



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 10:04 a.m. on Thursday December 17, 2015 in the Navigator Conference Room of the Jackson County Courthouse. All members present. Also present were Sheriff Waldera, Chief Deputy Moan, EM Coordinator Kristina Page, Jail Sgt. Travis Brown, and Personnel Director Diane Peterson

Previous Minute Approval

Motion by Ransom 1st by Kapfer 2nd to approve minutes from the November 19, 2015 meeting. All in favor; motion carried.

Agenda Revisions

Add EM Addendum under job descriptions

Next Meeting Date/Time

January 21st, 2016 10:00 a.m.

Divisional Reports

Corrections: Inmate phones receiving of revenue is one month behind. November report shows about \$20,000 but budgeted \$55,000. Inmate calling cards is also included in the budgeted amount. Inmate debt collected: Is that amount increasing compared to previous years? It is the TRIP program and continues to increase. TRIP is set by the State, the jail is at the bottom of the list in order to receive money.

Staff vacancies and Recruitment Updates

- Amend/Approve resolution showing pay scale for Receptionist Position – Resolution presented today to include the pay scale. Resolution will have the salary range attached when submitted to full County Board. Motion by Amo 2nd by Carney to accept resolution to include pay grade 17 added to resolution. All in favor; motion carried. Will present for signature at full county board.
- Authorization to fill Patrol Captain Position - Ad has been approved and publication is this week and next week. Will be internal/external recruitment. Motion by Ransom to authorize filling of patrol captain using internal/external application process. 2nd by Kapfer. All in favor; motion carried.
- 4 Interviews set for Monday. Still have one full time vacancy in the jail.

Job Descriptions

- Approve/Update Chief Deputy Description – changes include EM duties and duties regarding policies and procedures being written, implemented and adhered to. Remove item 4 from the addendum regarding EM duties. Motion by Amo to approve job description with changes that have been noted to be made by Personnel Director Diane Peterson. 2nd by Ransom; All in favor; motion carried.
- Approve/Update Jail Administrator Description – Job description position title is presented as Jail Administrator to adhere to statutory guidelines set by the State of Wisconsin. Change the position summary to include wording that states the Jail Administrator position holds the rank of Captain. Change wording to state that this position MAY perform duties of a Jackson County Patrol/Investigations Captain... Motion by Carney; 2nd by Ransom to approve job description with changes made by personnel as discussed. All in favor motion carried.
- Approve/Update Patrol Captain Job Description – changes to wording as discussed by committee will be made by Personnel Director. Motion by Kapfer 2nd by Amo to approve job description of Patrol Captain with changes noted. All in favor; motion carried.
- EM Addendum: the addendum is a requirement for the State and will be attached to the job description. Motion by Ransom 2nd by Amo to Move to Personnel and Bargaining and bring back to LEC; all in favor; motion carried.

Initial information for 2016 Squad Bids

2016 bid deadline will be January 15, 2016 at 4:30 p.m. Bid opening will be the week of 21st and presented at the LEC meeting the 21st, 2016 at 10:00 a.m. at the regular Law Enforcement Committee meeting. Bid detail guidelines were presented to the LEC members today. Initial review shows 3 police package squads (if sedans would be AWD) and 2 civilian vehicles for a total of 5 vehicles. State bid was presented. If CNG ever comes to BRF would like to try at least one



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squad that runs on CNG. General review and discussion of the state bid took place. Motion by Ransom 2nd by Kapfer to allow Committee Chair to open the bids on Monday January 18th prior to LEC meeting on the 21st so data can be compiled and presented to the LEC on the 21st.

Courthouse Safety Manual Update

Emergency management does preparedness. Who should be responsible for housing and updating? Safety committee meets the 23rd of December at noon. Will be presented at the meeting. Would like to change title to County facility safety policy and procedure? Judge's security committee is an advisory committee. Any changes will be brought back to LEC meeting for approval. Going to incorporate ALICE and Run, Hide, Fight into the policy/manual. Notifications will be updated to incorporate a paging system into the existing county phone system. Researching other vendors similar to Code Red that are more user friendly. Will be 3 series of notifications. System could be used by other county departments such as highway and human services.

Vouchers

Notify NWS of electric to Snow Creek. Follow up regarding disconnect of electric. Motion by Ransom 2nd by Carney to approve vouchers; all in favor; motion carried.

Budget Report

Overall will come out ok. Will need to review line items to be sure everything is coded correctly. Sheriff will send out updated pdf org chart.

CLOSED SESSION Motion at 12:02 p.m. to enter closed session by Amo 2nd by Ransom; 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)(e)(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.
- Personnel Matters
- Motion to return to open session at 12:08 by Amo 2nd by Carney pursuant to sec 19.85(2) by Amo; roll call all yes

Motion to Adjourn

Motion to adjourn by Ransom; 2nd Kapfer at 12:08 p.m. All in Favor; Motion carried.

*******These minutes will be approved by LEC Committee at the January 21, 2016 LEC meeting**