

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
Manhattan, KS
February 16, 2016 12:00 p.m.
Minutes**

Members Present: Craig Beardsley Robert Boyd
Wynn Butler Karen McCulloh
Usha Reddi Ron Wells
Barry Wilkerson (arrived at 12:02 p.m.)

Absent:

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

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

II. Pledge of Allegiance: Led by Director Schoen.

III. Consent Agenda:

- A. Approve January 19, 2016 Law Board Meeting Minutes
- B. Approve 2015 & 2016 Budget Expenditures/Credits
- C. Juvenile Transport Reimbursement
- D. County Inmate Medical, Facilities, Maintenance & Repairs Expenditures- (*Review*)
- E. Riley County Jail Average Daily Inmate Population- (*Review*)
- F. Monthly Crime Report- (*Review*)
- G. 4th Quarter Reports
 - a) 82.1.4 Crime Statistics
 - b) 52.1.5 IA/AA 4th Qtr./Annual Report
 - c) 61.1.1 A&C Traffic Accident & Enforcement Analysis
 - d) 84.1.8 Seizure & Forfeiture Report
 - e) Alcohol Enforcement Semiannual Report

McCulloh moved to approve the consent agenda as presented. Reddi seconded the motion. On a roll call vote, motion carried 6-0.

McCulloh requested a synopsis of the abovementioned reports on a quarterly basis to address significant increases or decreases in statistics, and/or identifiable trends.

IV. General Agenda:

H. Additions or Deletions: At the request of Director Schoen, an update concerning the Memorandum of Understanding between the Federal Bureau of Investigation (FBI) and Riley County

Police Department (RCPD) regarding participation on the Joint Terrorism Task Force (JTTF) was added to the general agenda as item O.1.

I. Public Comment: None.

J. Board Member Comments: McCulloh announced the passing of 94 year old Annamary Hosler of Wamego. Annamary served as the first female police officer for the Riley County Police Department from 1963 until her retirement in 1986.

Schoen added that Annamary contributed a number of years to RCPD. Several members of the department and retirees were able to attend her funeral. Annamary touched the lives of many people over the course of her life. She will be greatly missed.

Reddi mentioned that she and a couple members of the Law Board attended the RCPD 23rd Annual Awards Banquet on February 14, 2016. There were over 200 people in attendance. She said that at times people forget that police officers put their lives on the line for them every day. She was pleased that the Department has an annual event that recognizes employees for their work.

Chairman Boyd echoed the comments made by Reddi.

K. Award Presentation: Phil Irby, Jerry Kramer, Jim Ratcliff, and John Bonacorda of the Veterans of Foreign Wars (VFW) presented Riley County Police Department Detective Spencer Parsons with the Law Enforcement Award and district Certificate of Appreciation. The two awards were presented to Detective Parsons in grateful recognition of unyielding adherence to the highest ideals of law enforcement in maintaining, preserving and protecting the lawful rights of all citizens.

L. Schedule Budget Workshops: Provided to the Board were a number of possible dates and times to schedule Special Law Board Meetings. Following a brief discussion, two special meetings were scheduled. The meeting dates and times are as follows:

- March 3, 2016 at 5:30 p.m. in the City Commission Meeting Room
- April 7, 2016 at 5:30 p.m. in the City Commission Meeting Room

M. Fake Patty's Day Celebration: Fake Patty's Day is scheduled for Saturday, March 5, 2016. In anticipation of this year's event, Captain Kyle reviewed the 2015 after action report, had preliminary meetings with several department heads at the City and County, and reached out to local law enforcement agencies that assisted RCPD in the past. Kyle explained that the plan to handle Fake Patty's Day this year will be remarkably similar to that in 2015. At this time, it appears as though no significant alterations will be made to the plan from last year. Minor adjustments will be made to officer scheduling in an effort to cover the primary active times, as well as provide an increased presence in the nearby neighborhoods. He noted that in 2015 there was a decrease in arrests and citations, and an increase in hospitalizations for alcohol related emergencies. This gives some indication that perhaps RCPD may need to refocus certain enforcement efforts. An organizational meeting is scheduled for Friday, February 19, 2016 to go over the final details.

Reddi was pleased that the plan includes officers patrolling areas outside of Aggieville. Last year there were a number of house parties, individuals on rooftops, and a report of shots fired at Britt's Garden

Acres. She wished to know if there is a way for the Department to get in front of some of these issues this year.

Kyle explained that it is a city code violation to have parties on rooftops. He had preliminary conversations with the Manhattan Fire Department concerning rooftop parties and how to enforce them. The City of Manhattan handles code enforcement. There are enforcement questions between RCPD and the City that will hopefully be resolved at the organizational meeting.

Kyle reported that since last year, there have been no major issues at Britt's Garden Acres. They had a couple licensed catered events that were executed without any issues. Kyle said that he is glad to see such results and he is hopeful that it will continue through Fake Patty's Day.

Butler commended the officers for focusing on the primary issue of safety and getting intoxicated drivers off of the road. The approach that has been used to handle Fake Patty's Day over the past few years has been very effective. He hopes it goes well again this year.

N. Service Building Expansion: Director Schoen said that when the Law Enforcement Center (LEC) was originally constructed a number of space reductions were made because the original estimate concerning the cost was higher than what was perceived to be feasible at that time. One thing that was reduced considerably was evidence storage. The Department is in need of additional indoor space to safeguard and store department property, case evidence, and provide additional work space for employees. In order to meet these needs, an addition to the original and currently existing service building is proposed.

Assistant Director Doehling explained that the Department faces an ever increasing storage requirement for criminal case items of evidence. A secure space for the processing of large crime related items such as vehicles, which is presently lacking, is also proposed as part of a service building addition. This area would provide a shared but selectively securable space in which Crime Scene Investigators may process vehicles determined to be crime scenes without the disruption of everyday operations.

The Department received grant fund authorization from the North East Regional Homeland Security Council to purchase and upgraded robot to augment the current robotic equipment and improve response capabilities of the Department's Bomb Team. The Department purchased a response vehicle at the end of 2015 to provide additional work space, as well as personnel and ancillary equipment storage and transport. Protection from the environment and secure storage is critical for the long-term preservation of the emergency response vehicle. Outside or off-site storage is problematic. In order to protect and secure the vehicle, additional space to not only park the vehicle, but the explosive materials containment trailer that tows to hazard scenes is needed as well.

Late in 2015, the Department secured the services of Bruce McMillan Architects to undertake a feasibility study to weigh the above factors. That study has progressed to the point that preliminary cost estimations are now available based upon the initial concept of the project. The initial cost estimation totals slightly more than \$775,000, which does not include the cost of replacement parking space creation. Upon review of the report and the sub-category costs that are individually projected, it is believed that the total amount may be reduced by reconsideration of the building material and other aspects of the plan.

Doehling requested Law Board verify the need for facility expansion and formally notify the Board of County Commissioners (BOCC) of that determination. The Department would then share the results of the feasibility and cost estimation study with Riley County Staff, and consult with them and the architects in a concerted effort to revise the initial plan and arrive at a practical, least cost project that meets the need.

Wells did not have any objection to the Board forwarding a letter of need to the BOCC. He simply wanted everyone to be aware of the budget constraints that the City and County may face with respect to the proposed property tax lid that could go into effect as early as July 1, 2016. The State of Kansas is also discussing an increase in property tax for 2016 and 2017.

Doehling said that he discussed the service building expansion and potential financing with Director of Public Works Leon Hobson and County Budget and Finance Officer Johnette Shepek. While he has not received any definitive answers, which is to be expected, they have been involved and are aware of the proposal. Leon Hobson anticipates being intimately involved in the reduction of the scope of the expansion, should the Law Board determine that there is a need.

Butler suggested the Department use the old jail facility to store items such as specialty vehicles in an attempt to alleviate some of the storage issues. He wished to know if there are other ways of accomplishing the same goal, which clearly would not be as convenient, but may help the County get around the strict budget constraints that they encounter.

Reddi said that there is a need to look long-term to see how existing city and county buildings can be consolidated and used in a more efficient manner. Even though the item(s) may be located in a building off-site, 10-15 minutes away from the LEC is not that far.

Wilkerson explained that the court is experiencing the same issue concerning storage of evidentiary items being held for major cases. One has to be extremely careful how those items are stored. The evidence cannot be combined with regular storage items. Court appeals are always possible, and the integrity of the evidence must be maintained. The court is putting pressure on RCPD to get evidentiary items such as knives and guns out of the courthouse and stored into evidence at the LEC.

McCulloh moved to approve and forward a letter of need for the service building expansion to the Board of County Commissioners. Wilkerson seconded the motion. On a roll call vote, motion carried 7-0.

O. 2016 Proposed RCPD Goals: Provided as part of the Law Board packet was a memo outlining the proposed RCPD goals, progress indicators, and action items for 2016.

Following Law Board review, Butler suggested the establishment of a goal centered on the concept of lean budgeting with a focus on efficiency without damaging the organization. He added that he has always liked the concept of electronic traffic enforcement if it can save money by allowing the Department to reallocate manpower to impact other statistics. The idea is not to place a camera on a traffic light and reduce the number of police officers. As Manhattan grows, perhaps the Department can use some electronic means to prevent the need to hire additional police officers, assuming that the electronic means are cheaper and do not hurt efficiency.

Schoen said that the matter of electronic traffic enforcement has come up quite a bit at the last couple of Law Board Meetings. The Riley County Police Department is a county wide organization. There are

specific things that would need to transpire in order for electronic traffic enforcement to be possible. Charter ordinances would need to be established and approved, and equipment would need to be purchased, to name a few. The City can pass the charter ordinances and purchase the equipment on their own. The Riley County Police Department would be happy to help and participate in conversations about how that might occur. However, the correct venue to have those conversations would be at a City Commission Meeting as opposed to a Law Board Meeting. The tendency is to think that it is an RCPD issue because it is an enforcement matter.

Butler explained that he envisioned a collaborate effort between the City and RCPD. There has to be a direct benefit to RCPD in terms of operations. He does not see the City committing to electronic traffic enforcement without close collaboration with the police department.

Schoen said that electronic traffic enforcement would have to meet a need. If that is the direction the Board would like to take, he can certainly have preliminary discussions with City Staff and see what develops.

McCulloh moved to approve the 2016 RCPD goals as presented. Wilkerson seconded the motion.

Wilkerson made a friendly amendment to approve the 2016 RCPD goals to include the action item proposed by Butler concerning lean budgeting. McCulloh seconded the motion. On a roll call vote, motion carried 7-0.

O.1. FBI JTTF Update: Riley County Law Enforcement Agency Attorney Michael Gillespie previously recommended changes to the Memorandum of Understanding (MOU) between the FBI and RCPD regarding participation on the JTTF. His concern pertained to the indemnification provisions regarding liability for neglect outside the terms of the MOU. Upon further discussion it was revealed that the General Services Administration (GSA) will lease a vehicle to the RCPD representative serving on the task force. The representative would be issued a credit card and be responsible for the maintenance of that vehicle. Major issues with the vehicle would go through the FBI supervisor for approval. That being the case, Gillespie was much more comfortable with the original language that appeared in the MOU.

At the January 19, 2016 Law Board Meeting the Board agreed to withdraw Gillespie's original recommendation and authorized him to obtain another draft of the MOU from the FBI. The draft has since been received and includes the correct naming of the participant and the original language from the FBI relating to indemnification.

Wilkerson moved to authorize the Chair of the Law Board to sign the MOU. Beardsley seconded the motion. On a roll call vote, motion carried 7-0.

P. Executive Session: It was determined that an executive session was not needed.

Q. Adjournment: McCulloh moved to adjourn the meeting. Wilkerson seconded the motion. On a roll call vote, motion carried 7-0. The February 16, 2016 Law Board Meeting adjourned at 1:07 p.m.