

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – March 11, 2008 – 9:00 a.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, March 11, 2008, at 9:00 a.m., at the county courthouse, 62 Union Street, Rockland, Maine. Administrative Assistant Candice Richards was present to record the minutes of the meeting.

Commission members present were: Anne Beebe-Center, Commissioner District #1, A. Mason Johnson, Jr., Commissioner District #2 and Lawrence F. Nash, Commissioner District #3. County staff present included: Interim County Administrator Jeff Northgraves, Administrative Assistant Candice Richards, EMA Director Ray Sisk, Finance Director Kathy Robinson, Sheriff Donna Dennison, IT Director Jeff Lake, Tech Support Specialist Mike Dean, and Chief Deputy Ernie McIntosh.

Also present were: George Chappell, reporter from the *Bangor Daily News*; Erin Rhoda, reporter from the *Courier-Gazette*; and Dan Curtis, Summer Intern for the Administration Office.

Regular Meeting – Agenda **Tuesday – March 11, 2008 – 9:00 a.m.**

- I. 9:00 Meeting Called To Order**
- II. 9:01 Public Comment** - Public Comment during other portions of the meeting will only be granted by permission of the chair.
- III. 9:16 Consent Items**
 1. Approve Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 2. Approve Minutes of Regular Meeting of February 12, 2008.
 3. Approve Minutes of Special Meeting of March 4, 2008.
 4. Accept Monthly Written Departmental Reports.
 5. Approve Investment Withdrawals.
- IV. 9:30 Action Items**
 1. Act on Approval of Revised Job Description for Detective Supervisor Position in the Sheriff's Office (D. Dennison, J. Northgraves).
 2. Act on Approval of Transfer of Forfeited Assets of \$581.30 (or any portion thereof) to Knox County in *State of Maine vs. Anthony Kaler* (D. Dennison)
- V. 10:15 Discussion Items**
 1. County's Hazard Mitigation Plan update (R. Sisk).
- VI. 10:20 Executive Sessions**
 1. Convene in Executive Session to discuss the Acquisition of Property pursuant to 1 M.R.S.A. §405(6)(C).
- VII. 10:35 Adjourn**

I. Meeting Called to Order

Commission Chair Mason Johnson called the March 11, 2008 regular meeting of the Knox County Commission to order at 9:00 a.m.

II. Public Comment

Commissioner Mason Johnson asked for public comment.

IT Director Jeff Lake introduced Mike Dean, who was recently hired as the Technical Support Specialist. Mr. Lake stated that Mr. Dean brought with him a considerable amount of expertise and experience. Mr. Lake thanked the commission for filling the position and for their support and commitment.

Commissioner Johnson introduced Dan Curtis, who will be an intern in the County Administration office during the summer. Mr. Curtis is a student at the University of Maine and is studying Public Administration.

III. Consent Items

1. Approve Agenda – Non Agenda Items Only Permitted if Emergency in Nature.
 - A motion was made by Commissioner Lawrence Nash to approve the agenda as presented. The motion was seconded by Commissioner Anne Beebe-Center. A vote was taken with all in favor.

2. Approve Minutes of Regular Meeting of February 12, 2008.
 - A motion was made by Commissioner Lawrence Nash to approve the minutes of the regular commission meeting held on February 12, 2008. The motion was seconded by Commissioner Anne Beebe-Center. A vote was taken with all in favor.

3. Approve Minutes of Special Meeting of March 4, 2008.
 - A motion was made by Commissioner Lawrence Nash to approve the minutes of the special commission meeting held on March 4, 2008. The motion was seconded Commissioner Anne Beebe-Center. A vote was taken with all in favor.

4. Accept Monthly Written Departmental Reports.
 - A motion was made by Commissioner Anne Beebe-Center to accept the monthly written departmental reports. The motion was seconded by Commissioner Lawrence Nash, setting aside the financial report. A vote was taken with all in favor.

Commissioner Lawrence Nash stated that he would like to speak to the financial report, specifically the fact that MDEA still owes the county money. He asked if it is correct that the county pays for some things and the MDEA reimburses the county.

Finance Director Kathy Robinson answered that this was true. She stated that the finance department and the MDEA are still developing what is required of the county and MDEA. The program had only recently started up again but Ms. Robinson felt that the process should be finalized soon and she did not believe that we would be in the same situation next month

Commissioner Lawrence Nash stated that the Transportation Security Administration (TSA) was behind in their payments as well. The financial report states that TSA still owes November and December payments from 2007.

Finance Director Kathy Robinson stated that it is unusual for TSA to be this far behind and she believed that after her report to the Commission was written, the November payment was received.

Interim County Administrator Jeff Northgraves stated that in October, TSA changed the way the county is being reimbursed and TSA is working on developing the documentation for that process. The Coast Guard is now doing their bills. Mr. Northgraves stated that he had received a phone call from the Coast Guard asking about the bill, so he believes that this is why the TSA payment is late.

- A vote was taken with all in favor to approve the financial report.

5. Approve Investment Withdrawals.
Commissioner Mason Johnson asked for a motion to approve the investment withdrawals.

- A motion was made by Commissioner Anne Beebe-Center to approve the investment withdrawals in the amount of \$19,366.74. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

Airport Equipment	46160814610	\$3,710.06
Courthouse Computer	20000812660	\$330.72
Courthouse Furniture/Fixtures	20000812730	\$203.81
Legal Expense	20000812650	\$15,122.15
	Total	\$19,366.74

- A motion was made by Commissioner Lawrence Nash to approve the investment withdrawals for the Adult/Juvenile Program in the amount of \$10,140.00. The motion was seconded by Commissioner Mason Johnson. A vote was taken with all in favor.

Adult/Juvenile Program – Community Corrections Funding 30000810030:

Maine Pretrial	February Pretrial Services	\$10,140.00
	Total	\$10,140.00

The investment withdrawal authorization documents were signed by the Commission.

IV. Action Items

1. Act on Approval of Revised Job Description for Detective Supervisor position in the Sheriff's Office (D. Dennison, J. Northgraves).

County Interim Administrator Jeff Northgraves explained that the Sheriff's Office used to have a Detective Supervisor, but has not had one for a few years. The job description was last updated in May of 1993. The sheriff has decided to fill the position, and as is the normal practice when there is a change in personnel, the job description has been updated by the department head and submitted to the Commission for approval. Mr. Northgraves added that there is money in the Sheriff Office's budget to fill the position.

Sheriff Donna Dennison explained that the Sheriff's department is using existing personnel to fill the position instead of hiring someone who does not already work for the county.

- A motion was made by Commissioner Anne Beebe-Center to approve the revised job description for the Detective Supervisor position in the Sheriff's Office. The motion was seconded by Commissioner Lawrence Nash.

Commissioner Lawrence Nash asked Sheriff Dennison if it is possible that there are too many bosses for the Detective Supervisor to report to, since the job description states that the Detective Supervisor reports to the Patrol Administrator, Chief Deputy, and the Sheriff. Commissioner Nash was concerned that having multiple bosses to report to would result in confusion. He stated that there needs to be a clear chain of command. He asked if the Detective Supervisor has to report to all three.

Sheriff Donna Dennison explained that employees are expected to follow the chain of command. The Detective Supervisor would report to the Patrol Administrator. If the Patrol Administrator was not available, the Detective Supervisor would report to the Chief Deputy, or if the Chief Deputy was not available, then the Sheriff.

Commissioner Lawrence Nash then referred to page three of the detective supervisor job description where it states, under "Dimensions of Work", that the Detective Supervisor is responsible for 13 communities. Commissioner Nash stated that he thought that the Detective Supervisor was responsible for the whole of Knox County. Even though some towns have their own police departments, not all of them have their own Detective. He stated that he knew that Rockport did not have a detective but was not sure if Camden or Thomaston did. Commissioner Nash felt that the job description should include all 16 communities of Knox County.

Chief Deputy Ernie McIntosh explained that typically, towns with their own departments handle their own detective work, but if they do contact the sheriff's office, it is usually regarding a child abuse case. He stated that although Rockport does not have a detective, their police department rarely asks for help from the Sheriff's department. Rockland has their own detective so Knox County does not take any of their cases.

Commissioner Lawrence Nash stated that all of Knox County should be covered in the Detective Supervisor job description since all of Knox County falls under the protection of the Sheriff's Department.

Interim County Administrator Jeff Northgraves stated that the wording in the job description could be changed.

- A vote was taken to approve the Detective Supervisor job description, with the suggested changes, with all in favor.
2. Act on Approval of Transfer of Forfeited Assets of \$581.30 (or any portion thereof) to Knox County in *State of Maine vs. Anthony Kaler* (D. Dennison).
 - A motion was made by Commissioner Anne Beebe-Center to approve the request to transfer \$581.30 in forfeited assets to Knox County. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

V. Discussion Items

1. County's Hazard Mitigation Plan Update (R. Sisk).

EMA Director Ray Sisk explained that in January of 2003, Knox County started a 21 month process writing the first all-county hazard mitigation plan. The plan is required by FEMA in the National Flood Insurance Program for the county. It is on a five year renewal cycle and therefore is up for renewal this spring. Mr. Sisk asked if a member of the Commission would be willing to be on the planning team. He stated that it is a fairly involved process, but that this year things would be simpler because it is a renewal. He added that the timeline for getting the Hazard Mitigation Plan project accomplished would be signing the plan and submitting it to FEMA for approval in 2009. Mr. Sisk then asked for questions and a volunteer to attend the planning meetings.

Commissioner Mason Johnson nominated Commissioner Anne Beebe-Center.

Commissioner Anne Beebe-Center declined and stated that she was unable to volunteer. She felt that since she had already been a part of the process, another commissioner should do it this year so that another Commission member would be involved.

Commissioner Lawrence Nash asked how many meetings he would need to attend.

EMA Director Ray Sisk suggested that there would probably be half a dozen meetings total over the next year.

Commissioner Lawrence Nash stated that he would volunteer to attend the Hazard Mitigation Plan meetings on behalf of the Commission.

VI. Executive Sessions

1. Convene in Executive Session to discuss the Acquisition of Property pursuant to 1 M.R.S.A. §405(6)(C).

- A motion was made by Commissioner Anne Beebe-Center to go into executive session pursuant to 1 M.R.S.A. §405(6)(C) to discuss the acquisition of property. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

The executive session convened at 9:17 a.m.

The executive session concluded at 9:40 a.m.

VII. Adjourn

- A motion was made by Commissioner Anne Beebe-Center to adjourn the meeting. The motion was seconded by Commissioner Lawrence Nash. A vote was taken with all in favor.

The meeting adjourned at 9:41 a.m.

Respectfully submitted,

Candice Richards

The Knox County Commission approved these minutes at their regular meeting held on April 8, 2008.

Anne H. Beebe-Center – Commissioner District #1

A. Mason Johnson, Jr., Chair – Commissioner District #2

Lawrence F. Nash – Commissioner District #3