TOWN OF PALM BEACH

Office of The Town Clerk

MINUTES OF THE SPECIAL TOWN COUNCIL MEETING HELD ON WEDNESDAY, JUNE 9, 2004 REGARDING THE ORGANIZATION AND OPERATION OF TOWN DEPARTMENTS

I. CALL TO ORDER AND ROLL CALL

The Special Town Council Meeting was called to order by Town Council President Allen Wyett at 10:00 a.m. on June 9, 2004, in the Town Council Chambers. Upon roll call the following elected officials were found to be present:

Mayor Lesly Smith
President Allen Wyett
President Pro-Tem Samuel McLendon
Councilman William Brooks
Councilman Norman Goldblum
Councilman Jack McDonald

Others in attendance were:

Town Manager Peter Elwell
Assistant Town Manager Thomas Bradford
Assistant to the Town Manager Sarah Hannah
Human Resources Director William Crouse
Human Resources Assistant Director Carla Kneipp
Acting Fire-Rescue Chief John Deiorio
Assistant Fire-Rescue Chief Andrew Cox
Police Chief Michael Reiter
Police Major Michael Mason
Police Major Gary Sallenbach
Public Works Director Al Dusey
Assistant Public Works Director Paul Brazil
Coastal Management Coordinator Sandy Tate
Deputy Town Clerk Susan Eichhorn

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II. INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation was given by Deputy Clerk Eichhorn. The Pledge of Allegiance was led by President Wyett.

III. APPROVAL OF AGENDA

The Agenda was approved through motion of Councilman Brooks, seconded by Councilman Goldblum, carrying unanimously on roll call.

IV. PRESENTATIONS REGARDING THE ORGANIZATION AND OPERATIONS OF TOWN DEPARTMENTS

A. Human Resources Department

Human Resource Director William Crouse provided a power point presentation describing the personnel, their credentials, and the functions of the Human Resource Department. He described seven primary areas of operation of the department:

Recruitment/Selection
Compensation
Classification
Benefits Administration
Employee Relations
Legal Compliance
Policies and Procedures
Medical Clinic

Mr. Crouse responded to questions from the Town Council.

B. Fire-Rescue Department

Acting Fire-Rescue Chief John Deiorio provided a power point presentation and narrative relating to the functions and operations of the Fire-Rescue Department. He described the services provided by the Fire-Rescue Department, which included:

Emergency Medical Services
Fire Suppression
Fire Prevention Activities
Inspections
Construction Plan Review and Technical Inspections
Public Education
Hazardous Materials Response
Technical and Specialized Rescue Support

He provided statistics from 2003, noting there were a total of 2,740 responses from 911 emergency calls; 1217 other fire related emergencies; – average response time for EMS responses 3.25 minutes, and fire response time 4.32 minutes. Fire inspections were done on over 500 properties.

He advised that the vision of the Fire-Rescue Department was to be a leader and deliver fire-rescue services into the 21st century; the mission was to provide for a high quality of life for residents and visitors to the Town of Palm Beach for the protection of life and property; provision for hospital care for sick and indigent, and mitigation of man made and natural emergencies.

Acting Chief Deiorio explained the Fire-Rescue staff assignments, special operations vehicle, administrative staff, battalion commanders, division commanders, and the different programs conducted by the Fire-Rescue Department. He detailed the procedure for response to structure fires. He discussed the future plans for the Department, including the accreditation process.

Acting Chief Deiorio and Assistant Fire-Rescue Chief Andrew Cox responded to questions from the Town Council.

Mr. Stanley Rumbough requested information on the equipment that people could have in their homes, such as the defibrillator, smoke alarms, etc. He suggested that the Fire-Rescue Department must have a volume discount for equipment that would be of value to residents, and asked if there was any plan in place that would include door to door or Tupperware type parties or anything of that nature in order to enable the residents to know about the possibilities, and to save money if they wished to purchase the equipment.

Acting Chief Deiorio responded that there were numerous programs similar to what was suggested, and as part of the accreditation process that was one item that would be reviewed. It was a goal to get more information out to the public.

Mayor Smith suggested that the Fire-Rescue Department arrange to conduct programs with the various civic groups to relay information to citizens.

Councilman McDonald recommended that an item be added to the Town Council agenda for next month (July) to consider directing the Fire-Rescue Department to move forward with some kind of program that the Fire-Rescue Department could offer to residents.

C. Police Department

Police Chief Michael Reiter presented the Police Department power point and narrative. He explained that the Police Department was the oldest Town department, and the largest, dedicated to the prevention of crime, the protection of life and property, the preservation of peace, order and safety, the enforcement of laws and ordinances, and the safeguarding of constitutional guarantees. He explained the various functions of the Police Department. He noted that it took approximately 3.30 seconds to respond to a call on average.

Chief Reiter noted that the Palm Beach Police Department had been accredited by the Commission on Accreditation for Law Enforcement Agencies; the last national re-accreditation had resulted in a flawless on-site assessment. The Department was also accredited by the Commission for Florida Law Enforcement Accreditation. Citizen Satisfaction Surveys indicated that the services of the Police Department were rated excellent or good. He provided other statistical information related to the operation of the Police Department.

Chief Reiter responded to questions from the Town Council.

Councilman Goldblum suggested that street name signs and house numbers, be put in facing North Lake Trail, so that people walking on it would know their location, and in the case of identifying location in an emergency.

Mayor Smith commented that the adult identification program could also be helpful to Alzheimers patients.

Chief Reiter responded that the Police Department did have a list of Alzheimers patients in Palm Beach, as well as their photographs, and encouraged everyone to participate in the adult identification program. He agreed that publicizing the fact that the Police Department kept a list of Alzheimers patients would be helpful to those caring for patients so that they would be aware of the opportunity to contact the Police Department.

D. Public Works Department

Public Works Director Al Dusey presented the power point presentation and narrative relating to the functions and operations of the Public Works Department. He explained that there were currently 100 employees at the Public Works Department, with an operating budget of $10.6 million. He described the various functions and operations of the department.

Mr. Dusey responded to questions from the Town Council.

E. Town Manager's Office

Town Manager Peter Elwell presented the power point presentation and narrative relating to the functions and operations of the Town Manager's office. He explained that the Town Council was very familiar with the general functions of the office, however, the support services provided through the Town Manager's office were somewhat more invisible on a daily basis. Those were: Information Systems, Risk Management, Emergency Management, and the Town Docks, which were supervised by Assistant Town Manager Tom Bradford. He explained that the Town Docks had been presented by Dock Master Jon Luscomb at a prior meeting.

Mr. Elwell provided the names and credentials of those serving in the Information Systems Department. He explained that the functions of the department included hardware and software devices, support of them, and decisions about how the right systems were deployed in the right places; telecommunications, the Geographical Information System (GIS), the mobile computing system, and web-cams and security cameras.

Mr. Elwell identified Karen Temme as the Risk Manager, and provided her credentials. The functions of Risk Management included the insurance coverage program of the Town, worker's compensation and flood insurance program, safety program.

Mr. Elwell advised that the Emergency Management Program was a contracted program, and was staffed by Leonard Greene, who was a part time contract employee, and worked with Assistant Town Manager Bradford to ensure that the Town's emergency preparedness was getting stronger all of the time. The Comprehensive Emergency Management Plan (CEMP) was approaching completion; for many years there had been a Storm Emergency Response Plan and that had now been broadened with the CEMP.

Mr. Elwell presented the credentials of the six employees serving in the Town Manager's office. He noted that the role of the Town Manager's office focused on communication flowing freely with citizens, the Mayor and Town Council, Civic Organizations, other governmental entities, the business community, and every Town department.

Mayor Smith thanked everyone for the presentations that were very informative. She remarked that they would be valuable to all residents of the Town.

V. ANY OTHER MATTERS

There were none.

VI. ADJOURNMENT

There being no further business, the Special Town Council Meeting of June 9, 2004, was adjourned at 12:32 p.m.

Allen S. Wyett
Town Council President

Mary A. Pollitt
Town Clerk