



# **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. Monday, January 21, 2013 in the Compass Room of the Jackson County Courthouse. Additional members present were Ron Carney, Jeff Amo, Marge Rewald and Ray Ransom. Also in attendance were Captain Mike Ring, Sheriff Waldera, Chief Deputy Mark Moan and Captain Tim Nichols.

## **Previous Minute Approval**

Motion by Ray Ransom with 2<sup>nd</sup> by Marge Rewald to approve minutes from the December 17, 2012 meeting All in favor; motion carried.

## **Agenda Revisions**

None

## **Next Meeting Date/Time**

Next regular LEC meeting will be February 18, 2013 at 9:00 a.m.

## **Animal Shelter Quarterly Report**

Quarterly report and yearend report submitted. Humane Society over the last year has been talking about making changes to the building. Air exchange rather than exhaust fans. Currently tossing around ideas. 4th quarter is at a level ½ of what it usually is. Motion to accept report by Ransom 2nd by Rewald. All in favor motion carried.

## **Dive Team Quarterly Report**

A couple call outs. New Sgt. Will be the liaison with the dive team once he is on board. Membership for the dive team is holding steady. There were 3 new members added in 2012. We are waiting for a new roster of dive team members from Keith Cormican. Sheriff Waldera created an org chart for the dive team last year and will send it out once the roster is received. Dive Team members are deputized and a background check is completed before they become members. It is believed that Keith Cormican is the Dive Team director.

## **Chief Deputy**

Written receivable report submitted. Looking forward to getting the new EM Director and Sgt on board. Will do a conference call with Steve Pott on the radio project update. WIJIS grant was received and we are in full swing with the Click It N Ticket, Speedwave and OWI grants. Working on setting up the WIJIS system for sharing information between agencies and is a federally. The grant pays for the interface with Spillman so that information can be shared among other agencies.

## **Appointment of Emergency Management Coordinator**

Motion by Amo to appoint Kristina Page as EM Coordinator contingent on pre-employment results 2nd by Rewald all in favor motion carried.

- Job Description – Was discussed in Oct 2012 at personnel & bargaining. There are some changes that will need to be approved. Reports to Sheriff or designee. Administrator for RMS, Education experience – Bachelor's degree is not REQUIRED. There is a formula that is used to figure if an associate or bachelors is required based on experience. Typically, 2 years education equates to 4 years of experience. Sheriff will make noted changes discussed and send back to personnel & bargaining. Motion by Amo to approve with changes as discussed 2nd by Carney. All in favor motion carried.
- Set Wage Rates – 2012 wage scale was in place but was not in chapter 4. Committee needs to set the starting wage motion by Ransom 2nd by Amo to start at 19.47 and review at 6 months with careful



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consideration at that time. Will go to county board tonight for final approval pending results of pre-employment exams.

## **Patrol Sergeant**

- Job Description – Motion by Amo 2nd by Rewald to approve with discussed changes. All in favor motion carried.
- Set Wage Rates – Current wage was offered at level D @ \$22.37/hr which is less than the current wage of detective at \$22.89/hr which is less than an employee that may need supervised on occasion. Motion by Rewald 2nd by Amo to start Sgt pay at \$23.16/hr. Sheriff will update the wage presentation for county board meeting.

## **Radio Project Conference Call**

Conference call with Steve Pott from PSC Alliance. US Cellular Leases were received and the lease rate was offered at \$2,000/year per tower and then got another reply that the lease rate is still \$500/month per site. Will move forward with the rate at \$500 per tower per month and pursue later if need be. At last meeting it was moved to approve lease with amount up to \$500/tower/month. US Cellular has agreed to allow us to proceed with ground work. Steve will get contracts to Chief and will have them signed and move forward with the civil work at the towers. Microwave - Steve and Jeff have spent hours with Tait trying to finalize the dishes. Now are back to where we started with the dishes. Will be able to start structurals either today or tomorrow and will be done with that issue. Going to set at 150 ft and it should all be ok. Tristate and tower work should have crews start coming to WI today and will install at the 3 towers. They will climb the towers and make sure they are viable towers. County Rd A tower, Jackson Electric wants to utilize that tower to put some stuff on. That is part of the reason for the tower climb and we are going to share the cost with them. First choice is for them to go on our tower at county Rd A. Building itself will have a single radio/repeater for Jackson Electric. Good to get new roof on it before putting equipment inside. Steve will notify us after the tower climb is out of the way and then go from there. Staging in Eau Claire, engineers from Tait are arriving this week and will get everything set up. Jeff & Steve will be there Wed/Thur next week. Anyone from the committee or from the county interested in going to see how it works will be at 9:00 a.m. Friday Feb 1<sup>st</sup>. Will be held at Two Way shop in Eau Claire. Will be able to ask questions right there. Acceptance testing will be done Wed/Thur. Land at County A one deed says we have 1 point some odd acres at the top of that hill. The other one says county only owns a small area at the top of the hill which is the fenced area. For the most part GIS is stating that the amount owned is the fenced area. There is a deed that includes the easement says it is the 1+ acre. GIS map online shows 1.5 acres. Will have county surveyor go out and stake the land and determine exactly how much is owned by the county. Propane tanks will wait until spring to install along with the generator. On a side note, we have been having problems with one of the radios, and suggested that we check with Don at two way about setting up one of the new radios to use temporarily to fix the problem. The Sheriff and Chairman will meet with County Board Chair and draft a letter to US Cellular regarding the cost of the lease.

## **Emergency Management/Communications Division**

Written report submitted. 911 calls are down because they were not transferred. Radio continues to be an issue and they were not able to transmit

## **Corrections**

Written report submitted. Right in line with last year. Currently have 18 out on SCRAM.



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## **Detective Division Report**

Written report submitted. Clearing almost as many cases as were assigned. Det Bakken was able to clear out a lot of the burglaries that involved our local suspects. She has been out of town doing follow-up on the Tollefson case and will be out again next week. Still talking about trying to get a patrol deputy to help out if possible.

## **Patrol Division Report**

Written report submitted. Pretty steady across the board. Will have year end report next month. Coband technologies came in last week and did a demo for us. They have in squad video and MDT which is a terminal that installs in the squad. They are not removable from the squad but most deputies don't remove them anyway. Current cost for what we have is about \$10000 per unit. We are going to follow-up with other counties that use it and rep was also meeting with State Patrol for a 3rd meeting. Tentative cost was \$7800 per unit. Overall would be a savings of \$33,000. Current rotation allows for MDC's but not the cameras. Fixing the cameras is difficult to do without replacing. If we can get an all inclusive system that has camera/computer we may be able to work it into the rotation. To replace all of them would be about \$117,000 but we have some cameras we just got so we wouldn't be replacing all of our current systems. Would be able to use grant funds to offset some of the cost. Warranty is 3 years up front warranty. Green Bay and Jefferson county are the ones he noted in Wisconsin but is used in other southern states. IT was involved in viewing this information.

## **Staff Vacancies and Recruitment Updates**

- Approval to Fill FTE Vacancy – Will be able to fill with current list/LTE. Need authorization to fill potential vacancy. Motion by ransom 2nd Amo to fill vacancy that will occur Feb 2nd using current LTE list. All in favor motion carried. There is also a FTE vacancy occurring in the jail as of the end of January. Would be able to fill with current LTE from jail staff but would leave the corporal position open for down the road. Motion by Ransom to authorize to fill FTE vacancy occurring in jail with current LTE list to FTE officer. 2nd by Amo. All in favor motion carried.
- Approval to fill LTE Vacancies – Jail has 2 vacancies and approved to maintain 4 LTE's. Patrol has 2 vacancies and request to maintain 7 LTE's for 2013.

## **LTE Roster Approvals**

Would like motion to approve LTE roster and maintain current approved LTE staffing levels of 7 patrol LTE, 4 jail LTE and 2 dispatch LTEs for 2013. Motion by Amo 2nd by Carney to fill LTE vacancies to bring up to approved LTE employee levels.

## **2013 Vehicle Purchases**

Chapter 3 governs the purchasing policy and procedure. Capital equipment - historically, the purchase of vehicles have been awarded to the state bid. Would like committee to consider AWD vehicles due to the terrain/climate we have. We as a government agency are not eligible for rebates but there is an incentive built into the state bid. We need a transport van the bid is for the Dodge caravan at \$21,385.00 Need to replace 3 patrol and the Sheriff's vehicle. Sgt vehicle is debatable as to whether it would need police package or civilian package. He would prefer a sedan. Request would be 2 AWD sedans \$23,450 and one SUV \$25,342. Van, 2 AWD sedans, 1 SUV, and a Chevy Traverse \$25,860 for the Sheriff, Dodge Caravan \$21,385.00. Motion by Rewald 2<sup>nd</sup> by Carney to approve purchase using state bid. All in favor, motion carried.



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## **Interdepartmental Follow-up**

Met with IT and did not dissect the past but set a point to discuss moving forward. Spillman will be on an as needed basis with Mike Ring being the initial point of contact. Biggest concern is with the access to records. A work rule was established and put into place to document when IT is involved. GIS has issues when it involves the link between GIS and Sheriff's office. IT still states that if they did not buy it or involved from the "ground up" they don't want to support it. Clerk of Courts office has problem with audio video and they claim that is not their area of expertise. Was approached as "customer service" provided. DHHS also has issues with the cooperation they are getting. The bottom line is county government runs on checks and balances and there are not checks and balances between IT dept. and other departments. Follow up determined that looking at an internal liaison as a go to person first before going to IT. Did not get to Forestry and Parks prior to this meeting. See no problem with documenting what is going on. Sheriff presented a confidentiality agreement that other counties use for recommendation of implementing similar agreement for use. Will forward to personnel and bargaining and possibly corp counsel for review. Motion by Amo 2nd by Rewald to forward to personnel & bargaining.

## **County Wide Security Safety Manual**

Proposed changes/updates to manual which is specific to courthouse only at this time and should be established county wide. Wording has been updated using language to reflect county wide rather than only courthouse. Presented for review and will send out to committee members for review. Color coding is explained in the manual. Do not want to confuse the color codes with EMERGENCY which is entirely different. Addressed duress button on the phones and silent panic buttons.

## **Vouchers Payable**

Fingerprint machine has a maintenance contract but may look at time and material in the future. Machine is coming to the end of life and cost is about \$35,000 to replace. Set up on Taurus is about \$3,000; Motion by Ransom 2<sup>nd</sup> by Amo to approve vouchers as presented. All in favor; motion carried.

## **2012 Budget Report**

Looked into the newspaper article reporting that Sheriff's office is over budget. Budget is over in certain areas but also had 3 work comp injuries; light duty etc. also checked with bookkeeper and we are at 98% of budget and have increased revenue. This information was presented to exec & finance.

## **Closed Session**

Motion by Amo 2<sup>nd</sup> by carney to enter closed session at 12:54 p.m.

- The committee will convene into closed session for the discussion of employee related matters pursuant to section WSS 19.85(1)(b)(c)(e) 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). Personnel Matters
  - Internal Personnel Issue
  - Motion to return to open session pursuant to sec 19.85(2) motion by ransom 2<sup>nd</sup> by rewald to return to open session at 1:08 p.m.

## **Motion to adjourn**

Motion to adjourn at 1:10 p.m. by Rewald; 2<sup>nd</sup> by Carney All in favor; Motion carried

**\*\*\*\*\*These minutes will be approved by LEC Committee at the 2/18/13 LEC meeting**