



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, January 20, 2014 in the Compass Room of the Jackson County Courthouse. Additional members present were Ron Carney, Jeff Amo, Ray Ransom, and Marge Rewald. Also present were Sheriff Waldera, EM Coordinator Kristina Page, Jail Captain Mike Ring and County Clerk Kyle Deno.

Previous Minute Approval

Motion by Ransom; 2nd by Carney to approve the December 27, 2013 minutes. All in favor; motion carried.

Agenda Revisions

Corporal Vacancies – Add under staffing

Next Meeting Date/Time

February 24, 2014 9:00 a.m.

Animal Shelter Quarterly Report

Barb Pfaff was not present to give report

Dive Team Quarterly Report

Not much to report. There is not much going on in the winter.

Radio Project Update

Wednesday the new system was turned on. There were some stumbling blocks. There was an issue with volume but it was able to be fixed. The cause of the problem was at Brockway and counsels in dispatch needed to be reprogrammed. Audio is getting better however it is not quite as loud as surrounding counties. Generator at McKenna Rd was fixed. Syslog computer was moved Thursday. There is some configuration left to do but that can be done remotely from the office in Houston. The voltage on the power source was 24V instead of 12V which was causing the problem for the delay in getting the system switched over. Highway Department has switched over as well. Kristina will go today to make sure they are using the correct channels. The power to the old system will be turned off this week and equipment will be removed in the spring. Snow Creek tower has the highest electric bill because we pay for the Weather Service usage as well. Kristina will send out the updated budget spreadsheet. We have not paid Tait yet. Committee would like to go look at the Brockway tower to see the set up. Volume issue was resolved. Tri-State performance bond has not been located yet but we have held back money. Can add site visit for February 24th meeting if the weather is decent.

Divisional Reports

Written reports submitted.

- Communications has one addition to report. Land Information Counsel gets a base budget grant to update the software system and they were approved for the Geolinx upgrade. New ariel photos are being done and a demo will be presented at the next zoning meeting. Lidar imaging will also be able to be FEMA certified.
- Patrol Division – introducing Coffee with a Cop program. It is similar to a town hall session. Law enforcement attends. It is sort of like a meet and greet. Next one is Feb 5th at 9:00 a.m. Also will be doing Lunch with a Cop at schools during the lunch periods of area schools. We did get a grant from Lunda Charitable Foundation to purchase 4 more AEDs. Deputy Nobsch presented to the Security Committee regarding medical training. Chief thinks that in order to train people in the courthouse the best way is to get the buddy aid training for first aid. In order to set up the training would need to speak



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with Deputy Nosbisch and the doctors on the ERT team to see about completing the buddy aid training. They have gotten grants to provide medical equipment for the ERT team. The doctors have been a real positive for the ERT Team. All the deputies have completed a medical background and carry the information in their vests in case of an emergency. We have submitted for the Click It and Ticket, Speedwave and Alcohol Enforcement grants however they changed this year and we are unable to purchase equipment with it. Click and ticket won't start until March.

Staff Vacancies and Recruitment Updates

- Patrol Sergeant Recruitment – tonight is the County Board action to fill the Jail Sergeant position and would like authorization to fill patrol Sgt vacancy. Would like to use the external hiring process in order to move the process along faster to fill the Patrol Sgt vacancy. By using external hiring process, there is no need to go through County Board resolution and the hiring process is faster. Chapter 4 is the current guideline for hiring. In the past there were some occasions with law enforcement where committee could authorize to fill vacancies. Motion by Amo to start recruitment for patrol Sgt on an internal/ external hiring process. 2nd by Ransom. All in favor. Motion carried.
- Standing approval to fill any vacancies throughout 2014. Questions:
 - Can we fill vacant budgeted patrol deputies with current eligible LTE's when they occur?
 - As long as there are LTE's on staff can they be moved to FTE without committee approval? County Clerk thinks that by hiring LTE's through full committee they are ok to hire FTE because they have gone through LEC committee. Makes sense to do it this way. Chapter 4 could be written to state that if LTE was hired with full committee approval they can be hired as FTE. When there are FTE vacancies, and internal qualified employees are interested in a career change and would ease the selection process allow for applying internally. Very good points were brought up. Ransom recommends that personnel and bargaining should look at changing chapter 4. At some point the committee would need to be made aware of the hiring. The pay wage would need to be set by the compensation guideline. The guide is a good tool. The thought process is that someone who works as an LTE and is already certified/trained would be worth more than the 85% wage. The wage is set by committee if the candidate is hired by the LEC. If it is a position that is hired between the Dept Head & Personnel Director they set the wage. LTE to FTE in dispatch was set by Personnel Director. Corporal position was started by resolution and finalized in the corporal job description.
 - When demotion occurs how does the pay rate change now especially for corporal? If they leave the shift how does the pay change? Right now there is a vacant FTE position in the jail and a LTE is qualified and has been offered FTE. There was only one person interested in the vacant corporal position. Letter of interest was completed, interview took place, need to set wage. Wage has been set by Personnel Director and Sheriff at \$18.85 LEC authorizes Sheriff to proceed with filling the vacant corporal position in the jail and to fill the vacant FTE jail position with the current qualified female LTE.
- Clarification – Moving LTE to FTE. When process was established they are hired so they can be moved to FTE. No problem with putting out countywide email. What is the best way to fill vacant FTE positions when there are LTE's eligible for the position? By going through LTE they interview, test and go through the required training process (dispatch 8 weeks) once completed successfully, can be promoted to FTE. Motion by Ransom to continue with hiring process as positions with current eligible LTE's as they have been done in the past until Chapter 4 has been revised. 2nd by Amo. All in favor, motion carried.
- Recruitment – applications are in and being reviewed. Testing took place in jail & dispatch. Only one female applied for jail so there is still an opening there. Dispatch has 2 LTE and 2 FTE positions available. Dispatch is allowed 2 LTE's. Once full staff that is the right amount.



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Vouchers

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

Resolution to use excess revenue to offset budgeted line item overages

Discussion took place. Will bring back to Feb meeting with figures. Revenues can be used to offset specific line items such as EM revenue to offset EM expense. Not sure if other revenues can be used to offset other areas such as revenue from the jail to offset overages in patrol or other areas. At some point the voids in revenue from DNR should start filling in over the course of time. In the future, may need to present budget with 0% and one with the expected expense (such as jail meals).

Budget Report

Ho-Chunk Nation Grant monies. 3 years in a row the amount has stayed the same. For 3 years the Chief has put in for the full amount and we have not gotten any more money. Trying to figure out how the money is divided. Sheriff has emails into the person in charge of awarding the money but have not gotten any answers yet. Chief has submitted for entire cost of wages and benefits total. 53, 57 & 59,000 but only got \$27,000 for this year. Initially the Ho-Chunk Nation submitted the entire grant for all the counties and it was divided. This year the Chief had to submit the grant on his own. We have a collaborative effort with the Ho-Chunk Nation and counties can apply for the grant funds. Jackson County has 1200 registered Ho-Chunk members and the next closest is 200 registered members.

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

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

Motion to Adjourn

Motion by Amo 2nd by Rewarld adjourn at 11:21 p.m. All in favor; Motion carried

*******These minutes will be approved by LEC Committee at the 2/24/13 LEC meeting**