

**MINUTES
JOINT PUBLIC SAFETY & POLICIES & PROCEDURES COMMITTEE**

MARCH 26, 2013

The meeting was called to order by Jeff Thompson at 6:30 p.m. Members present were Bob Liestman, Fire Chief; Donnie Mayer, Renee Eckerly, City Administrator; Gene Beavers, Donavan Mayer, Harry Thielen, and Paul Wegner, Police Chief. Doris Wendlandt and Mary Matthews were absent.

There were no minutes available for approval.

EMERGENCY MANAGEMENT DIRECTOR INTERVIEWS

The Committees interviewed one of the two applicants that applied as the second applicant did not show up.

Motion was made by Eckerly to offer the Emergency Management position to Denise Czech-Schwandt and recommend such to the City Council. Seconded by McDaniel and unanimously carried.

Liestman will check with Firefighters to see who will help with storm spotting this season.

ELECTION OF OFFICERS

Motion was made by Liestman to elect Thompson as Chair, Wegner as Vice Chair, and Eckerly as Secretary. Seconded by Donnie Mayer and unanimously carried.

MEETING SCHEDULE

Motion was made by Donnie Mayer to set the Public Safety Committee meetings for 5:30 p.m. on the fourth Tuesday of each month. Seconded by Wegner and unanimously carried.

EMERGENCY OPERATION PLAN

Administrative staff is working on updating phone numbers. The book will include a checklist and tabs.

2012 STEARNS COUNTY MITIGATION PLAN

The school needs to adopt the Plan to get the FEMA funding for the storm shelter. Donnie Mayer stated that the school did adopt the Plan on March 19, 2013.

POLICE DEPARTMENT – TRANSCRIPTION & RECORDS

Wegner is working with staff and is tracking the workload. He reported four hours a week of data entry and transcription is being done. The officers are putting their own reports into the RMS system. The Board discussed the officer's doing reports in the office versus dictating them in the car. The Board discussed in-house transcription, out-sourcing, and Stearns County continuing the services.

There being no further business, the meeting was adjourned at 7:45 p.m.