

Central Services BOCC Update Agenda February 08, 2017 Minutes

Attendees: Commissioners Stamper, Fund, and Jackson, Steve Walton, Cheryl Millman, Citizen: Linda Nelson

11:00 Becky Butler and Carma Oaksmith joined the meeting.

Start Time: 10:37 AM
End Time: 11:39 AM

Administrative

- Finance system – There is a planning meeting on Monday, Feb. 13th. The “Kickoff” with Tyler is February 23rd in the Board Hearing Room. The first half of the meeting will be an overview of the system; the second half will be more for system users.
- Personnel – We are currently down 3 dispatchers. One retired and 2 moved. Interviews were conducted last week (02/02/17). Of the 11 candidates, 7 were flagged for a hiring list. The top 3 have already been offered positions; the other 4 were notified that they would be kept on a hiring list. Statistically only 1 or 2 of those hired will make it completely through. Linda Nelson asked to elaborate on this. Steve described the training regimen and said that some find it too difficult and some discover they just don’t like the work. This attrition rate for new hires is consistent with statewide rates.

Steve then discussed the 2016 overtime expense for E911. One dispatch position was “unfunded” for 2017 to keep the user fees increase to just 10%. The current funding level just makes ends meet.

Question was asked regarding who manages the schedules. Steve reported on the shift bidding process, but that management approves the schedule. The shift bidding happens just once a year, so that does restrict the flexibility of scheduling. Vacation requests are also bid and approved by management. There is a “Scheduler” who is paid extra for the time spent scheduling. Previously this was a hand written process. There is now an online scheduling system that has greatly reduced the time spent on scheduling. There was a meeting recently with the Union regarding approval of schedules.

Returned to the discussion of funding 1 more position: in 2016, in addition to the OT expense, there was also some savings in vacant positions that also helped keep the costs down when calculating rates.

Commissioner Fund asked if adding back a position could increase the rates. Steve replied yes. To keep the rates at just a 10% increase for 2016, the position was unfunded. He believes that by reinstating funding for the position that overtime will be reduced. There will still be some savings from vacancies as well. There is a risk in adding back the position, but not filling the position also has its risks.

There was a discussion regarding the 2 person shift. Steve reported that this has been ongoing for many years and that it is practiced throughout the 24-7 industry during low activity time periods. Further discussion regarding similar staffing examples in LCSO, WSP and other Sheriff's Offices. Edna reported on a WSAC survey that showed 25% of Sheriff's Offices are not fully covered for 24 hours a day.

Steve asked for authorization to re-fund 1 position in order to hire a 4th dispatcher.

Commissioner Jackson inquired about the difference between the overtime amount and the cost of a new hire. 2016 overtime was approximately \$205,000, the cost of a new employee, benefits and all, is approximately \$65,000. Commissioner Jackson commented it should be okay if it's a wash.

Further discussion regarding staffing versus budget and a 24-7 operation. Currently, a retiree (Les Mauer), works as fill in to help reduce overtime expenses.

Commissioner Fund commented that the method used last year seemed good budgetarily but now it appears that adding back the position would be the right move.

Commissioner Stamper asked how overtime affected last year's budget. Steve noted the offset by vacancies.

Steve then discussed the 2018-19 rates. Users have asked if 2019 will also be a 10% increase. Steve said that's not likely because 17 and 18 are catch up years.

Commissioner Jackson had heard that the rates were going to increase 30%. Steve discussed that the users had requested that the infrastructure needs be addressed. That would have been \$150,000 increase in both 2017 and 2018. The calculated figures did come back that the rates would require a 30% increase to include the infrastructure expenses. That request was tabled and the rate increase for 2017 and 2018 went back down to 20%. This is why pursuing new funding sources is important. The current budget just covers the day to day operations.

Steve returned to the discussion of staffing. Staffing is needed to provide good service. Too much overtime equals overworked. If we have 1 more funded position, that will bring the total dispatchers to 19. This is on par with the rest of the state.

Commissioner Jackson moved to approve restoring funding for one 911 position.

Commissioner Fund 2nd.

Discussion regarding the benefits of hiring a group together.

Motion was passed.

Communications

- E911 – We will be meeting with the L&I investigator tomorrow, February 9th. The investigator will be here in the evening to meet with dispatchers and possibly earlier in the day to meet with Dave Anderson and Steve. After a conversation with Paulette Young about a comment made by the investigator, Steve does not feel there is much to be concerned about. There has been another environmental test conducted in the center; results are not back yet.

Tours of the E911 Center were conducted with Chiefs Kytta and Nielsen. Commissioner Jackson attended as well. A tour was also conducted for Centralia City Manager Rob Hill that went well. Steve will be meeting with Rob and Chehalis City Manager Jill Anderson in the near future to discuss the way ahead.

Facilities

- Richard Graham Property – Property appraisal is \$175,000; asking \$250,000. Capital Facilities committee sees no current need but can see future use. They recommend holding off purchase for now. Seller doesn't seem over-anxious to sell. We will go back to him and let him know. Commissioner Jackson volunteered to call Mr. Graham. Steve saw no issue with that. Consensus agreement of the board.

Commissioner Jackson left the meeting for another appointment.

- Jail boilers – the jail has 3 boilers, 1 has failed at 12 years old. Life expectancy is 10 – 15 years. The other boilers are the same age. There is an urgent need to replace the boilers. There is available funding in Fund 310 through the 1/10th of 1% to replace all 3 at a cost of \$20,000 each. There is also one more of these boilers in the courthouse that will need to be replaced as well. Capital Facilities committee recommendation is to order 4 boilers. 3 in the jail will be replaced immediately, the 4th will be replaced when needed.

Motion to purchase 4 boilers by Commissioner Fund, 2nd by Commissioner Stamper, Motion passed.

- Schaeffer Park – The bathroom roof and a foot bridge at Schaeffer Park need to be repaired. Estimated cost is \$30,000 for both projects. Becky Butler reported that both of these projects were approved in the 2014 budget. The projects were not done because the bids were too high. Capital Facilities Fund 301 has available funds for the project (not 1/10th of 1%). There will be a bid process for the projects.

Commissioner Fund moved to repair the bridge and roof at Schaeffer Park;
Commissioner Stamper 2nd; motion passed.

Fair

The Fair is in need of new Advisory Commission members. This week's meeting was cancelled due to weather; they will meet again in March.

The Fair Association meeting is scheduled for February 14th at 6:00 in the Historic Building at the Fairgrounds.

Steve reported a possible theft in the RV/Boat storage barn. Steve detailed how the theft was discovered. Renters have been notified and asked to come check on their property. Options for better security such as cameras, better lighting were discussed.

There have been people camping in the parking lot near the caretaker's residence. We will be posting signs so that law enforcement can handle.

Meeting adjourned at 11:39.