



Jackson County Sheriff's Office

30 N. 3rd Street - Black River Falls, WI 54615 - (715) 284-9009 - Fax: (715) 284-0252

DUANE M. WALDERA, SHERIFF – MARK J. MOAN, CHIEF DEPUTY

E-MAIL: sheriff@co.jackson.wi.us

Chuck Jensen called the meeting to order at 10:00 a.m. on Thursday January 21, 2016 in the Navigator Conference Room of the Jackson County Courthouse. All members present. Also present were Sheriff Waldera, EM Coordinator Kristina Page

Previous Minute Approval

Motion by Ransom 1st by Amo 2nd to approve minutes from the December 17 & December 14, 2015 meeting. All in favor; motion carried.

Agenda Revisions

None

Next Meeting Date/Time

February 18st, 2016 9:30 a.m.

Divisional Reports

Written reports submitted. Detectives cleared out 24 cases in December. Some of that was clearing out cases at the end of the year. Daily jail population is holding good.

Staff vacancies and Recruitment Updates

- Communications LTE Recruitment Authorization/Eligibility List – Currently have one vacancy that needs to be filled. Getting some applicants, but have not been passing the background. With 12 hour shifting we have good coverage and have noticed with the 1st payroll we have reduced our OT but winter is not a good gauge because of the weather. Trend over all public safety in general is going toward 12 hour shifting. The 12/8 split works well. Motion by Amo 2nd by Kapfer to recruit for LTE communications. All in favor; motion carried.
- Authorization to fill Receptionist Position – Authorization to fill receptionist position through the internal/external hiring process. Motion by Ransom 2nd by Carney; all in favor motion carried.
- Still have 2 vacancies in the Jail Captain positions; the ranking is there hope to make decision today. Testing for patrol captain is set for Monday/Tuesday next week. 6 potential applicants.
- Interviews were done for the 3rd detective position. Selection has been made.
- Jail has filled the full time vacancy. Began this week. Had internal interviews/selection for vacant jail corporal. Will be making that selection soon as well. Will check to see if we have a vacancy in LTE jail and call committee chair if approval to advertise is needed.
- Committee chair asked if there is anything that can be done at the committee level to speed the process of filling potential vacancies on patrol staff. We do have 3 LTE's in training now who would be qualified and may apply creating LTE vacancies causing a shortage for summer parks patrol. Motion by Amo 2nd by Carney to approve advertising for LTE/FTE Patrol Deputy vacancies that occur through the end of 2016 and to fill the patrol deputy vacancy and detective vacancy when they occur due to promotion. All in favor; motion carried.

2016 Squad Bid Review/Authorization to Purchase

Presented spreadsheet of bids received. State bid at Ewald is considerably lower than other bids received. Spoke with patrol sergeants and road deputies, they prefer the Taurus Sedan AWD over the Ford Interceptor. Replacing the 201 currently SUV, 148 is currently SUV, 230 is currently Journey; and 2 patrol squads will be replaced, both are currently sedans. High mileage squads are going to be sold. Would like 3 or 4 - Taurus Sedans AWD PPV at 23,593, one 201 - Ford Explorer Utility AWD at 25,710; 142 – 1 Impala FWD at 18,887 IF the equipment will switch and vehicle will continue to be manufactured the same; Motion by Amo; 2nd by Kapfer to purchase 3 AWD Taurus, 1 FWD Impala (unless found that an additional Taurus would be better then purchase 4 Taurus instead) and 1 Explorer Utility AWD from Ewald; all in favor; motion carried.

Miles Paratus Exercise Discussion

National Guard exercise that is done in June. This year they have asked for local county governments to participate. It is required that the county activates the EOC. What the county gets in return is credit for the full scale and table top exercise for the EPCRA fulfillment. Would need to activate the EOC and commit resources to the exercise. 8 hours we need to



Jackson County Sheriff's Office

30 N. 3rd Street - Black River Falls, WI 54615 - (715) 284-9009 - Fax: (715) 284-0252

DUANE M. WALDERA, SHERIFF – MARK J. MOAN, CHIEF DEPUTY

E-MAIL: sheriff@co.jackson.wi.us

commit to. Could do a four hour block with one shift and a 2nd four hour block. Emergency Operation Center would be set up in the County Board room. It is on a Wednesday so OT would be minimal but may need to send a couple dispatchers to Volk Field. If there are costs incurred can it be applied for through EPCRA? We can put it in even though we already maximize it out. Right now any additional expenses would be a cost to the county. Every year we have to do a full scale and functional every 4 years which this would qualify for. There is a tabletop we would schedule in April. Motion by Ransom 2nd by Carney to authorize the exercise. All in favor; motion carried.

Courthouse Safety Plan

Is still a work in process. Will be moving forward with Deputy Nobsch and the ALICE training which needs to be added to the courthouse safety manual. Would like to make it a countywide safety plan/policy and incorporate countywide. Would like to make it a mandatory countywide training. DHHS has their plan, courthouse has a security manual but there is nothing uniform and is not trained countywide. Maybe it should be incorporated with the new employee orientation in the future. An update at the next security meeting would like to make it a Facilities Safety Policy and Procedure.

Control Room Redesign Funding

A desk broke during the construction and the redesign cost is higher than we thought. Sheriff did ask there is more than one quote and was told that it is a current vendor and have not in the past needed more than one quote. Ransom asked Kutcher if this met the Chapter four policy for getting bids for purchasing at this cost. Does not include delivery or labor. Waiting for estimate on labor. Should be able to send out for additional quotes. Will come back in February and have the labor and delivery costs and more quotes to present.

Vouchers Payable

Dispatch chair – cost is \$789. They are designed for 24/7 use and are ergonomic designed. Laser engraving for Ring retirement. Language line is the interpreter/translator line. Only costs per use and no charge if not used. Maintained lease for snowmobiles with Al Muth. Motion by Amo 2nd by Kapfer to pay vouchers. All in favor; motion carried.

Budget Report

Looks like overall in 2015 we will be ok. Revenue side of inmate phone is budgeted at 55,000. Last year we took in 29700 leaving a remaining budget balance of 24300. This year does not look much better. EM income is going to be ok and board of prisoners is over the 75000. Same amount was budgeted for 2016. There are restrictions from the State as to how much revenue can be made off inmate phones. The revenue amount is high and hopefully we will have some other revenue that will be able to offset. Communications OT was high, some was because of shortage when Nelson was out until replacement was hired. Also trained two new employees last year. Hopefully with the new communications schedule the OT will reduce. Forensic autopsies are needed when you need to determine the cause and manner of death. Not certain on the cost of the forensic autopsy but it is thought to be about \$1500 per autopsy.



Jackson County Sheriff's Office

30 N. 3rd Street - Black River Falls, WI 54615 - (715) 284-9009 - Fax: (715) 284-0252

DUANE M. WALDERA, SHERIFF – MARK J. MOAN, CHIEF DEPUTY

E-MAIL: sheriff@co.jackson.wi.us

CLOSED SESSION Motion at 11:47 a.m. to enter closed session by Kapfer 2nd by Carney; roll call all yes.

- The committee will convene into closed session for the discussion of employee related matters pursuant to section WSS 19.85(1)(b)(c)(g) To consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; to consider dismissal, demotion, licensing or discipline of any public employee licensed by a board or commission or the investigation of charges against such person(s); conferring with legal counsel regarding strategy to be adopted by the LEC with respect to litigation in which the County is likely to become involved.
 - a. 6 Month Corrections Evaluation
 - b. Citizen Complaint
 - c. Legal Notice
 - d. Motion to return to open session pursuant to sec 19.85(2) Motion by Amo 2nd by Carney at 12:19
All in favor motion carried

Report out of Closed Session

Nothing to report.

Motion to Adjourn

Motion to adjourn by Amo; 2nd Ransom at 12:20 p.m. All in Favor; Motion carried.

*******These minutes will be approved by LEC Committee at the February 18, 2016 LEC meeting**