



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 9:25 a.m. Monday August 25, 2014 in the Explorer Conference Room of the Jackson County Courthouse. Additional members present were Ron Carney, Ray Ransom, and Tyler Kapfer. Also Sheriff Waldera, Chief Deputy Moan, Captain Ring and Kristina Page.

- A. Call to Order
- B. Approve minutes from previous meeting – motion by Kapfer 2nd by Carney to approve minutes. With clarification of closed session times. All in favor; motion carried.
- C. Agenda revisions – Hold on setting meeting dates until Ransom is present.
- D. Set next meeting date/time September 29th 9:00 a.m.
- E. Set 2015 Budget Review Meeting Wednesday Sept 10th 9:00 a.m.
- F. Animal Shelter Quarterly Report –
 - o Quarterly Report: 1 bunny, 1 pigeon and 1 chicken were surrendered and rehomed.
 - o Remodeling: Humane Society is paying for engineer to develop plans for building. Has not been moving along too fast. Have been doing some fundraising but need to get some figures established. There is an established building committee and fundraising committee.
 - o Presented 2015 budget. Question about donation line. Donations are estimated from 2,000 down to \$300 for 2015. May be separate accounts set up. Question on animal food. \$1300 budgeted in 2014 and showing zero for 2015. Barb has credit card from Humane Society for purchase of food, etc. Can apply through Walmart for up to \$1,000 grant. Barb also stated that the damaged goods food from Walmart has supplied food for the year. Question about health insurance on budget increase from \$5,625 to \$15,142. Committee will get clarification on budget info for 2015. Motion by Amo; 2nd by Carney to table budget until clarification from Kyle Deno is obtained. Will put on the agenda for the budget meeting with Sheriff's Office.
 - o Shelter policy and procedures are done but have not been brought before the committee. Will schedule for review for October meeting.
- G. Dive Team Quarterly Report – participation is down. Chief will bring the dive team roster to the September meeting.
- H. Radio Project Quarterly Report – There have been a couple chirping events over the last couple months. Tait has narrowed it down to the microwave modulation. Have been running microwaves to the fullest capacity. Have scaled it back and brought the modulation down. There were some harris alarms last night 8/24 during the storms and is of some concern. Still thinking that is because of new software but will be testing to be sure they don't bring down the system. Still have not started the burn in period. All of the costs for this are still being paid by Tait. Sheriff has noticed some echoing. Generally if it is coming from the deputies it is because the portable is not turned off while they are in the squad and using the squad radio. Radios are working well and the problem is with the microwaves. The coverage is very good. When training at Volk Field deputies are able to communicate with our dispatch center. It is the small little things that are bothersome right now. Overall it is a good system but the urgency of when repairs are needed it does not seem that Tait is on the same page as how important it is for us to have problems solved. Right now we do have Tait's attention and they have been pretty good in responding lately. Once this is corrected and running properly, TWC will be the person who will fix for us but right now Tait has been going through another company called Levans rather than Don at TWC but they have that option.
 - o Lease termination with Snow Creek is tentative; have a draft from Corp Counsel; will need to schedule separate meetings with Lund and Hart. What happens if one party agrees and the other does not? Question regarding power on tower and not sure what happens with the liability if the tower lights are turned off. Best option may be to switch electric to NWS. Would be nice to be off the lease by the end of the year. Direction to pursue the letter that has been drafted and see if both parties will agree to terminate.
 - o MARC has been moved to state tower
 - o IFERN needs to get to County Rd A still
 - o Miscellaneous check off at Brockway remains yet for very minor things. Still have bond check and remaining balance due to Tri-State.
 - o When all the outstanding issues are taken care of with the radios then the 30 day burn in will start. Do not need committee approval for that.
- I. Divisional Reports – Written reports submitted. The jail has had an increased amount of inmates with the Judge who is filling in. It seems that philosophies have changed over the last several weeks. At exec and finance they reviewed revenue lines from Clerk of Courts and that that revenue has been down about 25%. We have been spending much more time on criminal investigation and have had less time for traffic patrol. Sheriff put out message to patrol



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

command staff that even though more criminal investigation time is needed deputies still need to be pursuing the patrol when time is available. There has been a change to the grant cycles and there are reduced amounts of grants. Chief is putting in for grants like always but there are changes to how the grant is being run. They have implemented that it needs to be a "taskforce" and we are willing to do that but other jurisdictions are not willing to participate. They have asked us to work with City PD and HCN PD but they don't have staff to do so. Chief checked with Monroe county but they are not interested. Will check with Trempeau County to see if they are interested using the 95/94 corridor. Other possibility is that maybe the diversion programs may be creating a reduction in revenue as well. May consider working with the State Patrol during airplane detail along the interstate. Those produce quite a few citations. When working these details if K9 is called out to assist and citations are issued the type of citation determines who writes the citation.

J. Annual Jail Inspection Report – should be commended on the overall report. One of the needs improvement areas was training; inspector wants a training outline outside of the recertification; Sgt. Brown is working on that. The other area is the safety and security program for volunteers wants a written policy/program for orientation in case someone would come in like a new chaplain; Also need to have documented policy and procedures in place.

K. Staff Vacancies and Recruitment Updates –

- Jail: one resignation of full time creating a FTE vacancy; Still have 3 remaining LTE's but should be able to offer 1 this week leaving 1 FTE, 1 Female LTE and 1 Male LTE; Eligibility list has some two female and one male remaining; will need to start the process for establishing eligibility list. Majority of jail staff really like the 12 hour shifting. Motion by Amo to start recruitment process for jail 2nd by Kapfer; all in favor; motion carried.
- Communications: 2 FTE and 1 LTE vacancies; Eligibility list was exhausted. Approval to go ahead with hiring at July meeting. 4 interviews are scheduled for Wednesday. There is no list for hiring FTE's right now. The last LTE is not sure if she is interested in full time but is going to use the training time to try to decide.
- Could we participate in job fairs including communications and corrections rather than just the patrol area like we have been doing. Will look at participating in job fairs in the area and using all three areas. There is a recruitment company out there that you register with and they provide you interested applicants. Presented to personnel and there was middle of the road interest. Working toward that for 2015.
- We are looking at the cost of training/recruitment for hiring new employees. Looking at capping the amounts for items on the initial issue of uniforms and equipment.
- Patrol: currently have 2 LTE's that are trained but both are FTE Corrections; 1 LTE coming on board (Kulas); 1 LTE (Edington) works FTE in other agency but is looking at coming on board as LTE here. They will be used to fill contracted services.

L. BRMH Inmate Medical Healthcare Contract – handed out the contract from the hospital and a copy of what was drafted back from corp counsel. Sheriff will contact Bob Daley at BRMH after the meeting and get the fine tuning of the contract taken care of. Will be a better service for us than what we currently have with Advanced. Will get better coverage and reduced liability with med passes by going with BRMH. Currently have 32 hours a week but with proposed contract we would have 21 hours but they will be split hours that include a.m. and p.m. med pass and will cover sick calls at that time. Currently when the nurse leaves on Thursday afternoon there is no one until Monday morning. BRMH would be 7 days a week coverage. Can get out of Advanced Contract with 30 day notice with no cost. If we send an inmate to the hospital we will pay the medicare rate on the bill and bill back the inmate. Will be the nursing staff that does the home health care and will have an orientation process. We try to revert the costs to the inmate as much as possible. Medication cost is about \$100 a month through Diamond Pharmacy and they will provide us meds at the same cost we currently pay through Advanced. Motion by Ransom 2nd by Amo to move forward with the BRMH contract upon approval of contract by Corp Counsel and BRMH. All in favor; motion carried.

M. Vouchers Payable – all costs with cold cases will be put under evidence fees line and will move money at end of year. Cost of oil changes was brought up. Osseo Ford charges \$22.95 and Brauners is about \$45. Deputies have the option to choose where they take their cars for maintenance but we monitor the costs and if we get the same service at both places and there is a noticeable difference in costs would evaluate. Sheriff will compile list of area shops that provide oil changes and get pricing to see if we can save money. Wisconsin Lock and Load: have we billed DHHS; we have not because we were told by Smetna that they will not pay it anyway. Rifle magazines: \$405.95 it was discovered that most of the Deputies did not have 3 magazines for their rifles. Some had purchased on their own and the ones we had received from the military were not working properly. Each deputy now has 3 rifle magazines. Dales



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

Refrigeration: had to purchase a freezer in order to store remains; we needed more freezer space; motion by Amo 2nd by Ransom to approve vouchers; all in favor motion carried.

N. Budget Report – appears to be ok overall at this time.

O. CLOSED SESSION – 11:40 motion by carney 2nd by ransom

- 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;

- Corrections 6 Month Evaluation

- Motion to return to open session pursuant to sec 19.85(2) by Amo 2nd by Kapfer 11:50 a.m.

P. Motion to Adjourn by Ransom 2nd by Carney at 11:52 a.m.