Levy County Board of County Commissioners
Agenda Item Summary

1. *Department Making Request/Name/Extension:*	2. *Meeting Date:*
Jacqueline Martin, Human Resource Manager	April 19, 2016

3. *Requested Motion/Action:*

Present options for filling the Public Safety Direction position. Request guidance from the Board.

4. *Is this item budgeted (if applicable) ?:* *Yes* _X_ *No* ___ *If No, state action required*

Budget Action:

Financial Impact Summary Statement:

Fees as presented are within current FY budget for finance department.

Detailed analysis attached?: Yes ___ No ___ Budget Officer Approval _____ Date

5. *Background: (Why is the action necessary, and What action will be accomplished)*

Present Public Safety Director job description options

- Proposed job description "A"
- Proposed job description "B"
- Minimum qualification summary for proposed "A" and "B" job descriptions
- Payroll history for former Public Safety Director

Request guidance from the Board:

- Develop a job description
- Advertise at this time or at some future date

6. *Recommended Approval And Date (Yes & No Block Indicate if Approval is/is not Required)*

Department Director	Other	Other	Other	County Attorney	County Coordinator
Yes__ No	Yes__ No	Yes __ No	Yes__ No	Yes__ No	Yes__ No

7. *Commission Action:*

__ Approved

__ Denied

__ Deferred Date to Bring Back:

__ Other Specify:

LEVY COUNTY BOARD OF COUNTY COMMISSION

PROPOSED JOB DESCRIPTION "A"

POSITION:	DIRECTOR
POSITION #:	0240-000
AREA(S):	PUBLIC SAFETY

DISTINGUISHING CHARACTERISTICS OF WORK:

This is highly responsible administrative and managerial work in directing the County's Department of Public Safety including direct supervision over the areas of emergency medical services, County and Volunteer Fire Services and Rescue Department.

An employee assigned to this classification is responsible for all activities, operations and functions of the Department of Public Safety including: fiscal operations, manpower planning and management, development of long and short-range plans and objectives, staff selection and development, and policy formulation.

Work is performed under the direction of the County Coordinator and is through conferences, reports and observation of results obtained.

EXAMPLES OF WORK PERFORMED:

- Provides direction to and supervise the activities of all divisions within the department which include EMS/Fire/Rescue.
- Develops and monitors department operating budget, reviews and approves invoices for payment. Seeks and develops other funding opportunities, prepares grant proposals for special programs and projects.
- Review all personnel matters concerning the department including hiring, terminations, and promotion of employees and enforcement of disciplinary procedures.
- Conducts performance reviews and counsels staff as required.
- Oversees the operations of all medical supplies and equipment.
- Oversees the departments training, quality assurance program, HIPPA laws and control substances.
- Oversees duties of infectious control officer.
- Sets broad policy objectives and monitors performance of subordinates targeted at the general administration and management of the department.
- Monitors effectiveness of budgetary applications and programs, makes adjustments as necessary to achieve objectives within available resources. Develops long range Capital Improvement Plans and implements programs aimed at compliance with these plans.
- May assume tactical command of major fire, medical/rescue operations.

LEVY COUNTY BOARD OF COUNTY COMMISSION

PROPOSED JOB DESCRIPTION "B"

POSITION:	DIRECTOR
POSITION #:	0240-000
AREA(S):	PUBLIC SAFETY

DISTINGUISHING CHARACTERISTICS OF WORK:

This is highly responsible administrative and managerial work in directing the County's Department of Public Safety including direct supervision over the areas of emergency medical services, County and Volunteer Fire Services and Rescue Department.

An employee assigned to this classification is responsible for all activities, operations and functions of the Department of Public Safety including: fiscal operations, manpower planning and management, development of long and short-range plans and objectives, staff selection and development, and policy formulation.

Work is performed under the direction of the County Coordinator and is through conferences, reports and observation of results obtained.

EXAMPLES OF WORK PERFORMED:

- Provides direction to and supervise the activities of all divisions within the department which include EMS/Fire/Rescue.
- Develops and monitors department operating budget, reviews and approves invoices for payment. Seeks and develops other funding opportunities, prepares grant proposals for special programs and projects.
- Review all personnel matters concerning the department including hiring, terminations, and promotion of employees and enforcement of disciplinary procedures.
- Conducts performance reviews and counsels staff as required.
- Oversees the operations of all medical supplies and equipment.
- Oversees the departments training, quality assurance program, HIPPA laws and control substances.
- Oversees duties of infectious control officer.
- Sets broad policy objectives and monitors performance of subordinates targeted at the general administration and management of the department.
- Monitors effectiveness of budgetary applications and programs, makes adjustments as necessary to achieve objectives within available resources. Develops long range Capital Improvement Plans and implements programs aimed at compliance with these plans.
- May assume tactical command of major fire, medical/rescue operations.

PROPOSED "A" MINIMUM QUALIFICATIONS WITH PROPOSED "B" CHANGES NOTED IN RED AND BLUE

Associates degree in Emergency Medical Service, Fire Science, Fire Administration or Public Administration, any related field of study or any combination of training and experience related to the position.

Possess and maintain a Current Florida ~~Firefighter I Certificate and obtain and maintain a Florida~~ Firefighter II Certificate of Compliance ~~within 3 years of successful completion of probationary period~~. and one or more of the following: Fire Officer I, II, III, or IV certificate; Fire Instructor I, II, or III certificate; Fire Inspector I or II certificate

Possess and maintain a current EMT license ~~Paramedic Certificate~~ from the State of Florida; Florida Paramedic License preferred

Possess and maintain a current Florida Driver's License free from moving violations for the last three years.

Levy County resident or willing to relocate within 6 months of successful completion of probationary period. Take home vehicle will not be provided for out of county residence.

5 years of increasingly responsible experience in management or a supervisory position in a municipal or County Emergency Medical Service or Fire and Rescue department at the level of EMS Officer or Fire Officer

Experience in a community with a combination of volunteer and career personnel preferred

Minimum documented budget experience of 5 years, with budget creation and administration preferred

Must be knowledgeable in the Incident Command System.

Must be knowledgeable in Emergency Management practices and EOC operations.

Completion of I-100 through I-400 classes, or must complete them within 1 year of hire date

Payroll history for former Public Safety Director

Date of Hire 8/22/2011
Annual Salary: 68,500.00
6-month end of probation increase: 75,000.00
Received regular salary increases given by Board
Termination date: 3/8/2016
Final Annual Salary: 83,595.20

Effective 12/1/14 David Knowles applied for and received $110.00 monthly firefighter supplemental compensation program from the Florida Department of Financial Services Rule 69A-37.087 in addition to his compensation from the Board.

REGULAR MEETING
LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
MARCH 22, 2016

The Regular Meeting of the Board of Levy County Commissioners was held on March 22, 2016 at 9:00 A.M. in the Levy County Board of County Commissioners meeting room with the following Commissioners present:

Chairman John Meeks
Comm. Rock Meeks
Comm. Danny Stevens
Comm. Lilly Rooks
Comm. Mike Joyner

Also present were:

County Attorney – Anne Bast Brown
County Coordinator – Fred Moody
Danny J. Shipp – Clerk of Court

Chairman John Meeks called the Meeting to order at 9:00 A.M. Comm. gave the invocation, followed by the Pledge of Allegiance.

EXPENDITURES

Comm. made a motion to approve the following expenditures presented for payment. Second was made by Comm. and the MOTION CARRIES.

CHECK NUMBER	**123033-123210**
FUND	**AMOUNT**
GENERAL REVENUE	178,226.49
ROAD	56,250.73
SHIP	33,524.40
PAL LIBRARY	8,839.08
MOSQUITO CONTROL	244.53
TRANSPORTATION	16,289.11
COURT FACILITIES	56.30
EMS	33,216.61
FIRE	21,339.99
TOURIST DEVELOPMENT	1,675.62
UTILITIES	2,177.40
ADD COURT COSTS	637.62
IMPACT FEES - PARKS	1,900.58
LANDFILL	29,868.69
TOTAL	**$ 384,247.15**

MINUTES

The minutes for the Regular Board meeting held on February 16, 2016 were presented for Board approval.

Comm. Stevens made a motion to approve the minutes for the Regular Board meeting held on February 16, 2016 with corrections. Second was made by Comm. Rock Meeks and the MOTION CARRIES.

PUBLIC COMMENT

Amanda Henderson, President of the Levy County Fair spoke to the Board announcing the Levy County Fair will begin on March 31st with opening ceremonies at 5:00 P.M. running through Sunday, April 3rd.

TOWN OF BRONSON

Pamela Whitehead
Request County assistance to administer SCOP Grant.

Ms. Whitehead requested assistance from the Board to administer a Small County Outreach Grant for the Town of Bronson. The grant covers the paving of Hardee, Blitch and Cobb Streets within the Town limits.

Comm. John Meeks stated Mrs.Whitehurst, the Grants Coordinator had volunteered to assist with administering this grant.

Comm. Joyner made a motion to assist the Town of Bronson with administering the SCOP Grant as requested. Second was made by Comm. Rock Meeks and the MOTION CARRIES.

LEVY COUNTY SHERIFF'S OFFICE

Mike West, 911 Dispatch

A. Requesting signature on the Rural County Grant application for E911 system maintenance 2016-2017.

B. Request signature on the Rural County Grant application for additional EMD, EFD licenses.

Mr. West requested Board approval on the Rural County Grant application for E911 system maintenance for 2016-2017 and the Rural County Grant application for additional EMD, EFD licenses. There are no matching funds required.

Comm. Joyner made a motion to approve with the Chairman's signature the Rural County Grant application for E911 system maintenance, 2016-2017 and the Rural County Grant application for additional EMD, EFD licenses as requested. Second was made by Comm. Rooks and the MOTION CARRIES.

SHAUNNA LAMB

Requesting to have remaining SHIP loan balance either forgiven or reduced.

Darlene Barnhill requested on behalf of her daughter Shaunna Lamb complete forgiveness or a reduction of Mrs. Lamb's SHIP loan. Mrs. Barnhill stated there is pending sale on the home at this time.

After discussion, it was agreed by the Commissioners to consider Mrs. Lamb's request after the sale has been completed of the home if there is any amount still owed.

COUNTY COORDINATOR

Fred Moody
Request approval for Department of Public Safety to follow the succession plan currently in place until further notice.

Mr. Moody requested Board approval for the Department of Public Safety to follow the Succession Plan currently in place until further notice.

Comm. Stevens made a motion to approve the request for the Department of Public Safety to follow the Succession Plan currently in place until further notice as requested. Second was made by Comm. Joyner and the MOTION CARRIES.

Those in the audience speaking regarding this item were Kay Gaither and Terry Witt.

PLANNING

Shenley Neely, Planning Director
Request approval of Deferred Payment Loan Agreement, Yadira DeJesus, PA #532.

Ms. Neely requested Board approval of a Deferred Payment Loan Agreement for Yadira DeJesus, PA #532 in the amount of $19,210.

Comm. Stevens made a motion to approve the Deferred Payment Loan Agreement for Yadira DeJesus, PA #532 as requested. Second was made by Comm. Rock Meeks and the MOTION CARRIES.

DEPARTMENT OF PUBLIC SAFETY

Alice Renaudo

A. Request approval from the Board to renew the Extended Service/Annual Maintenance Plan with Priority Dispatch.

Mrs. Renaudo requested Board approval to renew the Extended Service/Annual Maintenance Plan with Priority Dispatch in the amount of $6,336. This renewal is required to continue the version, software, and protocol updates for Emergency Medical Dispatch and Emergency Fire Dispatch.

Comm. Stevens made a motion to approve the renewal of the Extended Service/Annual Maintenance Plan with Priority Dispatch as requested. Second was made by Comm. Rock Meeks and the MOTION CARRIES.

B. Request approval from the Board to purchase a skid unit from NAFECO for $17,320.58 to replace the skid unit in squad 11.

Mrs. Renaudo requested Board approval to purchase a skid unit from NAFECO in the amount of $17,320.58 to replace the skid unit in squad 11. Half of the purchase amount will be reimbursable under the Volunteer Firefighter Assistance Grant awarded from the Division of Forestry back in November, 2015.

Questions were asked from the following audience members: Katie Grajek, Dana Sheffield and Terry Witt.

Comm. Joyner made a motion to approve the purchase of a skid unit from NAFECO as requested. Second was made by Comm. Rooks and the MOTION CARRIES.

ROAD DEPARTMENT

Casey Duquette

A. Request approval of an Adopt-A-Road Agreement with the Litter Busters on CR 337.

Mr. Duquette requested Board approval of an Adopt-A-Road Agreement with the "Litter Busters" on CR 337.

Comm. Joyner made a motion to approve the Adopt-A-Road Agreement as requested. Second was made by Comm. Rock Meeks and the MOTION CARRIES.

B. Request approval to purchase a mover head (Alamo 60" Machete Rotary Cutter) attachment for $15,342.00.

Mr. Duquette requested Board approval to purchase a mower head (Alamo 60" Machete Rotary Cutter) attachment in the amount of $15,342 from AgPro in Ocala. This is a sole source provider for the item needed.

Comm. Joyner made a motion to approve the purchase of an Alamo 60" Machete Rotary Cutter as requested. Second was made by Comm. Rooks and the MOTION CARRIES.

PUBLIC COMMENT

Scott Lipman invited everyone to attend the Williston Church of God's Easter Cantata which will be this Saturday at 7:00 P.M. and again on Easter Sunday at 10:30 A.M.

Terry Witt questioned if there was anything being done regarding the spouse/supervisor situation at the Department of Public Safety.

Mr. Moody stated there are steps being taken to ensure there is no conflict within the department regarding this issue.

NON-AGENDA ITEM
BOARD OF ADJUSTMENTS

Comm. Rock Meeks made a motion to hear a non-agenda item. Second was made by Comm. Stevens and the MOTION CARRIES.

Comm. Joyner made a motion to re-appoint Andrew Carswell to the Board of Adjustments for a three (3) year term to District 3. Second was made by Comm. Rooks and the MOTION CARRIES.

NON-AGENDA ITEM
PLANNING COMMISSION

Comm. Joyner made a motion to hear a non-agenda item. Second was made by Comm. Rooks and the MOTION CARRIES.

Comm. Rock Meeks made a motion to re-appoint Tommy Harper to the Planning Commission for a four (4) year term. Second was made by Comm. Joyner and the MOTION CARRIES.

COMMISSIONERS' REPORTS

Comm. Joyner announced there will be a Sunrise Service at the Morriston Baptist Church this Sunday followed by a community-wide breakfast.

Comm. Rock Meeks reminded everyone the Suwannee River Fair will conclude this week with the sale tommorrow. The steer show began this morning at 9:30 A.M. He commended the children in the Tri-County area for their hard work with their swine entries after watching the show last night.

Comm. John Meeks announced the Bronson Church of God will have an Easter egg hunt this Saturday

Comm. John Meeks requested Dr. Rayanne Giddis be appointed as the replacement for Marilyn Ladner in the Higher Education/Institution position on the RESTORE Act committee; re-appoint John Meeks, Leslie Sturmer and Chris Cowart to the RESTORE Act committee; Bruce Wilson will not be appointed, but we are currently seeking his replacement.

Comm. Rooks made a motion to appointed as the replacement for Marilyn Ladner in the Higher Education/Institution position on the RESTORE Act committee, re-appointment of John Meeks, Leslie Sturmer and Christ Cowart to the RESTORE Act committee as requested. Second was made by Comm. Joyner and the MOTION CARRIES.

NON-AGENDA ITEM
PROCLAMATION

Comm. Joyner made a motion to hear a non-agenda item. Second was made by Comm. Rooks and the MOTION CARRIES.

Comm. Joyner made a motion to approve Proclamation 2016-06 recognizing April, 2016 as Water Conservation Month as presented by Comm. John Meeks. Second was made by Comm. Rock Meeks and the MOTION CARRIES.

In connection with this Proclamation there are events scheduled at the Cedar Key Public Library from April 2nd to May 6th, 2016 focused on the deep connections between Cedar Key and water.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE COMMISSION, THE MEETING ADJOURNED AT 9:52 A.M.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
LEVY COUNTY, FL

Clerk of Court, Danny J. Shipp

Chairman, John Meeks