



# **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 9:00 a.m. in August 27, 2012 the Compass Room of the Jackson County Courthouse. Additional members present were Jeff Amo, Ron Carney, Ray Ransom, Marge Rewald Sheriff Waldera, EM Coordinator John Ross, Chief Deputy Moan and Captain Ring as well as Steve Pott – PSC.

## **Previous Minute Approval**

Motion by Ron Carney; 2<sup>nd</sup> by Marge Rewald to approve the July 23, 2012 meeting minutes as presented. All in favor; motion carried.

## **Agenda Revisions**

Motion by Ransom; 2<sup>nd</sup> by Amo at 9:01 a.m. to move closed session to 1<sup>st</sup> agenda item. All in favor motion carried.

## **CLOSED SESSION**

Motion by Ransom 2<sup>nd</sup> by carney to enter 9:01

- The committee will convene into closed session for the discussion of employee related matters pursuant to section WSS 19.85(1)(b)(c)(e)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, 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).
  - a. Employee Leave of Absence – motion by ransom 2<sup>nd</sup> by Rewald to approve requested leave of absence by Deputy Bluedorn to not exceed his benefited time bank. All in favor motion carried.
  - b. Personnel Matters – motion by carney 2<sup>nd</sup> by Rewald to approve Barb Pfaff performance eval. All in favor motion carried.
- Motion to return to open session pursuant to sec 19.85(2) 9:40 by ransom 2<sup>nd</sup> by Amo all in favor motion carried.

## **Next Meeting Date/Time**

September 26, 2012 at 9 a.m. in the Compass Conference Room, basement of Jackson County Courthouse.

## **Chief Deputy Report**

Looking at K9 fund balance and looking at replacing one of the K9s. Considering possibility of getting a puppy and work with it from the start. There was an incident where a potential K9 bit someone. We will be covering the medical costs of that which to our knowledge was 3 stitches. Nash is about at retirement age. Hopefully we will have a dog ready to replace at the same time as the retirement of the dog but depends on how soon we are able to obtain another dog. Need to certify the dog, mesh the dog & handler, etc. before the dog is ready to go. Looking at getting a Boxer rather than the Shepard for the next K9. Looking at having Mike LaBar make the cage needed for the squad which would be a significant savings.



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## **Emergency Management/Communications Division**

written report submitted. 9/30 marks end of year work plan. Radio project, have been having weekly conference calls with Tait. Thank you to the County Board for getting the 4th channel. Will be talking with Greg at Jackson Electric about the tower on Cty Rd A and them using space or putting up a pole and using shelter. Dairyland is letting us on the tower at Franklin. Worst case we need to add a larger pole at Knapp but waiting to hear back from the National Guard regarding usage on their tower.

- a. Water tower sights the tower at Taylor does not have a hand rail suitable to mounting an antenna but we will be able to make something work. We will be able to mount the microwave dish without any problem. Melrose – pretty straight forward. Trying to figure out where the electric runs through the ground in order to determine where to put the shelter. Brockway – is pretty straight forward. Dairyland – is pretty good and we should be able to put where we want. Verizon (McKenna Rd) – will allow microwave dishes but we won't be able to mount on top of the tower like we had hoped. US Cellular – lease rate system was designed on \$300/site but 1st lease was \$800/month. Info showed that they thought it would be even higher than that. John was able to get rates from Trempealeau county lease which they think is \$50/month per antenna. Goal is to be \$500/ per site/month or less.
- b. Structural analysis is almost done and is moving along smoothly.
- c. Site bid specs are almost ready to go out with review set for week of Sept. 24th for acceptance. Would be looking at local contractors? PSC usually has radio site construction contractors who are familiar with the process. Knapp maybe a little tricky to set up but will figure out how to get it set up. Dairyland wants to do some of the work themselves and then bill the county. Already has a pad for the generator and want to share the generator at that site.
- d. Have received shop drawings for review and PSC will make necessary changes and submit final specs on shelters by the end of this week. Nov 16th was Tait's go live date but speculate it will be closer to December.

## **Corrections Division Report**

Written report submitted. Everything continues to go well.

## **Jail Inspection Review**

Everything looks good but the Inspector would like to see the suicide cell with a flat concrete slab for the mattress to lay on without anywhere to tie off on. Also need to look at the vent in that cell which would not allow for tie off. Working on getting another 4 hr training class for suicide watch.

## **Detective Division Report**

Written report submitted.

## **Patrol Division Report**

Written report submitted. Even though we are working understaffed, our counts are still up. Some of that is from grant work but all in all very happy with work that is being completed.

## **Staff Vacancies & Recruitment Updates**

- o Approval to fill FTE Corrections Officer Vacancy – Question was asked if someone applies for patrol and test for patrol are they eligible to work in the jail? Suggested that when applicants apply and test for patrol if they are interested in jail to test for that at the same time. It is hard to keep interest in applicants when our hiring process takes months to complete. Candidates accept positions elsewhere before we even finish our hiring process. Request to fill FTE male vacancy – testing has been complete interviews are scheduled for next week then would have to complete background



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and psychological so it will be about 3 weeks before completed. Motion by Ransom 2<sup>nd</sup> by Rewald to fill FTE corrections officer vacancy by normal procedure.

- Approval to fill FTE Patrol Vacancy – Motion by Rewald to fill any FTE vacancies between now and the end of the year as long as there is money budgeted 2<sup>nd</sup> by Amo all in favor motion carried.
- Approval to fill LTE Vacancies – tabled until next meeting will use what we have right now.

## **2013 Budget**

Analysis of budget. Spreadsheet with the orange on top is basically the budget. 2012 numbers are close to the date noted but may have entries that have not posted yet. Yellow is entries that we need to discuss that are going to be tuff to stay within.

- Based on revenue can only find \$5000 to increase the part time line to cover the cost. Can do line item transfers to transfer funds from other salary lines to cover costs of part time. We have tried to do that but it is not as simple as it seems it should be. May need committee motions to complete line item transfers (it may be faster to complete them that way).
- Utilities telephone – this is an area where we pay for the main line phones which is all the Centurylink bills, cell phones, pagers, and data accounts for Spillman mobile. Data is an air card we can run the MDC's. Have estimated we can reduce some costs by using Hot Spots rather than additional data accounts. Allowed for an additional \$5000 to cover for increased costs.
- Maintenance contracts – Spillman did about a 19.5% increase in maintenance costs which increased from about \$43,000 to \$51,000 for 2013.
- Capital vehicles if we maintain 5 vehicle rotation with current sales may need 2 Taurus which would be about \$48,000. If add two Explorers (at \$26,000) and one Journey type vehicle. Costs went to \$132,000 which would give us enough to cover set up costs.
- Some office expenses have been reduced a little.
- Vehicle maintenance costs have been reduced a little.
- Communications has a \$500 switch and moved to part time and reduced uniforms.
- Communications radio tower electricity – increased to \$10,000 due to cost of increased tower expenses.
- Radio maintenance contracts already had some costs increased. Site costs & maintenance costs down the road to maintain. After the 1st year we don't know what our costs will be. Also pay 911 costs which is \$900+/month and GeoComm.
- Bailiff we did increase to \$40,000 for salary. The projection from payroll is \$44,000 overall. Will use the \$44,000 in budgeting for 2013.
- Jail - \$30,000
- Jail salaries are way less than last year. Trying to figure out what the difference is between last year and this year. Only thing is that the one Sgt. Position is gone but doesn't calculate to that much money. All we can come up with is the savings from WRS and the savings from the Sgt. Position.
- Not much change in jail except 3% increase in Advanced Healthcare costs. Would need to give 60 day notice to break from that contract. Looking at discussing with DHHS possibilities of applying a nurse to the jail. Would need 32 hours a week. Mental health is a separate area and we may be able to sub out to a private doctor. DHHS has a medical director already.
- Transportation costs were duplicated in two lines but will be changed by bookkeeping.
- Revenue projections for next year – EM is increasing in about \$1000. Tribal has been decreasing – usually budget \$32,000 but reduced to \$30,000 Currently we only have \$26,186 for 2012.



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- a. State rec reimbursement went down because of new employee who is lower paid and will not need the health/dental insurance.
  - b. Process service shows decrease where we budgeted \$40,000 in 2012. 2013 reduced to \$30,000 a lot of our process service is intergovernmental like DHHS & DA office but in the past have not billed other departments for process service.
  - c. Forestry went back to \$15,000 on their budget but Sheriff will go back to their committee and ask for \$20,000 again. Doesn't see a problem getting it.
  - d. Jail phone revenue is set at \$40,000 and increased EM to \$100,000 as well but would like to stay as realistic as possible.
  - e. Jail meals are up for renewal in 2013. Would look at other options to save money but would likely stay local if the cost savings was not substantial. Aramark is interested also the ones at Fort McCoy contacted the Sheriff.
  - f. Board of prisoners is probably going to be down. DOC keeps changing on how they pay. This year will be less than what budgeted but will keep at \$75,000 for one more year to see what we get in. In order to house State inmates we will have to meet certain requirements in order to house them.
  - g. Sale of vehicle – remains at \$17,000.
  - h. F&P stayed at \$20,000. 2012 only received \$15,000 so far, trying to find the minutes from when it was approved to go to \$20,000 so the additional \$5000 can be transferred. Will be taken care of by end of year.
  - i. Overall looking at about a 2.4% increase in overall budget or increase of about \$95,000 due to justifiable cost increases.
- Will resubmit with updated budget numbers and present prior at 12:15 Thursday 8/30 prior to already scheduled meeting.

## **Voucher Approval**

Paperclip is a software used to view previous scanned booking files. Motion by Amo 2<sup>nd</sup> by Rewald to approve vouchers. All in favor, motion carried.

## **2012 Budget Report**

Salary lines are not updated. Still have 3 payroll periods to enter. Gas price is locked in at \$3.59 per gallon through end of August. Expenses associated with computer related replacement issues Kyle says in her 2013 budget parameters there is money budgeted for replacement of monitors, ups, etc. but IT says they don't include them in the rotation. All capital equipment for IT is budgeted at \$120,000. IT is going to 5 year rotation and MDCs typically only last 4 years and warranty covers 3 years so going to 5 years is a huge gamble. IT says they checked with other counties and they are on a 5 year rotation.

## **Motion to Adjourn**

Motion by Amo 2<sup>nd</sup> Ransom to adjourn at 12:07 all in favor motion carried.