



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, February 27, 2012 in the Compass Room of the Jackson County Courthouse. Additional members present were Ron Carney, Jeff Amo and Ray Ransom. Also in attendance were Captain Mike Ring, EM Director John Ross, Sheriff Waldera and Ken Lechner.

Previous Minute Approval

Motion by Ray Ransom with 2nd by Carney to approve minutes from the January 23, 2012 meeting All in favor; motion carried.

Agenda Revisions

None

Next Meeting Date/Time

Next regular LEC meeting will be March 26, 2012 at 9:00 a.m. -Explorer Conference Room-Courthouse

Chief Deputy

Written receivable report submitted.

Corrections

Written report submitted. Jail is pretty much full. Inmate violations were at 21 which is about average. We own 6 scam units and we lease the GPS units but found a different vendor that cuts the cost in about ½ .

Emergency Management/Communications Division

Written report submitted. Snow Creek Tower engineering study came back and Snow Creek will not work. County Rd A site is pretty well used up and would not likely give coverage that is needed, tower at Kenyon Rd is not a good tower either and was used previously for fire and did not perform. Not likely that we would be able to get on the State tower. Need to see how high we need to go in order to accomplish goal. Steve Pott & John Ross spoke this morning and it doesn't seem that they could get high enough on the Cty A tower. If we go with the same height at Snow Creek with a new tower would be able to go forward without much trouble because it is an existing tower. If we build a new tower on County Rd A or someplace else would be 8-9 months with regulations. Not sure of the cost of a new tower at Snow Creek but would probably be about \$150,000. Brockway is still being worked on. One of the hurdles was that they thought State did not want any other equipment on there but that is not the case. They don't seem to want the conduit going through so it is still a work in progress. Melrose is a go ahead as long as they have a heater and the school can still use. Northfield and Dairyland are both ok to use. Steve Pott will be at the March meeting for further discussion. At this time Jeff Amo thinks we should approach the State again and tell them our situation and see what they say. Ross thinks that loading with microwave dishes may be an issue on the state tower. Vehicular repeaters have been installed in a couple cars but is currently on hold for a few issues. Will only replace the ones that are staying in use not the ones that are being transitioned. What is the timeline for deadlines on the latest possible date in order to meet the requirements. If need to go through environmental impact would probably need to start with narrowband and then turn on simulcast at a later date. Plan would have to be modified if environmental is needed because it could take 7-9 months. If can use Snow Creek it would be much faster because it would be replacing an existing structure.

Corrections Division Report

Written report submitted. Will be changing one vendor for electronic monitoring. Revenue for EMP has been really good this year. Looking at bringing in about \$107,000 through December. Cameras are not working yet. There was a bit of a stall on the installation, we had to get an upgrade in order for it to work. Which was done



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at no extra cost. Going to start looking at cameras for the courthouse hallways and possibly exterior. 2 for court room and 2 for boardroom are included in this cost. Discussion was held at security committee meeting about increase in the bailiffs activities. They like the presence of the bailiffs and possibly for use with court commissioners. No problem doing that but need to be aware of the scheduling. Sheriff reported to the security committee that possibly would be requesting some funds for the use of Ho-Chunk funds for upgrade of the hallway cameras if needed. Maintenance has set aside \$30k for upgrades/changes for offices/hallways. Part of the camera cost was out of jail assessment (\$11,000). Thinking of trying for another \$50k out of Ho-Chunk for next year.

Detective Division Report

Written report submitted. Update on arson case due to the volume of subpoenas and multi jurisdiction it is a larger case than anticipated and is basically on hold until that happens.

Patrol Division Report

Written report submitted. There will be some challenges in the patrol division due to some work comp issues and hopefully by May will be back to "full" staffing.

Approval of Office Staff Job Descriptions

Approval of Office Staff Job descriptions – would like to rename Secretary 1/Data entry to Receptionist. Trying to make job descriptions uniform and more solid. The changes were presented in red. Tried to assign duties but keep cross training. Secretary 1/EM is changed to Secretary. Job duties remain much the same but also include cross training of secretarial duties. 30% of the time for this position is designated for Emergency Management. Pay scales would remain the same. Recommendation by Carney 2nd by Amo to move the Receptionist and Secretary to personnel all in favor motion carried.

At this time the Sheriff would like to possibly suggest hiring for an office manager/IT Tech that would oversee the 2 office staff & the financial piece as well as, the IT portion similar to what DHHS has. Budgetary concerns. Question was raised as to what is not being provided from IT that is currently needed. IT thinks that decentralizing IT would not be a very good idea and the cost of IT would need to come from SO budget and would not be supported by IT centralized dept. The need is for about 20 hours a week for IT support/work in the Sheriff's office.

Recommendation is made to not pursue at this time. Recommendation is at this time to use centralized IT and improve communication between departments. Contract between Spillman is between 8-5.

Staff Vacancies and Recruitment Updates

- A. Approval of request to fill office staff vacancies – approval to fill office staff vacancy for Receptionist. Motion by Amo 2nd by Carney All in favor motion carried.
- B. Request to fill LTE Vacancies – request to start recruitments for patrol and dispatch. Motion by ransom 2nd by Amo all in favor motion carried.
- C. Report on LTE Status - Patrol 5 approved currently have 4; Jail approved to have 4 Dispatch 2 Sheriff is requesting to maintain current LTE staffing with jail and dispatch. Sheriff would like to increase the patrol LTE's to 7 in order to help cover the needs. Sheriff's opinion is that if there is another jurisdiction that will pay for the presence of law enforcement and have a liaison it is better to have it that way. Motion by Ransom to maintain current LTE staff as is for Jail & dispatch but increase patrol to 7. 2nd by Amo.



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2011 Annual Report

Sheriff annual report did not have the complete annual report but some divisional reports were submitted.

Contracted Law Enforcement Services

LE Contract Village of Alma Center – contract is basically the same as Taylor, they are asking for 20 hours of law enforcement. Motion by Ransom to approve contract with note that Sheriff will negotiate fuel costs. 2nd by Carney. All in favor motion carried.

LE MOU State Parks – same as last year. Will look into the hourly rate of \$15. Should it be the \$18.15 hourly rate? Sheriff will let DNR know to adjust the rate. Motion by Ransom with recommendation that hourly rate be \$18.15 2nd by Amo. All in favor motion carried.

Line Item Transfer

Line Item transfer/resolution to use revenue to offset expenditures – County government seems that lines need to be within the budget. If you go over the budget line, only revenue from that line can be used to cover costs for that line. Resolution to use EM revenue to offset budget overtures. Motion by Amo 2nd Carney by to make resolution. Motion by Ransom to request transfer of \$17,000 to offset deficit from contingency 2nd by Carney

Policy Review

Cpt Ring is working on the medical staff policies to update. Policy 100 is the general regulations copy is maintained on the snap server and not a printed copy anymore. Need to be sure that the policies state what we are actually doing. Need to dedicate some time to update policies. Benefited time has been updated. Training and Standards requires certain policies to be mandated. They are as follow: Citizen complaints is one of them. Open records looking at updating policy to include tracking of records release. Expander of Jurisdiction high speed pursuits, use of force, domestic abuse, reporting abuse (juvenile), eye witness identification, Recommendation is to take about 15 mins each time there are changes and bring to the committee for discussion for review of changes. Need to make sure the mandated ones are updated and in place. Sheriff will work on updating.

Vouchers Payable

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

2012 Budget Report

Electronic monitoring has brought in \$14,000 in the month of January. Technology allows us to not physically monitor. Currently have 26 on EM if all were incarcerated we would have 88 and would not be able to pay out of county housing.

Closed Session

Motion by Amo 2nd Carney to enter closed session at 11:54 a.m. – Motion by Ransom 2nd by Amo to return to open session at 12:45

Corporal recommendations motion by Ransom to approve Corporal recommendations 2nd by Amo All in favor motion carried.

1 yr probation eval on communications employee. Motion by Amo 2nd by Carney to move to FTE status with pay increase.



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Motion to adjourn

Motion by Amo 2nd by Ransom to adjourn at 12:47 p.m. All in favor; Motion carried

*******These minutes will be approved by LEC Committee at the 3/26/12 LEC meeting**