



# **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 1:00 p.m. Monday April 15, 2013 in the Compass Conference 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, EM Coordinator Kristina Page, Captain Tim Nichols, Personnel Director Christie Peters, County Clerk Kyle Deno and Steve Pott with PSC Alliance.

## **Previous Minute Approval**

Motion by Ray Ransom with 2<sup>nd</sup> by Carney to approve minutes from the March 25, 2013 meeting. All in favor; motion carried.

## **Agenda Revisions**

Move Divisional Reports to the beginning of meeting after setting the date next meeting. All in favor; Motion carried.

## **Next Meeting Date/Time**

Next regular LEC meeting will be May 20, 2013 at 9:00 a.m.

## **Divisional Reports**

Motion by Ransom 2<sup>nd</sup> by Amo to review reports on their own. All in favor; motion carried.

- Report from EM Coordinator that County Rd VV is under water and two other roads are flooded. No residents are affected. Testing of emergency sirens on Thursday at 1:00 during the state wide tornado drill.

## **Animal Shelter Quarterly Report – skipped**

## **Animal Shelter Job Descriptions**

- Job descriptions updated. Christie met with Barb Pfaff. Prior to meeting Pfaff got job descriptions from area counties and used them to make changes to the Jackson County Animal Control/Humane Officer job description. Must obtain certification as Humane Officer and Euthanasia technician as soon as possible but within 6 months. Must obtain Rabies Observer Certification as soon as possible but within 1 year of hire. Valid driver license. Defined better in description what the role is.
  - Animal Control Casual – HS Diploma or equivalent 18 years or older. Valid DL experience in care of animals. Defined what casual is able to do or not do. Knowledge of appropriate vaccination procedures and measurements added to both casual and Humane Officer descriptions.
  - Question was raised regarding volunteers and if there is anything that needs to be done. There is a volunteer form that is completed by the parents for underage volunteers and signed by legal guardian. Volunteer folders are likely kept at Animal Shelter. Motion by Amo 2<sup>nd</sup> by Rewald to approve animal shelter job descriptions with noted changes. All in favor motion carried.

## **EM Cordinator Job Description**

Sheriff asked Christie to incorporate the duties from chapter 6 into the EM job description. A separate section for Communications duties was added. Chief Deputy would like his name added to the "reports to" section in the job description. Will make it consistent throughout that reports to Sheriff and/or Chief Deputy. Motion by Rewald to approve as amended 2<sup>nd</sup> by Carney. All in favor, motion carried.

## **Radio Project**

Moved prior to Affordable Health Care Act – Overview of budget ledger. Steve Pott with PSC Alliance gave an update on the radio project. He provided a spreadsheet showing the details of the funding/expenses. This was discussed. Total funding for project is \$2,781,000.65. This number has never been provided so just now added. The numbers in the top line are the final numbers provided to us. Misc. column is \$367.06 which is the difference between original estimate and funding amount. Other numbers are regarding the Bonding. Steve went through line items on budget report he provided



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which included the change orders that have been approved and submitted. Structuralists have not been billed through as of yet. \$24,799 command radio grant 2 WISCOM grants and IFERN grant. It is believed that the grant is received for IFERN but do not show it transferred to funding yet. Sheriff will work with Kristina and locate where the grant was deposited to. Invoice from 12/21/11 will be reviewed to be sure it is for the IFERN grant. PSC Alliance balance is the amount left of original contract. Thermo Bond Buildings is the remaining shelter for McKenna Rd that has not been delivered yet. \$2500 is 2 ½ days of labor for Two Way but we are hoping they can complete in less time than that. Estimate of \$5000 for electrical work at Dairyland Power. Racks have been delivered and bolted down. Electrician will complete next time they are here. \$5000 should be more than enough for this. What radio will be used at Knapp? We will possibly have a radio from forestry or a DNR station radio available. Estimate if no radio already it would be between \$8-\$10K not included in the funding. Estimate is we have 70 radios in the Sheriff's Office which would be about \$2000. Sheriff says he will have someone look at the radio count because 70 sounds like a high number. Snow Creek antenna removal is an estimate. At the Garfield antenna, the one who bid on the contract to install microwave dishes on the tower was not certified for use by US Cellular so the cost on that is also an estimate but Tait will pay that cost. The plan to reuse the equipment lines on the new antenna for the roof of our building. Roof and door at County Rd A will be replaced. Door is a nonstandard size and may cost a little more than a standard door. Maintenance will be taking care of the door and roof. Need to buy two cards for microwave radios at a cost of \$500 each. This amount could change a little bit if there are configure costs or not. There are 4 ports on each card and Brockway already has a card with empty slots. Badger State inspections oversaw the welding at the Brockway tower which is \$1000. Also had a quote for \$1500 to inspect painting after done. Some steel was put up without being painted so it is recommended that the inspection be done. Believe estimates are a little bit high but close.

- Had a conference call Monday of last week with Kristina & John Ross regarding radios have a talk through capability. When Steve spoke with Wednesday Tait project manager said it would be \$20-\$25000 added cost in order for the capability to work properly. The talk through function uses the same PL as the simulcast. PSC believes that it is not our problem that Tait needs to make it work based on quote provided in the bid/contract. If it comes down to it, it appears that we should have that capability for sure on Law & Fire main channels. We are not asking for anything that was not in the contract and they need to comply. Shelters were to be delivered last week Thursday and could not because of the weather. Rescheduled to this week Thursday but weather is not looking very good for then either. May need a special meeting regarding talk through configuration with Tait. Northfield driveway is the worst of all driveways. TriState was advised by US Cellular they spent \$30K on the driveway and if it is wrecked by delivery they will be responsible for fixing it. No issues with frequency monitoring.

## **Affordable Health Care Act effecting LTE Employees**

Portability health care act has some changes coming. If an employee averages 30 hours per week they must be offered health insurance. Law Enforcement has a lot of LTE's that could meet this requirement. There is a look back period which could be 6, 9 or 12 month. Must set look back period and once set would remain the same. Current Monthly premium is about \$1100 that the county pays. We would like to use the 12 month look back for budget purposes. There are variables that have no control over such as leave of absence, work comp, etc. Strategy could be to cap the hours at 24 hours per week max. Will look at the contracted services for Taylor and Alma Center and see if that is still a situation we can accommodate. Would have to look at the usage of service and see if there are ways to sustain employees and stay within hours that are needed. We may need to look at response to calls for service. Before Jan 2014 we have the opportunity to change our look back period only once. Could use a 6 month for initial look back and change it Jan 1 to 12 month for future. Would like to maintain the full LTE staff of 7 but with limited number of hours they are not likely to stay working for us. We will not put LTE's on road without properly training through the FTO program. If we don't cap the hours there is the possibility that the Union could say they need to be part of the union and there would be additional costs. Bottom line is there are no levy dollars available and no way to pay for them so either need to limit hours or increase revenue to cover costs. Only option will be to spread the hours out over the LTE pool. When it comes to the bottom line, we are running a balancing act between the part time line usage and full time employees. Need to look at the hours of the LTE's and strategize to accommodate so that we have most if not all LTE's under the 30 hour a week average. Not a decision that can be made today but will have to be made soon.



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## **Staff Vacancies and Recruitment Updates**

6 LTE's have been referred to Sheriff for backgrounds. Conducting backgrounds on 2 but should we do all 6 of them at this time. We are currently hiring for Jail Sgt and one LTE. There is one vacancy LTE in communications. The Sheriff will put in written request for ½ time support staff.

## **Vouchers Payable**

Motion by Ransom; 2<sup>nd</sup> by Amo to approve vouchers. All in favor motion carried.

## **2013 Budget Report**

We are not getting the discounted price we used to for tires. Vehicles are not coming with standard universal tire size between Crown Vic, Impala etc. Will look for RFP's from vendors and not have to store them.

## **Closed Session**

Motion by Ransom 2<sup>nd</sup> Carney to enter closed session at 4:03

The committee will convene into closed session for the discussion of employee related matters pursuant to section WSS 19.85(1)(b)(c)(f) To consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; 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.

- Employee Evaluations
- Personnel Matters – No action taken
- Motion to return to open session pursuant to sec 19.85(2) Motion by Ransom; 2<sup>nd</sup> by Rewald at 5:23 p.m. All in favor; motion carried

## **Motion to adjourn**

Motion to adjourn at 5:30 p.m. by Ransom; 2<sup>nd</sup> by Amo; All in favor; Motion carried

**\*\*\*\*\*These minutes will be approved by LEC Committee at the 5/20/13 LEC meeting**