

**PUBLIC SAFETY SUB-COMMITTEE**

**April 5, 2017**

**NOT APPROVED**

**Committee Members Present:** A. Bigelow, V. Grant, S. Grusendorf, K. Hooker (Absent: D. Decker, J. Hopkins)

**Others Present:** T. Boyde, B. Budinger, K. Graves, D. Healy, K. Hollis, R. Hollis, C. Knapp, T. Ross, D. Scholes, M. Washer

**Call to Order:** The meeting was called to order at 10:05 a.m. by Lieutenant Shawn Grusendorf.

**ID Cards**

Lieutenant Shawn Grusendorf stated all of the equipment is here. Sergeant Andy Bigelow will be coordinating the installation, and they are hopeful they will be up and running soon to print ID cards. IT Director Keith Hooker stated he is designing the card, but they are waiting for approval on the logo. Lt. Grusendorf stated they received a question regarding whether or not there is signage on each mag in the event an individual has medical issues. Sgt. Bigelow stated yes, there is signage, so if the individual has a pacemaker, they can swipe around it. Social Services Commissioner Vicki Grant asked if there is a process in place yet for getting the new IDs. Sgt. Bigelow stated once everything is up and running he will send out a notice to all Department Heads and schedule blocks of time for each department, adding it shouldn't take more than five minutes per employee. Ms. Grant then asked if every employee is getting a new picture. Sgt. Bigelow stated yes, all employees will get new pictures and cards, and he will have card holders and lanyards for everyone.

**Good of the Order**

The committee will meet again Wednesday May 3, 2017, at 10:00 a.m.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 10:35 a.m.

Respectfully submitted,

Meghan Washer, Secretary to the Clerk of the Board  
Allegany County Board of Legislators

## **PUBLIC SAFETY SUB-COMMITTEE**

**May 3, 2017**

**NOT APPROVED**

**Committee Members Present:** D. Decker, A. Bigelow, V. Grant, S. Grusendorf, K. Hooker, J. Hopkins,

**Others Present:** T. Boyde, B. Budinger, K. Hollis, R. Hollis, T. Miner, B. Riehle, D. Scholes, M. Washer, R. Whitney

**Call to Order:** The meeting was called to order at 10:00 a.m. by Public Safety Sub – Committee Chairman Dave Decker.

### **Approval of Minutes**

A motion was made by Lieutenant Shawn Grusendorf, seconded by Ms. Grant, and carried to approve the Public Safety Sub – Committee minutes for April 5, 2017.

### **ID Cards**

Lieutenant Shawn Grusendorf stated the printer card system is up and running and has been printing new cards for employees. The new security procedure is in place and employees are going through the mag. Lt. Grusendorf continued if anyone knows of things that are not happening as they should be, or employees are not going through the mag to please let him, the Sheriff, or Sgt. Andy Bigelow know. Sub-Committee Chairman Dave Decker asked how the flow has been. Sgt. Bigelow stated it's been fine; he's been out there every morning and has not seen any back-ups or received any complaints from department heads. Legislator Hopkins asked if it's standard procedure now to have a woman officer at the desk. Sgt. Bigelow stated no, the staff varies day to day as to who is out there. Sheriff Rick Whitney stated some of the departments either aren't being clear or people aren't paying attention that they need to go through Sgt. Bigelow to get their new cards because they have had at least twenty people show up at the Jail requesting their new ID Card. Sheriff Whitney continued that they have tried to explain that the new ID cards need to be done through Sgt. Bigelow and suggested a reminder email be sent out to department heads. County Administrator Tim Boyde asked if there is a back-up in place in the event Sgt. Bigelow is absent. Sgt. Bigelow stated, yes, he has someone who knows how everything works. Mr. Boyde stated he's heard complaints about the number of bags being brought through, and suggested the department heads reinforce to their employees to minimize the number of bags being brought in. Mr. Boyde continued that when they deactivated the swipe cards, some employees were getting trapped in the doors. Sgt. Bigelow stated he has done some reprogramming, and that should no longer be a problem. Social Services Commissioner Vicki Grant stated they had one brand new employee that went out to the jail to get an ID card. Personnel Officer H. Robert Budinger stated they are still sending brand new hires out to the Jail because there is a form that needs to be completed and signed. Sheriff Whitney stated they did have some current employees as well show up to get the new ID cards. Mr. Budinger stated they haven't received any complaints, so he is taking that as a good sign that things are going well. Mr. Budinger continued that their policy talks about vendors, and they have had conversation about vendors signing a visitor's log, and receiving a visitor's badge. The intent is to not make it difficult; however, if they have someone coming in to work in the ceilings, or electrical room, they need to have a visitor badge so it's apparent to any employee that person is cleared to be working in the building. IT Director Keith Hooker stated he

created a database for that purpose so it can be accessible on the computer by anyone. Sgt. Bigelow stated it would be easier if each department head had his/her own visitor badge to issue to whomever they have contracted. Ms. Grant stated they have providers who attend regular meetings and currently go through the mag and then proceed to Social Services where they are issued a DSS visitor tag. Ms. Grant then asked if that process is going to remain in place or will they need to get new visitor tags. Mr. Budinger stated they should have one visitor tag so anyone can identify the person is a visitor. Mr. Budinger continued that another piece to consider with the old Jail renovation coming up is having contractors up there working. If there was an emergency and the building needed to be vacated, they need to be able to track how many visitors are unaccounted for. Clerk of the Board Brenda Rigby Riehle asked if there would be a special pass for those who attend all Legislative meetings. Mr. Budinger stated he doesn't believe they would need them because they aren't in places with the general public is, but that is something they could work towards. Legislator Hopkins asked if they would still sign in so they were aware that they are in the building. Mr. Budinger stated he doesn't want to make it harder for people who are just coming to a meeting. Mr. Budinger continued that the people who need to sign in and have a visitor's pass are a different class in that they may be carrying in tools. Legislator Hopkins referred back to schools who make you sign in from the time you enter and sign out upon leaving. Mr. Budinger stated with the amount of general public that come and go, he's not sure if they want to go to that extreme. County Attorney Tom Miner stated for public meetings, he doesn't believe it's appropriate to force people to sign in. Attorney Tom Miner continued that it doesn't give them free will to go to any part of the building they want, but it could be violating some rights by forcing them to sign in to attend a public meeting. Mr. Boyde stated they don't have census takers, so when they have a fire drill, it would be nice to have a way to know if a department has sixty employees, but only fifty-nine is accounted for, the missing one is on vacation, sick, or at a training. Sheriff Whitney stated the ID cards aren't very expensive, so if they would like to issue cards for people who attend all meetings, it wouldn't be a big deal to print them one. Sub – Committee Chairman Decker stated they also have the media who are frequently attending meetings. Sheriff Whitney stated they have press passes that are issued to the local media, so they just need to be told to start bringing their press passes. Mr. Budinger asked what the purpose of the ID cards would be for those who frequently attend meetings. Sheriff Whitney stated because they are here all the time, there is no reason why they shouldn't have one. Mr. Budinger stated he's not against them having ID cards, but they don't currently sign in, and he doesn't view them as people who need to begin signing in. Mr. Boyde stated the visitor passes were originally designed to address workers, and contractors coming in to work in the ceilings and in electrical rooms. Lt. Grusendorf asked how specific they need to be on the visitor passes, and do they need to identify which department they are assigned to. Sgt. Bigelow stated assigning a department to them would be good so they have someone to report to. Public Works Superintendent Dean Scholes stated when he goes to a school, he's immediately acknowledged as to where his destination is so anyone can see if he strays from that location. Lt. Grusendorf stated he understands they don't want to limit access to the public, but he agrees if someone is checking in specifically to do work for DSS, they should have a pass that designates that. Mr. Budinger stated the passes should all have the same look, but state which department the person is contracting for. Lt. Grusendorf stated if they are talking about security, and someone comes through the mag with a bunch of tools and say they are heading to Human Resources; how are you confirming that person is going directly there. Sgt. Bigelow stated currently when a contractor comes in they go through security, and we then call the appropriate department and they have someone come and escort them where they need to go. Lt. Grusendorf stated he doesn't want to make it more difficult, but they need to make sure they are covering everything. Legislator Hopkins asked if they could run through

what the procedure is for someone who is attending a public meeting. Sgt. Bigelow stated they go through security like everyone else, but do not need an ID or to sign in. Sgt. Bigelow stated he still has employees he's printing ID cards for, and he would like to get that completed first before moving on to a new group of people. Elections Commissioner Rick Hollis expressed concern regarding security for buildings not located at Court Street. The committee discussed these concerns, and is working to prioritize them.

**Good of the Order**

The committee will meet again Wednesday June 7, 2017, at 10:00 a.m.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 10:46 a.m. following a motion by Mr. Hooker, seconded by Lt. Grusendorf, and carried.

Respectfully submitted,

Meghan Washer, Secretary to the Clerk of the Board  
Allegany County Board of Legislators

**PUBLIC SAFETY SUB-COMMITTEE**  
**JUNE 7, 2017**  
**NOT APPROVED**

**Committee Members Present:** D. Decker, A. Bigelow, V. Grant, S. Grusendorf, K. Hooker  
(Missing: J. Hopkins)

**Others Present:** T. Boyde, S. Dewey, K. Graves, K. Hollis, R. Hollis, T. Miner, B. Riehle, P. Stockin

**Call to Order:** The meeting was called to order at 10:03 a.m. by Public Safety Sub-Committee Chairman David Decker.

**Approval of Minutes**

A motion was made by Keith Hooker, seconded by Lieutenant Shawn Grusendorf, and carried to approve the Public Safety Sub-Committee minutes of May 3, 2017.

**Phone Update:**

Information Technology Director Keith Hooker said they are making adjustments to the emergency broadcast part of the phone system. It does not work as easy as expected, and they would have to make a couple of calls instead of just one call in the case of an emergency. Legislator Graves asked if the Court System has access to our phone system for emergencies. Mr. Hooker stated we do have phones placed in the Court section for emergency purposes only, and the employees were instructed not to use them.

**County Badge Update:**

Sgt. Andy Bigelow stated all County employees have been assigned badges in the Courthouse, and the County Office Building, and he is currently working on the Crossroads and DPW out buildings.

**Building Security Capital Project:**

Lt. Grusendorf was asking what the next step might be on the capital project in regards to door closures. He wanted to make sure the closures were included in that project so we do not have to go back and try to figure it out at a later date. They talked about door closures here at the County Office Building and at the other access points also, so if there was an issue you could contain the problem to a particular area, and they would not have access to the whole building. County Administrator Tim Boyde said that part of this process is closing off the ground floor to staff entrance and deciding what to do with the stairwells by possibly using swipe cards on those as well. Legislator Graves asked if Fire Service would allow the County to use swipe cards on stairwells. Mr. Boyde said as long as the door fails open, then we can do that. If someone pulls the alarm then people can go in and out. The main purpose of swipe cards on the stairwells is in case there is an active shooter in the building it would keep them contained to that floor.

**Meeting Dates:**

Chairman Decker asked if this committee should consider meeting every other month instead of monthly until the reconstruction started, and there would be more agenda items at that time. The general consensus was to skip the July meeting and meet on August 2, 2017.

**Board of Elections:**

Elections Commissioner Rick Hollis wanted to discuss the security of the building where the ballot machines are located. He stated the security recommendations from the state are that the facility have perimeter alarms, security locks, video surveillance, and regular visits by security guards. This is the kind of stuff we should have on this building. We should also have fire alarms installed due to having electric heat in the building. Mr. Boyde stated that at some point in time, we need to get serious and take a look at securing that building better. We need to find a reasonable quote with a cost effective manner for the security of the building. Mr. Boyde asked if we have ever looked into an ADT system or something similar to it in the past. Mr. Hollis stated that they had, and the legislators decided against it at that time. Mr. Decker asked Lt. Grusendorf to look into how we could get a security camera feed to be hooked into our system with a feed to the 911 center and bring that information back to the August meeting. Mr. Hooker said he would assist him into looking into that.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 10:26 a.m. following a motion by Keith Hooker, seconded by Vicki Grant, and carried.

Respectfully submitted,  
Stella Dewey  
Allegany County Board of Legislators

## **PUBLIC SAFETY SUB-COMMITTEE**

**August 2, 2017**

**NOT APPROVED**

**Committee Members Present:** D. Decker, A. Bigelow, V. Grant, K. Hooker, D. Scholes  
(Absent: S. Grusendorf, J. Hopkins)

**Others Present:** T. Boyde, B. Budinger, M. Healy, K. Hollis, R. Hollis, T. Miner, B. Riehle, P. Stockin, M. Washer, R. Whitney

**Call to Order:** The meeting was called to order at 10:13 a.m. by Public Safety Sub – Committee Chairman Dave Decker.

### **Approval of Minutes**

A motion was made by Ms. Grant, seconded by Sgt. Andy Bigelow, and carried to approve the Public Safety Sub-Committee minutes for June 7, 2017.

### **Board of Elections**

Elections Commissioner Rick Hollis expressed concern in regards to multiple requests he has made surrounding certain aspects of the Board of Elections Office and storage facility. Mr. Hollis stated it has been several years since he has made these requests, and he feels they are no further ahead than they were five years ago. Mr. Hollis continued that if the committee chooses not to do anything, and something was to happen, it is no longer his responsibility because he has made the committee aware of his concerns several times. Mr. Hollis continued that he's extremely frustrated that he has to keep requesting things that are requirements from the State Board of Elections. Public Works Deputy Superintendent Dean Scholes asked if his facilities are inspected by the State. Mr. Hollis stated the State audits their processes every two years; however, they don't audit accessibility. He has in place a Memorandum of Agreement with the Attorney General that states all poll sites must meet ADA requirements, and his do not. Sub-Committee Chairman Decker asked if they looked into whether or not they can make the Board of Elections Office ADA accessible. Mr. Hollis stated he does not know because we don't own the building, and in order to make it accessible, they would have to tear the front of the building out. Mr. Hollis went on to say they have had several instances where people are coming in with walkers and they have to help carry them into the building, and he feels that's not the way it's supposed to be, adding these are the legislators' voters that cannot get into the building to do their business and if after five years they still have no desire to fix it then it's on them. Sub-Committee Chairman Decker stated something needs to be put in place because it's an important issue that can no longer be ignored. County Administrator Timothy Boyde stated he agrees it's an important issue; however, at this point in time there is no space within our existing facilities that can accommodate and house the Elections Office, adding last year he did explore some potential options, but the Board of Elections did not feel they were sufficient. Mr. Boyde continued that there is space available within the community, but it would be at the will of the Board to authorize the funding for it. Personnel Officer H. Robert Budinger stated they have several records that are out at the Landfill in storage, and if you have to make a trip to obtain a file, then that's what you have to do because it is not feasible to keep everything required by the State in our offices. Mr. Hollis stated his issue is not as much with the storage space as it is the safety requirements of the office and storage facility. Mr. Scholes asked what all Mr. Hollis envisions for his building. Mr. Hollis stated there is a list of minimum requirements that are

suggested by the State Board of Elections, and he read them aloud to the committee. Mr. Scholes stated there is a difference between requirements and suggestions and asked for confirmation as to whether the State is requiring these or recommending them. Mr. Hollis stated they are just suggesting them. Sub-Committee Chairman Decker asked if there is any money in his budget for this. Mr. Hollis stated, yes, he has a portion that can be used towards it. IT Director Keith Hooker stated it's more important to work on the ADA requirements than it is the suggestions being made. The committee agreed they will put forth their efforts on the ADA requirements to make the Board of Elections Office accessible.

### **Elevator Maintenance**

Public Works Deputy Superintendent Dean Scholes stated the elevator work has begun, and there will be times when it will be loud and inconvenient, and he appreciates everyone's patience while they are working through it.

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 10:47 a.m. following a motion by Mr. Scholes, seconded by Sgt. Bigelow, and carried.

Respectfully submitted,

Meghan Washer, Secretary to the Clerk of the Board  
Allegany County Board of Legislators