

**BERRIEN COUNTY ADMINISTRATION COMMITTEE**  
**Minutes of March 19, 2020**

**Present:** Jim Curran, Chair  
Michael Majerek, Vice Chair  
Don Meeks Sr.

**Absent:** Chris Heugel

**Scheduled:** Dave Agens, 9-1-1  
Bill Wolf, County Administration  
Mac Elliott, BOC Chair

**Others:** Caitlin Sampsell, 9-1-1  
Sheriff Bailey, BCSD

**Call to Order**

Meeting called to order at 9:16 am.

**Approval of Minutes**

Motion by Majerek, supported by Meeks, to approve the minutes of the March 12, 2020 meeting.  
Motion Carried.

**9-1-1 Update**

Agens discussed the screening and tracking currently underway with Emergency Management. The 911 phone upgrade is almost finished, they just need to convert the landline over. The CAD system may need different hardware prior to software training. The Fire Department pagers are all in and they are awaiting training. However, the main operations center has shut down due to COVID-19, so they are not doing any programming right now. He discussed the fire grant and when they reapplied, they wrote it for just the field radios and it will require a 10% match. It was submitted last Thursday. The Watervliet Hospital project is underway and the hardware is being delivered to the hospital now. They are working on the regulatory side now to ensure there will be no adverse effects to wildlife. Agens and Sampsell discussed the 4 dispatcher vacancies. There are 2 people in training and, due to other personnel issues, current down 7 people. Sampsell said it has nothing to do with the job itself, but mainly personal issues such as divorce and marriage. Sheriff Bailey commended Agens on all the work he's done for the County and taking on the creation of Central Dispatch. The Committee concurred.

**Q & A with Bill Wolf and BOC Chair Elliott**

Wolf discussed possible options for upcoming meetings. Discussions ensued regarding essential vs. non-essential employees with possible closures. He is trying to keep all the departments in sync. Curran asked about the status of the salary study. Wolf said it is still being worked on and may be slowed a little due to personnel of other counties not being in their offices to answer surveys.

**Resolutions**

The following Resolution was approved and signed:

A2003201 – Approval of the 2020-2022 3-year Transportation Plan and submission to the State.

**County Property Use Request**

National Day of Prayer on May 7, 2020 approved with the note that the Committee is deferring the decision to congregate to the prayer group.

**Public Comment**

None.

Meeting adjourned at 10:31 am.

Respectfully Submitted,



Jennifer Arent