



# 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 – ADAM M. OLSON, CHIEF DEPUTY**

E-MAIL: sheriff@co.jackson.wi.us

December 15, 2020

Chuck Jensen called the meeting to order at 10:30 a.m. Tuesday, December 15, 2020 in the County Board Room of the Jackson County Courthouse. Additional members present were Jeff Amo, Ray Ransom, Ron Carney. Also Present Sheriff Waldera, Chief Deputy Adam Olson

## Approve minutes from previous meeting

Motion by Ransom 2<sup>nd</sup> by Carney. All in favor motion carried.

## Agenda Revisions

No closed session.

## Set next meeting date/time

January 21, 2021. 10:00 a.m.

## Divisional Reports

Written reports submitted.

**TSS** – Central IT has been working with Marco to correct the fluctuating internet connectivity at the training center. There seems to be problem with the firmware equipment. New body cameras were recently purchased with a grant from Jackson Electric. The radio tower alarms are not currently sending notice to dispatch because our equipment is outdated and not compatible with the newer systems. Racom has agreed to install the ASA (Adaptive Security Appliance) needed to accomplish this at no cost. Central IT has provided an external IP address requested by Racom. Maintenance also has requested ability to see the alarms since they have taken over some of the maintenance for the towers. This new ASA will also eliminate the need to maintain a contract with WatchGuard for the firewall that is currently being used. We have received thirty new Mitel phones from Central IT. Anna will be installing them as needed. Spillman is booked out about a year for new server installs. We have been doing some contract negotiations regarding price and should be able to schedule the new install soon. We will be billed for the new server install after it is installed which should be around August-September 2021. We are doing projects within the county that require Central IT support and assistance. We then receive a bill for the supplies but wonder what happens with the excess supplies.

**Patrol:** Dive Team regarding email from Corporation Counsel. Still discussion regarding the boat itself not the motor. No discussion in meeting minutes anywhere that cover the boat. Requesting training mannequin, ATV wench, battery, We don't have any of that in the inventory list we created of the equipment that was in the garage at the time. They do not have an inventory list and have asked for us to provide them with our inventory list. Dive team director and persons in charge would have responsibility for this.

**EM:** Amo recalls discussion of a freezer purchase to store vaccines. No further discussion without Kristina here.

**Jail:** Have an LTE corrections officer starting tomorrow. Castillo filled the FTE vacancy.

## Staff Vacancies and Recruitment Updates

**Patrol:** Full time patrol position has been offered and accepted. Contingent upon psych and physical. LTE patrol tested last week for next group. Will move forward with trying to find employees.

**Jail:** Captain Bowe has given his official notice of retirement and it has been accepted for his final day to be February 5, 2021. Job Description – move from sworn vs non-sworn. Question as to whether or not the pay scale should remain the same at a level 6. There would be less paid by county in retirement which would be the cost savings for the county. The job title of Jail Administrator is referenced most in the statutes. Motion by Amo 2<sup>nd</sup> by Carney to pass job description for Jail Administrator. All in favor; motion carried. Request to start internal/external recruitment process from now until vacancy occurs. Motion by Amo; 2<sup>nd</sup> by Carney to allow. All in favor; motion carried. Also ask committee if there would be ability to start training of replacement prior to vacancy.

**Dispatch:** Have had two full time resignations this month. We have a list of candidates. Between resignations and Covid we are down to 5 FTE dispatchers which makes it very hard to run a full time dispatch center. Chris Underwood is a part time employee who has limited hours due to disability. He has expressed interest in being a part time Lead/Trainer who would be working dispatch shifts as well. We are lacking in that area and there is a strong need for direct supervision in



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that department. Would like to do a 6 month pilot program to see if this is something that should be budgeted in the 2022 budget. At this point it is creating a workload that is becoming too much for the Chief Deputy to fulfill and address properly. Goal is to maintain staffing levels so that we are able to run the PSAP center. Motion by Carney; 2<sup>nd</sup> by Amo to test this for 6 months and see if it helps alleviate some of the stresses and see how it goes. All in favor; motion carried. If it does move forward at some point for additional position it would go through the proper discussions and hiring process.

## **Vouchers Payable**

Voucher listing presented. Will be purchasing digital voice recorders for the deputies on the road. Ours are very old and not compatible with updated software/equipment. We wrote a grant through the ALERT Challenge and were awarded \$2500 to purchase those. We have received about \$15,500 in the last couple months from outside funding sources. Motion by Ransom 2<sup>nd</sup> by Carney to approve vouchers. All in favor; motion carried.

## **Budget Review**

Sheriff and Chief Deputy sat down last week to review budget. We have monies available within the budget but most are from personnel costs. Asking if bottom line is use funds available no matter where the line item is. We have funds available in jail transport, meals and housing other inmates. There is a significant amount of money available in those line items and will consider using funds from those lines to purchase vehicle and move the money at year end line item transfers. Committee members agree this would be a good idea. Did well on the sale of the squad sales. EMP revenue is still going to be down but will be close. Mental health services – Doctor Hakes will be remaining as our mental health provider. She has given us a proposal that will not increase any spending. She will work less hours per month but will have staff under her at a lower rate that will pick up more of the hours so Doctor Hakes will work less hours herself. Footprints is working well for us.

## **11:45 a.m. enter CLOSED SESSION carney 2<sup>nd</sup> ransom all answer yes.**

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

- a) 6 Month Jail Sgt Evaluation Recommend keeping on staff.
- b) 6 Month Chief Deputy Evaluation – Motino to approve presented evaluation and a 6% increase by Ransom; 2<sup>nd</sup> by Amo; All in favor; motion carried.

Motion to adjourn out of closed session at 12:07 p.m. by Amo; 2<sup>nd</sup> by Carney; all answer yes.