COUNTY OF OSCEOLA
BOARD OF COMMISSIONERS
HEALTH, SAFETY & GROUNDS COMMITTEE
AGENDA
Tuesday, January 14, 2020
at Central Michigan District Health Department
22054 Professional Drive, Ste. D, Reed City, Michigan
12:30 p.m.

1. Meeting Called to Order by Chairperson.

2. Additions or Deletions to the Agenda – Approval of the Agenda.


4. Board/Employee Comments.

5. Consider Approval of the Minutes of December 17, 2019.

6. Old Business:
   A. Discuss Lease of Suite C at Health & Human Services Building for E.M.S.
      Meeting/Training Room.


8. Board Comments.

9. Extended Public Comments (Six Minute Limit).

10. Adjournment.

PUBLIC COMMENT
The Committee welcomes public comment. We appreciate your attendance and look forward to hearing any concerns you may have. We request that the following rules of procedure be followed: At the beginning and at the end of each Committee meeting, there is time to receive public comment from the audience. If you wish to address the Committee, we ask that you stand, give your name and present your concern. If you wish to speak while the Committee is addressing a specific issue, you are asked to make arrangements ahead of time with the Committee Chairperson. No comments or questions will be taken at any other time.

If you should require special assistance in order to attend the meeting, please notify the County Coordinator at (231) 832-6196, twenty-four (24) hours before the posted meeting time, for arrangements to be made.
The meeting was called to Order by Chairperson Gregory at 12:17 p.m.

Members Present: Commissioners Mark Gregory, Jack Nehmer and Roger Elkins
Members Absent: None.
Others: Bob Van Putten-Landmark Design Group, E.M.S. Director Jeremy Beebe, Sheriff Ed Williams, Chief Circuit Judge Scott Hill-Kennedy, Circuit Court Clerk/Chief Deputy County Clerk Therese Bechler, Maintenance Working Supervisor Brad Halladay and County Coordinator Susan Vander Pol

Additions or Deletions: None.

Agenda: Motion by Commissioner Nehmer, seconded by Commissioner Elkins to approve the agenda. Motion was unanimously supported.

Public Comments - None.

Employee Comments – Judge Scott Hill-Kennedy and Therese Bechler provided information on an incident that occurred last week within the Circuit Courtroom with a member of the public, the need for security screening of people upon entrance to the buildings, staff security and using two court officers on motion days.

Commissioner Gregory talked about funding, who we are going to have do the building security and options for starting the contracted service. Susan mentioned a meeting with the contractor is in process of being set up for the later part of the first week of January.

Sheriff Williams talked about the incident in the Circuit Courtroom, public screening for security and its effect on employee knowledge on potential threats if an incident occurs.

Minutes: Motion by Commissioner Nehmer, seconded by Commissioner Elkins to approve the minutes of October 1, 2019. Motion was unanimously supported.

EMS Training Room Update – Bob Van Putten of Landmark Design Group, presented information on the bids received for renovation of space for the E.M.S. training room project. All of the bids are from known vendors that have performed work for the County. Gerber Construction provided the low bid for the project with the shortest completion time. Susan mentioned a lease agreement with the Health Department for the space is in draft for review by the Board of Commissioners and Health Department. Discussion was held and the following recommendation was made:

Recommended by Commissioner Nehmer, seconded by Commissioner Elkins to recommend Gerber Construction for the renovation project for the E.M.S. training room in the amount of $68,465. Recommendation was unanimously supported.

Security Equipment, Buildings and Main Courthouse Entrance, Policies. Discussion was held on the draft policies and procedures for screening the public coming through the main door and a security officer job description that Susan had provided to the committee members. Additional review will be done and information related to the employee processes for using an “employee only” entrance will be added. A job description won’t be needed at this time if the contractor is utilized. Brad will review information for putting a temporary keyless entry unit on the employee entrance door until a permanent system is purchased.

Board Comments – None.

Extended Public Comments – None.

Motion by Commissioner Nehmer, seconded by Commissioner Elkins to adjourn at 1:14 p.m.

Respectfully submitted,

Susan Vander Pol
Osceola County Coordinator
1. **Purpose:**

   The purpose of this policy is to describe and establish a general procedure and process for county employees and authorized County independent contractors to enter the county building while managing the safety and security of visitors, jurors and witnesses while at the Osceola County Courthouse. The policy will serve to prevent unwarranted and or dangerous items from entering the facility.

2. **Statement of Policy**

   a. **Employee Entrances:** On normal business days during screening hours all employees and authorized County independent contractors shall enter the facility through the East Park Street entrance.

   b. **Outside of the normal office hours/screening hours:** Those employees and County independent contractors granted authorization to enter the County/Courts building shall gain access into the facility by way of a secure access system at the designated entrance.

3. **Authorized Personnel to Carry Firearm in the Facility:**

   Except for personnel listed below, the County and Courts of Osceola in promoting a Weapons Free Zone, prohibits all employees and authorized County independent contractors who enter the Courthouse from carrying a handgun or firearm of any kind.
Courthouse personnel, as listed below, who are authorized to carry firearms in the performance of their duties and/or authorized by the Chief Judge of the Osceola Courts and are in compliance with the Osceola County Firearm Authorization and Qualification Policy found in Exhibit 2:

- Security Officers
- Court Bailiffs
- Judges
- Others allowed by the Osceola County Courts Chief Judge

4. **Emergency Evacuation**:
The occupants of the facility will follow the established policy for emergency evacuation of the facility in the event the situation arises to evacuate. Nothing contained in this policy should preclude or conflict with the steps to be taken in an emergency and the ensuing evacuation.

5. **Compliance With Policy**
To ensure the safety of fellow employees, County authorized independent contractors and visitors to the county building, each employee and authorized County independent contractor is expected to prohibit entrance of a nonemployee or unauthorized independent contractor into the county building during their entrance and exit of the building. Nonemployees and unauthorized County independent contractors are to be referred to the designated public entrance of the building for access.

Employees who allow access to the county building in violation of this policy will be subject to discipline, up to and including termination. Authorized independent contractors who are found in violation of this policy will have their authorized access to use the facility Employee Entrance suspended or permanently withdrawn and will need to enter the building through the public entrance. Violations of this policy by authorized independent contractors should be reported to the County Coordinator or the Chief Circuit Judge.