



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 9:05 a.m. Monday, May 20, 2013 in the Compass Room of the Jackson County Courthouse. Additional members present were Ron Carney & Jeff Amo. Also Sheriff Waldera, Steve Potts, Tait representative Dan Brooks, BRMH Meal representative, Two Way Communications Rep Don, EM Coordinator Kristina Page, Jail Captain Mike Ring. County Board Chair Dennis Eberhardt was in attendance for part of the meeting.

Previous Minute Approval

There was a question if the IFERN grant deposit had been located. It was deposited to the Zoning Department and expensed from the radio grant account line. Funds have been moved to correct accounts. **Motion by Ron Carney with 2nd by Amo to approve minutes from the April 15, 2013 meeting. All in favor; motion carried.**

Agenda Revisions

None

Next Meeting Date/Time

Next regular LEC meeting will be June 24, 2013 at 9:00 a.m. - Compass Conference Room-Courthouse

Open Meal Bids

One meal bid was received from Black River Memorial Hospital. Meal bid was opened and read aloud – 2 year bid Breakfast \$2.55 Lunch \$3.60 Dinner \$3.60 total of \$9.75 per day/inmate. 3 year bid is the same amount. **Motion by Amo 2nd by Carney to accept 3 year meal plan from BRMH. All in favor motion carried.**

Radio Project Update

The waiver was discussed last time and an extension of waiver has been submitted to FCC. No timeline as to when there will be a response from the FCC regarding if the waiver is granted or not.

- Castle Hill & Cty Rd A sites have had the shelters delivered. Waiting on meters from Jackson Electric & possibly Exel. Thursday May 16th there was no power at Cty A when Two Way was working there and last time he was at Castle Hill there was no power there yet.
- McKenna Rd has had the most progress. The lease is signed, microwave dish is mounted, slab is in and shelter is scheduled to be delivered on Thursday May 23rd.
- The electrician will come in right after that and all sites will be powered and ready for equipment install.
- Taylor needed a hand rail which was built by Tri State and installed. In agreement that it was built by specs/design from Edge Consulting but is too loose and will need to be fixed which will result in a change order and may need special meeting to approve. Edge went to the site but was not able to obtain tower drawings. This tower has all bolted connections on the tank but had to use existing mounts for the hand rail. **Motion my Amo to authorize change order to beef up handrail at Taylor water tower to not exceed \$5.000. 2nd by Carney; all in favor, motion carried.**
- Brockway tower dishes have been painted but the mounts/brackets have not been painted yet. Will have painting inspected once completed.
- Microwaves are up on all the towers. No VHF towers are up yet by Tri State.
- Dish was mounted on roof of Law Enforcement Center; Mike Kutcher is concerned with the dish was not mounted exactly where he initially thought so it doesn't line up with the vertical walls like originally thought. Probably weighs about 1800 lbs to a ton. Kutcher is going to speak with Ayres to see if they have any concern over the structure and mounting. If it can't remain where it is, it can be mounted on the courthouse over the county board room and it will still make the connection.



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- Next step as far as shelters go is the propane tanks and then generator startups all at once. County's County Rd A site, Jackson Electric would like to modify the lease by adding the right of first refusal (to purchase if county ever sells). **Motion by Amo 2nd by Carney to modify lease to include Right of first refusal to Jackson Electric if county decides to sell pending Corp Counsel approval. All in favor, motion carried.**
- Radio programming: if the waiver is not granted we have about 4 weeks to complete project. Desire of county was to provide programming template to other agencies for programming. Will send out to agencies for their use whenever they are ready. All entities are responsible for their own programming costs. Highway Dept. was not offered a template for programming Steve Pott spoke with personnel there regarding the programming. A lot of places do direct radio to radio on the output side. Our highway dept. does vehicle to vehicle on the input side of the repeater. If they don't want to use the output side of repeater, it would be best to get them another channel to use vehicle to vehicle rather than continuing to use the input side. Possible that the simulcast will create a problem but won't know until it is done.
- Still finding out which radio to use at Knapp. Think the one at DNR would be able to be moved to Knapp. Steve has had several conversations about the county EM channel. Several years ago there was a grant that established intercom between dispatch stations. We have the channel which is a single repeater at Snow Creek. It has not been in much use. Have spoken with the representatives at the State level, Jennifer Lord at DNR & Bruce Bratner and all say that the channel is not really being used and we have the channel available for future reprogramming use if needed.
- As of a month ago the plan was to go live June 15 and do some testing after the fact but if we get the waiver to extend time, may wait and test before go live. Don't think simulcast can be up by June 15 but we could use the talk through capability at that time if need be. Will know more after this meeting and they discuss with Tait. PSC will keep us updated. If extension is granted by FCC, it is likely the go live date would be the end of July. Tait agrees that if the extension is granted on the waiver it is best to work through and be thorough.

Job Descriptions

It was brought to the attention of the Sheriff by Klye Deno & Christie Peters that upon Wipfli review the two front office positions (Receptionist & Secretary) were not properly named after looking at the duties & responsibilities. Both positions are being presented to be renamed Secretary Confidential LE & Secretary Confidential LE/EM. There were not any changes to the job duties. **Motion by Carney 2nd by Amo to send the job descriptions for both Secretary Confidential positions on to the Personnel & Bargaining Committee. All in favor motion carried.**

Emergency Management/Communications Division

Written report submitted. There is nothing unusual to report. Chairman Eberhardt asked about the funding he signed. Page advised it has not arrived yet and may take a month or two yet to receive.

Divisional Reports

Written reports were submitted for Corrections, Detective and Patrol divisions. The Committee will review unless there are questions. No questions.



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Affordable Health Care Act effecting LTE Employees

Staffing Strategies:

Moving forward June 1 complying with the act of 30 hours per week and will look at having our LTE's work 24 hours per week to help. Staffing coverage – 24/7 takes 8,760 hrs per year. Sheriff handed out info on staffing breakdown. Calculations do not account for work comp, fair labor standards & FMLA. When employees are out on work comp and come back on light duty we still need to cover the shift with LTEs. Minimum staffing is 2 for patrol, 3 in jail and 2 in dispatch. This means to cover the minimum hours worked per year we need a minimum full time staff of 10 patrol, 15 jail and 10 dispatch. In order to accomplish this there are currently 12 FTE/7 LTE patrol, 12FTE/4 LTE jail and 11FTE/2 LTE dispatch.

Contracted Services – Estimates of Forestry & Parks 592 hours May-November; Wazee has high needs; State Forestry ATV Enforcement is 320 hours May-September; Taylor max hours is 50/month 600/yr; Alma Center 20/month 240 per year) Hours in dollars & cents is roughly \$18.75/hr F&P is \$15,000 to parks & \$5,000 to forestry with any extra off-setting with resolution to cover costs. ATV we receive about \$6,000, Taylor \$11,450 & Alma Center \$4,500. Total amount of levy dollars is \$20,100. All total we receive about \$41,750 in contracted services including F&P. It costs about \$61,800 per year to supplement LTE budget at about 3,300/hours per year. The FTO (Field Training Officer) training program for patrol is 12 weeks plus 2 weeks shadow total of 14 weeks to train for patrol LTE. 480 hours total for 12 weeks; 560 for 14 weeks. Cost of training LTE's to get to solo patrol is the reason the part time line is so high. Could categorize LTE's into Parks LTE and Patrol LTE. Training would be much less for the parks LTE and would only be assigned to the parks. State Forest could be similar. Mid November to mid March is a slower time and then it starts picking up with the parks, ATV, etc. We will have 3 LTE's this year that will work parks, ATV & forestry. How would you prioritize the use of the LTE staff? We have a couple that have completed the training and are able to do the Taylor & Alma Center but the new ones that need trained will not be up to full training for solo patrol. Minimum staff is 2; County is first including F&P; 2nd State Forest and then the Village contracted services. The struggle is getting the LTE's properly trained and how to keep the employee on staff from one year to the next. Amo feels we can eliminate the contracted services especially State Forest and possibly Villages as well. DNR would have to cover the State Forest. If eliminate Taylor & Alma Center we will see increased need for patrol there as well and increase calls. By eliminating the village contracts it will increase the calls, vehicle costs, gas etc. There may not be as much traffic enforcement and citations could reduce greatly. There is the clause in the MOU that allows us to provide services at OT rate if need be. Will need to meet with the Contracted services and discuss options. Grant OT, contracted services even with the younger staff we have now, OT shifts could be filled for a short time but not long term. For sustainability do you look at switching to Part time with prorated benefits? Offer part time on just a few and give them set number of hours. LTE's (seasonal) would work from this time to this time seasonal and rehire the following year. Training through the 520 academy gets the deputy certifiable but does not get them agency standardized. State Patrol has a 26 week training after the 520 academy. Could the program be streamlined yes, but would create a huge liability especially with use of force. The FTO program allows the extra training needed to know what they need to do on the job day to day. The only ones that are ever considered for accelerated FTO program are individuals who have prior law enforcement experience from other agencies. General discussion Sheriff brought up that pilots and firefighters are not cutting training of staff. Eberhardt does not believe that the county is asking the training program be cut short. Cpt. Nichols advised that probably 2-3 calls per month are domestic calls over the



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Summer. The question was asked if the Villages use LTE of FTE; we currently use LTEs who have been fully trained. County Board Chairman Eberhardt stated that possibly down the road would be able to offer bonus to county employees which may help retain LTEs. By moving away from contracted services we would gain those hours of LTE use for other areas.

Staff Vacancies and Recruitment Updates

Going to stay with current staffing levels and reduce hours to comply with Act 10 Healthcare. Problem is the delay in the psychological results. Current LTE took psych on May 1st and have not gotten results back yet 3 weeks later. Needs the person to work this weekend and no way to train them. The hiring process itself from advertise to hire is 5 weeks minimum and then over 3 weeks for a psych to come back before can even start. With the cap on hours over ½ the hours allowed are training. Because of staffing agreement jail is short. As of Friday there were only 4 applicants for jail. Biggest difference is if someone calls in sick the shift still has to be filled. Sheriff got info from surrounding counties and will present more on comparables at a later time. Need to get on personnel agenda to discuss the amount of time it takes to schedule and receive results for psych evaluations.

- Request to fill Vacant Jail FTE position – Full time female accepted a position with DHHS and will create vacancy. There is a female LTE to fill the vacancy. **Motion by Amo to fill FTE jail position 2nd by Carney. All in favor motion carried.**
 - Question came up regarding the vacant Jail Sgt. Position. The Sheriff recommends that at this time to not fill the vacancy and use the money to apply to staffing. Looking at using other staffing strategies: One possibility is to go to 12 hour shifting but would need increased funds. May look at having a lower level pay position as a control room operator post who would be able to apply for other positions; Staffing agreement is required by mandate between Sheriff and County Board. Per LEC members, if not going to fill Sgt position will need a plan as to what will be done to cover shift. LE Committee would like to see the Jail Sgt position filled. When the Sgt was used to fill feet on the floor shifts the administrative work was not being done. Right now Cpt. Ring says he is keeping up. Possibly will look at using float dispatch to work in the control room in the jail. They would not be able to work feet on the floor but could run the control room.
- Request to fill LTE Vacancies – Would like blanket motion to be able to maintain current LTE staffing levels when vacancy occurs to go ahead with filling the position without coming back to LE meeting each time. **Motion by Amo to fill all division's LTE vacancies as necessary through the end of the year. 2nd by Carney. All in favor motion carried.**

Vouchers Payable

Chaplain program is a volunteer program; ICAC is Internet Crime Against Children a grant was received; Greenleaf assisted with Green Meadows fire. **Motion by Amo 2nd by Carney to approve vouchers; All in favor motion carried.**

2013 Budget Report

Under work comp when employee is taken off duty and on leave they are paid 66 & 2/3% of wages. Employees are encouraged to return to work on light duty and then we are paying full pay plus additional wages for filling the shift that is not being filled by employee assigned. Amo recommends adding a budget line that shows that amount of lost time feet on the floor.



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Closed Session

The committee will convene into closed session for the discussion of employee related matters pursuant to section WSS 19.85(1)(c) To consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; **Motion by Carney; 2nd by Amo to enter closed session at 11:35 a.m. All in favor; motion carried.**

○ Employee Evaluations

○ Motion to return to open session pursuant to sec 19.85(2) **Motion by Amo; 2nd by Carney to return to open session at 11:54 a.m. All in favor; motion carried.**

Motion to adjourn

Motion by Carney 2nd by Amo adjourn at 11:55 a.m. All in favor; Motion carried

*******These minutes will be approved by LEC Committee at the 6/24/13 LEC meeting**