



**Town of Port Deposit  
Public Safety Committee Meeting Minutes  
August 24, 2021**

**CALL TO ORDER** – Chairman Brown called the meeting to order at 6:00 p.m.

**PRESENT** – In person: Chairman Brown, Mayor Kuhs, Town Administrator Rinkerman, and Chief of Police Smith.  
Via Zoom – Counsel McCarron

**ABSENT** – Councilman Knight

**APPROVAL OF MINUTES** – The minutes from the June 1, 2021 and June 22, 2021 Public Safety Committee Meeting were presented.

Motion made by Mayor Kuhs to approve the minutes as presented. Seconded by Chairman Brown. All in favor. Motion carried unanimously.

**OLD BUSINESS**

Maryland Transportation Authority Police Memorandum of Understanding – Chief Smith stated that she has not received anything back yet regarding the MOU with MDTA. Will follow up at the next meeting.

Increase in hours discussion – Chief Smith requested to increase her hours and have to the flexibility to make that determination of hours worked without approval. Chairman Brown stated there is more to be put in place in order to comfortably have her patrolling. Chief Smith stated that CCSO rarely uses all of the hours allocated and she would like to pick up their shifts. Mayor Kuhs stated that Chief Smith set the CCSO schedule to have them patrolling in Port Deposit on the weekends and previously questioned Chief Smith as to why she is also working weekends while CCSO is here rather than working during the week. Chief Smith stated she has changed her schedule to try and work during the week. Discussion ensued regarding better usage of Chief's Smith time and travel time along with spreading out police coverage within town.

Chairman Brown stated that two things would have to be reviewed prior to considering the request. The first is to ensure that they are operating within the budget, and second if Chief Smith is properly equipped and prepared to patrol.

Mayor Kuhs stated that for the time being if there is a need for additional hours Chief Smith must receive approval for overtime from Town Administrator Rinkerman. The Committee will discuss the request further.

**NEW BUSINESS**

Parking – The Committee wished to discuss enforcement of the 2 hour parking in front of the library and by the Post Office. Chief Smith stated that she issued 1 parking citation at the 2 hour parking. Discussion ensued on the matter and direct Chief Smith to observe the parking issues and come up with possible solutions.

Training Request – MD State Incident Based Reporting Training – Chief Smith presented a request for a mandatory virtual training (10 hours). The Public Safety Committee approved the training and pay for the hours in training as requested.

**UPDATE FROM CHIEF SMITH**

Equipment – Computer and vest – Chief Smith was gifted a computer from the Water Witch Fire Company which in need of a software update and access to software in order to run the reports.

Discussion ensued regarding the CCSO billing.

Chairman Brown explained the cost in order to have access to the County's emergency communication system.

Chief Smith stated she will contact MDTA regarding a vest before purchasing a new one at approximately \$800. Chairman Brown inquired about the possibility of selling the surplus outdated vests the town currently possess. Counsel McCarron stated there is no issue selling the vests as long as they are sold "as is" without the warranty and marked as outdated.

Cell Phone Issue – Chief Smith provided a list of different cellphones available for purchase. Chief Smith will discuss the phone options with Treasurer Sookiasian.

Findings on requirements for Police Department location – Chief Smith stated she reached out to determine if there are any regulations/guidelines for police department buildings and cells. Counsel McCarron stated that he could only find the International Building Code (IBC) which Cecil County has adopted. The IBC categorizes buildings into risk categories. Police stations would be considered under Risk Category #4 which ensures that the building is protected to a certain degree. He stated that the building will also need to comply with the ADA as a public building and other standards that will need to be consulted. Chairman Brown inquired if Chief Smith has met with LEGIT regarding the matter. Chief Smith stated that she will meet with the LEGIT representative to discuss further.

Evaluation – Chief Smith wished to rebuttal her evaluation and previously provided comments on the matter. Chairman Brown stated that Chief Smith's evaluation will stand as is and will follow the system in place. Chief Smith will be re-evaluated in 3 months. Chief Smith expressed her disagreement of the evaluation and stated she refuses to sign it. Chairman Brown and Mayor Kuhs explained that the comments are filed with the evaluation, but the evaluation will stand as is.

Meeting was adjourned at 7:13 p.m. The meeting was recorded and audio is available upon request.

Approved:

  
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Kevin Brown, Chairman