

BOARD OF GARRETT COUNTY COMMISSIONERS
ADMINISTRATIVE SESSION
March 20, 2013

IN ATTENDANCE

Chairman Robert G. Gatto
Commissioner Gregan T. Crawford
Commissioner James M. Raley

County Administrator R. Lamont Pagenhardt

1. Discussion on the Best Management Practices Report released by the Maryland Department of the Environment. In attendance for this session was John Nelson, Director, Department of Planning and Land Development; Michael Koch, Director, Department of Economic Development; James Torrington, Division Chief, Department of Planning and Land Development Division of Permits and Inspections; and Cheryl DeBerry, Natural Resource Business Specialist. Staff in attendance will begin to categorize the practices (State, County, and private sector), to determine if the County has the resources to address, what regulations the County would support at the State Government level, look at baselines to establish or have in place, and take a proactive approach to understanding the Report and its implications. Mr. Torrington and Ms. DeBerry will be the lead staff on this undertaking. The Board and staff in attendance will reconvene on this matter in a month.
2. The Board of County Commissioners discussed a proposal from the State of Maryland Department of Natural Resources (DNR) to purchase acreage in the County. Mr. Nelson was in attendance. Since DNR has submitted 2 requests for purchase, the Board determined to place this matter on the Public Meeting Agenda for April 2 at which time DNR can present this publically.
3. The Board of County Commissioners discussed the Deep Creek Lake Sediment Study – Phase II. Mr. Nelson, Mr. Koch, and Ms. DeBerry were in attendance.
4. The Board of County Commissioners reviewed a budget estimate for the Emergency Operations Center. Wendy Yoder, Director, Department of Financial Services; Scott Weeks, Assistant Director, Department of Financial Services; and John Frank, Director, Department of Public Safety and Emergency Management were in attendance for this session. A budget for Fiscal Year 2013 for an appropriation of up to \$144,429 as recommended was approved on a motion by Commissioner Crawford, which was seconded by Commissioner Raley, and made unanimous by Chairman Gatto. The motion also included a clause that staff evaluates all possible grant funding sources and public safety agencies to secure funding for capital (backup generator) and other associated operational startup costs. Copy of the budget is attached as Exhibit 1 for these Administrative Session Minutes.
5. Duane Yoder, President, Garrett County Community Action Committee met with the Board of County Commissioners to review budgetary matters relative the Federal Government Sequestration Plan. Ms. Yoder and Mr. Weeks were in attendance. Mr. Yoder briefed the

Board and staff in attendance on reductions in programs and staff which will be made public by Community Action the week of March 25, 2013.

6. Mr. Pagenhardt reviewed the administrative/emergency leave policy with the Board of County Commissioners. Ms. Yoder was in attendance for this session. The Board will take the matter of amending the policy under advisement.
7. The Board of County Commissioners approved the following changes to the membership of the Local Emergency Planning Council Membership. Appoints were made by the Board on March 5, 2013 and are amended on this date based on organizations represented on the Council.
 - a) Garrett County Memorial Hospital - remove Denise Lipton and replace with Dale Hair
 - b) Garrett County Roads Department – remove Theresa Miller and replace with Paul Harvey
 - c) First Energy – Potomac Education – add David Kline as secondary contact
 - d) Garrett County – remove Marcia Knepp and replace with Shelley Menear
 - e) Maryland Emergency Medical Services – add Wayne Tiemersma as secondary contact
 - f) Emergency Services Board – add George Vincent as secondary contact
8. Mr. Pagenhardt reviewed a number of administrative and managerial issues under his jurisdiction and responsibility.

Attest:

By Order of the Board,

R. Lamont Pagenhardt,
County Administrator

Robert G. Gatto, Chairman
Board of County Commissioners

Date

Emergency Management

FY 2013 Budget Amendment Request

Vehicle maintenance/gas	\$2,600
Training/continuing education/travel	\$2,300
Uniforms :	
uniform shirts	\$100
uniform pants	\$98
Polo shirts embroidered	\$80
Coat,safety yellow with reflective striping, liner	\$260
safety helmet with shield, striping	\$210
	\$748
Office supplies & Office Equipment :	
miscellaneous supplies already purchased	\$1,000
map lamination	\$450
laminator with pouches	\$390
shredder with basket	\$110
12 bulletin boards (\$95 each)	\$1,140
office furniture already purchased	\$4,363
steel bookcase	\$169
lateral hanging files ,four-door	\$620
	\$8,242
Computer Equipment	
Panasonic Toughbook 19	} \$6,658
Toughbook docking station vehicle mount	
Wiring in installation vehicle	
desktop docking station, battery backup, speakers, external CD drive, spare AC power cord	
AT&T air card for Toughbook computer (\$45/month Mar-Jun 2013)	\$180
US cellular 4G hotspot(\$50/month Mar-Jun 2013)	\$200
large desktop monitoring screen for mapping	\$650
digital camera with carrying bag, Sims cards etc.	\$620
	\$8,308
Radio Equipment - Portable radio Motorola XTS 1500, 16 ch.	
Impress charger smart energy system	\$165
radio battery for smart charger	\$135
microphone	\$55
protective case with shoulder strap	\$100
Desktop programmable scanner with speaker and antenna, AC power adapter	\$195
	\$650
Vehicle equipment, 2005 Ford expedition (vehicle radio system low band for GCSO / MSP)	
antenna wiring installation	\$3,000
emergency lighting and installation	\$2,000
medical trauma bag	\$550
rechargeable flashlight with charger AC/DC	\$200
vehicle console	\$390
interior dome light red/white	\$35
portable jumpstart pack with inverter (power computer)	\$189
rescue/entry tool pack (bolt cutters, sledge, Hallagen)	\$600
Mechanics hand toolbox, metric in standard (wrenches, pliers, screwdriver, sockets)	\$550
	\$7,514
Equipment for EOC (Emergency Operations Center)	
4 LED TV screens, size 47 " (\$600 each)	\$2,400
4 wall mount adjustable brackets (\$130 each)	\$520
12 folding tables 6 foot (\$85 each)	\$1,020
table dolling platform	\$265
48 heavy-duty chairs (\$42 each)	\$2,016
chair dolly	\$275
interactive computer white board (smart board)	\$3,800
ceiling mounted PowerPoint projector	\$1,300
4 desktop pcs with microsoft licenses (\$1,000 each plus MS Office \$330 each)	\$5,320
4 battery backups (\$140 each)	\$560
Plotter for GIS mapping	\$10,000
Backup Generator	\$84,490
	\$111,966
Operating Expenses for EOC (Emergency Operations Center)	
GIS ARC View license	\$1,500
copier/fax/printer (BIZ HUB C224) maintenance contract (Mar-Jun 2013)	\$600
	\$2,100
	\$144,429