

BOARD OF COUNTY COMMISSIONERS DEPARTMENT HEAD MEETING MINUTES

DATE: December 22, 2003

TIME: 9:50 a.m.

COMMISSIONERS PRESENT: Max Golladay & Bruce Coe

DEPARTMENT: Security Committee

DEPARTMENT HEAD: Duke Senter & William Holmes (Co-Chairs)

OTHERS PRESENT: Julie Kjorsvik

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| TOPIC: | Security Committee Issues |
| DISCUSSION: | <p>The committee is taking a more informative approach with the Commissioners relating to security concerns.</p> <p>There is a Security Incident Report form located on myKin. They receive an average of 3-6 incidents per month.</p> <p>There were three incidents reported in the past month including:</p> <p>Bomb threat phone call received in the Treasurer's office. White powder found in envelope in Lower District Court. A citizen put papers in the department's mailboxes boxes without authorization. An employee had not properly closed the door & was left ajar. The committee suggested having an automatic door closure installed to ensure the door is not left open again. Warren Beed told the committee there was no money in the budget to pay for one.</p> |
| ACTION: | <p>The committee will keep the BOCC informed of any future security incidents.</p> <p>Duke Senter was directed to draft memo to BOCC requesting the automatic door closure for the mailroom. The BOCC will then forward to Warren Beed.</p> |

APPROVED

1/16/04