



# 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, June 24, 2013 in the Compass Room of the Jackson County Courthouse. Additional members present were Ron Carney, Jeff Amo, Marge Rewald, and Ray Ransom. Also Sheriff Waldera, Steve Potts PSC Alliance, EM Coordinator Kristina Page, Jail Captain Mike Ring, Personnel Director Christie Peters, and Animal Shelter Representative Barb Pfaff.

## Previous Minute Approval

**Motion by Jeff Amo with 2<sup>nd</sup> by Ron Carney to approve minutes from the May 20, 2013 meeting. All in favor; motion carried.**

## Agenda Revisions

Add Barb Pfaff to present quarterly reports before Radio Project update.

## Next Meeting Date/Time

Next regular LEC meeting will be July 22, 2013 at 9:00 a.m. - Compass Conference Room-Courthouse

## Animal Shelter

1<sup>st</sup> Quarter report presented. Was not able to present in April or May because meeting time was at 1:00 p.m. and they are open to the public. Will add Barb to the July Agenda for the following items: DEA number for medication/euthanasia, quarterly report and current issues.

## Radio Project Update

Microwave dish on roof of jail/courthouse. Skid mount was put on roof of building, arrangements made with Tait to install, microwave path was working. Ayers says it can't be mounted where it is because building won't support it. Met with Mike to discuss, were going to put it behind the air handler and not in front of it. Is not on weight bearing walls. Kutcher asked if it could be mounted on air handler, not able to because of vibrations, etc. Needs to be moved. Kutcher made arrangements with Ayers to build a mount that will go on the side of the building. Kutcher suggested contractor Gaier construction for quote. Steve has contacted him a couple times and still has not gotten a quote. Cost of the mount and cost to have tower crew come back to realign the path and move the mount. Asked Don Schuknecht if he would be able to do that and he originally thought he could but now thinks it would be better to have tower crew move it. Cost is \$3500 to move. No idea how much the mount will cost to install on the building. At a stand still until this is completed. Amo will ask Gaier about it when he sees him. How do you want to handle the additional cost? 4" galvanized pipe 30' total with mounts and no idea how much it would cost. **Motion by Amo 2<sup>nd</sup> by Carney to approve up to \$6,000 to move the mount. All in favor. Motion carried.**

- Taylor – hand rail was designed by Edge Consulting & was put up. Edge believes that Tri-State had the railing built and installed properly. Now believe the top of the tower is not sturdy enough to mount it soundly. Edge's opinion is that you would really have to work the rail to get it to move and that it is solid. Trying to pull the microwave logs to see if they errored when Edge was trying to get the rail to move. It is possible that it won't need to be reinforced.
- Microwave systems are turned on and working. There was a bad configuration with Northfield but it has been corrected and is turned on. Getting close to the testing phase and is scheduled to start on July 8<sup>th</sup> will take about a week and a half. Steve originally told Joe Gaier we wanted it by July 1 and he thought that would be possible. Have not heard anything since. Testing will be one channel on the air and broadcast public radio or something over it and do a drive test to make sure coverage is good. Going to test some on the trails.



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Will use coverage grids of ¼ to ½ mile and make sure it works throughout the entire county. Tri State was scheduled to be here last Monday and due to scheduling came on Tuesday and Wednesday to complete. Still have to paint and complete other punch list items. Optimization has not been completed yet but everything is still on track to begin testing on July 8<sup>th</sup>. Electrical work at Dairyland - \$5,000 line item for Custom Conduit was in the budget line item for the change order. We have the bill and will pay from there. Will submit to Kyle Deno for payment.

- Maintenance is done on the roof and door at our shelter at County Rd A. Amateur radio has removed their stuff and the old generator has been removed and is at Forestry and Parks. They will try to sell it on Wisconsin Surplus. Chief will get with Steve Potts to get what info/knowledge he has regarding the vintage of the generator.
- Fed Coop will be installing the tanks and according to Amo they were waiting for the new boom truck. They have received it and will use to install the tanks and test out the boom.
- Snow Creek will need to move all our stuff from there after everything is online.
- 4 radios from Knapp were going to be used at the new US Cell tower on County Rd A. Tait quote \$3,680.40 for equipment. \$4,250 in labor to install radio. Total of about \$8,000 for Wispern, Ifern, etc. There was a total of \$31,000. \$24,799 came out for Ifern but has since been reimbursed. Total at that site is about \$5,500 left for that line item. Old County Rd A was \$24,000 which includes the equipment removal at Snow Creek. Will have to give notice on Snow Creek, Amo suggests paying through the end of the year. Did anyone review the contract and find out what the number of days notice is? According to the contract Steve Pott looked up while in the meeting, it appears we may need to give 12 month notice. Corp Counsel will need to draft the letter and will bring back to LEC meeting before giving notice. Once we go live, there is no need to use Snow Creek.
- List of supplies for sites – entry rug inside the door (\$20), brooms & dust pans have been provided by Two Way, 7 wastebaskets, eye wash stations at 8 sites (\$55), smoke alarm for one shelter (\$27), Door alarm (\$10), 2 thermostats for high temp & low temp (\$80) storage rack at Brockway Menards gorilla rack 6x6x2 (\$200). Anything planned for “landscaping” at the towers? It is provided as part of Tri-state contract. Will be rough graded. Question about fencing – there is no ordinance requirement.

## Divisional Reports

Written reports were submitted for Corrections, Detective and Patrol divisions. The Committee will review unless there are questions. No questions. Outside housing of inmates was only for the one weekend. Ended up housing 6 in Clark County for one night. Have been working on clearing out during the week so there is room on weekends to bring more inmates in.

## 30 Hour Work Rule (Memo)

- Showing committee we took action and met with staff this has been put in place to give general guidance. Have cancelled a couple FTO sessions, not able to complete the FTO in the allotted hours so only working parks and bailiff at this time. 6 month look back period may be adjusted but for the purpose of this memo used the 6 month look back period.

## Jail Staffing

- EMP/Huber Officer – Exceeding expectations in revenue. We are responsible for more inmates. Programs that assist us with reducing the number of inmates. Exceeding our ability to control. At one point we were responsible for 103 inmates. Had 40 inmates out on other monitoring and we do not have space to keep them in house if they would violate and need to be taken into custody. When EMP



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was brought on board, we had a plan that there would be an officer who could monitor the inmates. Will be asking for increase in 2014 budget or sooner to cover cost. Used to have Sgt who could check on periodically, but now Cpt Ring checks on them daily & over the weekends electronically. Ideally you would want 1 person monitoring 30 inmates. Right now Cpt Ring is monitoring 35. Could increase to 40 inmates and bring in over \$200,000 revenue. Looks like we will have about \$170,000 this year. We are at the point right now where we can not take anymore new EMP. If we had part time staff that did not have the cap on hours we could cover it that way. Rotating schedule work 37 ½ hours a week. Some committee members think that the county is not standing firm against not allowing over the 30 hours and offer insurance but cannot do it midyear, needs to be budgeted at the beginning of the budget cycle. Could the EMP work shifts in the jail as well or would it be strictly EMP/Huber. Depending on staffing could possibly do both but creates additional coverage need to cover the jail floor.

- Jail Staffing – decided now was the time before the budget planning starts it was a good time to provide outline of staffing info. Current staff 12 FTE jail staff, 1 Sgt, 1 Cpt and 4 LTE staff. Challenges of the vacancies that occur (we currently only have 1 part time) and with the reduction in hours our current part time may be looking for other employment due to shortage of hours. How do we maintain staffing with these challenges? Staffing agreement states that we have a staffing level to cover 3 posts manned (jail control, booking and rover). Did transition start and end times of shifts from 7-3 and now starts 6-2 and rotates from there (2-10, 10-6). This is a temporary fix. Would like to maintain all 3 posts and is very important because of our agreement as well. If we choose to minimize staffing or come up with new agreement and loose double bunking capability. If we loose double bunking we lose that capacity. Average daily population jail inspector in Wisconsin wants us to be at 80% capacity. State wants space available in order to do that we would have to maintain 48 inmates. 30-40 additional inmates out on other monitoring programs. Housing outside facility is a huge issue because we don't have the money. Staffing analysis we are mandated to have agreement of 3 posts per shifts need 26,280 hours per year. 8 hour shifting we get 1685 usable hours. Need 15.6 employees to staff appropriately. 16.4 needed to support with all used benefits, etc. Time not able to report if leave of absence is used. 12 hour analysis – hours per year 2184, comes out to 1919 usable hours, same lesses gives you 13.2 employees needed. Spreadsheet – deals with 8 hours on 1<sup>st</sup> page 12 hours on 2<sup>nd</sup>. W/hat is not in here right now is LTE staff. Says average but is very close to actual cost right now. If you look at the staff, this is the total cost of employees excluding Captain and Sgt. Everything is based on minimum and maximum depending on insurance needs. 12 hour shifting gets employees a \$6,000 increase in pay due to hours worked. There would be more time on the floor with 12 hour shift.
- Budget 2011 - \$871,371 & in 2012 \$789,694.18 which includes ALL feet on the floor hours including part time. 2011 \$80,063 in part time 2012 \$56,300. Question asked if added 2 FTE jail staff would you need any LTE in the jail? Depends on if jail Sgt could work any of the shifts. 2013 \$745,406 \$549,358 applied salaries excluding Captain.
- Housing 8 people out cost is \$175,200 high \$131,400 low 6 \$98,550 12 out \$197,100 18 out \$295,650 Our daily population has increased by 10 every year. If that trend continues, we will need to house out of county in coming years. That is why EMP, day reporting is so important. Don't want to lose double bunking would go to 52 beds and with 80% capacity we drop to 40-42 inmates. The costs do not include transportation costs only housing.
- Considering 1 FTE jail staff and EMP officer? Not for sure quite yet because may have LTE staff usage as well. Will put options together which may include status quo. It is clear that there is a need for additional staffing. National standard is 5.1 people per post fulltime. In ideal world you would need 15.6 full time jail staff. Even with EMP and 1 FTE still would be 2 short for jail staff.
- Two open LTE staff for female only one female applied.
- Will bring back more info to July meeting. Sub three



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## **Vouchers Payable**

Cell phone command staff is for several phones. Revamping phone plans. Looking at mobile data as well. Data is encrypted with mobile networks. Can get a VPN which would give more options but costs money. Motion by Amo 2<sup>nd</sup> by Rewald. All in favor, motion carried. Christie Peters recommended to Sheriff to let Ken Lechner know about mobile data because mentioned in other meetings he was looking into VPN for the entire county which would give Sheriff's office option to use as well.

## **2013 Budget Report**

When we have to start paying tower fees, should we run them over? Already paid through April or May of 2014. Motion by Ransom 2<sup>nd</sup> by Rewald to accept budget to record.

## **Closed Session – motion by Carney 2<sup>nd</sup> by Ransom to enter closed session at 11:16 a.m. Roll call all YES.**

- 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; to consider dismissal, demotion, licensing or discipline of any public employee licensed by a board or commission or the investigation of charges against such person(s).
  - Employee Performance
  - Motion to return to open session pursuant to sec 19.85(2) by Amo 2<sup>nd</sup> by Carney at 11:57

## **Staff Vacancies and Recruitment Updates**

- Transfer of Current Personnel – Motion by Ransom 2<sup>nd</sup> by Carney to approve 4<sup>th</sup> Jail Corporal to cover supervisory needs until the Sgt vacancy is filled pending Corp Counsel approval. All in favor Motion carried.
- Motion by Amo 2<sup>nd</sup> by Ransom to transfer Kauer to fill 4<sup>th</sup> corporal position. All in favor motion carried.
- Motion by Amo 2<sup>nd</sup> by Ransom to move Weyer from LTE Dispatch to LTE jail. All in favor. Motion Carried.
- Request to fill FTE Patrol deputy with current eligible staff – Motion by Ransom 2<sup>nd</sup> by Carney to transfer from current LTE eligibility list to fill FTE Patrol vacancy created by Kauer.
- How many LTE positions can be filled? – Not on the agenda. Not discussed.

## **Motion to Adjourn**

**Motion by Amo 2<sup>nd</sup> by Carney adjourn at 12:21 p.m. All in favor; Motion carried**

**\*\*\*\*\*These minutes will be approved by LEC Committee at the 7/22/13 LEC meeting**