full time position. Rich has been continuing on part time to build up a bit of surplus to allow for training of the new person. With Rich retiring, it provides an opportunity for the County to consider re-organizing how we do Emergency Management. I put together a couple of different proposals of the job description. Rich went through and changed all of the specifics, when it comes to qualifications. The courses that the person will need to have to get the grant money and for FEMA. The big question is; who do we want the Emergency Coordinator to fall under? Currently that position reports to the Administration. **Proposal 2:** (in agenda) would keep the EM position the same as it currently is; reports to the County Administrator. Right now we have a lack of the secondary coordinator. I would like to ensure that we have a primary/and secondary. It makes sense to me that Brian (911 Director) would be the secondary. **Proposal 1:** EM still reports to the Co. Admin, but allows the Emergency Manager to work in coordination with the 911 Director. With the 911 director as secondary, should something happen, the primary quits/retires, we still have a secondary with the knowledge to continue on with duties until another person is placed. **Proposal 3:** would move the EM from the direction of the Administrator to under the direction of the 911 Director. Put the EM into the 911 Department under the 911 Director. You'd have Brian as the 911 Director, Andy as the 911 asst. director (secondary) then you'd have the emergency coordinator working with the 911 Director (secondary) in the same office. You could possibly utilize dispatchers on down time to be support staff for the EM, updating some plans, etc. Rich has stated that it would be beneficial to have some support to help with updating paperwork because he attends a lot of (necessary)

meetings. **Proposal 4:** would be what a couple of other counties are doing in the UP (brought up by Com. Piche); would be to eliminate the EM position altogether and put the duties under the 911 Director. What is the best way to go forward with the County? **Schei:** The physical location of the duties of the EM are all over the county, is that a workable situation if the 911 director takes on the duties? Is that going to be an issue? What's the difference between the fourth proposal and the third proposal? **Jason:** Three would be to hire a person to replace Rich that would answer to the 911 Director, the position would move into the 911 department. Four would be to give all duties to the current 911 director and NOT hire an Emergency Manager. **Schei:** As the County Administrator, do you have a preference? **Jason:** Let's talk about pros and cons first. Lang; according to these job descriptions, it says the Emergency Management coordinator serves all municipalities within the county with a population of less than 10,000, so that's everyone in the county. Who does he get his authority from the county board or the state? **Jason:** the state requires we have an emergency manager. It's acceptable to have the 911 director do those duties. He does get his authority from the County Board, but the County Board is required to have Emergency Management in the County. **Sherry:** Per statute; in the absence of an emergency management coordinator, the chairman of the County Board is responsible for those duties. **Jason:** If we didn't hire a new manager, we'd be looking at saving \$65,000/yr. We have examples from other counties that this can work via 911. **Pros:** basically financial. **Cons:** more duties onto the 911 Director. Will that entail a salary increase in the future, can that person handle the additional work? Hiring another EM in the same department as 911. **Pros:** Two people working in closer quarters would likely improve communications between the two of them (primary and secondary). Open up the possibility for support staff, using Andy as the assistant, or possibly using dispatchers on downtime to help update emergency plans and do some of the paperwork that the EM does. **Con:** taking away the control of EM under Admin/county chair; now falls under 911 Director. Leaving it the way it is, we've had a really good EM here however **Cons:** communications aren't where I'd like to see it between the current EM and the 911 Director. **Phelps:** in what perspective Jason? **Jason:** Rich now feels that the administrator falls into play when the EM is not able to go to meetings, etc. and would be the secondary EM. I don't have much experience in EM, none actually. I'm not a former law enforcement or EMS. I feel it's most appropriate/logical for EM to fall under law enforcement or emergency service type department; then that person would be secondary. **Ken Marks:** I think that position needs a backup. I was operations/incident command. Emergency management has their duties but are separate from the sheriff dept. I have many volunteers to detail duties to. I don't have the time to take on the EM duties too. Some counties do have the sheriff in charge of emergency management. My recommendation is to choose one of the options, but don't let it go. I support this position; I think this position is very important. To save \$60,000 and only look at it money wise, I don't recommend. Ultimately the responsibility falls under the County Chair. Current EM has been very active in the schools and bringing grant \$ in for use at the schools for security. We are way ahead of the other counties on this. Rich has done a great job. **Schei:** Emergency plan at the airport. EM looked at the plan, the manager of the airport calls 911, then the sheriff dept. is contacted. Plan needs to be updated and EM would be involved in the emergency, if one happens. 1. - money for a full time person, I think is warranted. 2. Having a person responsible that will be able to do these duties. 3. The backup person; I don't think the administrator has the time or experience to do that. It's not in his contract and we're not paying him to do that. **Jason:** what I want to do is improve the communications & coordination between our EM and who our secondary is going to be. If it comes down to me as Co. Admin, to designate that person, I'll choose the 911 Director. Right now, if Rich isn't here, we have no one that knows what's going on. DuPont in an emergency situation, it's always better to have two people in the know of what's going on, than one. Sifts may be necessary in emergency situations. **Phelps:** having the 911 Director as back up, I agree with that. I'd like to hear from the Emergency Services coordinator and the

911 Director and they're not here. I'm in favor of number 1. How did Rich feel about it being combined with 911? He had two things that he would support. One would be to combine it together with 911 and no EM would be hired. Also, he thought it would work if the EM would oversee the entire dept. and the 911 director be under the EM. **Cech:** I believe we need to have someone oversee any emergency that comes about. Proposal 1: we've got a great EM with Rich. I like number 1 at this time, keep a full time position and have Rich train as much as possible. **Com Piche:** One part that Rich talked about was adding another dispatcher/Asst. EM coordinator. **Cech:** Andy's main job is backup of 911 operations. **Phelps:** If Rich is leaving, we have to make a decision. I'd like Brian's opinion on this. **Schei:** I recommend proposal #1 go to the full board for discussion. **Cech:** I agree. We can always tweak it at another time if need be. But it think #1 is the way to go. **Bernie:** We're going to have a hard time hiring someone, much less with extensive experience. I move we recommend proposal #1 to the full board, Com. Schei seconds. 4/0

- b) **Discussion/Action: Security Personnel at County Board Meetings – Cech:** Where did this come from? **Phelps:** Me. It's come to my attention that some safety and unbecoming conduct with people of the public has been happening at meetings. Airport meetings, some of the commissioners are being harassed. We've got some issues coming down the pike here, which I feel after speaking with Sheriff Marks, we may have some incidents of hostility coming down the pike. I'd like to have security at our board meetings. I'd like Sheriff Marks to enlighten this for us. **Bernie:** I don't disagree with the sheriff providing security at meetings; the most security is right here at the courthouse, we've got an x-ray machine, metal detector, and an officer at the single entry door. That's the best security anyone in the county can have. Perhaps one of the solutions is to have more meetings at the courthouse. **Phelps:** we were looking at security at the annex building, some locks and active shooter training; did that ever occur? **DuPont:** Yes. **Sheriff:** Courthouse security is here for operations and CB meetings. That person is paid out OT for meetings. We've had deputies at the Airport. Sometimes they are paid overtime. Each shift we only have two deputies on duty in the county. We cover it as we can, but we pay overtime for our officers to cover. If meetings are at the Courthouse, we can call the City police, and our jail officers over if something happens, to help with costs. If you have meetings outside of the courthouse, I can have coverage...but it will cost the county in overtime. **Phelps:** we talked about no cost to the county. **Ken:** Most of the time we can get a road officer to a meeting. But if we call someone to cover a meeting, there will be costs to do that. We have armed reserves, but they can't arrest anyone. They don't have the power to do that. They're volunteers, they don't have arrest power. I'm getting more requests for security from townships for their meetings lately. **Cech:** If meetings are at the annex, the sheriff will know. I don't think this issue is that much of an issue. **Phelps:** when people are being followed to their vehicles, I'm obligated to bring it to the board's attention. **Schei:** I think there have been issues at the airport that could have used help. I'm a proponent to having meetings at the courthouse. It's the county seat. I was uncomfortable with over 300 people for the mining issue at the annex and was glad the sheriff dept. was there. I personally think that this is the only place to have County Board meetings, at the county seat. **Bernie:** I've been saying that for years. I wholly agree with you. **Schei:** We should be proactive rather than reactive. **Ken:** We do have camera's observing the parking lot at that office. When an officer is there, the cameras are watched; but there is not always a deputy there. Townships don't pay us to go to their meetings but they do provide taxes and the road patrol millage is part of those taxes. We help out where we can when we can. **DuPont:** We'll have two proposals at the re-organizational meeting (as in the past) to have all CB meetings here and another to have meetings split between here and the annex. But it's the CB that will make the final decision on this. **Schei:** Do we want the full board to discuss this further? (To Chairman) As board chairman, do you think this should be discussed as a full board? **Schei:** I move to send this forward to the CB meeting

for discussion seconded by Com. Phelps. 3/1 Com. Lang voted no. **Bernie:** I think we covered the subject quite well at this meeting.

**Public Comment:** **Steve Gromala,** Com. Cech cleans up well, and owes me a dollar for being quiet for over an hour. **Diane Lesperance:** I'm hoping that the board continues to talk about having all of the meetings at the county seat. You paid all of this money for security and then you keep opening up the commissioners and the public to a chance of some problems because you're not using your courthouse (county seat) for your meetings. I hope you pursue the meetings to be at the courthouse. **Gerald Piche:** Emergency Coordinator position. I've had a problem for the last 6 years about the County Chair taking over the duties of EM. No county chair "can" do that job. We don't have that knowledge. We need someone on the payroll that is going to be relativity ready and I think that's the important key. You can word it in the rules that the CB chair is second in command, but it's not realistic. **Steve Gromala:** I agree with Gerry, the one area that the CB has, is the power to make financial decisions. Recommendation of #1 is a good idea. **Gerry:** I like what Steve said and I think he covered what I had to say. **Ken:** We've had some board meetings at my township, at one time they were overheated. I felt if it weren't for me being there, I believe the people were put at risk. Townships don't have the security to deal with public issues. By law, my office has to be at the county seat, I believe the Commissioners should also be at the county seat for County Board meetings.

**Commissioner Comment:** **Bernie:** awhile back we approved a \$25,000 grant to augment veteran's services. Where are we with that? **Jason:** I sent them an email yesterday. The legislature is making some changes so we are going to get \$25,000 by Jan 31<sup>st</sup>, and about \$4,000 above that (which will be reimbursed if used). I was told we can put together a PT job description together and get ready for January hire. Some of the left over money can be used for computer equipment. It will be a yearly recurring grant according to the state. **Phelps:** In the spring when I spoke to some of the departments, I found that there has not been a fire drill here in a very long time. I would like to see Com. Schei and Com. Cech organize this with our fire chief, Mr. Peterson. We have some newer employees in the courthouse and don't have a clue what to do in case of a fire. **DuPont:** That's not the Commissioners' job to organize a fire drill. That duty belongs to the Emergency Manager to coordinate with the administrator. That is what needs to happen. **Phelps:** Then that's what I'd like to see what happens.

**Adjournment:** **Cech** made a motion to adjourn at 10:30 AM, **Schei** seconded. Motion carried. 4/0