



# **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, May 16, 2011 in the Compass Room of the Jackson County Courthouse. Additional members present were Jeff Amo, Ron Carney, Lois Ferries and Ray Ransom along with EM Coordinator John Ross, Sheriff Waldera, Chief Deputy Mark Moan, Captain Mike Ring and Steve Schreiber.

## **Previous Minute Approval**

Motion by Lois Ferries; 2<sup>nd</sup> by Ron Carney to approve the April 18<sup>th</sup> meeting minutes all in favor; motion carried.

## **Agenda Revisions**

None

## **Next Meeting Date/Time**

June 13<sup>th</sup>, 2011, 1:00 p.m. in the Compass Conference Room, basement of Jackson County Courthouse.

## **Chief Deputy Report**

Written receivables submitted.

- Sunday May 15 – Sat. May 21<sup>st</sup> is Law Enforcement Week. Memorial service is Wed. May 18<sup>th</sup> at 1:30. Send out flyer to all county board members.
- Deputy Schlittler has started working the State parks this weekend. He has been working with Terry Boone from DNR.

## **Emergency Management/Communications Division**

Written report submitted. Call volume is staying pretty steady. There was a spike in warrants/commitment orders in April due to non payment of fines. There was discussion regarding warrants and fees. Looking into the possibility of charging an entry fee to cover administrative costs. Will do some research into this and see what can be done to increase fees to help cover costs of warrant pick-up/entry. Will also look into the possibility of adding a flat fee to the cost no matter where the pickup was at.

- Working on 2<sup>nd</sup> half of plan of work. Tornado drill went well. It is time to update the All Hazards Mitigation Plan. There is an in kind match for the grant. There is not really a financial impact. Grant is due June 1<sup>st</sup>. The planning commission has written several other county's grants for this and is willing to write our grant as
  - A. Motion by Ferries 2<sup>nd</sup> by Amo to approve proceeding with grant and in kind services to update All Hazards Mitigation Plan. All in favor motion carried.

## **Corrections Division Report**

Written report submitted. Reviewing inmate fees and will have for next month meeting. DVR 2 keeps going down. Going to contact Human Services and get a 4<sup>th</sup> bid from where they got their new recording system. Jail is getting busier. With the court house security plan this system would be able to monitor that as well. Have been holding off waiting to see if the Security Planning committee would be part of that. Captain Ring will bring back quotes to next LEC meeting to present to committee. Need to update Spillman jail module but can't do any of it until the server is updated for Spillman which would be at least \$20,000 or more depending on size and add a server for squad video cameras would cost about \$5,000. and would use. Need to determine how long we need to keep non essential data and the county is supposed to have a video retention policy. According to vendors the average is about 4 months but county needs to establish policy. Captain Ring will talk to Tam in personnel regarding establishing this policy.



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## **Detective Division Report**

Written report submitted. Explanation regarding cases on the patrol report versus the detective report. Deputies take initial report and then they get assigned to detective if need be.

## **Patrol Division Report**

Written report submitted.

## **Resolution to approve Public Safety Communication System Project**

This resolution creates the project and creates the need to bond. The bonding resolution creates the funding. The way the resolution is currently worded it would cap the project at \$2.6 million. LEC Committee recommends amending the resolution to state "not to exceed \$2.6 million not including previously approved funds for oversight and consulting." Will present to County Board 5/16 with proposed amendments. Motion by Ferries to send to County Board 2<sup>nd</sup> by Ransom. All in favor motion carried.

## **Review Bids for 1985 International Truck**

There were no bids received. Motion by Amo 2<sup>nd</sup> by Ransom to re-advertise without minimum bid on Craig's list. All in favor. Motion carried.

## **Staff Vacancies & Recruitment Updates**

- Patrol is up to full staff to where we need to be. Bartlett has started training as LTE. We have 5 LTE's on staff. Schlittler will be primarily working State contract, Eversum will be primary on Taylor contract. County Parks will be Rave, Smockowitz & Bartlett as needed. Discussion regarding Parks and Rec officer position and where funds are deposited and how much is received. Still an ongoing issue understanding when/where the funds are deposited to.
- Communications has interviews this week for remaining full time and 2 LTE's. 1<sup>st</sup> new hire will be finished training soon.
- Corrections – Completing background on open LTE female position. Bailiff is down one person but not looking at refilling this right now and can make it work with the current bailiff staff and the two LTE's that have crossed over to patrol it can be covered. Current eligibility list has been exhausted and will come to committee down the road for reopening if needed.

## **Vouchers Payable**

Discussion regarding training/lodging costs and we are hoping there will be training available for more condensed time frame training. We are also trying to do more in service training with our own instructors in house. May also be able to do joint training with neighboring counties. Motion to approve vouchers by Ferries 2<sup>nd</sup> by Amo. All in favor motion carried.

## **2011 Budget Report**

Fuel is going to be a problem. Hopefully part time lines will equal out by the end of the year. LTE lines for the patrol etc.

## **CLOSED SESSION**

Motion by Ferries; 2<sup>nd</sup> by Amo to go into closed session at 11:25 a.m.

The committee will convene into closed session for the discussion of employee related matters pursuant to section WSS 19.85(1)(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, 19.85(1)(d)

- A. Probationary Employee Evaluations
- B. Motion to return to open session pursuant to sec 19.85(2)



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Motion by Ransom, 2<sup>nd</sup> by Carney to return to open session at 11:55 a.m.

The Law Enforcement Committee will reconvene into open session to act upon any matters discussed in closed session (if applicable) and to consider the remaining items set forth on this meeting notice and agenda.

- Review Deputy Probationary Evaluation. Motion by Amo 2<sup>nd</sup> by Carney to approve successfully completed probationary period & maintain as FTE Deputy with union pay increase within contract.
- Motion by Amo 2<sup>nd</sup> by Ransom to approve successfully completed probation period & maintain as FTE Sgt. with a 1 step increase.

## **Motion to adjourn**

Motion to adjourn at 11:56 by Ransom; 2<sup>nd</sup> by Ferries; All in favor, motion carried.