



# **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. in the Compass Room of the Jackson County Courthouse. Additional members present were Jeff Amo, Ron Carney, Ray Ransom, as well as Steve Pott – PSC, Sheriff Waldera, Chief Deputy Moan and Captain Mike Ring.

## **Previous Minute Approval**

Motion by Ron Carney; 2<sup>nd</sup> by Ray Ransom to approve the March 26, 2012 meeting minutes as submitted. All in favor; motion carried.

## **Agenda Revisions**

None

## **Next Meeting Date/Time**

May 21, 2012 at 9 a.m. in the Compass Conference Room, basement of Jackson County Courthouse.

## **Chief Deputy Report**

Written receivables submitted. Over the weekend an arrested party broke a window in the lobby of the Sheriff's Office.

## **Emergency Management/Communications Division**

Written report submitted. Work plan is completed. Communications work group is in process. The prelim will be done next month and final by end of year.

## **Corrections Division Report**

Written report submitted. Nothing stands out for the month. Population was starting to drop but is starting to come back up. As of today close to 50 housed and 21 out on monitoring. 71 total population. Updated the medical related policies but not ready to present to the committee at this time. The nursing/medical contract (Advanced Healthcare) is going pretty well. The problem is that if our nurse is gone on benefited time, we were still being billed for her as if she was working last month she was gone 2 days and they covered one and we paid for one. Jail officers have always passed meds in the morning and night but by the pharmacy law they are not qualified to do so. The state is looking into making changes but don't expect anything until 2013 due to how long it takes. Interviews for LTE positions have been completed, not really happy with any of the males but one is going through pre-employment process now. The 3 females were all good and expected that all of them will work well.

## **Communications Division Report**

Written report submitted. 2012 plan of work 1<sup>st</sup> half. As far as dispatch 911 calls per day averaged lower because of an issue with Spillman and are now fixed. OJA audit scheduled today for an equipment grant. Will report back next month if there is anything of note. Steve Pott is here and has a draft of the RFP and will briefly go over it. Meeting with IT after this to discuss any changes that need made for installation. Going to Taylor to meet with them about what needs done. Hopefully at County Board tomorrow night lease with Brockway will be approved.

- RFP has been put together and is marked as draft. It has not been presented to Corp Counsel yet. Will be released to the vendors on 4/30. 5/9 meet with interested vendors, 5/16 is deadline for proposals, 5/25 publish addendum, 6/6 bid openings here at 11 a.m. Think bid specs are written specifically enough that there will not be a lot of question/discussion. Hope to present to county board 6/18 for approval. Subject to change based on vendor timing. Original was 3 channel simulcast system. What



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has changed is 3 channel county wide simulcast with options for 4 & 5 channels. Price sheet is more detailed than vendors will probably like but very specific for our needs. Requirement that system is

complete and ready for use by 11/15. Much wording that talks about the 2013 deadline and vendors are aware of that. There are options if it cannot be complete by 2013. Make sure there is a contingency plan in case things go awry. Verizon is not going to let us on their towers. One of them is the tower on McKenna Road where we have a right to space on that tower. County Rd A switched to the US Cellular because Verizon won't let us on it. In the past, Steve has encountered in the past, and had to go higher up in Verizon chain in order to get on the towers. Status at sites has not changed. Northfield and County Rd A have plenty of capacity and Castle Hill tower has a lot of capacity as well. County reports that coverage is pretty good with the County Rd A tower. Needs to be reviewed by Jeff Nelson, Corp Counsel and John Ross. The way the RFP is written it covers a lot of the language that is in the contract so negotiations should be pretty smooth and there are no surprises. Payment schedule is 30% contract signing up to 40% as each site is completed. Allowed to bill monthly as documented expenses occur, 5% after testing, and 25% on final acceptance. Written similar contract with other counties and it has worked well. Resolution was approved at \$2.6 million. Taylor, Sheriff's Office and Brockway will all be receive only sites. Motion to release RFP for bid pending approval by Corp Counsel by Amo 2nd by Carney. All in favor motion carried. Pre-proposal conference is scheduled for 5/9 at 10 a.m. Amo & Jensen plan on attending. Vendor site visit is optional for those that may want to go. Expecting to see about 5 or 6 manufacturer equipment bids. Starting out that everything comes from the same vendor due to our location when there is need for service.

## **Detective Division Report**

Written report submitted for Feb & March.

## **Patrol Division Report**

Written reports presented for Feb & Mar. Brockway PD has disbanded. Called a small press conference on 4/13/12 with local media. Only person who came was Jodee Brooks from the Banner Journal. With this happening, it is going to make the response to rural areas much less, will have increased calls in the City (due to their scheduling) and now Brockway. May have to prioritize calls we can respond to and the rural areas are going to be the ones that do not get responded to. Brockway is losing patrol, traffic enforcements and county does not do ordinance violations. Possibly look at contracted services with Brockway but the contract would be written as such that they cover the entire costs of the wages/benefits for the coverage provided.

- A. Contracted services with Alma Center are set to start. May look at billing per mile cost rather than per hour maintenance costs. Will get in touch with Taylor and will look at the mileage/cost per hour and make necessary changes, etc.

## **Staff Vacancies & Recruitment Updates**

Moving forward, Just completed interviews for the jail LTE officers, backgrounds are being completed. Tested last week for the patrol LTE positions hope to hear this week on those and will be able to move forward from there. Dispatch FT vacancies are full but now have 2 LTE positions open. More apps have been received. The response of applications for civilian jobs in jail & dispatch are not coming in with a very high response. The applicants for the receptionist position were between 100-200 received. The applications for receptionist have been reviewed. Rec officer deadline is coming up. Planning to combine in for interview process because some applicants may be the same, assuming most will apply for the FT but can use those applicants for the LTE spots if interested. Sheriff will update org chart.



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## **Vouchers Payable**

National Sheriff's Assoc Dues seemed high, will look into and see if it was something together. These dues get us reduced pricing on other training. The Sheriff gets more out of the National conference because it is a different type of training. Reducing annual trainings for command staff. Bill from TWC is for the 16 repeaters. Motion by Amo 2<sup>nd</sup> by Ransom to approve vouchers all in favor. Motion carried.

## **2012 Budget Report**

Part time is at 48% but we have one on light duty. Maintenance contract line is the annual contract costs.

Motion to Adjourn – Motion by Ransom 2<sup>nd</sup> by Carney to adjourn 11:20 a.m. all in favor. Motion carried.