

Captain Kyle shared that this reflects reimbursements from FEMA for the 2018 flood.

Beardsley moved to accept the Consent Agenda as presented. Ward seconded the motion. Chairman Dodson polled the board and the motion passed with Wilkerson, Rodriguez, Stoney, Beardsley, Morse, Ward, and Dodson voting in favor, and no one voting against. The motion passed 7-0.

IV. General Agenda:

G. Additions or Deletions: None.

H. Public Comment: None.

I. Fraternal Order of Police Lodge #17 Comments: Brian Johnson, President, Fraternal Order of Police (FOP) Lodge #17, shared that the Cops and Kids Shopping program supported 86 children this year, which is a new record. Historically they have supported between 50-70 children, but the demand for the program has increased over the past few years. This year they raised over \$10,000 which allowed them to support the increased number of children. Brian recognized several individuals that made contributions/raised funds which allowed them to support the 86 children, to include Officer Matt Gambrel, Assistant Director Moldrup, Captain Hegarty, Craig Beardsley, Marvin Rodriguez, Barry Wilkerson and County Commissioner Ron Wells. The program received contributions from various businesses and civilians as well. Brian also recognized the Public Information Officer Heidi Rowland for coordinating the exceptional coverage of the event from local and regional media outlets.

Johnson shared that the FOP and the employees feel that Director Butler is doing remarkably. He's addressed personnel issues to include support of the Dispatch Center and the need for additional employees and incentives to have high-quality personnel. Brian appreciates the transparency that Director Butler has with the Police Union and the RCPD employees.

J. Board Member Comments: Ward commended Director Butler for supporting employees of the guard and reserve. He commented that as a previous active reserve and guard member, it was important to him to know that his employer supported his citizen-soldier activities. He also wanted to commend the Department for their Cops N' Kids Program, it is the first time he has been aware of it and he appreciates their dedication.

Morse shared that she is learning about the Cops N' Kids Program also and she appreciates the report. She shared that she attended 3 of the CALEA meeting opportunities and she thought it was rewarding that there was not much criticism. She felt that it was important to know that the community supports the RCPD and the recertification process. She feels it is a valuable program as it requires introspection and self-review; she is looking forward to the outcome.

Stoney shared that she is glad to see that the RCPD has created the positions for Dispatch I & II. She would suggest changing the wording of "marginal" duties to "non-essential". She feels that these are two very important positions and that it should be reflected as so when talking about the duties. She would suggest the change because it minimizes the positions and she feels that it is critical to include a different word choice to be in direct line with what they are trying to do.

Director Butler commented that her suggestion is well-taken and should be easy to adjust.

K. Community Advisory Board Update: Lewis Smith, Chairman, RCPD Community Advisory Board (CAB), shared that they are still in the re-organization phase but they are making a lot of progress. Members of the Board are participating in ride-alongs with the officers and they have observed that the officers are very professional. Their last Board meeting was held at the RCPD and the commanders provided information about their specific division and they toured the jail. Chairman Smith met with the CALEA assessor and she was impressed with what the Board is doing. He would like to see members of the CAB attend more community meetings to introduce themselves and be available for questions.

Morse shared that the CAB meets on the first Tuesday of each month at 11:30 at Bluestem Bistro; the public is invited as well as members of the Law Board.

L. CALEA Assessment for Re-Accreditation: Director Butler shared that the Commission on Accreditation for Law Enforcement (CALEA) on-site assessment went very well based on the feedback they received. Since CALEA was formed in 1979, the reaccreditation process occurred every three years. That consisted of a team of assessors from other accredited police departments outside the State of Kansas inspecting/auditing the agencies compliance with the CALEA standards to make sure the policies match the suggested standards. They would also interview employees and citizens to gauge their understanding of accreditation and gather feedback about the performance of the police department. Because of improvements in technology, CALEA decided to change to a four year review process. The substantial difference is that now they have a team that reviews the standards and policies annually. This is done remotely and they do 25% of it each year over the four year period. This allows for changes to take place more quickly and problems can be addressed in a timely manner should they arise. Since policy review is already completed, the on-site visit allows for more interaction with the officers, community members, etc. A few minor things that were easily corrected during their visit were policy language. One assessor that has completed multiple assessments made the comment that the RCPD doesn't take a back seat to any organization that they have visited. Both assessors had complimentary things to say about RCPD.

Director Butler added that the assessors will prepare a written report about their on-site review and send that to the Commission on Accreditation for Law Enforcement Agencies. They will attend a conference in March and will go before a panel of Commissioners whom will question them about their on-site visit and previous file reviews. Once they are finished with that session they will announce whether or not they recommend re-accreditation. Director Butler anticipates that they will be approved. The employees and command staff took this seriously and it was apparent. He mentioned that accreditation is a voluntary process and only 5% of the police departments in the Country go through the difficult process.

Chairman Dodson commented that with only 5% of the departments across the nation being accredited, it gives a seal of approval and shows the community of the effort the RCPD puts forth. He appreciates the extra work and is proud of the Department.

Director Butler added that you frequently see in the media someone say that they have the best police department, and he wonders “by whose measure?” When a department chooses to participate in accreditation, it provides proof of compliance with best practices. He mentioned that if a citizen goes somewhere for service anywhere in the community and they don’t like it, they typically can go somewhere else next time. That is not the case with Law Enforcement in Riley County, so it should be done right the first time. CALEA helps them address any issues and correct them so they do not re-appear in the future.

M. Law Board Meetings Hosted in the County: Chairman Dodson recommended attempting to hold three meetings in the County, but mandatorily do two. Morse commented that she thinks it is critically important that they saturate the communities with the information prior to the meeting to encourage attendance and participation.

Morse moved that they schedule two of the 2020 Law Board Meetings in other communities of the County, with the possibility of adding a third meeting to that list. Stoney seconded the motion. Chairman Dodson polled the board and the motion passed with Wilkerson, Rodriguez, Stoney, Beardsley, Morse, Ward, and Dodson voting in favor, and no one voting against. The motion passed 7-0.

N. RCLEA 2020 Meeting Resolution: Chairman Dodson shared that the January meeting date is different due to the adjustment in election dates.

Director Butler added that the only other change from the normal Monday schedule is the meeting on Tuesday, February 18th, since the Monday before is President’s Day.

Wilkerson inquired if the meeting in March would conflict with Spring Break.

Stoney shared that Spring Break for the Kansas State University is the week of March 9, 2020.

Beardsley moved to accept the 2020 meeting schedule. Wilkerson seconded the motion. Chairman Dodson polled the board and the motion passed with Wilkerson, Rodriguez, Stoney, Beardsley, Morse, Ward and Dodson voting in favor and no one voting against. The motion passed 7-0.

O. Aggieville Substation Lease Agreement Renewal: Director Butler stated that nothing has changed on the lease agreement and that County Commissioner Chair Ron Wells and the leasing agent representative have signed-off on it.

Chairman Dodson inquired if the rates have changed.

Director Butler indicated that they are the same.

P. Victims of Crime Act Grant: Captain Hegarty shared that the salary for their Victim Advocate Coordinator, Melissa Mosher, is covered mainly by a VOCA grant. The 2019 grant required a match of approximately \$13,000 for the RCPD. Due to a delay in filling the position, the RCPD only had to expend about \$5800 of the match. They have been approved to continue that grant for 2020, and as the budget is currently written they are responsible for \$1725.00, which is for training. The

match is a little bit more than that as it does include some of the benefits and salary for the Public Information Officer, the RMS supervisor and Captain Hegarty as they will be providing assistance for different projects (example: Your Option, Your Control). It is possible that they may ask for some revisions to the budget, which could include language or budget items. The grant does currently cover Melissa's entire salary. Captain Hegarty asked that they vote to accept the grant, under the condition that if any of their financial obligations would change, they would bring it back to the Board for acceptance.

Beardsley moved to accept the Victims of Crime Act Grant, with the provision that if there are any changes or revisions that it be brought back before the Law Board. Wilkerson seconded the motion. Chairman Dodson polled the board and the motion passed with Wilkerson, Rodriguez, Stoney, Beardsley, Morse, Ward & Dodson voting in favor and no one voting against. The motion passed 7-0.

Q. Dispatch Compensation Proposal: Director Butler shared that they had been working on a dispatch hiring, recruitment and retention plan (included in the packet). The turn-over and vacancy rate in dispatch has been at approximately 25% for the past couple of years. He feels that this does affect the quality of the service being provided as the number of employees and experienced staff limits the efficiency of the department, at no fault of the employees. Captain Freidline has created a plan that includes a career ladder for dispatchers with appropriate job descriptions and pay grades. Previously all dispatchers were in the same pay grade except for the supervisors and the communication center manager. They are responsible to dispatch calls for law enforcement, City of Manhattan fire department, rural fire departments and EMS for the County. The job is difficult and challenging and sometimes the training lasts longer than the training for a police officer. They have created positions for Dispatcher I and Dispatcher II. Trainees that complete the approximately three months of training would move into the Dispatcher I position, which has defined responsibilities. Once they are efficient at the Dispatcher I position, they can choose to go forward and complete the training (approx. 10 weeks) to become a Dispatcher II. The fiscal impact for 2020 is approximately \$34,000. The need for changes in Dispatch to address the turnover and vacancies was identified very early by Director Butler; the employee survey also listed dispatch as a priority. He feels confident that creating the Dispatcher I & II positions will be a positive change and will allow for a career path.

Chairman Dodson inquired about training for the dispatchers.

Director Butler shared that all of the training is done in-house. There is training that they can be sent to, but almost all of it is on the job training conducted by existing staff. The trainees get regular evaluations on their progress and re-train if needed on certain areas.

Captain Freidline shared that it starts with about 2-3 weeks in the classroom regarding Spillman and the CAD system, the rest is in a live/on the job environment.

Morse inquired about the male/female ratio in the Communication Center.

Captain Freidline shared there are four men (one of which is part-time) and the rest are female.

Wilkerson stated that dispatch is a critical function within the Department. He was in favor of the changes, provided the money is there.

Director Butler shared that they do have the fiscal resources to launch this plan in 2020. In the future they may request an additional dispatch position for the 2021 budget, based on the current plan. He shared that dispatch is a support function for the officers and EMS and they recognize the importance of having experienced dispatchers providing the services. He is hopeful that this will be a permanent fix to the issue.

R. End of Year Expenditures: Captain Kyle shared that at the current pace, they are at 1.2 million in unused personnel funds. They are currently on pace to expend the non-personnel funds by the end of December 2019. While they have not had to tap into personnel funds to pay any bills, he did remind the Board that they will continue to pay bills from 2019 through March of 2020. One of the expenditure projects includes the new radio system in 2020 – 2021, which is nearly one million dollars. They have put aside \$400,000 with the County, so they will have approximately \$600,000 that they still need to come up with for the radios that they are contractually obligated to purchase. Captain Kyle recommends that any money that is not spent be put towards this fund. They are in negotiations with the software company for accounts payable and they have reached a tentative agreement of \$79,950. They are looking at \$65,000 to replace/obtain two new vehicles through a State Contract. They have discussed having an official BBQ team for community outreach and recruiting and have received a final proposal of just over \$31,000. They have made a commitment to expend no more than \$10,000 of operational funds for this; they continue to raise funds through the community and they are hopeful that the entire project will be funded through community grants/donations. They anticipate having approximately \$180,000 in carry-over and would suggest any remaining funds go towards the radio project.

Chairman Dodson inquired what the total cost will be for the radios.

Captain Kyle said the cost is one million. This is a one-time purchase of the portable and mobile radios under the new P25 system.

Captain Freidline shared that the radios will come with a 3 year warranty and they typically have a separate agreement with Ka-Comm for future radio maintenance.

Director Butler shared that assuming there are unexpended funds remaining, he intends to put \$400,000 from the 2019 money towards the radios. They do not have to purchase all of the radios next year, but this would give them enough to purchase some of the radios and then purchase additional radios from the 2021 budget, if needed.

Chairman Dodson commented that the Board had previously voted to concur with the general outline of how funds will be distributed and that a vote is not required for the update provided.

Director Butler added that he is hopeful that they will not have to use any operational funds for discretionary item 3 (BBQ); they are working hard to get funding through the Greater Manhattan Community Foundation. They have received mostly positive feedback from citizens, but also some negative comments from tax paying business owners.

S. Executive Session: At 12.54 p.m. Wilkerson moved to recess into Executive Session until 1:05 p.m. for the purpose of discussing non-elected personnel matters. Morse seconded the motion. Chairman Dodson polled the board and the motion passed with Wilkerson, Rodriguez, Stoney, Beardsley, Morse, Ward & Dodson voting in favor, and no one voting against. The motion passed 7-0.

At 1:05 p.m. the open meeting reconvened.

T. Director's Contract: A special meeting will be called to address the Director's Contract. Riley County Police Department Executive Assistant Nichole Glessner will coordinate availability between now and the end of the year. Director Butler commented that he will be on vacation from Dec. 21-27, 2019.

Ward inquired about the agreement between the Kansas State Police and RCPD.

Director Butler stated that the attorney's involved wanted to hold a meeting, so there are no updates at this time.

U. Adjournment: The December 16, 2019 Law Board Meeting adjourned at 1:06 p.m.