

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
THURSDAY, SEPTEMBER 20, 2018  
COUNTY-CITY BUILDING  
ROOM 113 - BILL LUXFORD STUDIO  
8:30 A.M.**

Commissioners Present: Todd Wiltgen, Chair; Jennifer Brinkman, Vice Chair; Deb Schorr, Roma Amundson and Bill Avery

Others Present: Kerry Eagan, Chief Administrative Officer; Ann Ames, Deputy Chief Administrative Officer; Dan Nolte, County Clerk and Leslie Brestel, County Clerk's Office

*Advance public notice of the Board of Commissioners Staff Meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska web site and provided to the media on September 19, 2018.*

The Vice Chair noted the location of the Open Meetings Act and opened the meeting at 8:33 a.m.

**AGENDA ITEM**

**1) APPROVAL OF STAFF MEETING MINUTES FOR SEPTEMBER 13, 2018**

**MOTION:** Amundson moved and Schorr seconded approval of the September 13, 2018 Staff Meeting minutes. Avery, Amundson, Brinkman and Schorr voted yes. Wiltgen was absent. Motion carried 4-0.

**2) SHERIFF'S OFFICE REMODEL – Todd Duncan, Chief Deputy Sheriff**

Wiltgen entered the meeting at 8:35 a.m.

Todd Duncan, Chief Deputy Sheriff, requested Board approval for a Sheriff's office remodel in the Hall of Justice. He stated \$100,000 is budgeted for the remodel with additional funds available for paint and carpet. Innerspace Studios has provided a not-to-exceed estimate of \$22,350 for design and contracting services administration. Duncan said total cost for the project is unknown as currently there are no contractor quotes.

**MOTION:** Schorr moved and Amundson seconded for the Sheriff's Office to proceed with the remodel. Amundson, Avery, Brinkman, Schorr and Wiltgen voted yes. Motion carried 5-0.

**OTHER BUSINESS**

Duncan reported the Sheriff's Office would like to transfer \$50,000 over two years from the Department of Justice forfeited assets fund to The Bridge Behavioral Health to help offset its budget shortfall for use in the Protective Custody Unit.

Brinkman asked for a description of the budget shortfall. Tammy Stevenson, Bridge Executive

Director, said the fiscal year 2019 budget for the Bridge shows a \$74,000 loss. The \$100,000 from the Keno fund was to replace lost State funding and had nothing to do with the programing costs. The Nebraska State Patrol intends to provide a long-term annual gift of \$15,000.

Kerry Eagan, Chief Administrative Officer, said he will schedule this item for further discussion at the September 27, 2018 County Board Staff meeting at 10:00 a.m.

## **CHIEF ADMINISTRATIVE OFFICER REPORT**

### **A. National Suicide Awareness Month Proclamation**

It was the consensus of the Board to proclaim National Suicide Awareness Month at the next Tuesday meeting.

### **C. Participant Statistical Areas Program (PSAP) for 2020 Census**

It was the consensus of the Board to direct David Cary, Lincoln-Lancaster County Planning Department Director, to participate in the Participant Statistical Areas Program (PSAP) for the 2020 Census.

## **GENERAL ADMINISTRATIVE ITEMS**

### **A. Joint Meeting of the Lancaster County Board of Commissioners and the Lancaster County Agricultural Society – Thursday, November 15, 2018, 7:30 p.m.**

The meeting time was corrected to 7:00 p.m.

### **B. Lancaster County 101 – November 27, 2018**

Wiltgen and Brinkman will attend the Lancaster County 101 meeting.

### **3) YOUTH SERVICES STAFFING – Sheli Schindler, Youth Services Director**

Sheli Schindler, Youth Services Center Director, requested approval for the hiring of a Juvenile Detention Supervisor (JDS) instead of a Juvenile Detention Officer (JDO) (see Exhibit A).

Brinkman asked if the JDS job description needs to be reviewed for updates. Schindler replied she brings that to Human Resources attention annually, and at this point, there is no wage compression.

**MOTION:** Schorr moved and Amundson seconded to authorization Schindler to move forward with updating one JDO position to a JDS position. Avery, Amundson, Brinkman, Schorr and Wiltgen voted yes. Motion carried 5-0.

## **DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED**

### **A. Human Services Joint Budget Committee – CANCELLED**

**B. Lincoln Independent Business Association Elected Officials Meeting – Amundson**

Amundson said Matt Schulte, Lancaster County Treasurer candidate, spoke on Lincoln Public School activities, focusing on the budget increase and bonding for new schools in 2020.

**C. Railroad Transportation Safety District – Schorr/Wiltgen/Amundson**

Schorr reported the Railroad Transportation Safety District (RTSD) approved the budget and the 1% levy limit authority.

**D. Lancaster County Infrastructure Task Force Meeting – Brinkman/Amundson**

Brinkman stated since all Commissioners were at the Infrastructure Task Force meeting, Olsson Associates will not present to the Board at a staff meeting.

**CHIEF ADMINISTRATIVE OFFICER REPORT**

**B. Review of Zoning Code Related to Commercial Feedlots and Financial Penalties for Violation of Special Permit Conditions**

The Board and David Cary, Lincoln-Lancaster County Planning Department Director, reviewed the Zoning Code letter (see agenda packet). There was consensus to establish a committee and membership during the fall of 2018, with the committee beginning work in 2019. Cary stated while the review is taking place, the Board should follow up with legal advice as to how to handle any new applications. Amundson said she would support a moratorium on new applications.

Cary said discussions on financial penalties for special permits is separate from zoning code. He reminded the Board special permits may be revoked if the designee is not abiding by permit conditions.

**MOTION:** Brinkman moved and Amundson seconded to authorize the Chair to sign the letter to the Planning Director as presented. Avery, Amundson, Brinkman, Schorr and Wiltgen voted yes. Motion carried 5-0.

**RETURNING TO ITEM 12.C.**

**MOTION:** Amundson moved and Schorr seconded to direct the Planning Director to participate in the Participant Statistical Areas Program (PSAP) for the 2020 census. Avery, Amundson, Brinkman, Schorr and Wiltgen voted yes. Motion carried 5-0.

**4) BIDDING PROFESSIONAL SERVICES – Bob Walla, Purchasing Agenda**

Bob Walla, Lincoln- Lancaster County Purchasing Agent, asked the Board if they want the Purchasing Agent involved in professional services contracts. The City charter states the Purchasing Agent is notified of professional services and may be asked how the contract should be pursued. The County does not have a policy to involve the Purchasing Agent on professional services.

Brinkman asked about process guidelines for competitive contracts. Walla said professional services would be an Request for Proposal (RFP) that are scored and awarded.

Pam Dingman, County Engineer, said as a business owner she felt the city system was cumbersome and created an unfair system to smaller companies. Walla reviewed Executive Order 80199 which is specific to construction consulting services. Professional services other than architecture and engineering are not subject to Executive Order 80199.

Eagan will add this issue to the management team agenda for general discussion.

**5) POTENTIAL LITIGATION** – David Derbin, Deputy County Attorney; and Brad Johnson, Corrections Director

**MOTION:** Schorr moved and Amundson seconded to enter Executive Session at 9:31 a.m. for the purposes of potential litigation and to protect public interest.

The Chair said it has been moved and seconded that the Board enter Executive Session.

**ROLL CALL:** Avery, Amundson, Brinkman, Schorr and Wiltgen voted yes. Motion carried 5-0.

The Chair restated the purpose for the Board entering Executive Session.

Schorr exited the meeting.

**MOTION:** Brinkman moved and Amundson seconded to exit Executive Session at 9:57 a.m. Avery, Amundson, Brinkman and Wiltgen voted yes. Schorr was absent. Motion carried 4-0.

**6) A. COMMUNICATION MATERIALS REGARDING 16% PENSION CONTRIBUTION-**  
Crystal Vacura, Team Leader West/Midwest Plans and Senior Counselor for Lancaster County

Crystal Vacura, Team Leader West/Midwest Plans and Senior Counselor for Lancaster County, reviewed the communication materials (see agenda packet).

Schorr entered the meeting at 9:59 a.m.

There was consensus to send an email to employees about the upcoming retirement mailing. These materials will be mailed in Lancaster County envelopes with separate letters sent to the 1:1 match individuals and the 1.5:1 match individuals.

**B. PARTICIPANT REPORT** – Crystal Vacura, Team Leader West/Midwest Plans and Senior Counselor for Lancaster County

Vacura reviewed the participant report with the Board (see agenda packet).

**7) BREAK**

No break was taken.

**8) FEE INCREASE FOR AUTOPSIES – Pat Condon, Lancaster County Attorney**

Pat Condon, Lancaster County Attorney, reviewed the fee increase in coroner costs (see agenda packet). He said the reason for the increase is forensic pathologists are in high demand.

Avery asked for the process in deciding who is subject to autopsy. Condon replied unattended deaths are left to the decisions of the county attorneys. A death in custody requires a grand jury investigation but not necessarily an autopsy.

Brinkman asked if this is a professional service and if so, has the County sought an RFP or bidding. Condon said the County has not looked at bidding these services since 2010.

Wiltgen asked Condon how the budget will be affected. Condon stated it depends on the number of autopsies.

**9) NAVIA CONTRACT – Sue Eckley, County Risk Manager; and Bill Thoreson, Benefits Specialist**

Sue Eckley, County Risk Manager; Bill Thoreson, Benefits Specialist; and Paula Lueders, Human Resources Generalist, were present for the discussion. Eckley and Thoreson asked the Board which option the County should have on the flexible spending contract: a roll over period or a two-and-a-half-month grace period. The consensus of the Board was to stay with the two-and-a-half-month grace period.

Brinkman and Schorr suggested the Board meet with Human Resources in January to discuss insurance and employee benefits.

**10) ANNUAL REPORT FROM JIM DAVIDSAVER, EMERGENCY MANAGEMENT DIRECTOR**

Jim Davidsaver, Emergency Management Director, reviewed his PowerPoint presentation (Exhibit B).

Amundson asked if storage space has been identified for the ham radio operator equipment. Davidsaver answered equipment is stored at a County Engineer building near the Southwest Rural Fire Department.

Brinkman inquired if harassment training has been conducted, and if there have been conversations with Norris School District about the availability of emergency services. Davidsaver said all staff members have completed harassment training, and that he attended Norris' Security Committee meeting and presented information at the Eastern Midlands Conference Safety Summit.

Brinkman asked if there have been discussions on the number of volunteer fire departments. Davidsaver reported Lancaster County is discussing the Cass County model which always has a paramedic and an Emergency Medical Technician (EMT) on duty.

Wiltgen voiced concern about the Lancaster Event Center's use as a pet shelter while near a flood plain. Amundson asked about the animal mortality plan. Davidson said there are plans involving multiple agencies.

## **11) ACTION ITEM**

There were no action items.

## **12) CHIEF ADMINISTRATIVE OFFICER REPORT**

- A.** National Suicide Awareness Month Proclamation
- B.** Review of Zoning Code Related to Commercial Feedlots and Financial Penalties for Violation of Special Permit Conditions
- C.** Participant Statistical Areas Program (PSAP) for 2020 Census

Items A-C moved forward on agenda.

## **13) GENERAL ADMINISTRATIVE ITEMS**

- A.** Joint Meeting of the Lancaster County Board of Commissioners and the Lancaster County Agricultural Society – Thursday, November 15, 2018, 7:30 p.m.
- B.** Lancaster County 101 – November 27, 2018

Items A-B moved forward on agenda.

## **14) DISCUSSION OF BOARD MEMBER MEETINGS ATTENDED**

- A.** Human Services Joint Budget Committee – CANCELLED
- B.** Lincoln Independent Business Association Elected Officials Meeting – Amundson
- C.** Railroad Transportation Safety District – Schorr/Wiltgen/Amundson
- D.** Lancaster County Infrastructure Task Force Meeting – Brinkman/Amundson

Items A-D moved forward on agenda.

- E.** Human Services Joint Budget Committee Visioning – Schorr/Brinkman

Schorr said this group meets ad-hoc to discuss the Joint Budget Committee budget process.

- F.** Public Building Commission – Brinkman/Amundson

Brinkman and Amundson reported contact locks may be added to the doors at the Mental Health Crisis Center in addition to the locks already in place. All room temperature and water sensors and controls throughout the City campus will be recalibrated, the south parking lot has additional lighting, and staircase and deck repairs have been approved.

## **OTHER MEETINGS ATTENDED**

Brinkman stated the Information Services Policy Committee met Thursday and the Voice over Internet Protocol (VoIP) system is being upgraded.

**15) SCHEDULE OF BOARD MEMBER MEETINGS**

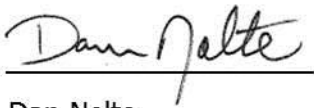
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**16) EMERGENCY ITEMS**

There were no emergency items.

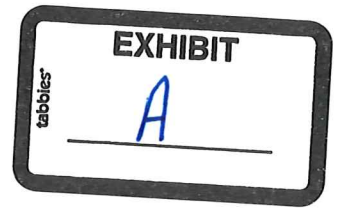
**17) ADJOURNMENT**

**MOTION:** Schorr moved and Avery seconded to adjourn at 11:45 a.m. Avery, Amundson, Brinkman, Schorr and Wiltgen voted yes. Motion carried 5-0.



Dan Nolte  
Lancaster County Clerk





FY19 Adopted Budget Positions

- 29 JDOs and 8 JDS/TL
- Requesting to Move 1 JDO position to a JDS position.

	JDO	JDS	Cost Difference
Year 1	\$67,386.77 (Step 1 then step 2)	\$72,862.64 (Step 1 then step 2)	No increase in FY19. JDO vacancy was at step 4 which is higher than a step 1 JDS. \$261.05 net savings.
Year 2	\$69,160.62 (Step 2 then step 3)	\$74,848.33 (Step 2 then step 3)	\$5,687.71 increase.

Rationale

- Flexibility in job duties
  - JDS does JDO duties
  - JDO refusal to be assigned to JDS on emergency basis



Budgeted FTE's by Position and Fiscal Year

Position	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19
JDS/TL	9	7	8	8	8	8	8	8	8
JDO	41	39	38	38	38	38	34	32	29
Totals	50	46	46	46	46	46	42	40	37



# Lincoln-Lancaster County Emergency Management

Jim Davidsaver  
Director



# Lancaster County Emergency Management

*'Helping You Prepare'*

- Mission Areas
- **Prevention**
- **Protection**
- **Mitigation**
- **Response**
- **Recovery**



# Service-Based Budget Items

## o **Planning**

- o Local Emergency Operations Plan (LEOP)
- o Emergency Management Performance Grant (EMPG)
- o Southeast Nebraska Emergency Management Group

## o **Activities, Training & Exercises**

- o Community Partners
- o Volunteers & Volunteers Management

## o **Preparedness**

- o Outreach & Education
- o Outdoor Warning Sirens

# Planning-Local

- o Local Emergency Operations Plan (LEOP)
- o Major Revision Completed in 2017
- o Resource Manual Update
- o Emergency Management Performance Grant (EMPG)
  - o Secure 50% of Salaries & Benefits
  - o Apply for Qualifying Operational Expenses



# Planning-Local

- o Local Partners (Emergency Support Functions)
  - o County, City and Private Sector Agencies
  - o First Responders & Critical Infrastructure
- o Emergency Management Volunteers
- o Mutual Aid-Volunteer Fire Departments
- o Lincoln Amateur Radio Club (LARC)
- o Community Organizations Active in Disaster (COAD)





# Planning-Regional

- o SE Nebraska Emergency Management Group
  - o Point-of-Contact and Fiscal Agent
- o Process
  - o Threat Hazard Identification & Risk Assessment (THIRA), Stakeholders Preparedness Review (SPR) & Training Education Planning Workshop (TEPW)
  - o Investment Justification Process (IJ)
  - o Workplan Development and Administration
    - o Three-year Funding Term



# Activities (Sept 2017-Aug 2018)

## o 14-Training Exercises

- o Tabletop (TTX), Functional & Full-Scale Exercises
  - o Army Corps of Engineers (USACE) 'Dam Safety' TTX
  - o Pet Sheltering Full-Scale at Lancaster Event Center
  - o Lincoln Public Schools Reunification: Functional & Full-Scale
  - o FBI Terrorism Pipeline TTX
  - o Airplane Crash TTX (Full-Scale Ex: Wed, Sept 26, 2018)
  - o Richardson County Nuclear Power Plant-Decon Full-Scale
- o Local Emergency Planning Committee (LEPC)
  - o Consolidated w/ Lincoln-Lanc Co Healthcare Coalition





## Activities (Sept 2017-Aug 2018)

- o Emergency Operations Center (EOC) Activations
  - o 15 Activations (Severe Weather)
- o Volunteer Hours: **924**
- o Meetings/Work Sessions:207
- o **EOC Activations: 465**
- o Community Activities: 252
  - o Severe Weather Symposium, Uncle Sam Jam, UNL Football, Cornhusker State Games, Luke Bryan 'Farm Tour' Concert
  - o EOC Volunteers Mobilization & Deployment Drill

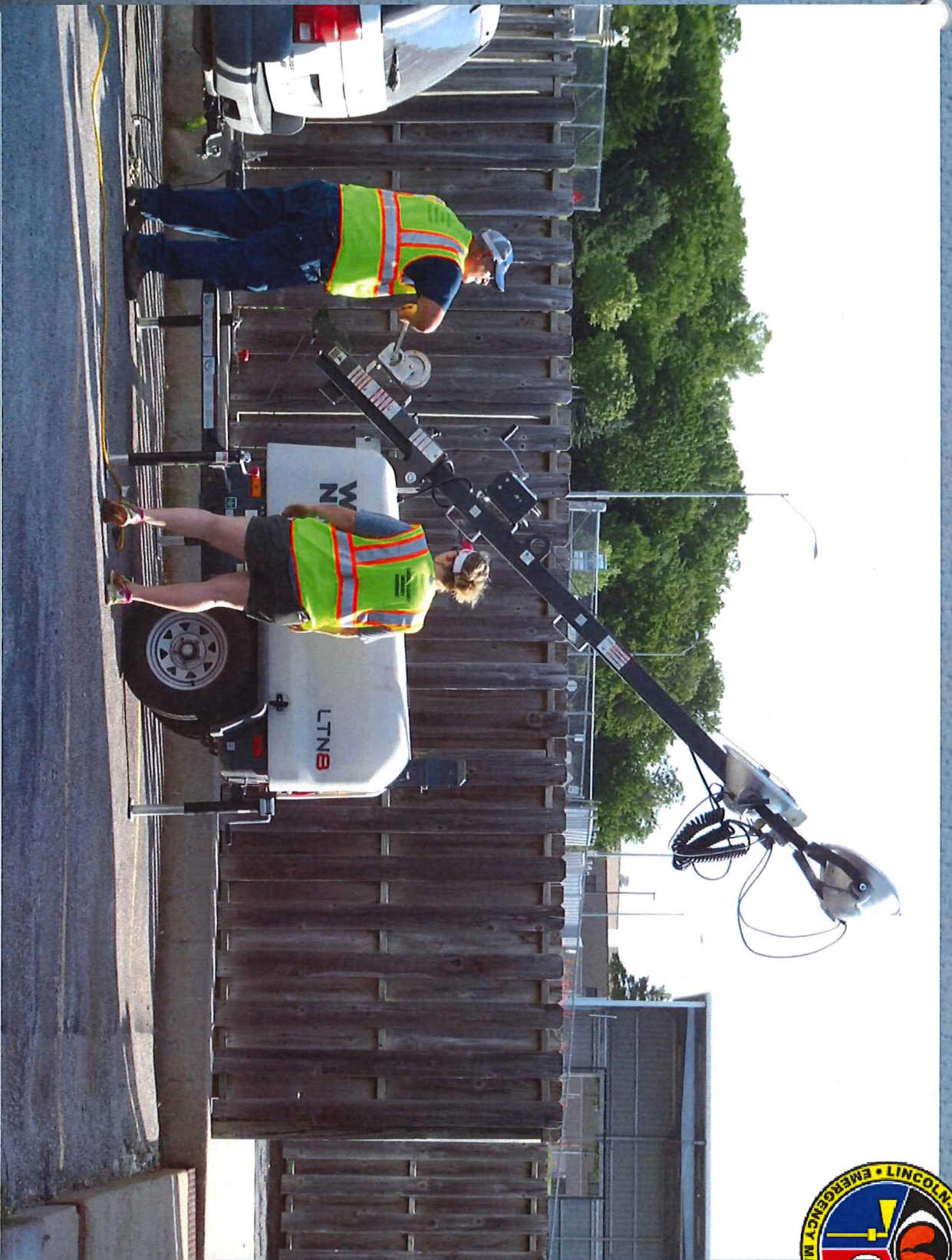


# Volunteers Activation Drill

## Sat, June 16<sup>th</sup>, 2018



















# Preparedness

- Statewide Tornado Drill (March 28, 2018)
  - 22,451 Participants in Lanc Co (90 Facilities/Entities)
- September-**National Preparedness Month**
- Outdoor Warning Sirens
  - Monthly Test
    - Sirens, Tone Alert Receivers and Hospital Radios
  - New Siren Installation (FY 17-18)
    - Pinewood Bowl at Pioneers Park
  - New Siren Installation (FY 18-19)
    - Village of Roca

# Preparedness

- o **Twenty (20) Presentations & Five (5) Site Visits**
  - o Civic Groups, Schools, Healthcare Facilities, 'Government Day'
- o Community Engagement & Partner Agencies
- o Regular Schedule of Committees & Meetings





# Partner Agencies Meeting Schedule

**Local Emergency  
Planning Committee**

Community Organizations  
Active in Disasters (COAD)

**Lancaster County  
Healthcare Coalition**

**Lincoln Public Schools  
Safety Committee**

**Volunteer Fire Depts.  
Mutual Aid**

**Emergency Management  
Volunteers**

**SE Nebraska Emergency  
Management Group**

Association of Threat  
Assessment Professionals  
Great Plains Chapter



# Accomplishments

- o New Emergency Management Office and EOC
- o LEOP Revision and Distribution
- o EMPG Reallocations
- o Statewide Tornado Drill
- o 'Advanced' Storm Spotter Training
- o NU Football Detail-Salamander Credentialing
- o LEPC Reorganization



# Accomplishments

- o Lincoln Community Foundation '*Preparing for Resilience*'
- o Collaborative Effort with Philanthropic Preparedness, Resilience and Emergency Partnership (**PPREP**)
- o **GOAL: Develop more resilient communities!**
- o Working Groups
  - o Business
  - o Communications
  - o Human & Financial Resources
  - o Training
- o Vulnerable Populations/Functional Needs Groups



# Accomplishments-Individual

## ◦ Deputy Director Mark Hosking

- EMI Master Exercise Practitioner Program (MEPP)
  - Advanced program management, exercise design and evaluation practices of Homeland Security Exercise & Eval Program (HSEEP)

## ◦ Director Jim Davidsaver

- Lincoln's Threat Assessment Team (LTAT)
- Association of Threat Assessment Professionals (ATAP)
  - Great Plains Chapter-Secretary
- BSA Cornhusker Council Executive Board
  - Risk Management Committee
- UNL Adjunct Professor of Criminal Justice

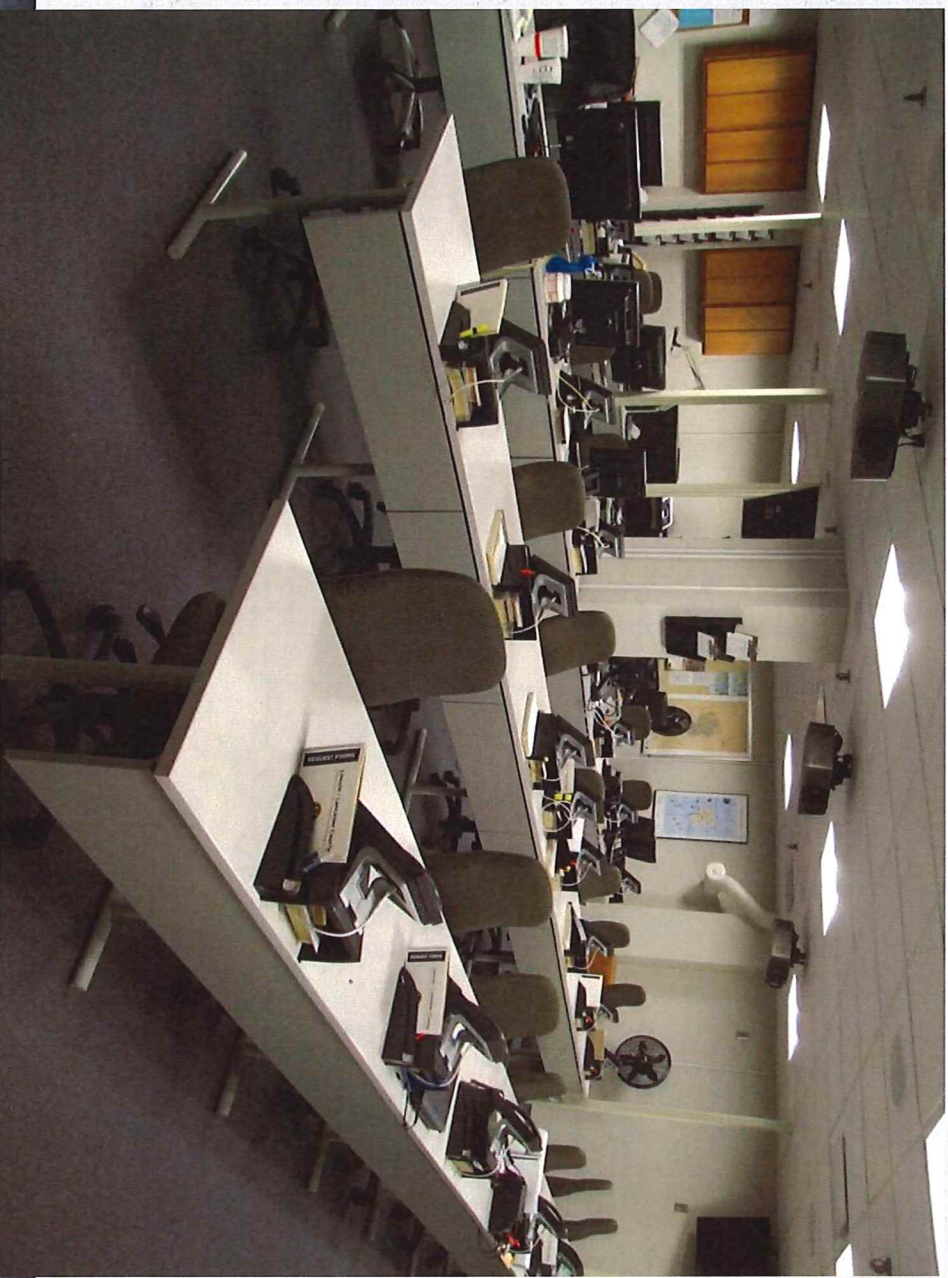
# Emergency Operations Center





# Outgoing EOC

o 28 Workstations for Designated Representatives





# Old EOC





# New EOC





# New EOC





# New EOC





# New EOC





# New EOC





# New EOC





# New EOC





# Mobile Operations Center





# Mobile Operations Center

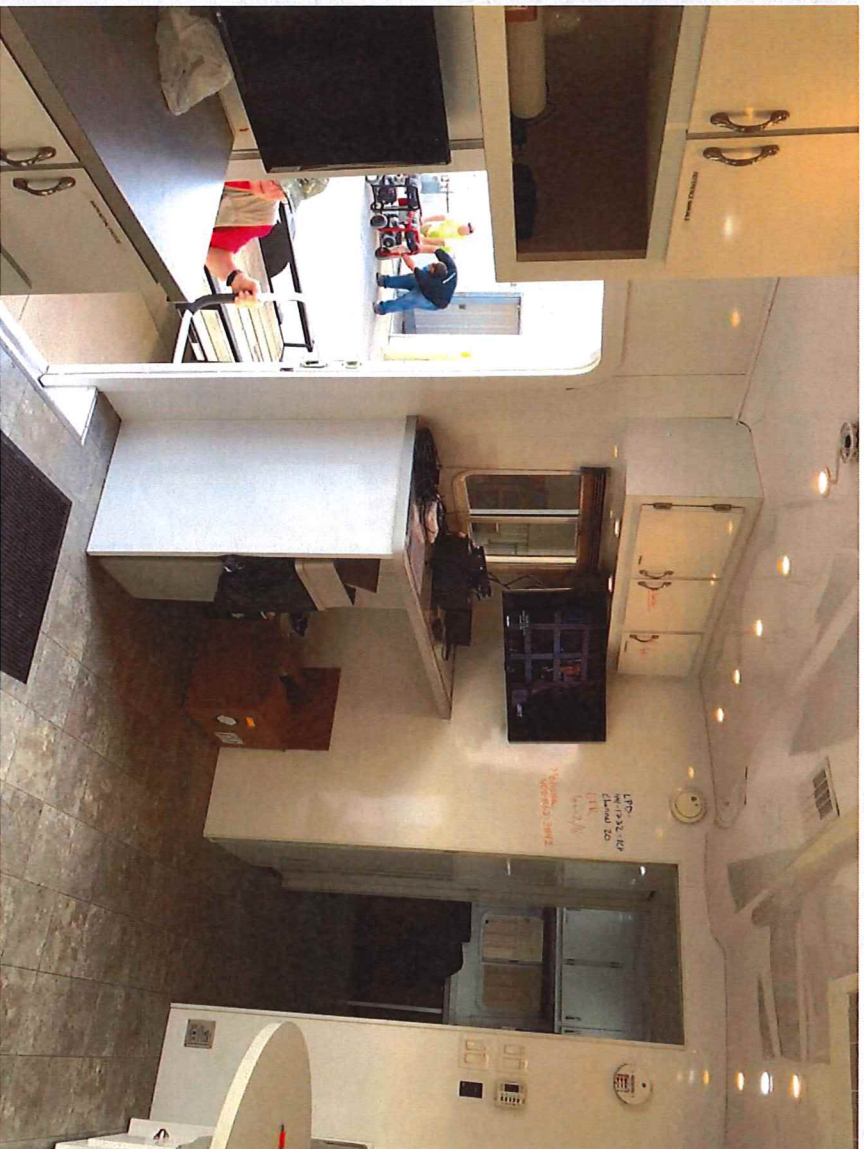


# Mobile Operations Center

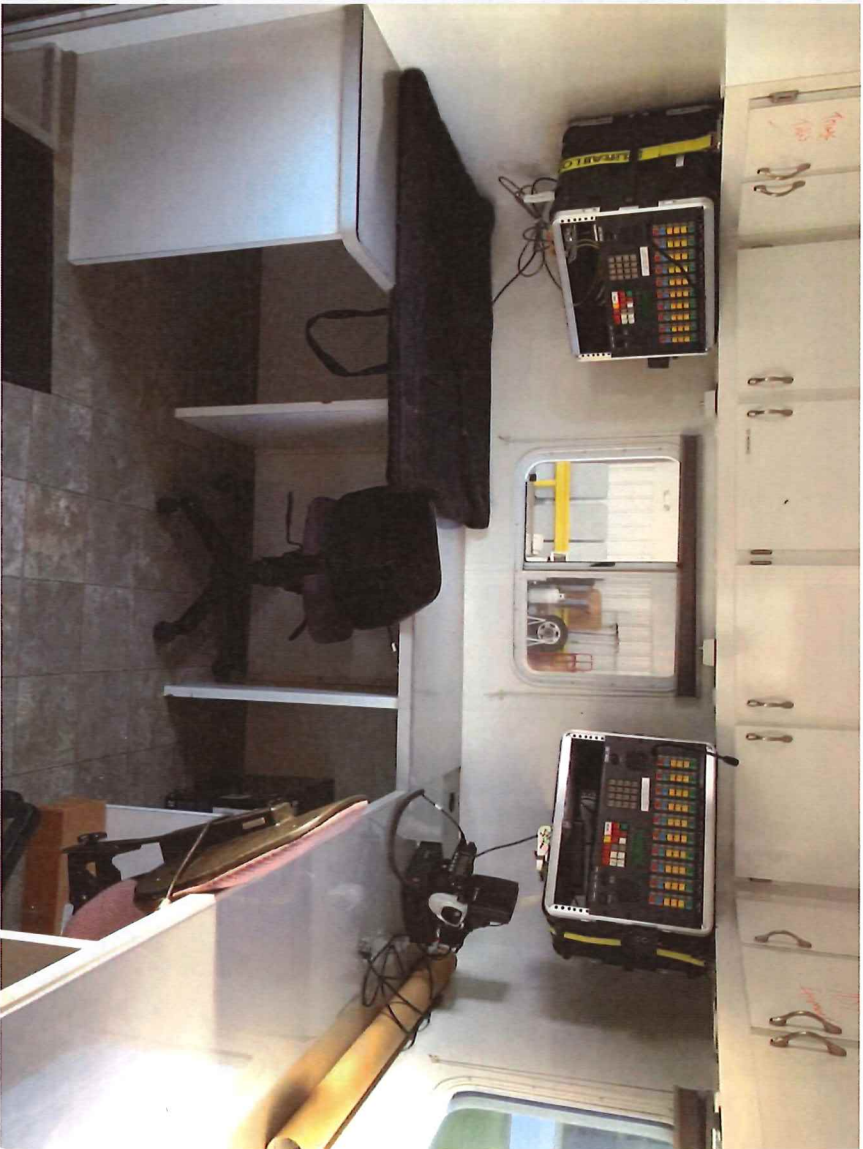




# Mobile Operations Center



# Mobile Operations Center



# Goals

- o New Radio System
  - o Full-Implementation Date: Early 2019
- o Vehicle Replacement Process
  - o Federal Surplus
  - o Local 'Surplus'-Lanc Co Sheriff and Lincoln Police Dept
- o Long-Term Storage Facility
- o Community Emergency Response Team (CERT) Training



# Challenges

- Budget
  - Sustainment vs. Growth and Expansion
  - Hazard Mitigation Funding Opportunities
- General Public's Engagement
  - Situational Awareness vs. Paranoia
  - General Public's Complacency
- Something like **that** would never happen here... [would it???](#)





# Information Technology

- o New Emergency Operations Center Upgrades
- o Mobile Operations Center Update
- o Salamander Technologies Credentialing
  - o Continued expansion and implementation
- o What's next?
  - o Feasibility of Drones?
    - o Damage Assessment
    - o Situational Surveillance/Monitoring
  - o Lancaster County Sheriff and Lincoln Fire & Rescue
    - o Programs under development





# Questions?

## Lincoln-Lancaster County Emergency Management

<http://lancaster.ne.gov/emergency/index.htm>

*'Helping You Prepare'*

Jim Davidsaver, Director

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