

**Public Safety Committee**  
10:00 a.m., Wednesday, April 9, 2014

The regular meeting of the Public Safety Committee was held at 10:00 a.m. on Wednesday, April 9, 2014 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bergwerf and Carroll, Chair Bettelli, Administrator Tucker, Police Chief Buckhannon, Fire Chief Graham, Assistant to the Administrator Dziuban and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Bettelli called the meeting to order and acknowledged that the press and public had been duly notified of the meeting in accordance with the Freedom of Information Act.

2. **Approval of Previous Meeting's Minutes**

**MOTION:** Councilmember Carroll moved to approve the minutes of the regular meeting of March 3, 2014 as submitted; Councilmember Bergwerf seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments – None**

4. **Old Business**

**A. Review of FY15 Operating and Capital Budgets of Fire and Police Departments and Budgetary Tools**

Administrator Tucker stated that some of the budgetary tools have been presented before but have been changed since; others are new. The Administrator referred to the Ways and Means Committee where the individual Committees were asked to work to be ready to make recommendations for filling the gap between General Fund revenues and expenditures, which is currently one million one hundred sixty-two thousand dollars (\$1,162,000). The Administrator noted that the Committees were not only asked to reduce expenses, but to look for ways to increase revenues or find new sources for revenue.

The first tool to be reviewed was the FY15 revenue budget for all funds; a comparison to the current year's budget is also included. In the Administrator's opinion, the most important information to be gathered from this schedule is the summary in the box at the bottom of the page that compares FY14 and FY15 by the source of revenues in percentages as follows:

	<u>FY14</u>	<u>FY15</u>
Total General and Capital Projects Funds	67%	65%
Total Tourism Funds	24%	25%
Total Beach Restore & Maint Funds	5%	5%
Total Marina Fund	3%	3%
Total Other Funds	1%	1%

One new tool for this meeting is entitled "Full-time Employees Positions by Department with Tourism-related Impacts." The Administrator explained that this tool is important because, in the past, staff has made the decisions related to transferring in support from the tourism funds to the General Fund for personnel; this tool is a means by which members of the Committee can

decide whether those prior decisions were reasonable and should be repeated or whether there is enough supporting information to suggest that the Committee may want to make alternate decisions.

The information contained in the schedule states the number of personnel in each department, a statement of the percent of the department's function that supports tourism, a calculation of the number of positions related to tourism and the number of positions in the FY14 budget that are funded by tourism dollars. The final column of the schedule is waiting for decisions on the FY15 budget. The information on which the percentage of positions that could be funded from tourism funds is based upon the following:

- Call volume in the Police Department increases by twenty-two percent (22%) in tourist season;
- Monthly call statistics support that fifty percent (50%) of the total calls in tourist season are attributable to non-residents; and
- One-third ( $\frac{1}{3}$ ) of the residences on the island are rentals which increases the volume of garbage by a like percent.

Armed with the information on this sheet, Council can make informed decisions about keeping the same number of positions as were funded in FY14, to reduce that number or to increase it. The one important caveat to the decision to increase the number of positions is that the tourism fund has sufficient fund balance to support it.

The Administrator moved next to the individual operating budgets for the Police and Fire Departments; she pointed out that these sheets are different from what Committee members have seen in the past because debt service has been included. These budgets show FY14 and FY15 expenses reported by the fund that supports them; she again directed attention to the summary box at the bottom of the page that indicates the following:

Police Operating Budget

	<u>FY14</u>	<u>FY15</u>
Total General and Capital Projects Funds	82%	91%
Total Tourism Funds	17%	9%
Total Other Funds	1%	0%

The percentages presented earlier suggest that as much as twenty-two percent (22%) of the Police Department expenditures could be justifiably supported by tourism funds.

The summary for the Fire Department is as follows:

	<u>FY14</u>	<u>FY15</u>
Total General and Capital Projects Funds	85%	90%
Total Tourism Funds	15%	10%
Total Other Funds	0%	0%

Based on the fact that fifty-percent (50%) of the Fire Department's calls are from non-residents, there is an argument for fifty percent (50%) of the Fire Department's operating budget to be supported by tourism.

The Administrator recalled that, in prior years, Council's focus has been on either cutting or deferring expenses; in this budget year, Council will also be looking at the allocation of expenses and revenues and the potential for alternate sources of revenue to support the FY15 budget.

The newest and most complicated tool is entitled "Estimated Breakout of FY13 Audited Revenues by Source" and the categories identified are accommodations rentals, second homes, day visitors, all other revenues and the marina. Administrator Tucker explained the logic used to make assumptions for the schedule and noted that the conclusion is the percentage of total City revenue attributable to each category as follows:

Accommodation rentals	47%
Second homes	17%
Day visitors	8%
All other City revenues	25%
Marina	4%

The final budgetary tool is entitled "Isle of Palms Fund Balance Roll-forward for FY15 Including Impact of Potential Adjustments." This document is a menu for what Council could do to bring the FY15 budget into balance. The choices before Council are as follows:

- To re-arrange expenses and support them by another source other than what is referenced;
- To defer expenses;
- To reduce expenses; or
- To increase revenues or to find alternate sources of revenue.

In an effort to navigate through the information, the Administrator directed attention to "Repeat FY14 Transfers In for Personnel and Operating Expenses" and stated that, if the Committee believed, as in years past, that those transfers-in to cover the expenditures were reasonable and would concur with their being repeated similarly, then that would capture six hundred twenty thousand dollars (\$620,000). If the Committee were to agree, in addition, to fund the three (3) new firefighters, one (1) additional firefighter and one (1) additional patrol officer with transfers in from tourism funds for a total of approximately two hundred seventy-five thousand dollars (\$275,000); the combined total is approximately eight hundred ninety-five thousand dollars (\$895,000) toward closing the gap of one million one hundred sixty-two thousand dollars (\$1,162,000). Administrator Tucker stated that, if she were asked to draw a conclusion, it would be that the City has been very conservative in the assignment of other funds to support the General Fund with personnel in years past.

The next sections of the menu are ways to increase General Fund Revenues and to reduce or defer expenses. The Administrator recommended that the City should capture the one hundred

fifty-one thousand dollars (\$151,000) that the City is paid ahead for insurance; the City could make this one (1) time accounting correction and reduce the remaining gap by half.

Among the options for increasing revenues is to increase the operating millage by the CPI over the past four (4) years; this action would increase revenues by two hundred forty-five thousand dollars (\$245,000). Based on a request from another Committee, staff will provide a schedule showing what the City's millage has been over time for the Ways and Means Committee.

Another factor demonstrated on the schedule of City revenues by source is the fact that day visitors contribute very little to operating expenses, but their impact on expenditures is substantial. Another method of increasing revenue would be to increase the parking kiosk per hour rate from a dollar (\$1.00) to a dollar and a half (\$1.50); this could bring in another fifty-thousand dollars (\$50,000) in revenues.

Under the purview of this Committee is the option to reduce the expense for part-time firefighters in the summer months for a savings of thirty thousand dollars (\$30,000).

When asked for feedback, Councilmember Carroll stated that he did not want to see a millage increase and that there were other ways to balance the budget.

The Administrator asked him to elaborate on other options open to Council to balance the budget; Councilmember Carroll suggested that each Committee go through the operating and capital budget(s) under their purview to find expenditures that could be eliminated, reduced in cost or deferred. In the Fire Department, he voiced the opinion that the web-based training was not a "must" for FY15. On the topic of increasing the hourly rate on the parking kiosks, he commented that this idea should be reviewed by Stantec in order to determine the impact of an increase and the idea of pushing more day trippers into the neighborhoods for free parking.

Councilmember Bergwerf voiced her opinion that an increase for hourly parking would not serve to push people into the neighborhoods; the parking on Front Beach is the first to be filled due to its proximity to amenities. With the small percentage that day trippers contribute to the operations of the City, she welcomed a way for them to pay a little more for the services they receive while visiting the island. She also stated that to associate Front Beach parking kiosks with the work Stantec is doing for the City does not make sense to her; she stated that she does not see that the per hour rate for Front Beach parking kiosks is in any way connected with the management of beach access parking on which Stantec is working.

Councilmember Carroll asked whether the Front Beach businesses have been consulted about increasing the rate on the parking kiosks.

Councilmember Bergwerf remarked that the reality is that the City cannot continue to just cut or defer things from the budget; in addition, the costs of everything continues to rise over time; therefore, the City needs to find new revenues.

Administrator Tucker then asked the Committee how they felt about using tourism funds toward the General Fund to support personnel, and the Committee unanimously supported that move.

The Administrator indicated that she was hopeful about getting specific numbers from Council about which positions should be funded with tourism funds.

Answering Councilmember Carroll's questions, the Administrator explained that the only tourism fund scrutinized by an outside agency is the State Accommodations Fund; both Hospitality and Municipal Accommodations fees are governed by City ordinances.

The Administrator began her review of Police and Fire Departments' budget with the Capital Funds expenditures.

POLICE DEPARTMENT

Replace 1 patrol car	29,000
Replace 2 4WD patrol vehicles	60,000
BSOs all-terrain vehicle	17,500
Replace computer server w/backup system	10,500
Replace recording equipment (only if failure)	20,000

Special Projects

Provision for implementation of possible beach access parking alternatives	150,000
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Administrator Tucker noted that this item is a placeholder should Stantec come forward with a project in the coming fiscal year.

Assign Fund Balance for Future Expenditures

Radio replacements (Phase II compliance Requirements in FY17)	116,667
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Chief Graham stated that she continues to get conflicting information; therefore, she would be comfortable with reducing the expense by half City-wide. The Chief cautioned that money needs to continue to build, because this is eventually going to come to fruition.

Administrator Tucker noted that the City will be entering into its second year with Consolidated Dispatch; this budget has the same items that were on it for FY14, but at lower numbers. Without going through the detail, the total budget for Consolidated Dispatch for FY15 is two hundred sixty-six thousand nine hundred eighty-two dollars (\$266,982).

The Administrator stated that the City is going to maintain a presence for monitoring radio calls for the Police and Fire Departments, and these personnel have begun to expand some of their tasks for the City. In the Administrator's opinion, "they are an excellent failsafe."

Chief Graham added that the dispatch staff has become instrumental keeping the Fire Department on the correct channel when calls come in.

Councilmember Carroll said that the move of these persons to the reception area fills a real need for people coming to the Public Safety Building.

The Councilmember asked if the transition has gone smoother and smoother as time passes. Administrator Tucker responded that the adjustment has been much easier for the Police Department than for the Fire Department; also there is one (1) dispatcher assigned to the City's Police. For the Fire Department, that is not the case; once a call is dispatched, the firefighter(s) must change channels, which is challenging and complicated for small departments like the Isle of Palms. The Administrator reiterated that the City's monitoring system is critical to keep track of which channel the call has been assigned.

Chief Graham reported that the City and Consolidated Dispatch have agreed that, although the City will continue to change channels with every call, some calls will be sent to a specific channel every time. Administrator Tucker commented that the staff at Consolidated Dispatch appears to be very motivated to work with local municipalities to resolve issues.

#### FIRE DEPARTMENT

Rescue truck purchased 6/24/99	229,000
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According to Chief Graham, this expense would be to purchase a new chassis, but staff is looking into possibly a mini-pumper or a trailer – whatever will handle the same issues but be less costly

RAD-57 medical monitor for carbon monoxide and oxygen	5,000
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Chief Graham stated that, after the existing monitor, the decision was made to defer purchasing a replacement for one (1) more year.

Replace 2 all-terrain vehicles for beach patrol/water missions	26,000
Retainage on the Public Safety Bldg.	15,000

#### Assign Fund Balance for Future Expenditures

Replace 1 rescue truck, 2 ladder trucks Trucks, 2 pumper trucks	375,000
Radio Replacements (reduce by half)	133,000

The budget discussion continued with the FY15 Police Operating Budget, which only has increases in line items that are in all operational budgets; this budget is helped by the reduction in Consolidated Dispatch fees.

The reduction in the Meetings and Seminars line is reflective of the fact that FY15 is not a CALEA year.

Administrator Tucker repeated earlier discussions that the Fire Department is one (1) of three (3) departments where assignments from tourism funds are contemplated; the Administrator pointed out the increase in wages and salaries on line 111. Under Non-capital Tools and Equipment, line 127, is the purchase of a keiser sled for training; Chief Graham passed around a picture of a keiser sled.

Councilmember Carroll asked Chief Graham how important this piece of equipment was for the upcoming fiscal year. Chief Graham replied that it would be a tool for the physical training program, for simulating ventilating a roof and for upper body strength; another use would be for firefighter training to participate in the local Firefighter Challenge. The increase in Employee Training on line 135 is for EMT classes for the new firefighters and for Target Solutions, the web-based training program.

Councilmember Bergwerf stated that she would like to see the web-based training deferred for a year; Chair Bettelli agreed.

Chief Graham asked for Chief Maibach, the Fire Department's Training Officer, to discuss the program with the Committee. Currently there are five (5) agencies in the tri-county area that have the program, and four (4) more are moving toward it. The program allows IOP personnel to share training across jurisdictional boundaries, particularly Awendaw and Mount Pleasant; the City could share training, such as beach response, with departments who have a mutual aid agreement with the City and provide seamless service to residents and guests. The program would free personnel from class time thereby allowing the Department to become more community-based. It would also improve continuity of training should there be turnover in the training department.

In Chair Bettelli's opinion this training program is a low-impact item in light of the entire Fire Department operating budget.

The Chair stated that a hazard he experiences in budget preparation is that Council must keep in mind that any vehicle or other item, is going to have the potential of have a double impact in a future budget year.

Chief Graham stated that Mount Pleasant's Fire Department is accredited; this program is accepted by the accreditation board and is an ISO compliant service.

Surrounding municipalities that are using the web-based program are Mount Pleasant, North Charleston, Goose Creek, the City of Charleston; St. Andrews and St. John's Fire Departments are considering the purchase.

Despite the arguments set forth the Fire Department personnel, Councilmember Carroll said that he still thought Target Solutions should be deferred a year; he stated that, with the unbudgeted increases approved in FY14, Council needs to be conscious about expenses for FY15.

Councilmember Carroll referred to line 126 in the Fire Department budget and asked whether well water could be used to irrigate at the Public Safety Building; Administrator Tucker stated that the decision was made to use City water to avoid staining.

The gap that must be closed is found of page 14 at one million one hundred sixty-one thousand nine hundred fifty-one dollars (\$161,951).

Items not previously covered as Capital Fund expenditure for the Police and Fire Departments include:

POLICE DEPARTMENT

Non-capital tools and equipment	3,350
Replace 2 desktop computers, replace 1 light bar for patrol vehicle	

FIRE DEPARTMENT

Capital Outlay	2,400
2 laptop computers	

Administrator Tucker pointed out that transfers to the General Fund to cover positions previously funded are not shown from Municipal Accommodations; the transfers for FY14 are represented.

There are no expenditures from Municipal Accommodations Fee that have not been discussed; the Police Departments expenditures include:

POLICE DEPARTMENT

Non-capital tools and equipment	11,700
2 in-car digital cameras, 1 fully ruggedized mobile data terminal	
Contracted services	22,000
Additional coverage from Charleston County deputies for summer	

Expenditures assigned to the Police and Fire Departments that have not been discussed earlier from Hospitality Taxes are the following:

POLICE DEPARTMENT

Non-capital tools and equipment	1,600
Replace radar unit	

FIRE DEPARTMENT

Non-capital tools and equipment	81,000
2 years' of SCGA air-pack and cylinder replacements (being discontinued), bunker gear, fire hose and appliances	



No transfers to support fire or police positions are reflected in the Municipal Accommodations or Hospitality fund.

Administrator Tucker reminded the Committee that full-time positions have not been funded by State Accommodations Taxes in the past. Items not previously discussed to be funded from State Accommodations Taxes for the Police and Fire Departments include:

POLICE DEPARTMENT

Non-capital tools and equipment	6,300
Scheduled replacement of body armor	

With no questions, the Committee moved through the *Agenda*.

**B. Status of Traffic Counters**

Chief Buckhannon reported that the City's existing counters are functioning and that Stantec is pursuing the SCDOT permit to install the new counters.

**C. Status of Stantec Work on Beach Access Parking and Data Collection**

Administrator Tucker commented that, with the beach season close at hand, she has been receiving a number of inquiries from Council regarding Stantec's work. The work they were doing on the ownership of IOP roads has been completed and the work-product has been presented to the City. In addition, Stantec was tasked with looking at all of the road rights-of-way to determine where it is feasible for parking four feet (4 ft.) from the pavement other than the areas already marked as such. They have inventoried all of the island's rights-of-way to compare with GIS data; they have also gone back and done field verification of what obstructions are in those rights-of-way. Based on that data, they have done an analysis which they will share with Council in a workshop to determine how many parking spaces will be gained or lost by capturing the four feet (4 ft.) from the road.

The work that they are doing now, which is some of the most critical, is the data collection; she reminded the Committee that Stantec indicated that they would need a beach season to collect data that would be usable in making determinations for the volume of traffic that is coming to the island to park. They will use some of the City's traffic counts, the data they collect while on the island and some actual photographic images from specific weekends the City has selected, dependent on the weather. Stantec has just entered this data collection stage. At each stage, they have come back to the department managers involved to relate and explain what they have learned, as well as get feedback from the managers.

Councilmember Carroll recalled that he understood that about twenty-five percent (25%) of the City's roads remained in a state of limbo relative to ownership; he asked whether the widths of those rights-of-way had been determined as well. Administrator Tucker stated that they were, and they are as accurate as possible without engaging the services of a surveyor.

**5. New Business**

**A. Report on CALEA and Law Enforcement Award**

Chair Bettelli reported that both Chief Buckhannon and Captain Usry had done an excellent job in getting this award.

Chief Buckhannon reported that, at the CALEA Conference, the City was awarded the Department's fifth accreditation and its fourth re-accreditation; just now are they getting the actual plaques and certificates. He stated that both he and Captain were recognized for their participation in the process, which is a significant undertaking; the plaque will be formally unveiled at the April City Council meeting. (A photocopy is attached to the historical record of the meeting.)

Chair Bettelli noted that this year the City achieved the Gold Standard for the first time, and he asked Chief Buckhannon to elaborate on the significance of the this award.

Chief Buckhannon stated that the Gold Standard is a type of accreditation process the City went through; the assessors did not sit in a room looking at files and compare the City's work to accepted standards. On this trip the assessors did a lot of off-site work, talking to members of the Department, members of City Council, citizens in the community and City employees in other departments. The goal was to determine if the personnel making up the IOP Police Department were living the CALEA philosophy, being out in the community and living up to what the CALEA standards call for. The assessors did have a few minor suggestions for improvements in the IOP Department, and this year every member of the Department came in contact with the assessors, which the Chief thought "was a huge benefit to all personnel." The Chief reported that the Department had "no applied discretions," meaning that the City did not have to revise any policies or fix any proofs that were presented to the assessors. Chief Buckhannon stated that the board did not directly question him, but talked about how "squared-away" the Department is, the wonderful environment the Department and the City have and how very clean the island was.

Administrator Tucker noted that it truly takes the entire Department to achieve these goals; CALEA does touch everyone in the City at some level in the Administrator's opinion. The positive things that the Administrator sees from CALEA are that the City knows that the Department is operating consistently and everyone in the Department knows the consistent manner in which they are asked to perform. Having these standards gives the City very defensible positions any time the City is challenged. An ancillary benefit for the City is that anytime the assessors are here or City personnel attend a CALEA conference, they are borrowing the City's good ideas and the City is borrowing theirs. Lastly, the Administrator reported that the assessors pointed out the fact that citizens wave to officers as they are patrolling the City; they had never seen that.

**B. Discussion of Community Outreach Opportunities**

Chair Bettelli noted that the Police Department is working on its new initiative, "Coffee with a Cop." Councilmember Carroll stated that he appreciated the fact the citizens share a friendly wave when passing on the street; he thought the City could become known as the "Isle of Friendliness."

**C. Contract in Excess of \$10,000**

**Award of a contract to Technology Solutions for the budgeted purchase of surveillance cameras in the amount of \$25,586.19, state contract pricing**

Administrator Tucker noted that Technology Solutions is the vendor the City used for the original security cameras at the Front Beach and at the Recreation Center, which the Department hopes to expand and transition to digital cameras. The Administrator said that it was good for the City that they are now on state contract because it allows the City to stay with the same technology to which it has become accustomed and have consistency. The Administrator noted that the City has had surveillance cameras since 2003 or 2004; they have served the City well in solving crimes and in evidence of crimes.

Chief Buckhannon stated that he uses the cameras mainly to monitor traffic for problems that require attention, such as traffic is at a standstill at some location on the island.

The Chief explained that the four (4) existing cameras will be replaced and three (3) additional ones will be added; two (2) will be at the public restrooms and the other will point to the intersection of Connector. He stated that he has been in talks with SCDOT about working with the City to get a permit and getting this new camera added to SCDOT's state-wide camera system, thereby giving day visitors a chance to look at the traffic coming onto the island and make alternate choices.

Councilmember Carroll asked whether the Front Beach cameras were operational, and the Chief responded that they were not. The Councilmember then asked how long they have been out-of-service to which the Chief responded, "At least a year."

Councilmember Carroll asked whether this purchase in the FY14 budget; Administrator Tucker reported that twenty-five thousand dollars (\$25,000) was in the budget, making the actual purchase over-budget by five hundred eighty-six and nineteen cents (\$586.19).

**MOTION: Chair Bettelli moved to recommend to the Ways and Means Committee the award of a contract to Technology Solutions for \$25,586.19 for surveillance cameras; Councilmember Carroll seconded and the motion PASSED UNANIMOUSLY.**

**6. Highlights of Departmental Reports**

Fire Department

Chief Graham reported that personnel responded to forty-seven (47) calls, and twenty-four (24) were EMS calls. The average response time for EMS in March was twelve and a half (12.5) minutes; the Chief will request to have EMS stationed on the island, at least Saturday, Sunday and holidays over the summer. The Fire Inspector conducted eleven (11) inspections, several at Harris Teeter and the new businesses going into The Island Center. Chief Graham and Battalion Chief Maibach attended training in Columbia in reference to emergency management.

One (1) reason vehicle maintenance increased was the repairs to the thermal imaging camera; the Chief stated that she questions that these cameras will last ten years (10 yrs.) as originally thought. The Chief reported that the ninety-five foot (95 ft.) truck needed repairs that were not identified on the island; by taking the truck off-island for repairs, it was out-of-service for about a week. Personnel from both the Isle of Palms and Sullivan's Island attended a meeting with staff from Consolidated Dispatch to make changes that will benefit both entities as the summer approaches. At this time, the Fire Department is fully staffed.

### Police Department

Chief Buckhannon related an incident on Ensign Court where a subject was found to be involved with a burglary as well as trespassing; the subject was arrested for trespassing because the victim did not want to press charges for burglary. Since the Police were able to tie the subject to other burglaries in the area, he was also charged with the burglaries. On March 27<sup>th</sup>, an officer, routinely patrolling in the 200 block of Ocean Boulevard, observed a number of City ordinance violations, including the discharge of fireworks and excessive noise. The subsequent investigation resulted in twenty-eight (28) individuals being charged with "minor in possession of alcohol," one arrested for having a quantity of marijuana, and the responsible party for the rental property was charged with the transfer of beer to minors. During the month of March, dispatchers responded to a total of five thousand three hundred fifty-five (5,355) calls; of that number, four thousand sixty-eight (4,068) were for the IOP Police Department. Officers had three hundred ninety-five (395) traffic calls that resulted in one hundred five (105) citations being written. Officers wrote one hundred thirty-three (133) reports and made seventy-six (76) arrests, with twenty-eight (28) attributed to the one (1) party. From the Livability Report, the Chief stated that there were fifteen (15) noise complaints in the month; one (1) citation, eleven (11) warning citations and three (3) were found to be unfounded.

### **7. Miscellaneous Business**

**Next Meeting Date: 10:00 a.m., Tuesday, May 6 in the City Hall Conference Room.**

### **8. Executive Session – unnecessary**

### **9. Adjourn**

**MOTION: Councilmember Bergwerf moved to adjourn the meeting at 11:52 a.m.; Councilmember Carroll seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland  
City Clerk