

CITIZENS PUBLIC SAFETY OVERSIGHT COMMITTEE MINUTES
July 10, 2014

The Citizens Public Safety Oversight Committee of the City of Norman, Cleveland County, State of Oklahoma, met at 3:30 p.m. in the Study Session Room located at 201 W. Gray Street on the 10th day of July, 2014, and notice and agenda of the meeting were posted at City Hall located at 201 W. Gray Street 24 hours prior to the beginning of the meeting.

PRESENT:	Members Lea Greenleaf, Joan Goth, Steve Lucas, James Wheatley, Chair Eddie Sims
ABSENT:	Members Keith Allen, Malaka Elyazgi, Matthew Leal, David Wilson
COMMITTEE LIAISONS:	Robert Wasoski, FOP (absent) OU (position vacant) IAFF (position vacant)
STAFF PRESENT:	Suzanne Krohmer, Budget Manager James Fullingim, Fire Chief Jim Maisano, Deputy Police Chief Leah Messner, Assistant City Attorney II Tim Smith, Police Sergeant
OTHERS PRESENT:	Mayor Cindy Rosenthal Roger Gallagher, Citizen

The meeting was called to order by Chair Sims.

Item 2, being:

APPROVAL OF THE CITIZENS PUBLIC SAFETY OVERSIGHT COMMITTEE MINUTES OF JUNE 12, 2014.

Member Greenleaf moved that the Citizens Public Safety Oversight Committee minutes of June 12, 2014, be approved, which motion was duly seconded by Member Wheatley;

and the question being to approve the Citizens Public Safety Oversight Committee minutes of June 12, 2014, a vote was taken with the following result:

YEAS:	Members Lea Greenleaf, Joan Goth, Steve Lucas, James Wheatley, Chair Eddie Sims
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NAYES: None

Chair Sims declared the motion carried and the Citizens Public Safety Oversight Committee minutes of June 12, 2014, were approved.

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ITEM 3, being:

MONTHLY UPDATES

Finance Report

Figures at the end of June 30th were provided to the Committee. It was explained that these were not final year-end figures; there will be another accounting period that allows all of the end of the year purchases to be paid and revenues received before actual year-end figures are provided. Priority list of equipment purchased and inter-fund transfers are what make the net total negative.

Greenleaf – Asked if we knew what equipment was purchased. Wanted to make sure public safety equipment was purchased and not a stump grinder.

Krohmer – Yes, various Fire Department equipment and the police vehicle camera system was purchased. No stump grinders were purchased with the PSST funds.

Fire Department

Chief Fullingim said that the academy graduation was last Monday. We over-hired by one, but at the end of the month we will be five short through the fall due to attrition. We will start a new academy next year.

Chief Fullingim said that part of the equipment purchased mentioned earlier was two water tankers to help meet ISO (Insurance Service Office) fire standards in rural areas. The purchase of the tankers will reduce the ratings in the rural part of town. We have a meeting with the State Insurance Commissioner and an ISO representative in August to discuss a re-evaluation of the community rating in the spring. We don't estimate the urban rating will be affected. We estimate this will save rural insurance customers/homeowners about \$300 per year.

Greenleaf – Have we used drone/unmanned aerial vehicles for grass fires?

Chief Fullingim – No, we have not used these before. There are still FAA requirements that must be met. They are not that expensive. If we don't purchase one, the day will come when we can use another agency's drone.

Greenleaf – I see a role in public service for them, for police or fire, especially to help put out wildfires.

Chief Fullingim – The McClain County Sheriff has already bought one. They will become more and more common. There are still more questions that need to be answered before we own one.

Police Report

Deputy Chief Maisano – We are currently in the hiring process for the 52nd academy. We had twenty people in the process, now have narrowed that down to seventeen that have passed the polygraph. It starts September 5th and they will graduate in March 5th, 2015.

He gave the monthly Community Oriented Policing (COP) update. There were about 373 COP hours activity in June.

He also discussed the continuation of education to businesses and the Coffee with a Cop program. The next one will be at Michelangelo's on July 14th from 7-9 a.m.

Chair Sims – We want to clarify what member Greenleaf wanted for a monthly radio system update.

Greenleaf – I want to know how the bid process is going, the costs, and type of equipment being purchased for the radio replacement.

Deputy Chief Maisano – We do not have specifics yet, we have general guidelines of what we are looking for. We have issued an RFP and will have a contract with a consultant, RCC. They will do a study and will give us information on what type of equipment we need, how many towers we need, look at re-banding, where we will place the controller, etc. We are hoping to have this contract on the City Council agenda on the first meeting in August so they can give us recommendations on what kind of system we need. We can then have the consultant come in and work with us.

Greenleaf – The inter-operability of the system especially with what the state has done- now that DHS wants to be a player?

Deputy Chief Maisano – There are a lot of components to the RFP and scope of work topics that RCC will be covering.

Chair Sims – Asked Maisano to give the Committee an update on the new radio system replacement process every month with the Police update. This consultant has done a good job with the CAD/RMS system.

Greenleaf – With the problems I have seen, everyone wants the newest technology; no one has built any redundancy so that when the systems go down you can still talk to each other.

Deputy Chief Maisano – New technology issues, when do you stop trying to get the latest and newest is an issue. The consultant will help with this issue.

Goth – I attended the first Coffee with a Cop and was impressed on the turnout and how everything worked.

Deputy Chief Maisano – We try to get employees from different areas to answer specific questions. It's a good concept we can move forward with.

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ITEM 4, being:

UPDATE ON MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF NORMAN AND NORMAN PUBLIC SCHOOLS FOR THE SCHOOL RESOURCE OFFICER (SRO) PROGRAM.

Messner – We are still working on the preliminary draft with the NPS Attorney Karen Long. We have a copy of the Tulsa Technology Center's SRO agreement with the Tulsa County Sheriff Department. We like what they have and want to send it to the Police Department to edit and review. Ms. Long will start a draft after that for us.

Goth – Will this contract be in place for this school year in August?

Messner – No, because the funding for the program doesn't start until October 1, 2015.

Lucas – Do you think you will have an agreement before then?

Messner – Yes. We will have an agreement before the funding begins though.

Chair Sims – Are you willing to also give us a monthly update on the status of the MOU?

Messner – Absolutely.

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Item 5, being:

DISCUSS BUDGET DECISIONS MADE REGARDING THE PUBLIC SAFETY SALES TAX FUND FOR FYE 15 AND RESOLUTION OF COMMITTED FUNDS FOR COMMUNICATION SYSTEM

Krohmer – We were going to address what the City Council adopted for fiscal year 2015 and what changes were made to the PSST Fund regarding some inter-fund transfers. Actions that were approved are stated in your annual report. Page three of the report has a paragraph that talks about the different appropriations into the different funds.

Mayor Rosenthal – This is the second year in a row that Council has made a transfer of PSST funds to the Rainy Day Fund and the General Fund for the emergency communications function. We have more officers now and more calls, so this transfer helps support the communications function in the

General Fund. We confirmed that there is a six month reserve for salaries and benefits, but this is less critical now that the PSST II was approved and made permanent.

The capital improvements that were funded have been discussed with the Committee - critical fire apparatus and some police expenditures.

Krohmer – I have included the new Ordinance in your annual report – in appendix C. This will give you all of the details that were included in the approval of PSST II to help with the replacement of the emergency communication system, and other equipment.

Mayor Rosenthal - Council wanted to be very clear to the community that the additional funds available at the end of the PSST I period are committed to the communication system replacement. Council passed a resolution that stated this before the election for the PSST II. The six month reserve for the PSST personnel will also be included in the balance available for the stated projects and equipment. It was never Council's intent to spend these funds on items that were not appropriate or related to public safety.

Chair Sims – I think we need to clean the language up in the annual report. Need to state that the funds will be used for public safety. We need to add Public Safety Sales Tax Fund in front of the word "Budgets" on page 3 at the end of the second paragraph of the annual report. Make it clear that those funds are going to remain in the Public Safety Sales Tax Fund.

Mayor Rosenthal – The capital projects that we have identified will require a combination of PSST funding and some financing in order to do them more quickly.

Chair Sims - I have a question about the communication transfer. I understand the formula, but is there any real additional expense since they are busier? Have we added any more people outside of the PSST fund or plans to hire more?

Mayor Rosenthal - The call volume is greater and we have to pay more overtime due to vacancies. To my knowledge we have not bought additional equipment. We have not hired additional communications staff.

Deputy Chief Maisano – We have vacant positions, which is part of the overtime expenses. We have designated call takers and dispatchers. We have no space for the additional equipment now needed for the new system. The new EOC/Dispatch Center will have the space for the additional equipment. The consultant study will tell us how many consoles we need.

Chair Sims – The call volume has increased since the PSST began. I'm not sure if the personnel situation issues are stable enough to wait until the new facility is built and new communication personnel are added. If there is a need for additional personnel, we could recommend using a transfer from the PSST Fund to the General Fund to help supplement for the additional personnel in the meantime.

Mayor Rosenthal – At the Finance Committee, we discussed that we need to re-examine the salaries of the communications officers and the workload to recruit and retain people.

Deputy Chief Maisano – Lance has requested additional personnel during the budget process, and through the budget process it will be determined which funds will be used to fund the additional personnel.

Chair Sims – Since the PSST fund is being used to supplement the operations in the General Fund, when the budget request comes thru for additional funding, we as a Committee can vote and support the addition of more people. The transfers are reasonable; I just think we need to add more people.

Mayor Rosenthal – Just to put it in perspective, the transfer is around \$315,000 and the emergency communication total budget is over \$2 million.

Chair Sims - There is a list of PSST II expenditures by fiscal year of what is going to happen.

Krohmer - If the Committee would like, I will add that list as an appendix in the annual report.

Chair Sims - Yes

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Item 6, being:

DISCUSS AND POSSIBLE APPROVAL OF COMMITTEE'S SEMI-ANNUAL REPORT FOR COUNCIL

Chair Sims – We need to clarify in the report that the additional funds available from the PSST I will be used for the emergency radio communication system.

Mayor Rosenthal – I recommend we include the resolution in the annual report that states this too.

Chair Sims – We did more than just discuss some of the items listed in the report, we dissected it. Is there a way to word that we engaged in providing specific input as Council was drafting the Ordinance?

Mayor Rosenthal - Some of the changes that went into the PSST II language was from the Committee's input. The communications personnel were added based on the Committee's recommendation.

Greenleaf – Can we include the communications topic?

Chair Sims – Yes, we can add that the Committee is being kept advised on a monthly basis of the communications system replacement and the SRO program.

Staff will make the recommended changes to the report and the Committee can approve the report at the August meeting.

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Item 7, being:

ESTABLISH TOPICS FOR THE NEXT AUGUST 14TH MEETING

Chair Sims - New member orientation, annual report approval

Lucas - MOU update

Greenleaf – Would like to see planned expenditures/acquisitions of items. A 5-year capital plan of expenditures from the Chiefs.

Chair Sims – We can do that on either the August or September meeting.

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ITEM 8, being:

MISCELLANEOUS DISCUSSION

Lucas – The City's SRO program will replace the NPS SROs. That's okay; my concern is I want to know what the school system is going to put in for their funding portion. I'm concerned the school will get out of funding the SRO program.

Greenleaf – On the MOU, where does this Committee come into play, or do we? Do we get to review the MOU before it comes into force?

Mayor Rosenthal – The Committee's responsibility is to oversee the use of PSST funds and if the funds are used as intended, and to provide input to Council on other public safety related issues.

Chair Sims – The Committee's role is oversight and advisory. The Committee is an asset and we have the opportunity to provide input and give our opinion.

Mayor Rosenthal – The Committee can make recommendations.

Greenleaf – Because this is in the news every day, has Norman looked at anything in case DHS uses us as a dumping ground and have to pay for the well-being of refugees from the public safety sales tax?

Chair Sims – I think federal assets will be used first to care for the refugees.

Mayor Rosenthal – Federal funding is being used; these expenses are not being borne by local communities. There is no word or discussion that Norman will be involved.

Goth – I'm looking forward to being on the Committee.

Chair Sims - We are glad to have you.

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ITEM 9, being:

ADJOURNMENT

Motion was made by Member Greenleaf to adjourn the meeting, which was duly seconded by Member Wheatley; a vote was taken with the following results:

YEAS: Members Lea Greenleaf, Joan Goth, Steve Lucas, James Wheatley, Chair Eddie Sims

NAYES: None

Chair Sims declared the motion to adjourn is approved. The meeting adjourned at 4:31 p.m.