

Public Safety Committee Meeting
Wednesday, March 15, 2023
5:00 PM, Joseph G. Cannon Building, 2nd FL.

AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to Agenda
3. Approval of Minutes – September 21, 2022
4. Audience Comments
5. RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Coroner’s Office – \$40,000.00 Salary/Personnel
6. RE: Amendment to the Combined Annual Budget and Appropriation Ordinance for the Coroner’s Office - \$35,000.00 Special Circumstances
7. Executive Sessions:
 - A. Pursuant to Open Meetings Act 5 ILCS 120/2 (c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.
 - B. Pursuant to Open Meetings Act 5 ILCS 120/2 (c) (6) The setting of a price for sale or lease of property owned by the public body.
 - C. Pursuant to Open Meetings Act 5 ILCS 120/2 (c) (11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
8. Items of Information or Committee Concerns
9. Adjournment

Public Safety Committee
Wednesday, September 21, 2022
5:00 PM, 2nd Floor, VCAB

MINUTES

Agenda Item 1 - Call to Order and Roll Call

Committee Chairman Craig Golden called the Public Safety meeting to order at 5:00 PM. Upon the call of the roll, the following members were present; Craig Golden, Becky Stark, Bruck Stark, and Larry Baughn as Ex-Officio. Natalie Duncan, Tom Morse and Nancy O’Kane were excused absent. Also, in attendance; Cassy Carter – Financial Resources Director, Bill Donahue – Risk Consultant, Jane McFadden – Vermilion County Coroner, Russ Rudd – Director of EMA and Pat Hartshorn – Vermilion County Sheriff.

Agenda Item 2 - Adoption/Amendments to the Agenda

Bruce Stark motioned, second by Becky Stark to approve the agenda. Motion passed by acclamation.

Agenda Item 3 - Approval of Minutes – August 18, 2021

Larry Baughn motioned to approve minutes, second by Becky Stark. Motion passed by acclamation.

Agenda Item 4 - Audience Comments

None

Agenda Item 5 – Coroner Budget FY 2022-2023

Bruce Stark motioned, second by Larry Baughn to discuss. Jane McFadden presented the budget and explained they work hard to keep cost down. The budget is the same as last year with an increase of \$500 to the fuel line due to the increase cost of fuel. There is also an increase to salary line per County Board action.

Upon the call of the roll the following members voted yes, to wit: Craig Golden, Becky Stark, Bruce Stark and Larry Baughn. 4 yes, 3 absent. Motion passed.

Agenda Item 6 – EMA Budget FY 2022-2023

Becky Stark motioned, second by Larry Baughn to discuss. Russ Rudd presented the budget and explained all stayed the same with the exception of the increase in the salary line.

Upon the call of the roll the following members voted yes, to wit: Craig Golden, Becky Stark, Bruce Stark and Larry Baughn. 4 yes, 3 absent. Motion passed.

Agenda Item 7 – Merit Commission Budget FY 2022-2023

Bruce Stark motioned, second by Becky Stark to discuss. Sheriff Hartshorn explained the budget stayed the same as the previous year with the exception of the salary line.

Upon the call of the roll the following members voted yes, to wit: Craig Golden, Becky Stark, Bruce Stark and Larry Baughn. 4 yes, 3 absent. Motion passed.

Agenda Item 8 – Sheriff’s Department Budget FY 2022-2023

Bruce Stark motioned, second by Becky Stark to discuss. Sheriff Hartshorn explained the only increases were to the salary line which was increased per County Board action and, the uniform line and maintenance/equipment lines. These are both due to increase costs due to inflation. The Sheriff thanked everyone for the salary increases as they are now competitive. He stated they have applicants now where prior to the increases, they could not find qualified applicants.

Upon the call of the roll the following members voted yes, to wit: Craig Golden, Becky Stark, Bruce Stark and Larry Baughn. 4 yes, 3 absent. Motion passed.

Agenda Item 9 – Public Safety Building Budget FY 2022-2023

Becky Stark motioned, second by Bruce Stark to discuss. Sheriff Hartshorn explained the salary line increased per County Board action. There was also an increase in uniforms due to price increases. The rent was increased per the Danville Public Building Commission lease agreement. All other lines stayed the same as previous budget year.

Upon the call of the roll the following members voted yes, to wit: Craig Golden, Becky Stark, Bruce Stark and Larry Baughn. 4 yes, 3 absent. Motion passed.

Agenda Item 10 – Executive Session

None

Agenda Item 11 - Items of Information

Chairman Baughn stated there is a Special Finance Meeting, Monday the 26th at 5:00PM. There will also be an Executive & Legislative Meeting, Thursday the 29th at 5:00PM, followed by Judicial & Rules the same day at 5:15PM.

Agenda Item 12 – Adjournment

Committee Chairman Golden adjourned the meeting at 5:16 PM.

Minutes by: Cassy Carter, Financial Resources Director

Public Safety Committee Meeting 03/15/2023

Staffing Request:

Vermilion County Coroner's request to meet with the public safety committee is born out of the necessity to bring the office up to full staffing. Due to the number of calls for service and the scene responses over the last five years it has become evident that we are poorly understaffed. This is now crucial to get another staff member and another transport vehicle since Deputy Coroner Stark has resigned. Chief Deputy Kentner works 50 hours a week minimum. He takes the on-call phones over at 0630 hours on weekdays where his is the on-call person until the office opens at 0800 hrs. On the weekends he gets up at 0630 and switches the phones from one on call deputy to another. Chief Deputy Kentner handles the front of house responsibilities to include billing and file management. He also enters case files into the case management software. This is on top of responding for calls for service during office hours. He also does presentations to Driver's Ed classes and other duties as assigned.

Coroner McFadden is on call 24 hours a day because she has to be contacted about every scene response call out or questions that the deputies have. Coroner McFadden is contacted often as questions are needed to be answered by people who call into the office after hours and by the deputies themselves. Coroner McFadden makes the decision if a toxicology draw or an autopsy is required on a case. Coroner McFadden investigates all cases that are handled by the office and closes every case determining cause and manner of death. Coroner McFadden also handles every request for information as well as all New World purchase orders/payables. Investigations can be very detailed or simple research projects. Coroner McFadden also handles presentations and is compiling statistical data which is used by law enforcement agencies, fire departments, EMS and public health organizations for their reports or grant applications. Coroner McFadden makes many presentations to community groups and organizations. She is on several committees involving preventable deaths and she teaches defensive driving at DACC because of the amount of traffic crash fatalities Vermilion County has experienced over the last several years. Coroner McFadden is also needed to respond to calls for service during the day, at night and on weekends.

When there are more than one death call that come in at a time (which unfortunately happens more that one would think) Both Coroner McFadden and Chief Deputy Kentner have to respond to different scenes. The same goes for after hours. Another person would relieve the burden for the office to include when Coroner McFadden or Chief Deputy Kentner is away at training or either are on vacation. Both attend training several times a year.

Coroner McFadden and Chief Deputy Kentner are never away from the office at the same time because of staffing. Coroner McFadden is required to attend 24 hours of continuing education per year by state statute and for her board certification, she is required to attend 45 hours of continuing training per year. This leaves only one person to run the office in her absence.


Vehicle Request:

Coroner McFadden has spoken to Sheriff Hartshorn about trading the Chief Deputy's 2013 Ford Taurus (which the Sheriff still has the title for) to him for a used Ford Explorer which he will be replacing shortly. The Taurus needs work and has 107,000 miles on it.

She also asked about a transport van and he stated that he is trying to replace one of his older models this year, but he is not sure when that would be. Coroner McFadden needs another transport vehicle due to Deputy Coroner Stark resigning. He had his own transport vehicle (which he was compensated for when he transported decedents to autopsy). Several times we have needed to transport more than two decedents at a time to autopsy and Coroner McFadden would transport along with Deputy Stark. Another transport vehicle would be needed now that he has resigned. This would also provide a vehicle for the Deputy Coroner to be hired.

I appreciate your time and attention to these issues as we cannot continue to run the office without help and equipment.

Respectfully,


Coroner Jane McFadden

ORDINANCE

RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE CORONER’S OFFICE

WHEREAS, the Coroner’s Office needs additional funds to add an additional position for the Coroner’s Office; and

WHEREAS, the additional position is due to the need caused by the resignation of a deputy coroner and the need to respond to additional service calls which have increased over time; and

WHEREAS, the circumstances for such need is further set out in the Request for Amendment as attached hereto and incorporated herein by reference; and,

WHEREAS, the budget therefore needs to be amended accordingly and this need was not known when the budget was prepared, and thus was not included.

NOW, THEREFORE BE IT ORDAINED by the County Board of Vermilion County Illinois that the County Auditor and County Board Chairman and Office be authorized and instructed to amend the budget for fiscal year 2022-2023 as set out below:

001.350.00.4101 Salary-Personnel \$40,000.00

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the April 18, 2023 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 18th day of April 2023 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Budget Amendment – Coroner’s Office

APPROVED BY Public Safety:

<u>Craig Golden</u>	<u>Y</u>	<u>N</u>	<u>A</u>
Committee Chair			
Crisi Walls (Vice-Chair)	Y	N	A
Bruce Stark	Y	N	A
Becky Stark	Y	N	A
Mitch Weaver	Y	N	A
Daniel Wright	Y	N	A
Gregory Shepard	Y	N	A

APPROVED BY Finance Personnel:

<u>Steve Miller</u>	<u>Y</u>	<u>N</u>	<u>A</u>
Committee Chair			
Jerry Hawker (Vice-Chair)	Y	N	A
Bruce Stark	Y	N	A
Craig Golden	Y	N	A
Joe Eakle	Y	N	A
Nancy O’Kane	Y	N	A
Shelley McClain	Y	N	A
Todd Johnson	Y	N	A

POSITION CLASSIFICATION DESCRIPTION

**DEPUTY CORONER (Full Time)
BARGAINING UNIT – EXCLUDED**

VERMILION COUNTY CORONER

DISTINGUISHING FEATURES OF WORK:

Under general supervision of the Vermilion County Coroner, performs responsible and confidential, secretarial, and administrative functions for the coroner; investigates all cases of death in Vermilion County under the jurisdiction of the coroner as defined by Chapter 31 of the Illinois Revised Statutes.

ILLUSTRATIVE EXAMPLES OF WORK:

01. Conduct thorough medico-legal death investigations of all violent, suspicious and sudden deaths in Vermilion County coordinating the investigation with any and all law enforcement agencies involved. Immediate response is necessary and imperative for survivors, next of kin, bystanders and other agencies involved.
02. Locate and communicate with next of kin as soon as possible regarding the circumstances surrounding the death and keep them informed of developments, results of autopsies and inquests. Transports decedents to autopsy facilities.
03. Performs other related duties as assigned or required.

DESIRABLE REQUIREMENTS

EDUCATION AND EXPERIENCE

01. Requires at least two years of college education and two year's experience in medical, mortuary, or law enforcement investigative field; or any equivalent combination of education and experience, which provides the required knowledge, skills and abilities.

POSITION DESCRIPTION

KNOWLEDGE, SKILLS, AND ABILITIES

01. Requires thorough knowledge of laws regulating jurisdictions of Coroner in various situations such as the conservation of peace, conduct of inquests, removal of bodies, commitment of witnesses and arrests.
02. Requires proficiency in the use of investigative tools available. Requires knowledge of alternative resources available through other agencies.
03. Requires the ability to maintain a professional and effective communication system with law enforcement agencies and all other persons involved in death investigations.
04. Requires the ability to maintain a professional and effective working relationship with law enforcement agencies, media, and the community regarding the release of information.

05. Requires the ability to function independently.
06. Requires the ability to communicate in written and oral form.
07. Requires the ability to maintain and observe area of confidentiality.
08. Must be able to work shift work to include nights and weekends. Must be able to be in an on call status for transportation needs.
09. Requires the ability to work well with people, maintain pleasant workplace, and maintain working relationships with staff, employees, visitors, and all other individuals involved with county business.
10. Must have a valid driver's license and proof of insurability.

PHYSICAL DEMANDS

01. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

01. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually quiet to moderate.

In accordance with the Vermilion County Personnel Manual, the above is an accurate description of the duties and functions of the stated position in this department.

Date



Vermilion County Coroner

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE CORONER’S OFFICE**

WHEREAS, the Coroner’s Office needs additional funds to purchase a vehicle to transport for the Coroner’s Office; and

WHEREAS, the additional cost is due to the need caused by the resignation of a deputy coroner and the consequent loss of that deputy coroner’s vehicle for transportation purposes; and

WHEREAS, the circumstances for such need is further set out in the Request for Amendment as attached hereto and incorporated herein by reference; and,

WHEREAS, the budget therefore needs to be amended accordingly and this need was not known when the budget was prepared, and thus was not included.

NOW, THEREFORE BE IT ORDAINED by the County Board of Vermilion County Illinois that the County Auditor and County Board Chairman and Office be authorized and instructed to amend the budget for fiscal year 2022-2023 as set out below:

001.350.00.4238	Special Circumstances	\$35,000.00
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And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the April 18, 2023 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 18th day of April 2023 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

Budget Amendment – Coroner’s Office

APPROVED BY Public Safety:

<u>Craig Golden</u>	Y	N	A
Committee Chair			
Crisi Walls (Vice-Chair)	Y	N	A
Bruce Stark	Y	N	A
Becky Stark	Y	N	A
Mitch Weaver	Y	N	A
Daniel Wright	Y	N	A
Gregory Shepard	Y	N	A

APPROVED BY Finance Personnel:

<u>Steve Miller</u>	Y	N	A
Committee Chair			
Jerry Hawker (Vice-Chair)	Y	N	A
Bruce Stark	Y	N	A
Craig Golden	Y	N	A
Joe Eakle	Y	N	A
Nancy O’Kane	Y	N	A
Shelley McClain	Y	N	A
Todd Johnson	Y	N	A

