

# Administration

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TO: Board of County Commissioners

FROM: Craig M. Coffey, County Administrator *CMC*

Copy: Flagler County Sheriff Rick Staly  
Flagler County Sheriff's Union PBA

SUBJECT: SHERIFF'S OPERATIONS CENTER UPDATE

DATE: June 6, 2018

Commissioners – Please know that County staff continues to place high importance on working to address the Sheriff's Operations Center issues.

**Testing** - After our workshop on Monday, June 4, 2018, staff followed up with our consultant and have included additional tests based on comments and concerns raised at the meeting. Earlier today, I copied you on the latest proposal received from the consultant. The only testing we have not secured is the radon testing. We have located a governmental agency capable of doing this testing through our consultant, Dr. Hejzlar. We hope to have the details of the radon testing nailed down this week. The rest of the testing with Dr. Hejzlar will begin next week. As of tomorrow, County staff will have already obtained filter samples. Once testing has been completed, it will take up to two weeks to receive some initial test results.

**Additional Building Steps** – Below are some additional precautionary measures taken in May 2018 or are currently underway by the County that I did not mention at your meeting.

1. Installed four (4) REM Halo ultraviolet lights in the supply AC air ducts of each air handler. This ultraviolet air duct disinfection equipment is a highly effective way to destroy micro-organisms including virus, bacteria, and mold spores.
2. Placed condensate tablets in all of the HVAC units (water pans) to make sure there is no build-up of sludge, scum, and other accumulations to address any possible issues of diseases from water.
3. Although, some would like to suggest the HEPA filters as a recognizable name, such a filter will not work with the HVAC system we have at the Sheriff's Operations Center. Per unit design, we are maximizing the filtration levels by using a MERV 13 filter and asking Carrier to rebalance the system, as necessary, to account for the increased filtration. The County is demonstrating that we are going above and

Charles Ericksen, Jr.  
District 1

Greg Hansen  
District 2

David Sullivan  
District 3

Nate McLaughlin  
District 4

Donald O'Brien, Jr.  
District 5

beyond what is required by EPA (they require a MERV 6 for all wetted coils) and the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE standard is a MERV 7). By utilizing this filtration system, we are ensuring the Sheriff's staff have the best possible air quality that can be provided, essentially the best in the County.

**Space** – As I have previously stated and would like to strongly reiterate, we have been working on these issues hand-in-hand with the Sheriff and his command staff since they contacted the County in November 2017. Prior to receiving the letter dated May 29, 2018, there had been no request for additional space associated with this matter above what was necessary for the previously relocated employees. Also, the number of employees being discussed for medical testing was approximately 4 with a potential of up to 8 and during our meetings, the maximum number we had ever heard was 17, but because no medical testing was undertaken they were unsure if they were connected or sympathetic to the core group. We were in discussions and meetings with the Sheriff or his team every week prior to his letter, so we were somewhat caught off guard by both the new number of 25 affected staff and the size of the space relocation issue requested in the letter received last Tuesday. As you know from the workshop, the relocation issue has generally grown to almost everyone to keep unit cohesion and functionality.

However, having received the Sheriff's letter, we immediately begin working on the space issue. When assessing current facilities for space needed to accommodate the Sheriff's move, it was noted at the workshop that some of the law enforcement space is typical office space, but most of the Sheriff's space is not. Also, the move will involve phones, email and internet, security, and functionality. Although we did not have a formalized plan ready at the workshop, we had already been working on alternative office space for the Sheriff's staff, but at the time of the meeting we had not been able to coordinate and confirm the availability of the space with other parties, including the Sheriff, and a variety of parties at the Courthouse (such as the Court Administrator and Clerk of the Court). I could not publicly relay that to you at the workshop as I did not want to release a potential plan without communicating with everyone. I was concerned that eluding to a potential plan, without the parties being involved would have only made an emotionally charged situation worse.

As to facility space, we are not planning on using the Emergency Operations Center training rooms for logistical technology reasons, disaster and training needs, lack of furnishings, and other similar reasons. However, we will likely use the EOC training rooms for some of the Sheriff's training needs. The best and most readily available space for the Sheriff's staff is at the Courthouse and the former Operations Center (now Jail Administration). Both of these locations are equipped with furnishings, technology, and are vacant to allow for a quicker move.

Yesterday, we coordinated a meeting with the Sheriff's staff and spent time looking at potential space options, tried to confirm the specific quantities needed, and confirm with the Clerk of Court the impacts the move would have on his operation. Again, the most

complicated part of the relocation of the Sheriff's operations is the technology relating to phones, internet, computers, and operational groupings of personnel.

Most of the parties could not meet yesterday for various reasons, but we still communicated by phone and the Sheriff's and County staff toured the courthouse with County staff looking for solutions.

The County coordinated another meeting today and worked on developing a conceptual plan for the move. The Sheriff's team will be the lead on how best to locate the work groups in the available space. The meeting with the Sheriff, the Clerk of Court, County IT, Sheriff's union, and County's Facilities staff also focused on finalizing personnel groupings and available space at the courthouse. After today's meeting, we hope to have a plan finalized by this Friday with relocation beginning immediately in conjunction with the logistical lift of relocation whether that be phone, computers, files, switches, furniture, etc. We expect this to happen incrementally over the next week or two and will begin moving groups as their spaces are set-up and ready for relocation.

The meeting today I believe went well. We had a large group and all were represented. A smaller group stayed behind to start working on more details and, again, we hope to have a broader concept plan tomorrow for the courthouse and former operations center. By Friday, close of business, most of the details will be nailed down. We are getting tremendous cooperation from all involved.

This is by far the quickest and best path we can follow to relocate the Sheriff's staff both in terms of function and with the minimal impacts to the operations of the Sheriff's Office.

Should you have any questions, please feel free to reach out to me.

Craig M. Coffey  
County Administrator