

The Public Safety Committee for the City of Junction City met in regular session at 6:30 p.m. on Tuesday, July 19, 2016, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT WERE: City Councilors, Steve Hitchcock (Chair) Bill DiMarco and Randy Nelson; City Administrator Jason Knope, Interim Chief Ken Summers, Mayor Michael Cahill

1. Call to Order

Chair Hitchcock called the meeting to order at 6:30 p.m.

2. Approval of Minutes

Minutes for June 21, 2016 were approved with the footnote taken off.

3. Statistical Review

Interim Chief Summers reviewed the Junction City Police department statistics. These statistics encompass crimes such as burglaries, driving while under the influence, property crimes, thefts and warrant arrests. Additional statistics provided are motor vehicle accident investigations, traffic citations, officer staffing levels, and number of inmates that have been jailed and how many days in jail inmates have spent.

Interim Chief Summers asked the Committee what statistics they are interested in receiving on a regular basis. The statistics were calculated on a calendar year not a fiscal year. Committee asked that we capture the amount of calls that come into our agency but are for another agency such as Lane County. The Committee would also like adjustments made to the format for ease of reading and ink saving.

Information and Advisory Only

4. Console Upgrade

Sergeant Miller advised that the Junction City Police Department is looking to upgrade the radio console it is several years old and still runs on Windows XP. This computer system used by dispatch has become obsolete and is in desperate need of replacement. Sergeant Miller recommends purchasing an extremely small and portable computer that can be accessed from multiple locations throughout the city if needed.

City Administrator Knope advised that the infrastructure of the police department has not had upgrades to the core systems for the past few years because of dollar amounts. He had asked these conversations begin so that planning can be made to have the equipment needed by a well thought out plan before it was a crisis mode purchase. The next step should be to go out for an RFP. City Administrator Knope advised that over the last few months' administration has been working on a five year plan and that this was the top priority of needs. Chair Hitchcock questioned why all of the hardware and software needs lately and what exactly all of the things were and the needs for them; items were discussed in depth.

CONSENSUS: Committee approved moving forward to attaining RFP.

5. Stencil Upgrade

City Administrator Knope explained that Stencil is our current radio and telephone line recording system. It is in need of upgrades for reliability. The upgrade would include a more reliable data storage system and other necessary upgrades. This is in the interest of records retention, this upgrade is highly recommended to ensure efficient and accurate information is retained and stored. City Administrator Knope believes this is also a very high priority and places it above a city wide new phone system. This new system would be compatible with any of the upcoming upgrades for hardware, phone systems etc. The data with this system would also be backed up off site.

CONSENSUS: Send to City Council for discussion. The Committee asked that the above projects be packaged together as a communication project not separate items.

6. Staffing Level Update

Interim Chief Summers advised that two positions are currently vacant in the Police Department (Chief and Officer). A temporary contract position has been approved but not yet filled, and an Officer just graduated from the Police Academy. The City Council approved the process for the hiring of a new Chief of Police. Three internal applications were received for the officer position so it will not be opened up to the public. The contract position should be filled in a matter of a few weeks.

Advisory and informational only.

7. Proposal for Temporary, Part Time Administrative Lieutenant Position

Interim Chief Summers spoke about hiring a Temporary Part Time Administrative Lieutenant. There are several projects such as auditing and inventorying the evidence room, accreditation, policy manual update, dispatch staffing analysis and emergency operations plan update. Interim Chief Summers knows someone who is perfect for this position. Robert Morris has extensive knowledge and experience. Robert Morris offered that he would be interested in coming to work in Junction City to do whatever projects needed to be done in order for him to keep his executive certificate with DPSST. Robert Morris would be doing the above listed projects. Interim Chief Summers presented a job description for this newly created position as well as Robert Morris's Resume.

City Administrator Knope added that this job will have an employment contract, from budget standpoint it's affordable and the city could use the help with all these projects. This position is expected to last between 3 and 6 months.

CONSENSUS: Sent to City council for discussion and approval.

8. Agenda Forecaster

Discussion centered on the agenda for the 8-16-16 meeting and plans for the Q-Hut. City Administrator Knope explained that the city had different options for the hut, including demolishing it and moving evidence to public works.

9. Other Business

Discussion amongst the Committee, City Administrator Knope and Interim Chief Summers in regards to the evidence room, new evidence room structure and a mobile communications vehicle.

10. Adjournment

As there was no further business, the meeting was adjourned at 7:50 p.m.

Respectfully Submitted,

Brandy Smyth