

**RILEY COUNTY LAW ENFORCEMENT AGENCY  
LAW BOARD MEETING  
City Commission Meeting Room  
1101 Poyntz Avenue  
Manhattan, KS  
December 17, 2012 12:00 p.m.  
Minutes**

**Members Present:** Karen McCulloh Loren Pepperd  
Barry Wilkerson Richard Jankovich  
Dave Lewis Wynn Butler

**Absent:** John Matta

**Staff Present:** Director Schoen Assistant Director Doehling  
Captain Hooper Captain Moldrup  
Captain Nelson Captain Hegarty  
Captain Fink

**I. Establish Quorum:** By Chairman McCulloh at 12:00 p.m.

**II. Pledge of Allegiance:** Led by Director Schoen

**III. Consent Agenda:**

- A. Approve November 19, 2012 Minutes
- B. Approve 2012 Expenditures
  - a) 2012 Budget Expenditures
  - b) Juvenile Transports
  - c) Seizure Expenditures
  - d) Edward Byrne Justice Assistance Grant (JAG)
- C. County Inmate Medical, Facilities, Maintenance & Repairs Expenditures- (*Review*)
- D. Riley County Jail Average Daily Inmate Population- (*Review*)

Lewis inquired about the Departments computer rotation plan.

Schoen explained that in previous years the Department had a solid 3 year rotation plan. The computers are now on a 4 or 4 ½ year rotation plan. However, some of those nearing the end of the rotation cycle are swapped with even older computers located throughout the Department.

Pepperd stated that a number of federal government agencies utilize Cloud computing to reduce software costs. Cloud computing is essentially on-demand software that updates without the need to install new software. There is a subscription fee, but it would likely minimal compared to what the Department is currently paying for software. He asked if Administration or IT has had the opportunity to look into the matter.

Schoen responded that the Department has a number of restrictions simply for security reasons given the nature of the criminal justice information on the Department's network. With respect to the Department's network, Cloud computing would likely not be possible. For the purpose of

acquiring software updates for general office products such as Microsoft Office, it might be a possibility. He will speak with IT regarding the matter.

A couple months ago Director Schoen provided the Board with a year-end budget update. At that time he reported that the Department anticipated returning approximately \$200,000 in carryover for 2012. Included in the 2012 budget expenditures is a deposit in the amount of \$100,000 to the Departments Medical Reimbursement Plan (MRP). This deposit will result in a smaller carryover. Schoen explained that the Board may elect to amend the consent agenda and not transfer the amount into the MRP if they desire. However, the Department plans to transfer to a partially self funded health insurance plan at the end of 2012. The funds transferred to the MRP would assist with that transition.

Lewis moved to approve the consent agenda as presented. Pepperd seconded the motion. The motion passed 6-0.

#### **IV. General Agenda:**

**E. Additions or Deletions:** Schoen requested one addition to the general agenda: Voucher 12-012/Expenditure for Legal Services (H.5). A year-end budget update was not needed and will be removed from the general agenda.

Lewis asked if the Department has received any communications from the Aggieville Business Association (ABA) regarding Fake Patty's Day.

Schoen responded that he has not. The Department plans to reach out to the ABA again this year, but he does not believe those discussions will begin until after the holidays.

Lewis asked if the Department foresees any changes in the way the event will be handled this year.

Schoen said that he does not foresee any major changes to how the event will be handled. Patrol Division Commander Captain Moldrup has started reviewing the plan for Fake Patty's Day. Following his review there might be a few minor tweaks to the plan, but the event will be handled remarkably similar last year.

**F. Public Comment:** None.

**G. Promotion Announcement:** Director Schoen and Assistant Director Doehling announced the promotion of Correction Officer Craig Kennedy to the position of Correction Sergeant. Craig Kennedy was accompanied by his wife Kayla, brother Drew, niece Ella, nephew Brennon, father Bill and mother Faye. Kayla and Bill assisted Director Schoen with the pinning.

#### **H. Award Presentation**

a) **Community Advisory Board Recognition:** On behalf of the Riley County Law Enforcement Agency, Riley County Police Department and Community Advisory Board, Director Schoen and Assistant Director Doehling presented Jerry Boettcher, Heather Lansdowne, Richard Seaton and Andrew Rickel each with a plaque in recognition of their dedication and service to the citizens of Riley County, Kansas and men and women of RCPD.

**b) Life Saving Award:** On behalf of the citizens of Manhattan and Riley County Director Schoen presented Correction Officer Daniel Zoeller with a Life Saving Award in recognition of his efforts on July 13, 2012 while providing critical life saving assistance to an inmate who had attempted to commit suicide. The inmate was subsequently evaluated by medical personnel and made a full recovery largely due to Correction Officer Zoeller's actions. The inmate's attempted suicide was thwarted by Correction Officer Zoeller's awareness, quick thinking, and dedication to safeguarding the inmates under his care.

**H.5 Voucher 12-012/Expenditure for Legal Services:** Director Schoen explained that Voucher 12-012 payable to The Law Office of Michael C. Gillespie simply did not make it into the Law Board packets in time. He is requesting the Board review and approve the expenditure in the amount of \$344.60 for services rendered on a seizure case.

Wilkerson moved to approve Voucher 12-012. Jankovich seconded the motion. The motion passed 6-0.

**I. 2012 CALEA On-Site Update:** Director Schoen said that in December the Riley County Police Department had its reaccreditation on-site by the Commission on Accreditation of Law Enforcement Agencies (CALEA). Two assessors spent a little over two days inspecting the Department. Although the Department has not received the final report regarding the on-site and reaccreditation status, the assessors exit interview was very positive. They were very impressed with the Department. The official announcement will be made at the 2013 CALEA Conference in Charleston, South Carolina.

**J. RCLEA 2013 Meeting Resolution:** It was resolved that the monthly meeting of the Riley County Law Enforcement Agency will be held in the City Commission Chambers at 12:00 noon on the third Monday of each month, provided that if Monday is a legal holiday or on a holiday specified by the agency, the regular meeting shall be held on the following day at the same hour. The schedule does not preclude meetings from being changed.

It was to be noted in the resolution that legal counsel will be unavailable January 22, 2013. Therefore, the January Law Board meeting will be held on the second Monday of the month. In addition, due to spring break, and in an effort to ensure that a quorum is present, the March Law Board meeting will be held on the fourth Monday of the month.

Lewis moved to approve Resolution 13-01, RCLEA Meeting Schedule as amended. Jankovich seconded the motion. The motion passed 6-0.

**K. Ka-Comm. Inc. Maintenance Agreement:** Director Schoen explained that the Ka-Comm. Inc. Maintenance Agreement is renewed annually. The contract covers the labor costs for repair of a majority of the Departments radios and two repeaters. There is an increase in cost largely due to the number of radios that are no longer under warranty. Schoen recommended the Board approve the agreement.

Wilkerson moved to approve the Ka-Comm. Inc. Maintenance Agreement. Jankovich seconded the motion. The motion passed 6-0.

**L. Substation Lease Agreement Renewal:** Director Schoen explained that this is an annual lease agreement for the Aggieville Substation and emphasized the importance of the

substation to the daily operations of RCPD. The rental amount for 2013 has increased by \$300.00 annually (\$25.00 monthly) from last year's agreement.

Wilkerson moved to approve the renewal of the Substation Lease Agreement between GJL Real Estate and RCPD. Lewis seconded the motion. The motion passed 6-0.

**M. Contract for Services RCPD Audit:** Director Schoen recalled a request made by the Law Board some months ago to request bids from audit firms to conduct the annual RCPD financial accounts audit. This year the Department sent bids to five local accounting firms and received bids from two firms. Reese & Novelty, PA provided the low bid for all three years. He recommended the Board accept the Reese & Novelty, PA bid to conduct the 2012, 2013 and 2014 RCPD audits.

Lewis moved to accept the bid from Reese & Novelty, PA to conduct the next three RCPD annual audits. Pepperd seconded the motion. The motion passed 6-0.

**N. Executive Session:** At 12:30 p.m. Jankovich moved to go in to executive session for the purpose of discussing attorney client privilege and non-elected personnel matters not to exceed 25 minutes. Lewis seconded the motion. The motion passed 6-0.

At 12:55 p.m. the open meeting reconvened.

**O. Affirmation or Revocation of Discipline:** None.

Lewis announced that a Reception in honor of County Commissioners Alvan Johnson and Karen McCulloh will be held Thursday, January 10, 2013 at 2:00 p.m. in the Board of County Commission Chambers, 115 N. 4<sup>th</sup> Street for those who wish to attend.

Wilkerson thanked McCulloh for her service as a County Commissioner and member of the Law Board.

Schoen informed the Board that McCulloh and Pepperd will be asked back at the January 2013 Law Board Meeting to receive formal recognition for their commitment and time spent on the Law Board. He thanked them both for their service.

**P. Adjournment:** Lewis moved to adjourn the meeting. Pepperd seconded the motion. The motion passed 6-0. The December 17, 2012 Law Board Meeting adjourned at 12:57 p.m.