

LAW ENFORCEMENT & JUDICIARY COMMITTEE

April 2, 2008

9:00 A.M.

Chairman O'Melia called meeting to order at 9:00 a.m. in Committee Room #2, at the Oneida County Courthouse.

LAW ENFORCEMENT COMMITTEE MEMBERS PRESENT:

Chairman David O'Melia, Vice Chairman Ted Cushing, Member Jack Young, Member Paul Dean, and Member Peter Wolk.

OTHERS PRESENT: Recording Secretary Jill Butzlaff, Sheriff Jeff Hoffman, Chief Deputy John Sweeney, Lieutenant Dan Hess, Lieutenant Jim Wood, Clerk of Courts Ken Gardner, Chief Deputy Clerk of Courts Gina Olson, Branch I Secretary Mavis Winkler, Medical Examiner Traci England, Corporation Counsel Brian Desmond, and County Coordinator John Potters.

Motion by Cushing to approve the amended April 2, 2008 agenda as posted, second was offered by Wolk, all ayes on voice vote; the motion carried 5-0.

Motion by Dean to approve the March 5, 2008 minutes as presented, second was offered by Cushing, all ayes on voice vote; the motion carried 5-0.

MATTERS FOR DISCUSSION / ACTION:

Sheriff's Department - 2006 Civil Process Uncollectible Accounts

Sheriff Hoffman was present and discussed the uncollectible amount from 2006 accounts.

Motion by Cushing to approve the 2006 uncollectible accounts as presented, second by Dean, all ayes on voice vote; the motion carried 5-0.

Sheriff's Department - Radio Project VHF and Microwave Radio System

Lieutenant Dan Hess was present. Hess noted the Lake Tomahawk and Sugar Camp sites need additional ladder work. Hess is requesting approval to pay for this work out of the tower contingency fund.

Motion by Cushing to approve spending \$4,585.00 out of the tower contingency fund for the Lake Tomahawk site, second by Wolk, all ayes on voice vote; the motion carried 5-0.

Motion by Cushing to approve spending \$10,159 out of the tower contingency fund for the Sugar Camp site, second by Wolk, all ayes on voice vote; the motion carried 5-0.

Hess gave a brief update on the progress of the tower construction.

Sheriff's Department - Vacancy Review-Deputy Sheriff

Sheriff Jeff Hoffman and Chief Deputy John Sweeney were present. Sweeney explained that a deputy has been called to serve in the military for at least one year. Sweeney requested approval to hire a temporary replacement.

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Motion by Cushing to fill the vacancy due to military leave and forward the request to the Labor Relations and Employee Services Committee, second by Dean, all ayes on voice vote; the motion carried 5-0.

Corporation Counsel - Assistant Corporation Counsel

Corporation Counsel Brian Desmond was present and he is waiting to hear back from the successful candidate.

Discussion was information only, no action taken.

Corporation Counsel - Re-Structuring of Westlaw Contract

Corporation Counsel Brian Desmond was present. Desmond noted he is interested in changing to an online package that will have a minimal cost increase. Desmond noted the fees would continue to be paid by the Clerk of Courts Department.

Motion by O'Melia to authorize the Corporation Counsel to restructure the Westlaw Contract, second by Cushing, all ayes on voice vote; the motion carried 5-0.

Sheriff's Department - Dive Team Update

Lieutenant Jim Wood was present. Wood noted that 10 divers were hired in December and have begun training. Wood noted the team has some rescue capability and good recovery capability.

Brief discussion followed regarding procedures divers use to assess situations, team capabilities, and when there will be future recruitment for additional members.

Cushing suggested the department issue a press release to inform the public on the Dive Team status.

Discussion was for information only, no action taken.

Clerk of Court - Vacancy Review Deputy Clerk

Clerk of Courts Ken Gardner and Chief Deputy Clerk of Courts Gina Olson were present. Gardner noted a deputy clerk has resigned and he would like permission to fill the vacancy.

Motion by Dean to fill the vacancy and forward the request to Labor Relations and Employee Services, second by Cushing, all ayes on voice vote; the motion carried 5-0.

Medical Examiner - Deputy Job Description

Medical Examiner Traci England was present. England stated she made some changes to the job description for the deputies.

The Committee directed England to work with County Coordinator, John Potters, to receive approval on the descriptions.

Discussion was information only, no action taken.

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Medical Examiner – Policy/Procedure Manual

England distributed a revised Policy/Procedure Manual to the Committee. England stated she has forwarded the manual to Corporation Counsel Desmond for review and recommendations.

The Committee directed England to complete the final document and return to the Committee for final approval.

Discussion was information only, no action taken.

Medical Examiner – Child Death Review Team

England noted this team would involve a core group of individuals from various agencies that would review child deaths that occur in Oneida County. England noted she would be the only staff member involved from the Medical Examiner's office.

O'Melia recommended England meet with County Coordinator, John Potters, to determine whether this would comply with her job description.

Discussion was information only, no action taken.

AUDIT OF ALL LAW ENFORCEMENT DEPARTMENTS

Following examination and discussion of all vouchers, BPO Reports, line item transfers, and all other financial information submitted by law enforcement departments, the following motions were made:

Cushing made a motion to approve the BPO Reports, second by Wolk, all ayes on voice vote; the motion carried 5-0.

Motion by Cushing to approve the vouchers, second by Wolk, all ayes on voice vote; the motion carried 5-0.

Motion by Cushing to approve the line item transfers, and all other financial information submitted by law enforcement departments, second by Wolk, all ayes on voice vote; the motion carried 5-0.

PUBLIC COMMENTS/DISCUSSIONS/COMMUNICATIONS

There were no other public comments or discussions.

DISCUSS TOPICS FOR NEXT AGENDA / SET DATE AND TIME OF NEXT MEETING

The next regular meetings were scheduled for:

April 23, 2008

11:00 a.m.

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ADJOURNMENT

There being no further business before this committee, Cushing made a motion to adjourn with a second by Wolk, all ayes on voice vote; the motion carried 5-0 and the meeting was adjourned at 9:50 a.m.

COMMITTEE CHAIRMAN

COMMITTEE SECRETARY

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