



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. Friday, April 25, 2014 in the Main Conference Room of the Jackson County DHHS Building. Additional members present were Ron Carney, Jeff Amo, Ray Ransom, and Tyler Kapfer. Sheriff Waldera, EM Coordinator Kristina Page, and Jail Captain Mike Ring were also present

Nominate Committee Chairman

Open for nominations. Nomination by Amo; 2nd by Ransom for Chuck Jensen as committee chair, No other nominations, Motion by Carney; 2nd by Ransom to close nominations and cast unanimous ballot for committee chair; all in favor same sign; Motion carried.

Nomination for Jeff Amo as vice chairman by Ransom; 2nd by Carney. Motion by Carney; 2nd by Kapfer to close nominations and cast unanimous ballot for vice chair; all in favor same sign; Motion carried.

Agenda Revisions

Move agenda item letter E Transportation to beginning of agenda before approval of previous minutes.

E. Transportation

Jackson County transportation issues were discussed with DHHS last week. Costs are increasing and transportation orders are becoming more unique and ordered by the judge. In the past the Sheriff's Office provided transport only for inmates to get to and from court. Over the years it has changed and we are now transporting non emergent and other transport requests. Met with the Judge to discuss transportation and when/if video conferencing could be used instead. We have increased costs and are looking for guidelines as to whether continue as is and find additional funding. Sometimes DHHS transports can only be one person transported at a time. The County has some obligations and needs to transport individuals and we need to discuss how that will happen.

- Captain Ring has raw data from all 2013 transports and needs to be broken down and compiled into a presentable format. In the last three years there were in 2011 there were 295, 2012 there were 347, and in 2013 there were 318.
- In prior years \$75,000 was budgeted for transport. When the bailiff court security was started, \$25,000 was moved to another budget line and used to help fund that.
- We used to be reimbursed from DHHS for some transports. Changes happened in WI in 2011 as to how medical assistance reimbursements were available. Used to receive reimbursements from the State at about \$1.55 per mile. Smetna is checking to see if we can still get reimbursement for secure transport.
- Have found that we can use Lock and Load for a lessor cost than we can do it ourselves. Sheriff's Office has a contract with Lock and Load. After discussing with Lock and Load we should have a contract for DHHS as well if using them for transporting of DHHS clients. It is possible to have a Lock and Load contract with the "County" rather than departments. The Sheriff's Office does the transports because we have a budgeted line item and method of transportation to do so. Lock and Load offers pay as you go which is what we do right now or they do a lump sum billing option at a set amount based on 2 years of data to set the amount. The rates vary Sheriff's Office transports are \$1.10/mile and DHHS is about \$2.00/mile. There is no way that within reason Lock and Load can do ALL transports especially for emergent ones. We would still need to have our staff still do some of the transports.
- Met with DHHS committee Monday and we are here today to discuss. Some concerns are for urgent cases, mental health clients may have quite a risk.
 - DHHS does not always have a 24 hour notice as to where their clients need to go. If transportation can be coordinated it would be nice to have one source for coordinating.



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- There has been lengthy discussion regarding the transportation issue and it will continue to be monitored and then decide if a fund transfer directly to the transport line or on an as needed basis
- We will compile the data as to the costs of the Sheriff's office. Anything less than 24 hours we would need to do. About 80% is scheduled and 20% is not. There were about 64 Emergency detentions last year which is about 5 a month. Same with juveniles where they are taken to the facility one day and then come back the next day for a hearing. DHHS also has initial transport to the hospital and back. Juveniles in secure detention LE transports to facility and within 24/48 hours there would be a hearing that would take place.
- Some could be done by VTC (video conferencing) but it is usually when they are meeting their attorney for the first time. There are cases where parents are incarcerated for CHIPS hearings and they are out of county. May be that they could appear by VTC. If there is a case where termination of parental rights it is believed that those would need to be in person. Also there is the constitutional right where client has the option of having attorney present and not sure how that would work with VTC. Using VTC would be beneficial especially for the cases where it is a short duration for short reviews of 45 minutes where we are traveling long distances to transport the inmate.
- It was about 3 or 4 years ago when the budget lines changed and money was moved around. Once costs are established for DHHS over the last 2 or 3 years would look at making line item transfers to help offset costs. Once areas are identified we will have a better understanding of what is needed.
- There are two kinds of bailiffs, Court security bailiffs and Jury bailiffs. Jury bailiffs are funded through court system and court security bailiffs are through the Sheriff's Office budget. As of right now it does not seem possible to use bailiffs for transportation.
- Could the Sheriff's Office bill DHHS on a monthly basis for several months so they can get an idea of the costs? Billing to DHHS could come from either Lock and Load or SO depending on who provided the transport. Heather Holcombe can send a mass email to other counties DHHS financial services managers to see what they do. There has been mention from other agencies that the Sheriff's Office is responsible for providing transport for Chapter 51 cases that occur in their jurisdiction. The statute is subject to interpretation. It is the responsibility of the agency to transport them to the secure mental health facility but BRMH is not a secure facility.
- We need to come back with more information on costs. The purpose of this discussion was to make everyone aware of the situation. Will present costs at next month's LEC meeting and will set up a meeting between Sheriff's Office, Judge and Clerk of Courts office to see how we can use VTC more.

Previous Minute Approval

Motion by Ransom with 2nd by Carney to approve minutes from the March 24, 2014 meeting. All in favor; motion carried.

Next Meeting Date/Time

May 19th 9:00 a.m.

Animal Shelter Quarterly Report

Numbers were low over the winter for dogs. There were not as many strays as normal. A week or so ago Lydia Lunda's obituary stated to send donations to animal shelter. Almost \$1,000 was sent within the last week to the County Clerk's office and will be put into the donation line to the animal shelter directly and not through the



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Humane Society. When we have the final number on the building renovation cost the separate committees will oversee where it is used from. There is a tentative policy and procedure but has not been approved by the Humane Society board. Rate for licensing has not changed for many years. Our rates are \$8.00/\$3.00 the bigger counties are much higher but neighboring counties are the same. If the fees are going to be raised it would have to be done by resolution. The bi-laws had not been revised since 1970 and have now been revised.

There was discussion as to which committee would oversee the compensation package review when it comes time.

Dive Team Quarterly Report

Quarterly report presented. Things seem to be going well with the dive team and Keith Cormican is the one in charge.

Radio Project Update

Not much going on other than a few alarm struggles. Burn in process has started. There have been some fire paging issues. There have been ghost pages and some known issues with converting wideband miniture 5 pagers to narrowband.

Taylor Update: Kristina spoke to some of them, the portable radios were not openly received. Meeting with them today at 3:00 to discuss options; they don't think they should need to change channels; After meeting today, will have more update as to what the solutions are. Their opinion seemed that they used to have a repeater there and now feel they are going backwards. Most of the issue is with the paging but some of the in building coverage is not so good either. Hopefully after the meeting today they will understand the solution better. If they are not good with it then will revisit at the May LEC meeting. Tait is lined up today to work with Steve regarding the alarm system. If alarms are not addressed we will stop the 30 day burn in process and restart after the problems are fixed. Final acceptance will take place after the 30 day burn in is completed. If the town of Brockway decides to have the dry tube painted it could be done within a week. Will keep the Sheriff's Office in the loop as to what happens with that. The alarms are reliable and seem to be working. McKenna generator started up the other day and 15 minutes later cleared. When the generator tests take place on Tuesdays, would expect that a series of the alarms would be identical for each generator. Still have equipment at the Snow Creek site. Finally got the IM study back from the state and the site is not very good for intermod even for MARC repeater. Don't have authority to put it up yet. Don is still cleaning up some loose ends. Forestry repeater is not in place yet. IFERN to County Rd A have not been completed yet; old EM Repeater from Snow Creek is being moved to Brockway. It is the interoperable repeater that all the Western Wisconsin counties have but most are not being used. State may be looking at a way to optimize usage of them. It is currently sitting idle but is an unfriendly channel with our channels but will work ok at Brockway but will have a pretty small footprint. Another option would be to make it digital at some time. We have been notified that State Patrol went to Wiscom. Have there been any complications with that process. We may not be able to hear them anymore because State Patrol is a trunked system. If the State Patrol talk group is programmed into the talk radio we can interact with State Patrol and will be able to hear SP and patch them to one of our channels if necessary. SP will be able to hear us just fine. Participated in a Wiscom test and are able to talk and hear SP. Our deputy squads will not be able to scan the Wiscom channels for SP.

Divisional Reports

Written reports submitted. Inmates are near capacity. There were a few problems with the Hatfield dam getting last little bit done but they are hoping to finish today. They will begin refilling at a rate of about a foot a day once completed and should be back to full level within a week. We can do a joint public service message with



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North American/Hatfield Hydro once the repair is completed. The Code Red mass message system was utilized for the severe weather/tornado awareness alert and took almost 2 hours to dial all 5,000 phone numbers. When using it for severe weather, the notice will only be for the affected areas which should make the notification go quicker.

Request to fill vacant full time Corrections Officer Position

With new change of chapter 4 we looked back at our request to fill. There is some confusion to using the county wide email process of announcing vacancy and hiring process. Thought that the committee chair could start the process, email could go out and then bring to committee for full approval. The Sheriff's Office and Committee thought the intent of the language change was to make the process seamless and faster but language is not worded that way. Motion by Ransom; 2nd by Amo to fill vacant correctional officer position utilizing the internal hiring process. All in favor motion carried. Possible pending resignation due to personal issues of FTE would create a FTE female corrections officer vacancy. LE Committee is ok with offering the FTE a LTE position if she is interested in that rather than resigning.

Staff Vacancies and Recruitment Updates

- Right now 1 FTE and 4 LTE's vacant in jail. Possibly 2 FTE positions. Takes 10 days for test results; There may be a couple of the females coming up that are already certified.
- Jail Staffing Shift Coverage – with the shortages in the jail the Sheriff made an executive decision to make 12 hour shifting. There were 27 vacant shifts in May. Was received well by some and not by others. Enforced a work rule which falls in the 7k exemption rule for Garcia and are now paid hourly rather than the 75 hour payroll period. 12 hour shifting has been scheduled through August. The 12 hour shifts covered all 27 open shifts and reduced the OT. By having 13 FTE's we are able to cover all the shifts as needed and may need less LTE's and will be using caution when filling the LTE vacancies. Financial impact will be 6 hours per month per employee. The shift is 6-6 with the option of flex with notice to cover the majority of the day when there is inmate downtime. Sheriff will provide the work rule to the committee at the Brockway Tower today.
- Dispatch vacancies: down one FTE and one LTE; One employee is pending pre-employment testing; there are still candidates on the eligibility list for dispatch.
- Patrol: Basically up to staff and have a couple LTE positions; now need less because we won't have the State DNR contract for State park patrol.

Vouchers

Motion by Ransom 2nd by Carney to approve vouchers. All in favor; motion carried.

Budget Report

Interstate Power bill for UPS was higher than amount approved for funding. The invoice was more due to calculation errors on the quote. Overall we are running under budget so far; watching certain areas specifically; Patrol area there are some concerns because of a case that involves over 3,000 pieces of evidence.

Closed Session – no closed session

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

- Motion to return to open session pursuant to sec 19.85(2) by Amo 2nd by Carney at 11:57

Brockway Tower Site Visit



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Motion to Adjourn

Motion by Ransom 2nd by Amo to adjourn at 12:30 p.m. All in favor; Motion carried

*******These minutes will be approved by LEC Committee at the 5/19/14 LEC meeting**