



Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

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Jeffrey Dontz
VICE-CHAIRPERSON
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Jill Nowak
(231) 723-3331
CONTROLLER/ADMINISTRATOR
Thomas Kaminski
(231)398-3504

PUBLIC SAFETY COMMITTEE

Wednesday, July 13, 2016
2:30 p.m.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

Minutes

Members Present: Ken Hilliard, Chairperson, Jeff Dontz and Brook Shafer

Members Absent: None

Others Present: Tom Kaminski, County Administrator/Controller; Dale Kowalkowski, Sheriff; Lt. Ken Falk, Emergency Management Coordinator; Jim Espvik, 9-1-1 Director; Undersheriff John O'Hagan; Lt. Steve Pizzala, Jail Administrator; Bruce Schimke, Maintenance Supervisor; Dave Meister, Onekama Township Supervisor; Mike Martin, President, Fire Fighter's Association; Members of the Public and Jill M. Nowak County Clerk.

The meeting was called the meeting to order at 2:30 P.M.

NOTE – Items requiring Board Action are indicated in BOLD

SHERIFF ITEMS

In light of the recent tragedy at the Berrien County Courthouse, Sheriff Kowalkowski commended the Bailiffs that are stationed in the Manistee Courthouse and Government Center and thanked them for the job they do each day.

Sheriff Kowalkowski reviewed the Manistee County Sheriff's Office Arrest Statistics (Appendix A), the Sheriff Department FY 2015/16 Year End Statistics (Appendix B) and the Animal Control FY 2015/16 Year End Statistics Report (Appendix C).

JAIL ADMINISTRATOR ITEMS

Lt. Steve Pizzala, Jail Administrator reviewed the Jail Report for Third Quarter FY 2015/16 (Appendix D) which included the status of the Virtual Boarders Program, Commissary services and "as needed" breakfast trays. LT. Pizzala is also working with Filer Township and soon the County Fair Board, for maintenance help in various locations utilizing Sheriff work crews. The E-Ticket program issues are continuing to be worked on. The Centra Wellness Network Jail Services Report for May 2016 (Appendix E) was also reviewed as well as the Jail Statistics Report from April 1, 2016 through June 30, 2016 (Appendix F).

EMERGENCY MANAGEMENT COORDINATOR ITEMS

Lt. Ken Falk, Emergency Management Coordinator, reported the second Emergency Exercise was held and each year they continue to improve. Lt. Falk has also provided an Active Shooter Video to Administration for review in hopes that it may be possible for viewing by employees. The need for Homeland Security Grants are being visited. A grant may be an avenue for purchasing security cameras or key locks for the Courthouse and Government Center.

9-1-1 DIRECTOR ITEMS

Jim Espvik, 9-1-1 Director, reviewed the 9-1-1 Dispatch Report (Appendix G). He also spoke of a new memo policy for the JAWS Unit in which it (the JAWS Unit) is not automatically dispatched to every call as of July 1, 2016. Rather, the JAWS Unit will be called out depending on the request of the responding emergency unit.

Requests for new radio equipment is collected twice per year, July and December. Onekama Township and Probation/Parole are interested in new radios and hopefully will be considered if they have their requests in.

DISCUSSION REARDING THE FUTURE OF THE JAWS UNIT OPERATION

Mike Martin, President of the Fire Fighters Association appeared before the Committee to discuss the JAWS Unit that is at Onekama Township. This Unit was purchased by Manistee County with Revenue Sharing Grant monies in 2000 and then subsequently sold to Onekama Township for \$1. The Township has tried to garner financial help from other Townships but was unsuccessful. Onekama Township no longer wants the responsibility or costs of the JAWS Unit. At the June 2016 County Board Meeting, the Board of Commissioners took action to purchase the Unit from Onekama Township for \$1. Onekama Township will be considering this proposal at their July Township Board Meeting.

Mr. Martin explained the difference between a cutting and spreading JAWS Unit or a heavy rescue unit used for stabilization. Numerous Township Fire Departments have their own JAWS Unit but this vehicle is the only heavy rescue unit in the County.

Discussion as to its need, how often used, where it would be stored, truck updating and maintenance, who is trained and available to respond were all discussed. Ideas to sell the truck and re-distribute the proceeds to purchase separate JAWS Units and locate them around the County. Or another idea to buy a few box trailers with the re-distributed money and put the JAWS Unit in them.

Mr. Martin will discuss the ideas with the Fire Chiefs Association. In the meantime, Onekama Township will consider the County's proposal to purchase the vehicle back for \$1 at their next Township Board Meeting. Mr. Espvik, Filer Township Fire Department Member volunteered to possibly store the Unit at Filer Township until a solution is found.

OTHER ITEMS FROM COMMITTEE MEMBERS

None.

The meeting was adjourned at 3:47 p.m.

Kenneth Hilliard, Chairperson

Jeff Dontz, Commissioner

Brook Shafer, Commissioner

APPENDIX A

RUN DATE 06-30-2016 07:00

MANISTEE COUNTY SHERIFF'S OFFICE

PAGE 1 of 1

ARRESTS BY DEPARTMENT FOR	
DEPARTMENT	# ARRESTS
MANISTEE COUNTY SHERIFF'S OFFICE	120
MANISTEE CITY POLICE DEPARTMENT	66
LITTLE RIVER TRIBAL POLICE	6
DEPARTMENT OF NATURAL RESOURCES	1
Number Of Departments	8

B-2

Manistee County Sheriff's Department Manistee County Station Daily Year End Stats													
Month	Year End 2015											Yearly	
	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Officers on duty:													
Officers													
Daily Activities:													
Court Duties	226.5	267.0	302.5	229.5	245.0	275.5							1546.0
Inmate Services		2.5			4.5	10.5							17.5
Transport	4.5	0.0		15.5	16.5	21.5							58.0
Report Writing	21.0	19.5	27.5	32.5	29.5	35.5							165.5
Training	1.0	2.0	2.5	24.0									29.5
Court Security	135.5	115.5	163.0	186.5	134.5	189.5							924.5
Total Hours Daily	388.5	406.5	495.5	488.0	430.0	532.5	0.0	0.0	0.0	0.0	0.0	0.0	2741.0

Court House Presence

1546 HRS
924 HRS

2,470 HOURS.

Court House open 6 months
= 1,170 HOURS.



SHERIFF Dale Kowalkowski
ADMIN 231-723-8393
FAX 231-723-1498

APPENDIX D

SHERIFF'S OFFICE • 1525 E. Parkdale Ave. • Manistee, MI 49660

July 1st, 2016

State of the Manistee County Correctional Facility

Third Quarter- Fiscal Year 15/16

Staffing

[REDACTED] Dale Carnegie training was cancelled due to a Grievance settlement

[REDACTED] Medical Leave from March 23rd until May 9th and [REDACTED] for period of time in May for medical

[REDACTED] was scheduled to start the Corrections Academy May 2nd but had a medical issue that prevented him from attending. Hunter in turn was inserted in his place and graduated on May 27th.

We requested an extension [REDACTED] something, we found out, they don't do anymore. He was immediately scheduled for the next available Academy in Alpena and he graduated June 10th.

My recommendation for future Correctional Officer hires is pre-certification, we are in a one year box with a probationary employee. We can discuss this further but one suggestion to facilitate this would be an offer of employment upon completion.

Virtual Boarders Program

The Virtual Boarders program appears to be more of a bureaucratic delay due to what was relayed in the MSA conference as what was more of a gentlemen's agreement in the past to a more rigid structure. I am optimistically confident the program will move forward but with many changes. I suggest we do not hold our breath...I will stay close to this.

We have in absence of the VBP, moved on and began housing Wexford County inmates and have generated to date in excess of \$75,000 since inception.

D-2

Corrections Technician Position

We have moved forward with hiring another CT position, for now we have had only two applicants and will begin scheduling interviews after July 4th.

If the current CT position is not moved to a Corrections Officer position, my belief is the individual will soon depart for greener pastures and this will quickly become a revolving door position.

Schedule

There are no current scheduling issues that I am aware of.

Training

Training it is active and properly documented as required and are meeting MSCTC requirements. We have become a part of the MSCTC partnership with the National Sheriff's Association's National Institute for Jail Operations online learning. It is very similar to the Relias Learning program we currently have but is limited to its scope and is more targeted to the 6th Circuit Court. We are currently debating whether to discontinue Relias, as this costs money and the NUO offering is free.

Facility/ Grounds and Maintenance Issues

Floors are being maintained and painting of blocks A and B have been completed. C block housing unit needs new paint and minors renovations.

The sewer hookup was completed with no issues.

The Laundry budget was transferred from Bruce Schimke's budget in the new fiscal year we switched to a different vendor. We are monitoring this category closely as it can rise and fall with the population.

Commissary

Continued reduction in spending *out* of Commissary is still being accomplished by purchasing hygiene items in bulk and having individuals package them on site.

Stellar Services continues doing a good job providing commissary and support with any issues that arise.

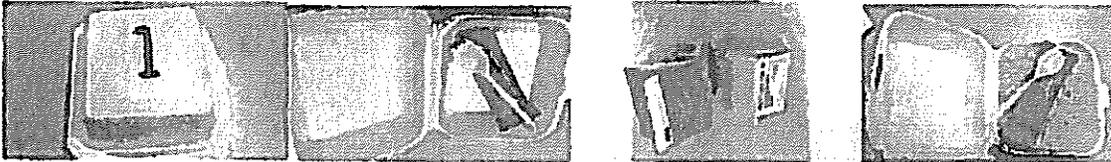
May 19th was our 2 year anniversary selling e-cigs, in those 2 years the only real issue has been that when individuals are being released they have been disposing of them in the toilet. We are working to correct this behavior.

Revenue Generation/ Cost reductions General Fund

As you are aware we have switched from Correct Care Solutions to Advanced Correctional Healthcare. This was a considerable cost savings to the county (\$55,000) but we are finding that there are some additional duties that are being placed on the staff. This will have to be resolved either with an additional cost from ACH or increase in staffing.

D-3

Since we do not have a cook here for breakfast, a common practice by staff was to add 3-4 extra breakfast trays to the count not knowing if we would be getting anyone in after the cook left for the day. This practice costs us as much as \$2.44 per tray, if no one comes in, Canteen charges us (using 3 trays) \$7.32 per day or potentially \$2,671.80 per year (or \$3,562.40 for 4 trays). We have reduced that cost to actual cost by building an "as needed" breakfast which requires...once again, some staff labor. The cost is around \$.75 and that is *only* when needed. To date we have used only 36 "as needed" breakfasts... $36 \times \$.75 = \27.00



Policy and Procedures

We have just completed our final review of Facility P & P I will soon forward them on to you and the Undersheriff for review, revision and approval.

Programs

Met with Terry Walker on June 20th regarding assistance with Magoon Creek Park utilizing Sheriff's work crew to assist with the upkeep of the park

Facility Statistics Overview are attached

Sincerely

A handwritten signature in black ink, appearing to read 'Steven M. Pizzala', written over a horizontal line.

Lt. Steven M. Pizzala

Attachments:

APRIL, MAY, JUNE- Arrests

Jail Statistics for APRIL, MAY, JUNE

Most recent Centra Wellness Network report

APPENDIX E

CENTRA WELLNESS NETWORK JAIL SERVICE REPORT

MANISTEE COUNTY SHERIFF'S DEPARTMENT

REPORT DATE: June 27, 2016

Report for: May 2016

Jail services continue to be provided under the direction of the Jail Administrator, Lt. Steven Pizzala. The following services have been provided during the month of May; risk assessments, individual therapy sessions, group therapy sessions, referrals to community resources, case management services, and assistance continues to be given to detainees in order to access substance abuse assessments, and crisis intervention services were provided this month. There were two post booking diversions this month. The diversions were not open cases with CWN.

CONTACT DATA/GROUP THERAPY INFORMATION:

In April there were sixty-two (62) contacts. The contact sessions for the month of May were sixty-eight (68). There were (13) thirteen possible days of service available for the jail in May. I was in several mandatory trainings for 2.5 days, and I was also gone for the Memorial Day holiday. There were 10.5 days of service provided.

One individual is finishing up his last lesson in the Anger Resolution Class. The Job Readiness Program will start with a new group when I am back from vacation. To the best of my knowledge, this is a class that will be offered indefinitely. The GED Program has four detainees enrolled. Yoga for the women continues to be offered twice a month. The Seeking Safety class has five participants in it. Our last topic was focused on "Honesty." The topic is always related to trauma and substance abuse issues. The number of incarcerated women are (5) five at the writing of this report. The total number of detainees who are being housed at the writing of this report are thirty-eight (38).

JOB READINESS PROGRAM:

The last two resumes and cover letters have been finished. I will be speaking with the circuit court probation officers this week to see if the individuals who have been sentenced can be mandated to complete this program if/when they have a history of employment issues. Michigan Works continues to be one of the main resources for me in regards to accessing educational information and current job search information.

KNITTING/QUILTING/CROCHETING/PAINTING GUILD FOR THE WOMEN

I continue to store, and gather items for projects. There is an individual who has offered to meet with the women to assist them with craft projects. The tentative plan is for her to meet with the Jail Administrator for a clearance check. Within the week of July 18th the classes could begin.

THE ANGER RESOLUTION CLASS:

One last person is going over his lessons individually with me. Hopefully he will be able to receive a certificate of completion.

E-2

BOOK READING CLUB:

A volunteer has come on board to offer the women a book reading club. We have met, and have agreed on a book that should (hopefully) encourage intelligent and insightful dialogue with the women. The reading club will begin on the 25th at 1:00. I hope that this is a positive resource for them.

CLOSING STATEMENTS/GOALS:

My service days continue to be on Monday, Thursday, and on Friday's. I am available throughout the week to assist the jail if there is a crisis situation. I will be on vacation which begins on July 1.st I will be returning to my Benzie office on the 19th. My immediate supervisor, Mr. Patrick Kozlowski will be available if there are any mental health needs or concerns. The crisis workers will also be available. They can be reached, along with Patrick at CWN's main number: 1-877-398-2013.

I continue to accept donations for soft cover books relating to the following topics: Wellness, Recovery, Women's History, Empowerment, Parenting Tools, Depression, and Anxiety, Co-Dependent Relationships, How To Achieve Healthy Relationships, Books That Teach Sketching/Drawing Skills, Good Novels. My philosophy is that "you can never have enough good books."

The protocol continues to be followed in that jail services will be modified at the direction and discretion of the Jail Administrator, Lt. Steven Pizzala.

Report prepared by:

Paula Chouinard-Rinal MSW, LMSW
Jail Diversion Clinician/Manistee County Jail
Centra Wellness Network
June 27, 2016

APPENDIX F

MANISTEE COUNTY SHERIFF'S OFFICE

RUN DATE 06-30-2016 07:05

	ADULT MALES	ADULT FEMALES	ADULT OTHERS	JUVENILE MALES	JUVENILE FEMALES	JUVENILE OTHERS	TOTAL
NUMBER BOOKED DURING THE DATE RANGE	191	68	0	1	0	0	260
NUMBER RELEASED FOR THE MONTH	201	71	0	2	0	0	274
ASIAN OR PACIFIC ISLANDER	0	0	0	0	0	0	0
HISPANIC	6	3	0	0	0	0	9
UNKNOWN	7	1	0	0	0	0	8
NUMBER CHARGED WITH FELONIES	82	21	0	1	0	0	104
NUMBER OF ALCOHOL-RELATE OFFENDERS	52	21	0	0	0	0	73

COMMUNICATIONS

Number of Events by Nature

Appendix G

Nature	# Events
<<No Nature Entered>>	123
911 ABANDONED CALL	78
ABANDONED VEHICLE	1
ALARM	44
AMBULANCE REQUEST	226
AMBULANCE TRANSFER REQUEST	68
ANIMAL CONTROL	85
ASSAULT	19
ASSIST OTHER DEPARTMENT	31
ATTEMPT TO LOCATE	3
BEACH PATROL	4
BREAKING AND ENTERING	25
BRIDGE OPENING 2HR NOTICE	1
CAR DEER ACCIDENT	69
CHILD ABUSE	1
CHILD PROTECTIVE SERVICES	1
CITIZEN ASSIST	54
CIVIL STANDBY	8
COMMUNITY SERVICE	4
CRIMINAL HISTORY	243
CRIMINAL SEXUAL CONDUCT	3
DISORDERLY SUBJECT	7
DISPATCH DEER/ANIMAL	9
DOMESTIC	33
DRUG RELATED	11
DRUNK DRIVER	10
FIGHT IN PROGRESS	2
FIRE RUN	45
FOLLOW UP INVESTIGATION	128

Nature	# Events
FOOT PATROL	4
FOUND PROPERTY	12
FRAUD	6
GAS LEAK	1
GAS ODOR	1
HARRASSING PHONE CALLS	5
HARRASSMENT	8
HIT & RUN PDA	9
ILLEGAL BURNING	1
INCORRIGIBLE YOUTH	4
INMATE TRANSPORT	53
LARCENY	54
LIFT ASSIST	2
LIQUOR LAW VIOLATION	1
LOST PROPERTY	4
MARINE PATROL	29
MDOP VANDALISM	22
MINOR IN POSSESSION	2
MISSING PERSON	3
NEIGHBOR DISPUTE	10
NOISE DISTURBANCE	32
ORDINANCE ENFORCEMENT	34
PAPER SERVICE	11
PARKING VIOLATION	12
PERSONAL INJURY ACCIDENT	21
PPO VIOLATION	2
PRIVATE PROP DAMAGE ACCIDENT	1
PROBATION VIOLATION	6
PROPERTY CHECK	4
PROPERTY DAMAGE ACCIDENT	26
PROWLER	1
RECKLESS DRIVER	33

Nature	Appendix G-3	# Events
REPO OF ANY ITEM		3
RUNAWAY JUVENILE		1
SHOPLIFTING RETAIL FRAUD		2
STATUS CHECK		8
STATUS CHECKS		54
SUICIDAL SUBJECT		13
SUSPICIOUS SITUATION		134
SUSPICIOUS SUBJECT		26
SUSPICIOUS VEHICLE		14
THREATS		11
TRAFFIC HAZARD		35
TRAFFIC OFFENSE		7
TRAFFIC STOP		378
TRAINING		10
TRESPASSING		4
UNLAWFUL DRIVING AWAY AUTO		2
UNWANTED SUBJECT		9
VIN INSPECTION		1
WARRANT SERVICE		24
WELFARE CHECK		23
Total		2509