

Town of Indian Shores

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ADMINISTRATIVE AND FINANCE COMMITTEE

MINUTES - MARCH 29, 2011

**ADMINISTRATIVE AND FINANCE COMMITTEE MEETING convened at 2:00 P.M.
Those present were Mayor Lawrence, Councilor Irelan and Art Newsome, Citizen Member.**

Also Present: Vice Mayor Herndon; Councilor Smith; Councilor Sutch; Marcia Grantham, Town Clerk; Mary Karayianes, Director of Finance; Chief Williams, Town Administrator; Lawrence Nayman, Building Official; Anne Miller; Steve Uhlhorn.

1.0 Consideration of approving Committee Agenda for March 29, 2011.

MOTION by Councilor Irelan – seconded by Art Newsome – to approve Committee Agenda for March 29, 2011, as amended to add Item 8.0 to consider leasing of new copy machine from Zeno. Motion carried 3-0.

2.0 Consideration of approving Minutes of Committee meeting held on March 2, 2011.

MOTION by Art Newsome – seconded by Councilor Irelan – to approve Minutes of Committee meeting held on March 2, 2011, as published. Motion carried 3-0.

3.0 Consideration of approving the hiring of two (2) full-time Police Officers and one (1) part-time Police Officer.

Chief Williams reported losing two (2) senior officers several months ago, and had held the position open using four (4) part-timers.

Chief Williams further reported on the field training of Officer Christopher Jones and Officer John Tindall, which has been completed and both have been working part-time, and is recommending they be employed as permanent full-time officers, effective March 29, 2011.

He also advised that Officer Christopher Tindall was appointed as a part-time Police Officer and has worked non-paid since January 2011 in field training and Dispatcher training, and is recommending he be employed as a paid –part-time Dispatcher and Police Officer, as needs arise in both areas, effective March 29, 2011.

James J. Lawrence
Mayor

Joan G. Herndon
Vice Mayor

Carole Irelan
Councilor

Steve Sutch
Councilor

William F. Smith
Councilor

E.D. Williams
Town Administrator
Chief of Police

Mary Karayianes
Director of Finance
and Personnel

Marcia Grantham
Town Clerk

James Yacavone
Town Attorney

Lawrence G. Nayman
Building Code
Administrator

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Chief Williams advised the part-time Dispatcher has noticed intent to retire, and a scheduled medical absence of a primary dispatcher, therefore the selection process has been accelerated.

Chief Williams reported members of immediate family working in the same Department is commonplace in all Police Departments, and in the case of both Tindalls, there will be two layers of supervision beneath his level, and he further delegated his supervisory and disciplinary responsibility and authority to Major Hughes and removed himself from the process, which complies with the Town's Personnel Manual.

Chief Williams requested approval to make these changes in the Police Department effective March 29, 2011.

MOTION by **Councilor Irelan** – seconded by **Art Newsome** – to approve hiring Officer Christopher Jones, Jr. and Officer John D. Tindall, as permanent full-time officers, effective March 29, 2011. **Motion carried 3-0.**

MOTION by **Councilor Irelan** – seconded by **Art Newsome** – to approve hiring Officer Christopher Tindall as a paid part-time Dispatcher and Police Officer, as needs arise in both areas. **Motion carried 3-0.**

4.0 Consideration of annual evaluation of Bill Blaine, Dispatcher.

Chief Williams reviewed with Committee members the annual evaluation for Bill Blaine, Dispatcher.

MOTION by **Art Newsome** – seconded by **Councilor Irelan** – to accept evaluation for Bill Blaine, Dispatcher, as presented. **Motion carried 3-0.**

5.0 Presentation of approving purchase of Proximity/ID Cards and associated software and printer.

Chief Williams reported the request is made to purchase a system to print ID badges on the proximity access cards that will be used for entry to and throughout the new Municipal Center, for the price of \$1,616.95, which includes software, printer, key cards, etc. to create identification badges for employees and Council members and will control access to the new Municipal Center.

Chief Williams further reported funds for the majority of the cost are available in the Forfeiture Fund and a portion for the cards coming from the IT budget.

MOTION by **Councilor Irelan** – seconded by **Art Newsome** – to approve expenditure of \$1,616.95, to AlphaCard covering cost of software, hardware and Proximity/ID cards to control access to new Municipal Center. **Motion carried 3-0.**

6.0 Presentation of newly acquired Conductive Energy Devices (Tasers), and use of less than lethal force Department Policy.

Chief Williams stated that he had resisted the Department's use of Tasers since they first came out, however there has been a number of studies showing it reduces Workers Comp cost drastically, advising he has reconsidered and feels the benefit outweighs the negative aspect. He emphasized it is an alternative use to deadly force.

Detective Jeff Rawson, reported the technology has been out since 1973, has been proven and is safe. He stated there are very few agencies that do not have the Tasers.

Detective Rawson conducted a very thorough and knowledgeable presentation on the background and use of the Taser, and responded to various questions posed by Council members and audience members.

Detective Rawson further reported on the eight (8) hours of training, including two (2) hours covering the rules, noting a Data Dock will be used to document and track when a Taser is used, and any misuse will be subject to discipline.

7.0 Discussion on upcoming Town events, particularly the annual Memorial Day picnic and annual Hurricane Awareness party.

Mayor Lawrence reported the Town's annual picnic was cancelled last year, and feels the Town will have to cancel this year's also, as the area will be a construction site until late June.

Mayor Lawrence addressed last year's St. Pat's Festival the Town held, which was not viable this year, would again be resurrected next year, and had written letters to all of last year's vendors to let them know the status.

Mayor Lawrence addressed the Town's annual Hurricane Party, which had been well attended after Charley and friends, however he felt attendance had dropped about 15% each year after that, noting the format was repetitious and too long, and that this year there would be big parking issues, and felt this event should also be cancelled.

Council members all concurred with the Mayor's recommendation to again cancel the annual Town picnic in May, and to cancel the annual Hurricane Party for this year also.

8.0 *Consideration of approving extending Lease Agreement with Zeno for a new Ricoh (MP4001S/P/F) copy machine*

Mayor Lawrence addressed information from Zeno covering a 5 year Lease Agreement for a new Ricoh copy machine, which represents a small monthly savings over the present one, but one that will perform better, noting the present one is 5 years old and starting to require additional maintenance.

The Town Clerk highlighted some of the improvements, noting it will run much quieter, use less energy, utilize as a FAX machine for less than the stand alone FAX machines, faster duplexing, scans in full color, and has a color display board

***MOTION** by Councilor Irelan – seconded by Art Newsome – to approve the Town extending the Lease Agreement with Zeno for five (5) years, (60 months), for a new Ricoh copy machine, at a monthly cost of \$269.28. Motion carried 3-0.*

9.0 *Remarks on miscellaneous items:*

Chief Williams reported the two (2) porticos in front of Town Hall would be coming down tomorrow and would be taken to the Town's property between Whispering Pines and Second Street, to be installed for the future Community Garden.

Chief Williams further reported pavers would be place in front of the building in a T-formation, and the back walkway would be concrete, and noted he had a security meeting today, regarding hard key access to doors in the new building.

Mayor Lawrence addressed the recent duplications of the Newsletter to some households, noting the process is to purge duplicates, however the Deputy Clerk spoke to Pride and someone set it up and went on vacation and the process did not get done. She also noted a difference in cost of approximately \$200.00 between the first mailing and this one, which probably accounts for the increase.

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It was also noted that the Newsletter was late in arriving, and we will have to move up the deadline to take this into account the next time.

Mayor Lawrence advised that Bonnie Dhonau is working with the Property Owners' Association on the pavers for the dedication area and they will hold a kickoff meeting at Town Hall on 4/19/2011 at 5:30 P.M.

Lawrence Nayman, Building Official, reported he was advised that a partial crew will start working on the trusses Thursday, and a larger crew will be working on the trusses next week.

ADMINISTRATIVE AND FINANCE COMMITTEE MEETING adjourned at 3:10 P.M.

Marcia Grantham
MARCIA GRANTHAM, CMC
Town Clerk