

March 11, 2013

City of Lake Park Call Meeting
Agenda – Personnel

Mayor called the meeting to order on Monday March 11, 2013 at 7:30 PM.

Those present were; Mayor Schindler, Mayor Pro Tem Sherrill, Members Lane, Moss, and Whitfield. Also present were City Clerks, and concerned citizens.

The Mayor led those in attendance with the Prayer and followed by the Pledge of Allegiance.

To begin the Call Meeting, Member Sherrill stated she had contacted Echols County regarding the recent discussion of assistance with the City of Lake Park TAC reports. Member Sherrill verified that there was a TAC Officer on staff and available to assist the City of Lake Park up until about 2 months ago. She went further to state she felt it was very inappropriate that fellow Council Member Lane contacted the Valdosta Daily Times about a recent Council Meeting Session as well as an Executive Session that was held to discuss Personnel issues.

Member Lane responded that he had answered questions that were asked of him as “vanilla” as possible. He stated that he had done nothing to violate any rules or regulations. He just verified that he had heard approximately three times for the need of a TAC Officer. Member Lane also stated that he did not call the newspaper.

Mayor stated it was time to move on with City Business. Council is here to review job descriptions for the position of Chief of Police. There are copies of Police Chief Job descriptions, requirements, and duties in your packets for review. Those included are from City of Remerton, City of Hahira, City of Albany, and a generic version gotten from GMA. Member Sherrill also presented Council with a job description she had prepared. During discussion of accepting applications, member Sherrill stated that she and Members Moss and Whitfield had recently developed a job rating/qualifying list that can be used in reviewing applications. Mayor asked Clerk to read the form aloud that Member Sherrill handed out. Clerk read the description.

Mayor asked for recommendations and/or discussion from Council. Council examined the form and made suggestions regarding edits and changes they requested. Items covered during discussion included as follows; TAC certification requirements, residence stipulations, supervisory control, pre-employment physicals, salary requirements, and performance expectations.

There was also discussion regarding how the City would advertise for the position and what media outlet would be used for that advertisement. How long to run the ad, application submissions, how applications should be processed, submission storage and access.

Mayor stated that the Council would need to amend the current job description of the Chief of Police in the Personnel Policy. Amendment would be done by resolution. Member Moss made a motion to amend the Chief of Police Job Description in the Personnel Policy to reflect editions discussed. Member Sherrill seconded the motion. Members Moss, Sherrill and Whitfield for, Member Lane opposed. Motion passed.

Mayor stated that there were other issues that needed to be dealt with. Such as the patrol car in the compound, the police department work schedule and an electrical short in Officer Kinsey’s patrol car. Discussion regarding the police vehicles and the use of those vehicles followed. Member Whitfield

stated another issue to be addressed was the City Police Officers being dispatched or answering calls outside the city limits.

Mayor suggested the Council discuss the DAR (daily activity reports) from the police department. Discussion followed about what the DAR's are, the importance of these reports, the lack of those being done, and ways to improve the use of these reports. Member Lane requested a 5 minute break. Mayor asked if he could wait a moment, Lane agreed. Member Sherrill made a motion that every officer fill out a DAR at the end of their shift and submit it to the Clerk's office. Member Whitfield seconded and Mayor called for discussion. Member Moss asked if it was necessary to do the report at the end of the shift or if it would be better to do the report at the beginning of the following shift. Would you amend motion? Member Sherrill declined to amend the motion. Mayor called for a vote. Members Sherrill and Whitfield for, Members Moss and Lane opposed, the motion was tied. Mayor broke the tie and voted in favor of motion, motion passed.

Mayor called for a 5 minute break. Meeting adjourned @ 9:20 PM.

Mayor called meeting back to order @ 9:25 PM.

Mayor asked for any other items of business. None mentioned. Mayor stated that City Hall had contacted Lowndes County Sheriff's office and spoke with Sheriff Prine. Sheriff Prine stated that the county was currently operating with a lack of officers at this time. He suggested the City of Lake Park look into possibly hiring an off duty officer to cover the school zone in the mornings, and also suggested the City to contract with the county to help with coverage. Sheriff Prine also stated that he would do the best he could to help out the City but could not guarantee coverage. Mayor stated he will keep in touch with Lowndes County and Sheriff Prine regarding protective coverage for the City of Lake Park.

Mayor asked if there were any questions at this time. Officer Kinsey asked what will happen when we are not on duty. Are there no more on call coverage? Who will be responsible to take calls when no one is on duty in the city? Mayor responded that the county will cover any dispatch calls while there is no officer on duty for the city. At this time there will be no more "on call time" scheduled for the officers. Mayor and Council will be working together to generate a Police Department work schedule that will benefit the City. Member Moss asked for clarification of coverage for the school crossing. Mayor stated the county will do their best to have coverage for the morning school zone and the Lake Park police officer on duty will cover the afternoon school zone.

Mayor asked for any other items of business, questions, or concerns.

Member Whitfield made a motion to adjourn, Member Sherrill seconded, all agreed, meeting adjourned @ 9.35PM

Read and Approved

Date