

NAVASSA REGULAR COUNCIL MEETING

January 20, 2022

7:30 P.M.

MEMBERS PRESENT

Eulis Willis, Mayor
William Ballard, Councilman
Ida Dixon, Councilwoman

Jerry Merrick, Councilman
James Hardy, Councilman
Ernest Mooring Jr, Councilman

STAFF PRESENT

Darryl Decotis, Police Chief
Claudia Bray, Town Administrator

Jaki Green, Admin Assistant

CITIZENS & VISITORS PRESENT

Zoom

Councilman Ballard led the Invocation
Before Mayor Willis called January 20, 2022, meeting to order at 7:40 pm.

ADJUSTMENT OF AGENDA

Councilman Hardy request that an executive session for personnel be added to agenda.

COUNCILMAN HARDY MADE A MOTION SECONDED BY COUNCILMAN MERRICK TO ADJUST AGENDA TO ADD EXECUTIVE SESSION FOR PERSONNEL MATTER. 3-NAYS, 2-AYES.

Administrator asked that the quote for the Police Department renovation regarding the baseboards be added to the agenda for action.

COUNCILMAN HARDY MADE A MOTION SECONDED BY COUNCILMAN MOORING TO ADD J. GRAHAM QUOTE FOR BASEBOARD INSTALLATION AS ITEM 8D. ALL VOTED IN FAVOR.

APPROVAL OF AGENDA

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILWOMAN DIXON TO APPROVAL THE AGENDA WITH THE TWO ADDITIONS. ALL VOTED IN FAVOR.

APPROVAL OF MINUTES

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN HARDY TO APPROVE THE MINUTES OF THE PREVIOUS MEETING. ALL VOTED IN FAVOR.

NEW BUSINESS

Cedar Lakes Meeting Date

The board discuss dates and request that a special call meeting be set. The availability is after 6:00 pm on Tuesday or Thursday of next week.

Retreat Date

The retreat for town council will be February 5th at 9:00 am.

Mayor Pro Tem Selection

The mayor addressed the procedures and then open the floor for nomination. Councilman Hardy nominated Councilman Merrick and Councilman Mooring nominated himself.

Councilman Merrick won the Mayor Pro slot with 3 votes and Councilman Mooring had 2 votes.

COUNCILMAN HARDY MADE A MOTION SECONDED BY COUNCILWOMAN DIXON TO CLOSE THE NOMINATION. ALL VOTED IN FAVOR.

PW Building Quotes for Gutters/Weatherstripping

The board reviewed the quotes from J. Graham and J. Emory for PW Building for Gutters/Weatherstripping.

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILMAN MOORING TO APPROVE THE QUOTE FROM JAMES EMORY IN THE AMOUNT OF \$1,710 FOR GUTTERS/WEATHERSTRIPPING FOR PUBLIC WORKS BUILDING. ALL VOTED IN FAVOR.

ADMINISTRATION REPORTS

Wave Transit Community Grant

Ms. Bray informed the board that she needs permission to proceed with grant, the goal is to aid the disable and elderly, the grant has a 20% match. Purchasing a transit vehicle would be the use of the grant.

COUNCILMAN HARDY MADE A MOTION SECONDED BY COUNCILMAN BALLARD TO GIVE THE ADMINISTRATOR PERMISSION TO PROCEED WITH GRANT. ALL VOTED IN FAVOR.

PARTF Grant

The board discussed the best way to utilize the grant, with the mayor providing background on history of PARTF Grant. With this grant the Moze Heritage donation can be the match.

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN MERRICK FOR THE ADMINISTRATOR TO APPLY FOR THE GRANT. ALL VOTED IN FAVOR.

Golden Leaf Flood Mitigation Program

Administrator informed the board that this program assists with stormwater and flood issues, and they are accepting applications until the funding run out.

COUNCILMAN BALLARD MADE A MOTION SECONDED BY COUNCILMAN MERRICK FOR THE ADMINSTRATOR TO APPLY FOR GRANT. ALL VOTED IN FAVOR.

FINANCE DEPARTMENT

Budget vs actual report and Bank Reconciliation are in packets.
Councilman Mooring asked to attend the finance team meeting on Monday at 10am for a refresher.

POLICE DEPARTMENT

Southern Software

Chief Decotis presented the quote from Southern Software for the software that he wants to use for police department in the amount \$13,795.

COUNCILMAN HARDY MADE A MOTION SECONDED BY COUNCILMAN MERRICK TO APPROVE THE QUOTE FOR THE SOFTWARE FROM SOUTHERN SOFTWARE IN THE AMOUNT OF \$13,795. ALL VOTED IN FAVOR.

Chief Decotis gave the board a report of the recap of reestablishing the Police Department.

1. Date of Hire for Chief = 10/04/2021
2. Community Center Office where the Police Department is temporarily housed now contains ALL property/evidence from the rented storage unit and the condemned building which was formerly the Town Hall. All has been inventoried and the next several months we will be working with the District Attorney's Office on destruction orders.

3. A policy and procedure manual was written and adopted for the police department for the better part of October. There were not many policies in the past pertaining to the police department, so this endeavor was quite time consuming. Although many policies and procedures were implemented that affects the day-to-day operation of the police department, the following areas were identified to satisfy police professional liability with the insurance carrier “North Carolina League of Municipalities”:
 - Use of Deadly Force
 - Use of Non-Deadly Force
 - Domestic Violence
 - Emergency Driving (Pursuit)
 - Service of Warrant
 - Communicable Disease (i.e., AIDS)
 - Hostage Situations
 - Handling of Intoxicated Persons
 - Motor Vehicle Stops
 - Ride Along
 - Dispatching Units
 - Use of Firearms
 - Use of Tasers
 - Use of OC Spray
 - Civilian Complaints
 - Strip Searches
 - Carrying of off duty weapon
 - Sexual Harassment
 - Off Duty Employment (Moonlighting)

4. Departmental forms also had to be created in areas such as:
 - Response to Resistance or Aggression (use of force)
 - Citation Log Attachment
 - Collision Information
 - Consular Notification Fax Form
 - Fatal Crash Report
 - Field Sketch Diagram
 - LOST PROPERTY SHEET
 - Multi-Stop Form
 - Occupant Data Sheet
 - Response to Resistance –Aggression Form
 - SARA Project Sheet
 - Search Warrant for Blood & Urine
 - Vehicle Pursuit Action Report
 - WARRANT
 - Withdraw Complaint

5. Creating documentation for recruitment of Part time and Full time Police Officers.
6. Reviewed applications, conducted interviews, and performed preliminary investigations on eight applicants’ total.
7. Conducted an active recruitment for Police Officer positions through the North Carolina Justice Academy job bank as well as Indeed.com
8. All 5 Patrol vehicles were serviced and inspected.
9. Reviewed three different police software packages including OSSSI, Premier and Southern Software Incorporated. Although all packages are similar with functionality, there were significant price differences

- between them. Southern Software Inc. was the least inexpensive and it is the program used by many law enforcement agencies in Eastern NC. Southern Software Inc. also has a module called Rambler that allows agencies to cross check other agencies databases, and this is important when trying to find a specific person or item. This was one of the reasons Southern Software Inc. was selected for the records management system.
10. Many citation books (Ticket Books) have been discovered that have all been used. Chief will be coordinating with the Brunswick County Clerk of Court in order to verify citation pads that have apparently been overlooked from accountability several years ago. A letter of explanation to the court system will be drafted.
 11. The department is live using CJ LEADS. CJLEADS (Criminal Justice Law Enforcement Automated Data Services) is a database of comprehensive information about criminals that can be accessed via the web in seconds. CJLEADS integrates data found within the state's various databases – including warrants, jail records, court records, prison records, probation and parole status, sex offender registration, DMV, Wildlife and Concealed Handgun Permits – and provides up-to-date information about offenders in a centralized location via a secure connection for use by state and local government criminal justice professionals. The CJLEADS program is a joint effort, managed by the N.C. Department of Information Technology, with participation from various State agencies and SAS Institute, Inc. This collaborative team has partnered with local subject matter experts to understand industry best practices in criminal justice information sharing and to further the efforts of the project. As a result, CJLEADS was created to replace the manual and labor-intensive process of looking up historical criminal data from multiple systems and places, thus reducing the risk of overlooking critical data and improves the information needs of law enforcement agencies. CJLEADS has two primary objectives: to provide a comprehensive view of an offender through a single application, allowing for positive identification of an offender through a photographic image; and to provide an “offender watch” capability to alert criminal justice professionals when an offender has a change in status. CJLEADS helps officers on the street know immediately what the offender looks like, if they need to approach the suspect with caution, and if there are orders for arrest or warrants out on the suspect. CJLEADS also lets judges and other court officials instantly know if the defendant sitting in court already has a lengthy criminal history., which is an electronic warrant application that is a state-wide program.
 12. Navassa Police Department has cancelled the e-Crash software which was approximately \$500.00 per year and has moved to a FREE software program called TraCs which is what the North Carolina Highway Patrol uses. The Traffic and Criminal Software (TraCS) is a data collection and reporting tool for the public safety community. In North Carolina, TraCS is used to submit an electronic version of the paper-based NC Crash Report Form DMV-349. The electronic form is called the North Carolina Crash Report Form (NCCRF). After the investigation of a crash is completed, North Carolina General Statute 20-166.1(e) requires that the investigating officer make a written report of the crash within 24 hours. The law enforcement agency (LEA) must submit the report to the Division within 10 days after receiving it. A Crash Fatality Notification Form must be submitted to DMV within 24 hours after the fatality occurs.
 13. Signed a DCI Servicing agreement with the Brunswick County Sheriff's Office and the Navassa Police Department. This was signed on 01/12/22.
 14. Navassa handheld radios were inventoried and reprogrammed by Joe Quarino who is the Communications Engineer at BCSO. One handheld (NAVVPD SPARE 1) is missing. The serial number is 205CHZ8643 and it has a Viper ID of 191277. The alias of this radio is 10NAVDP04P.
 15. In 2025 the state will be making these old radios obsolete and ALL emergency services including Fire and EMS will be required to purchase their own radios. The APX 6000 by Motorola is the recommended model which BCSO will be using. From day one, the single-band APX 6000 P25 portable radio has delivered legendary APX ruggedness and reliability, without compromising on the form factor or features required for routine activities and extreme emergencies. Now, as the ever-increasing needs of public safety personnel grow, we are evolving the APX 6000 to support newer technologies like WiFi, Adaptive Audio Engine, and Bluetooth® 4.0 wireless technology. These advances help improve the operational efficiency and response time of public safety agencies while enhancing the safety of personnel and communities. The downside is that they are approximately \$4,500.00 per unit. The APX 6000 is now integrated with the V300 body-worn camera, so whenever the radio enters Emergency mode, it triggers the camera to start a recording. Now you can capture critical video evidence in the moments of chaos.
 16. Purchasing uniforms and office supplies such as business cards, and other essentials has been performed on an as needed basis.

Roman Drywall Quote

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILMAN HARDY TO APPROVE THE QUOTE FROM ROMAN DRYWALL IN THE AMOUNT OF \$5,400. ALL VOTED IN FAVOR.

Security Plus Quote

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILMAN HARDY TO APPROVE THE QUOTE FROM SECURITY PLUS IN THE AMOUNT OF \$250. ALL VOTED IN FAVOR.

Baseboard Installation

COUNCILMAN HARDY MADE A MOTION SECONDED BY COUNCILMAN MERRICK TO APPROVE THE QUOTE FROM JEFFERY GRAHAM IN THE AMOUNT OF \$2,655.23. ALL VOTED IN FAVOR.

COUNCIL MEMBER'S REPORTS

Mayor asked the board to allow the staff to be off on January 21, 2022, due to upcoming weather with pay.

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILWOMAN DIXON FOR STAFF TO BE OFF WITH PAY ON JANUARY 21, 2022, DUE TO UPCOMING WEATHER. ALL VOTED IN FAVOR.

Councilman Ballard stated that personnel business should be managed in house and not through social media.

Councilwoman Dixon stated in re-establishing the police department she wants to sit down and look over policies in place.

Councilman Hardy explained why personnel matter was handled in the manner it was.

ADJOURNMENT

There being no further business, Mayor Willis asked for adjourned of January 20, 2022.

COUNCILMAN MERRICK MADE A MOTION SECONDED BY COUNCILMAN HARDY TO ADJOURN THE MEETING. ALL VOTED IN FAVOR.

ATTEST:

Town Clerk

Mayor Pro Tem