



# **Jackson County Sheriff's Office**

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

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Chuck Jensen called the meeting was called to order at 10:00 am on Thursday, September 17, 2015 in the Compass Conference Room of the Jackson County Courthouse. All members present. Also present were Sheriff Waldera, Chief Deputy Moan, Jail Captain Ring, EM Coordinator Page. Garret Nix – Corporation Counsel

**Review of previous meeting minutes.** Motion to approve minutes made by Ray Ransom and seconded by Ron Carney. Tyler Kapfer made a correction the meeting minutes. The minutes stated that he made both the motions to go into closed session. It should be corrected to state that Jeff Amo made the motion and Tyler Kapfer seconded the motion. Motion to pass with the corrections.

### **The next meeting date.**

Sheriff Waldera stated he would like to have the meeting roughly on the same date each month. After discussion of other meetings dates and times, it was decided that the 3<sup>rd</sup> Thursday of each month the committee should meet. The next meeting date will be October 15<sup>th</sup> at 10:00 AM.

### **Agenda Revisions:**

Sheriff Waldera advised that Corporation Counsel would be arriving at 11:00 AM and would like to go to closed session when he arrives. Sheriff Waldera also advised that there was nothing to report for the 2016 Budget agenda item and it could be skipped.

**Divisional Reports:** Written reports submitted.

### **Radio Tower update:**

Kristina Page advised that the generators have been serviced but we are still waiting for a part that has been backordered for the Northfield Tower. Ray Ransom asked if there has been any progress with the generator at the Franklin tower going to Taylor. Kristina Page advised that the weeds are too high to get to the tower and that it needs to mowed to even reach the tower. Sheriff Waldera advised that he has been working with the Maintenance Department to try to get the generator out of there. Jeff Amo asked about the radio project fund balance and if it was reconciled with the Clerk's. Kristina Page advised that the fund has been reconciled with the Clerk's office and there is just over \$14,000 left in the fund.

### **Update: Flooding update**

Kristina Page gave an overview of the damage from the Labor Day weekend. She advised that the Town of Cleveland, Town of Garfield and Jackson County had emergency declarations due to the flooding and the amount of road washouts. She advised that the first step the municipalities and the county would have to take is to apply to the Wisconsin DOT Road Flooding fund. Kristina Page stated that there was a specific criterion that was covered, such as the road had to be completely closed due to a culvert washout that would make the road

impassible. She said that it appeared that a gravel road that had some erosion would not be covered. Kristina Page stated that it was unlikely the County would receive any funding from the state because the type of damage and the amount of damage would not reach the threshold needed. She said that the Towns of Cleveland and Garfield would probably qualify for some funding but it will probably not cover all the damage. Ray Ransom asked about FEMA funding. Kristina Page advised that the state would have to decide if they could reach the threshold of damage to qualify for federal assistance and they could lump all the damage from throughout the state to try to qualify. She stated it was very unlikely that we would reach the threshold to qualify. Kristina Page stated that she would be going over the initial paperwork with the Town of Garfield chair on Friday.

#### **Patrol Division:**

Ray Ransom requested that the patrol report have the previous month numbers included. Sheriff Waldera stated that we are working with Spillman and the Wisconsin user group to help develop our reports better.

Chuck Jensen requested the committee do a walk through inspection of the jail. Sheriff Waldera advised it would be scheduled in December.

Jeff Amo asked for the total cost for the new padded cell. Mike Ring advised that all the bills are not in so he does not have the final numbers. He believes that the padding will be below the expected cost, but Gaier bill was not in yet Mike Ring stated that the padded cell has been used already and urged the consideration of making the second cell padded also. He stated that when an intoxicated person is brought into the jail, they become a high risk to hurt themselves and that there is a very high percentage of people who are intoxicated in some manner that are brought into the jail.

#### **Staff Vacancies and Recruitment Update:**

Sheriff Waldera advised that Eric Rosandich will be leaving for Wood County and Eric's last day with Jackson County is September 23. Sheriff Waldera stated he would like to have an internal recruitment for the position and if no internal person is selected, allowed to be able to fill the position from the current eligibility list. Motion by Carney; 2<sup>nd</sup> by Amo to fill the vacancy with an internal process. A second motion was made to fill the FTE position with internal recruitment and if no internal hire was selected, the position may be filled with the current external eligibility list. Motion carried.

Sheriff Waldera advised that Mike Ring has given his verbal notice that he will be retiring in December. It would be valuable to hire for this position while Mike is still on staff for training purposes. Sheriff Waldera advised will be coming next month for hiring that position. Chuck Jensen asked if the position could be filled while Mike is still on staff. Diane Peterson advised that Mike would need to formally put his intent to retire in writing and that it would need to be accepted by the committee.

Chief Deputy Moan advised that three LTE patrol officers have been hired. He stated that one has already worked his first day, one will be starting today, and one will be starting next week. Chief Deputy Moan stated that they are working on revamping the FTO program to shorten the processes and do the initial in office training with all the new hires all at once. He stated that the FTO's are on board with the changes and are excited on implementing them. Chief Moan advised that the committee will see an increase in the LTE line in the next month because of the start of training. Ray Ransom asked if the new hires could be on their own before they are

completely through the training program. Chief Moan advised that on patrol, they need to complete the entire FTO program before they can be on their own. He stated that they may be able to work in the Parks because they go through a training program with Mike Bartlett and Jon Schweitzer but this is done with some caution because they may still encounter serious incidents. Chief Moan advised that with the new hires, there will be seven LTE Patrol deputies but may be down to six if one is hired internally.

#### **Corrections:**

We currently have one FTE male corrections officer, one LTE female correction officer, and one LTE male corrections officer positions that are open. Diane Peterson advised they just ran testing for recruitment for these positions.

#### **Communications:**

Kristina Page advised that there is still one FTE and one LTE position open in communications. Diane Peterson advised that there was only one person who tested in the last recruitment. Jeff Amo made the motion and Ray Ransom seconded the motion to open another recruitment process for the open Communications positions. All in favor, Motion carried.

#### **Job Description Changes**

Sheriff Waldera presented draft copies of proposed changes to the Chief Deputy, Emergency Management Coordinator and LE Secretary (Confidential). The changes reflect the EM Coordinator going to full time Emergency Management duties and stripping the EM duties from the Secretary position and transferring them to the Chief Deputy position. Sheriff Waldera advised that the Chief Deputy's percentage of EM duties would be 10%. Sheriff Waldera advised that Kristina Page is required to submit whatever changes with her plan of work. Sheriff Waldera stated also that the Secretary position adds wording about open records, civil process and Sheriff Sale duties.

Kristina Page handed out the EMPG summary sheets for the Fiscal Year 2014 and 2015 and the projected Fiscal Year 2016 application. Kristina Page showed that in the two previous years that the EMPG grant was not maximized. She stated with the proposed changes that the grant would be maximized and there is even potential for more grant money if there is a reallocation of the grant.

Ray Ransom asked if the additional grant funding would offset any incurred costs from the change. Diane stated that it would depend if there were creation of new lead positions or supervisor in the communications center. Sheriff Waldera advised that they were looking into realignment of the Sheriff's Office command structure. He advised that the supervision of the communications center would shift to the jail administration and that court services supervision would shift from the jail to the patrol division.

Chuck Jenson asked Mike Ring if this change would be manageable for the jail administrator's position. Mike Ring stated that it is certainly manageable especially if the shift of court services supervision is shifted to the patrol division. He stated that it made sense that court services be managed by the patrol division because it puts sworn personnel under the same division. Sheriff Waldera advised that this shift in supervision is meant to be zero impact on the expense side and an increase on the revenue side.

Jeff Amo asked if these changes were reflected in the 2016 budget that was approved in the last meeting. Sheriff Waldera believed that the budget did reflect the changes but he would double check.

Kristina Page stated that this shift in duties would result in fewer numbers of hours being spent on EM duties for the second funded position and that the duties align with what the Chief Deputy is already doing. She stated that there is mandated training for EMPG funded positions and that Chief Deputy Moan already has most of those certifications. She stated also that she can still do some of the duties to support the Sheriff's Office. Sheriff Waldera advised that the EM position could still be called for some temporary supervisory duties.

Jeff Amo made the motion and Ron Carney seconded to accept the changes to the job descriptions for Chief Deputy, EM Coordinator and LE Secretary and send onto the Personnel Committee. All in favor; Motion carried.

**Closed Session:**

Ron Carney made the motion to go into closed session. Tyler Kapfer seconded the motion. A roll call vote was done and all votes yes. Motion carried. Committee went into closed session.

Jeff Amo made the motion to come out of closed session. Ray Ransom seconded the motion. All in favor; Motion carried.

**Vouchers:**

Ray Ransom asked about the training for ALICE with BRF School District. Sheriff Waldera advised that it is a security and lockdown program for schools. Chief Deputy Moan advised that Kyle Nosbisch and BRFPD Officer Dean Taylor went to this training and the intention is for them to be able to teach the system to others. He also stated that the system is not just for schools and it is intended to be implemented within the County also.

Jeff Amo asked about the gift that was purchased for Mary Nelson's retirement. Sheriff Waldera advised that the County credit card was used to purchase a gift card but it will be offset by donated funds.

Jeff Amo asked about the airline tickets to Salt Lake City for the Spillman Conference. Sheriff Waldera stated that there are very few flights to Salt Lake City and that it was reflected in the price.

There was a question regarding a purchase from Pearson's. Sheriff Waldera advised that a patrol bike was purchased for the recreation officer for trail enforcement.

Motion was made by Jeff Amo to accept the vouchers. Tyler Kapfer seconded the motion. Motion carried.

**2015 budget:**

Sheriff Waldera advised that Amy and Mellisa are at a conference. Chief Moan advised that with Mary Nelson's retirement, the secretarial duties had become backlogged. He stated that a FTE Communications Officer and a LTE Communication Officer are currently being used to attempt to get caught up. With Mellisa starting full-time, it is hopeful that these backlogs will get caught up. Kristina Page stated that the Communications Overtime and Part-Time lines are

over budget due to this. Sheriff Waldera stated that Mary Nelson's vacancy should help cover some of these overages.

Chief Deputy Moan advised that we will start suspending training if necessary to compensate for some of the budget overages.

Sheriff Waldera stated that the patrol division will need new radio units very soon. There are several officers with radios that are just not functioning well. Ray Ransom asked if jail assessment funds could be used to purchase new radios. Chief Deputy Moan stated the only way we could use jail assessment fund for radios is to replace the jail radios and reassign the old jail radios to patrol. He stated that that would not work because of the quality and signal strength is under patrol standards. Kristina Page advised there is a line item with \$10,000 for the Chaz grant that will not be used this year. If needed, funds from that line item could be transferred to the capital radio equipment line. Sheriff Waldera advised that the needed radios will be ordered and that we would transfer the money from another line if necessary.

Ray Ransom asked about progress on the sale of the old squad cars. Sheriff Waldera advised that the squads are currently on an online auction site and some of the vehicles are doing well and other that are not doing as well. He stated that he found out that he has the ability to reject the high bid if it is too low. The bidding will go until next Tuesday but he is fearful that that the bids may not make the revenue projections.

Jeff Amo made the motion to adjourn at 12:00 p.m. Second by Tyler Kapfer; All in favor; Motion carried.