

**CITY OF DANVILLE  
PUBLIC SAFETY REVENUE COMMITTEE  
MUNICIPAL BUILDING – LOWER LEVEL, 17 W. MAIN  
September 28, 2011 – 4:30 P.M.**

**1. Call to Order and Roll Call**

Committee Co-Chair Michael Puhr called meeting to order at 4:38 p.m.

Roll call was answered by Co-Chairs Nancy O’Kane and Michael Puhr and Members Linda Bolton, Ken Cox, Nathan Howie, and Sean O’Kane. April Gilbert was absent.

Other attendees included Alderman Michael O’Kane, City Comptroller Gayle Lewis, two media representatives and one audience member.

**2. Approval of Agenda**

Motion made to approve agenda for September 28, 2011. All ayes, no nays; agenda approved.

**3. Approval of September 8, 2011 Meeting Minutes**

Motion made to approve minutes. All ayes, no nays; minutes approved.

**4. Public Comments**

Reggie Romine stated his thoughts regarding the current arrangement with School District 118 and the Police Resource Officer’s. He stated that he believed we would be gaining a half an officer staffing level from this arrangement due to the fact that the schools are only using them ¾’s of their time. Committee interjects that the officers are only on the City payroll for 3 months, and that this is the same for the High School Resource Officer. Mr. Romine stated that this half of officer’s pay would be helpful with the hiring of someone new or with the overtime issue.

Mr. Romine also commented on the committee’s previous discussion regarding the Fire Department charging for services and that he didn’t like the idea. He stated that if you showed up in front of his house with a vehicle and equipment that he pays for along with a man’s salary that he pays for, and you’re now saying you want to charge him additional charges, he believes this to be a hard sell and should be thought about long and hard. Mr. Romine also stated that his home owner’s insurance had just been renewed and he would be asking them the question that if he pays a fee to them for Fire service, and if he does, why he is paying it them when it is something that he already pays for.

Clarification from committee is asked from Mr. Romine regarding his inference to the fee he is paying and he stated that he is referring to what is included in his taxes. Committee members asked if they could clarify Mr. Romine’s concerns regarding fees, and stated to Mr. Romine that there will be no out of cost expenses for City residents. Committee Chair indicates to Mr. Romine that these topics will be discussed further in this evenings meeting. Mr. Romine stated that he realized these topics were all still in the discussion stage and thanked the committee for listening.

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**5. Committee Member and Staff Discussion**

- a. Staffing Levels vs. Overtime Costs
- b. Current Revenues by Ordinance
- c. Revenue Ideas

Fire Topics

- Firehouse does have the capability of billing, inspections and Fire Recovery System requirements if needed
- Fire does not know what they can and cannot charge for. Current Firehouse system needs correct billing information fed into it in order to have the correct information come out.
- If choose to go with Fire Recovery System, they take care of all billing knowledge
- Emergency Systems Billing Corporation is not designed to go after current residents and taxpayers; it's more so designed for non- residential car accidents and towards insurance companies. There will be no out of pocket costs for residents. This would be to recover costs of materials that are over and above what normal operating expenses are in situations such as hazardous material clean-up and outside resident's auto accidents.
- Emergency Services Billing Corporation's agreement is reviewed and recommended; this also includes copies of a sample ordinance and resolution which is provided to help organize the project's implementation.
- Need to make sure public is educated regarding what this system stands for and to make sure that they understand there will be no extra fees to our residents.
- Not enough fire suppression personnel when EMS calls
- Would a manned ambulance at each fire station help with fire suppression personnel needs? Has this ever been talked about; the possible of contracting Medix or Pro Ambulance and putting one of their units in each of our city locations? Is this an option?
- Medix was approached in past and asked if they'd wish to put units in our stations and the owner's choice at that time was not to. There would have to be changes in regards to sleeping stations in order to accommodate for these additional people which would also be a cost factor, but it would enhance our response time as far as the suppression side, for an outside agency, no. If we ran our own EMS, then yes.
- With an outside source doing service out of those stations, would this help generate revenue to help keep personnel levels where they need to be? Right now would not be a wise choice for the owner of the business financially to do so. The owner if ever decided not to continue his service then yes, that would be a considerable source of income if the City would wish to take over the program. Right now, with the current business in place and it's being this way for several years, we do not wish to do anything to hinder a local business or hurt their business in any way. Until that point comes where it is a better choice for the owner to work with us, or they are no longer in business, then the situation stands as is.
- 65% percent of fire responses are currently EMS, Fire sending 3 people.

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- City Firefighter and Police coverage of the Day Glo Event at the David S. Palmer Arena was questioned. Four Firefighters used as EMT's and 12 Police Officer's used for Security, were they on overtime? Was this overtime rate paid by Day Glo? City Comptroller Gayle Lewis confirmed that the Civic Center's contract for the event included all charges for correct overtime rates for all involved.
- Service from Fire for local Semi overturned, would this be a billable service? Don't currently bill, but ordinance in place to bill. Would it be possible to work up a test bill of this incident for next week's meeting?
- Once bill is put together, can forward to Finance Dept. for billing process, as long as Fire indicates what to bill for. This is why outside company may be needed, so that Fire can obtain help regarding what are billable charges.
- Another pro for a Billing service is how good it would be when pertaining to people who are requesting court repercussions, the service would take care of this responsibility.
- How does committee feel about options? Do we wish to hire billing company for a year to gain experience or take this billing as a test and try ourselves to learn what and how to bill for these situations and at the end of the year figure out which would have been more profitable for us, paying company the fee for there experience or not Use billing company for one year, this would give us an idea of what to bill for and then possibly take it over billing after that.
- Committee thinks we could do both, try test billing and hire company for a year to gain the knowledge and experience needed.
- This company works off of a fee based percentage of what they bill for us. Even though losing full cost recovery for their fees right now would be better than trying to figure out all on our own, and no fees during that time period.
- Do we need more ordinances in place in order to do the billing? Anything else we would have to bill for must be in ordinance form
- Sample ordinance and resolution included with Emergency Services Billing Proposal packet. This packet also includes a list of what is billable under State Statutes, but we would then have to research the fee structure.
- Possibility that Fire's Administrative Assistant could help with and would gain the expertise of this billing system before forwarding the information to finance and hopefully lessening the burden on them.
- This billing system is a way to recover costs for fire. This is a great opportunity for recovery monies not only for possible staffing but for equipment costs as well.

Fire revenue discussion with Gayle Lewis, City Comptroller

- What Ordinances are in place that we aren't billing for?
- Who in the departments are responsible for enforcing the billing procedure?
- Only ordinance that can be billed for that she is aware of is for inspections, besides the outside city residents using city services.
- What about false alarms?

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Fire's responses to revenue discussion

- Fire currently only allowed writing tickets for illegal burning ordinance and typically this is not done.
- Not sure why, I would assume that if Public Safety Director Larry Thomason told us that if you go out and there is an illegal burning your going to write a ticket, typically we write it, and I would be o.k. with that. Typically if written we use our own discretion.
- Can only burn leaves in within city limits. If someone is trying to clean up their yard and their area and actually burning some brush in the process, I hate to discourage this, this is my personal opinion.
- We might however, still consider how we approach the issuance of the ticket
- Tickets wrote on site have had occasional dispute issues that should not have to be handled by Firemen, we have not been trained to do so, and typically if need to call Police can be a disturbance for them if done every time this happens
- If writing tickets we would rather go back to the station and write the tickets there and mail out as opposed to writing them on site, I believe inspections uses this procedure.
- Even if all this was to be in 100% compliance it would still not be a substantial revenue source.

Committee's response to revenue discussion

- If the Fire Department is directed to write a ticket for whatever ordinance there is, you would do so? So in other words, no one has directed you to or said write a ticket? This is all it would take to make sure it is being done?
- Yard waste should pick up brush

Fire's response to Committee

- Yes, correct

Police Topics:

School Resource Officer's and Contract with District 118

- School Resource Officer's salary not being reimbursed to the full amount, it is currently being increased in increments within the current contract. Current contract will stay in effect until one side or other decides to change it.
- Why is school district not paying for entire salary? I believe it's the way the program started out, and it hasn't been changed.
- Can this contract be changed? Yes. We would have to give them 90 days notice, and all changed must be done before May 1<sup>st</sup>.
- What does the contract currently include? Health insurance, worker's compensation, general liability. For new contract in process, City included \$1,000 in training expenses for all three Resource Officers
- Way back when original contract agreed upon, it was done under previous administration and only way to change it, to say we will terminate the existing

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contract and propose all new. This leaving it possible for the district to turn down the new proposal and the city to be back where they were before the agreement. This should be handled taking that under consideration. The increment raises *are* put into the contract and it's just the 2<sup>nd</sup> year officer's pay of what he is making, which is not included in the reimbursement for the High School Resource Officer.

- School District originally applied for a grant and the grant was supposed to pay for this difference. Unfortunately they didn't receive the grant, so at that time the city compromised with the school district do to their situation.
- If no agreement in place, we would still be called for their service needs. We found that we were tying up an officer in the middle schools for bus loading a.m. and p.m. Now these officers train if juvenile, and some of these officers can investigate on the spot due to this training, which is good for all.

**Friendly Town**

- The program itself is fine, but are there any other choices to taking an officer that could be used in the summer off of the streets to run program? If possibly program ran once a week and used Officer for other four.
- Program has benefits, kids learn good things and helps them to see officers in a good way
- Serious structural service is needed to facility. If you want kids to attend, City needs to look at if they want to fix it up
- Who makes the decision of assigning the Officer to Friendly Town, would it be the Mayor?
- Friendly Town was shut down for awhile and those two Officers went back to patrol, and the person who got assigned back was the person who had the experience.
- What about Auxiliary Police? Couldn't they take care of Friendly Town?

**Police Computer Tech**

- Why we are taking an Officer off of the streets for this purpose for the purpose of computer support? He keeps the system running and takes care of many different aspects all over the place. He has technical knowledge that also helps in cases when the victims don't have the knowledge of how to download their security systems.
- If not current Officer you would have to hire someone for that position and it would have to be an officer due to the confidentiality issues involved.
- Could this be a Retired Officer? If so, you would have to find one with that knowledge base and if not, there's a lot of school involved.

**Police Staffing Needs**

- 3 Officers and 2 Detectives agreed upon as needed last time
- A lot of overtime is from Command high-ups, there is a need for one on each shift, if not, ideally we need more
- Promotions, hasn't been any and there is no current active list
- Currently 3 Commanders – ideal  
1 Sergeant on first

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- 1 Sergeant and 1 on light duty on second
- 1 Sergeant on third
- Need 2 and get third off of light duty
- Applications in place for Lateral Transfer List

Committee would like to recommend a Promotion List be put in place for Police.

Committee must decide at next meeting if they wish to pursue the Public Safety Tax, due to City's budget timeline.

6. Next Meeting

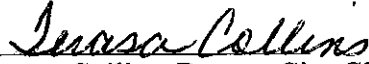
Wednesday, October 12, 2011, 4:30 p.m.

3. Adjournment

Co-Chair Puhr announced adjournment of meeting at 6:00 p.m.

Approved: 10/26/11  
Posted Publicly: 10/28/11

Respectfully Submitted,

  
Terasa Collins, Deputy City Clerk  
Recording Secretary