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Law Enforcement Training Center Joint Board		
Meeting Minutes: 3/13/2018	Location: LETC, 4210 E. 19 <sup>th</sup> , Room #249	Prepared by: Elizabeth Biles, Management Intern
Attendance		
Voting Members (three is a quorum)	Voting Designees	
<input checked="" type="checkbox"/> Sheriff Jeff Easter, Sedgwick County	<input type="checkbox"/>	
<input type="checkbox"/> Chief of Police Gordon Ramsay, City of Wichita	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Commissioner David Unruh, Sedgwick County	<input type="checkbox"/>	
<input type="checkbox"/> Mayor Jeff Longwell, City of Wichita	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Dr. Andra Bannister, Wichita State University	<input type="checkbox"/>	
<b>Other attendees:</b>	Rusty Leeds (Sedg. Co.), Tania Cole (Sedg. Co.), Elizabeth Biles (Sedg. Co.), Karen Powell (Sedg. Co.), Capt. Tracy Spreier (Sedg. Co.), Capt. Brian White (City of Wichita)	

1. **Mr. Rusty Leeds**, Sedgwick County Assistant County Manager for Public Safety, called the first meeting of the LETC Joint Board to order at 2:33 p.m. Mayor Longwell is in Washington D.C. and Chief Ramsey had a late conflict arise.
2. Consideration of Bylaws
  - a. **Mr. Leeds** introduced the proposed bylaws.
  - b. **Ms. Karen Powell**, Deputy County Counselor for Sedgwick County, reminded the group that this is an open meeting and therefore while not required, counsel is recommending adopting bylaws to guide the meetings, and to prevent KOMA issues. These bylaws are modeled after those of the Criminal Justice Coordinating Council. A quorum is defined as three members. A Chair is included as a method to guide the business of this group. Bylaws provide a voting designee, which must be submitted in writing to the Chair. Ms. Powell stated she had sent a copy of these bylaws to the City Attorney's Office for their review and they did not provide any feedback.
  - c. **Commissioner Unruh** inquired that adoption of the bylaws was the first item of business for the group. **Mr. Leeds** stated this is the first item and if the bylaws are adopted, then the next item would be selecting a chair.



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- d. **Commissioner Unruh** made the motion to approve the by-laws as presented. **Sheriff Easter** seconded the motion. The motion passed by voice vote 3-0.
3. Selection of Chair
- a. **Commissioner Unruh** nominated **Dr. Bannister** for the role of Chair. Dr. Bannister is the neutral party between the county and city.
  - b. **Sheriff Easter** spoke about nominating the Mayor of the Chief of Police, to help ensure participation from the City in these meetings, as to not create a situation where the three present make decisions and get pushback from the City.
  - c. **Mr. Leeds** recommended based on the discussion that the nomination for Chair be delayed until the next meeting, when hopefully more members can be present. **Commissioner Unruh** withdrew his nomination and made the motion to vote on the Chair at the next meeting. **Dr. Bannister** seconded the motion. Motion passed by voice vote 3-0.
  - d. **Sheriff Easter** asked to return to the bylaws briefly. He inquired about who would put together the agendas, based on the reference to Mr. Leeds as the Board Liaison. **Mr. Leeds** stated that the process will mirror that of the CJCC, where members will send agenda items to the **Management Intern** (Ms. Biles) and she will coordinate the agenda with the Chair.
  - e. **Sheriff Easter** inquired if Ms. Powell would be attending all the meetings, and if there would be legal representatives from the City or Wichita State University. **Ms. Powell** stated she would attend all meetings and she had only spoken with the City's Legal Office and they did not feel they needed to send someone also. Ms. Powell will be present to help guide the group on and keep them on topics of their authority.
  - f. **Sheriff Easter** asked if it was necessary to have counsel present because of the contracts. **Ms. Powell** stated she did not expect legal issues to arise. The Board is not to micromanage the program, rather the Board is a requirement of the Interlocal Government Agreement.
  - g. **Sheriff Easter** sought clarity if the Board had the authority to supersede decisions made by the LETC staff. **Ms. Powell** indicated the Board did not. **Mr. Leeds** added that the Board would be available to help resolve any disputes if they arise. The Board does not have managerial responsibilities. There is an "emergent repair clause" in the Interlocal Government Agreement which allows the Board to



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communicate with the three entities about a sudden and major repair; that's the only potential managerial function of the Board.

#### 4. Staff Reports

##### a. Facility Use- **Captain White, Wichita PD**

- i. City of Wichita Police and Sedgwick County Sheriff use the 1st and 2<sup>nd</sup> floors and WSU's Criminal Justice program is on the 3<sup>rd</sup> floor. Hiring, recruitment, and training of law enforcement will occur here. Additionally uniforms and equipment operations are housed here. 2<sup>nd</sup> floor is a secured area. 3<sup>rd</sup> floor is open with Criminal Justice classrooms.

##### b. Facility Operations- **Captain White, Wichita PD**

- i. City of Wichita and Sedgwick County speak with the University regularly; we maintain management of the building. Operations are determined by a contractual agreement. We have a 5 year agreement about operating expenses, where WSU pays for utilities, lawn care, snow removal, cleaning supplies etc., while the tenants provide custodial services. After 5 years, costs are shared based on proportionate use. We own the building but lease the ground for 99 years. The five year time frame began when we moved in, Jan 8, 2018.
- ii. **Ms. Powell** stated that the five years began when the rent commenced, Dec 20, 2017.
- iii. **Mr. Leeds** recommended the projected costs be integrated into each organization's budget projections, preparing for 2023 when the cost sharing starts. **Ms. Cole** added that in the planning meetings they will track the actual utility costs and share so everyone can budget accordingly.
- iv. **Mr. Leeds** noted that there was cost sharing with the previous building.

##### c. Facility Maintenance- **Tania Cole**

- i. Spoke with Crossland Construction and they have completed the punch list. We had walk through after the building opened to identify fixes, and those have been completed; they are working on warranty items. As project managers, we still have some items to complete, like locker benches, exterior door near 911 that needs a badge reader, flag pole, concrete work, gym floor, and receptionist glass; the city is working



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directly with GMLV Architecture about picture displays from the prior building being integrated here. Items should be done within a month or so.

- ii. **Dr. Bannister** asked about leaving the front door open until 7:30pm. Right now, we're submitting all students with after hour classes so they can swipe in with their badges. Will that be affected with the reception area changes? **Capt. Spreier** stated the discussion has been about keeping the computers secure because of the information on them. Right now they use laptops and they get put away every night. With the enclosed glass, we can have towers that stay there, just the reception area itself.
- iii. **Dr. Bannister** inquired if the building was supposed to have a basement. **Sheriff Easter** said it was proposed in the beginning but it was never a part of any of the actual plans due to lack of funding. **Dr. Bannister** stated she's trying to work with upper administration, to determine, if there were ever an emergency like a tornado, where we're supposed to go. **Capt. White** stated he understood that the adjacent buildings would serve as the emergency shelters. That does need to get nailed down as we are going into tornado season. **Mr. Leeds** stated he had been directed to a university policy which identifies secure buildings, and that students and staff move to those buildings during an emergency. **Sheriff Easter** stated it will be problematic for them after hours, especially during the summer, as they will have late trainings.
- iv. **Mr. Leeds** asked what the warranty length was. **Ms. Cole** stated the contractor warranty is one year and then you have the manufacturer's warranty. Crossland will be with us for one year as of day of close.

## 5. New Business

- a. **Sheriff Easter** proposed looking at the 13th in June for the second quarter, the 13th of September for the third quarter, and the 13th of November for fourth quarter to prevent the overcrowding of December. **Capt. White** asked if there were any issues with the meetings falling on specific days of the weeks. **Mr. Leeds** stated we will plan around Tuesday and Wednesday morning for city council, commission, and county staff meetings. **Dr. Bannister** stated Monday and Wednesday afternoons are not good because she teaches.
- b. **Sheriff Easter** suggested that each individual identify their voting designee, so they can provide written notification to the new chair at the next meeting. Otherwise, like today, Capt. White couldn't vote on the Chief's behalf. **Mr.**



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**Leeds** stated an email could be sent, to prompt individuals to identify their designee. **Ms. Powell** recommended the designees be sent to Mr. Leeds who will provide them to the Chair at the next meeting.

6. Other Business

- a. **Mr. Leeds** spoke on the room dedication set for April 23rd and the plaque has been mounted. The County Manager asked how the group would like the resolutions authorizing the dedication of the room to be displayed: in the room, or in the lobby. **Sheriff Easter** asked if Capt. White and Spreier had a preference. **Capt. White** stated they're working with GMLV on all display items and can include that in those conversations. **Mr. Leeds** stated there has been discussion about a display which discusses the history of the Law Enforcement Training Center, and should it be part of the larger display discussion. **Dr. Bannister** recommended it be in the lobby so students and visitors can read the history and relationships of the agencies. **Mr. Leeds** directed Capt. White and Capt. Spreier to work with WPD and Sheriff on the language, which should come before the Board for approval. **Ms. Cole** added the dedication plaque is in the front lobby and the plaque for the room is posted outside the tactical room.
- b. **Dr. Bannister** expressed her excitement about the building and the outstanding relationships with the other agencies. She shared that students are also extremely excited about the building.

7. Adjourn

- a. Meeting adjourned at 3:15 p.m.

Action Items	Person Responsible	Completion Date
Elect a Chair	Board	June 2018 Meeting
Voting designees should be sent to Mr. Leeds by the next meeting	Board	June 2018 Meeting
Severe weather policy for afterhours use, including badge access to adjacent buildings if needed	LETC Staff	