



# **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

June 16, 2020

Chuck Jensen called the meeting to order at 9:30 a.m. Tuesday, June 16, 2020 in the County Board Room of the Jackson County Courthouse. Additional members present were Jeff Amo, Ray Ransom, Ron Carney and Isaiah Funmaker. Also Present Sheriff Waldera, Chief Deputy Adam Olson, Human Resources Manager Susie Mienerz, Barb Pfaff and EM Coordinator Kristina Page.

## **Approve minutes from previous meeting**

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

## **Agenda Revisions**

Animal Shelter 1<sup>st</sup> quarter report presented by Barb Pfaff

## **Set next meeting date/time**

July 21, 2020 9:30 a.m.

## **Approve Animal Shelter Employee Annual Increases**

Animal Shelter 1<sup>st</sup> quarter report presented. Propose employees get the 6% and remaining balance go to Barb. Motion by Ransom 2<sup>nd</sup> by Amo to approve suggested pay increases as presented. All in favor; motion carried.

## **Approve Annual Employee Increases**

With promotion of Captain to Chief Deputy it allowed for more money to be distributed to other employees who were having compression issues. Motion by Carney 2<sup>nd</sup> by Funmaker to approve employee increases as presented. All in favor; motion carried.

## **Dive Team Update**

Dive team policy and procedures presented. Met with Keith Cormincan on May 7<sup>th</sup>. Dive team has low membership and lack of training. In the process of disassembling the dive team. Have contacted Corporation Counsel for advice on how to disband. Being a 501c there are specific guidelines on what happens to the equipment. There is a price quote from Cormican on what it would cost to have Bruce's Legacy on board. Quote is for \$3,000 a year, be on Jackson County Work Comp and authorized to work under the Sheriff's authority as well as season park and dive access to Wazee County Park. Have asked for what the pay as you go option would be. Another option is that Fort McCoy has a full time dive unit that is a no fee resource operating under mutual aid request. This option would not cost the county any money. Fort McCoy is used by Monroe, Vernon, Juneau. LaCrosse County, LaCrosse PD and Eau Claire also have dive units available for recovery. Rescue is generally under the fire/first responder aspis. What are the current costs of maintaining the dive team? We cover the cost of maintaining the equipment (boat, van, etc). Our expenses have been very low in the past. There is a list of inventory that was completed by Deputy Karie Gillett. Initial thought is to work with Fort McCoy the remainder of 2020 and see what happens in the future. Chief Deputy Olson spoke with Fort McCoy, they operate right out of their fire department. MOU not necessary but if needed we could write one up. Bruce's Legacy could also be an option to use if needed. Want committee to know that we have options between Fort McCoy and Bruce's Legacy for recovery, as well as local fire departments for rescue. Table for future discussion no action taken today.

## **Project Employee Renewal**

Mike LeBar helps with disassembling squads and reuse equipment when able to. Motion by Amo 2<sup>nd</sup> by Funmaker to renew Mike LeBar as project employee all in favor; motion carried.



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## **Divisional Reports**

Written reports submitted.

EM: Still getting supplies from State every other week. Was able to get 8000 masks for the courts. Survey to department heads as to what they anticipate costs and needs are. Trying to organize the funding sources and figure out how to utilize them. Funding available to purchase PPE and personnel costs through the end of 2020. Do have a UVC decon trailer that can be used to decontaminate disposable gowns. EMS uses their own system but any provider is able to use to extend PPE use.

TSS Report: Central IT has moved all the user files to their new server. There was a network outage on June 9<sup>th</sup> that affected the Sheriff's office. Central IT traced it to the bridge between their switch and the SO camera server. It was found that the port was configured incorrectly.

Jail: Inmate count is down still due to COVID-19. Still have guidelines in place as to what offenses can be brought to jail at this time. Working with Public Defender office and DA's office. When the courts reopen to in person court that will change. Working on approved reopen plan and Jackson County does not have it completed yet but it is not approved yet.

## **Authorization to Fill Vacant Patrol Captain Position**

Looking for approval to fill vacancy. Motion by Ransom, 2<sup>nd</sup> by Carney to approve moving forward with internal/external hiring process. All in favor; motion carried.

## **Staff Vacancies and Recruitment Updates**

Updated organizational chart presented. One vacant full time communications position. Potential that one of the new part time may be interested down the road. Jail has one vacant LTE position. Patrol has a vacant bailiff and LTE spot. Two vacant transport spots, haven't been doing any transports.

## **Vouchers Payable**

Haven't started using a new vendor yet for inmate meds. Still working on getting DEA # set up. Footprints provides the inmate medical in the jail. Forensics was on cold case. Motion by Carney 2<sup>nd</sup> by Ransom to approve vouchers. All in favor; motion carried.

## **Budget Review**

Have converted two admin vehicles to patrol cars. Belco is working with us as far as outfitting our cars with quality used equipment. No update on when the new vehicles will be in. Have started having increased maintenance costs on our high mileage vehicles.

## **Annual Report**

Not completed yet. Will be ready for July. Still working on compiling data.

## **CLOSED SESSION:**

Motion to enter closed session at 10:40 a.m. All vote YES;

Motion to adjourn out of closed session at 10:57 by Amo; 2<sup>nd</sup> by Funmaker. All answer yes; motion carried; meeting adjourned.