



# 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, July 22, 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 Pott PSC Alliance, EM Coordinator Kristina Page, Kyle Deno County Clerk; JoDee Brooke Banner Journal; Personnel Director Christie Peters, and Animal Shelter Representative Barb Pfaff.

## Previous Minute Approval

**Motion by Ransom with 2<sup>nd</sup> by Ron Carney to approve minutes from the June 24, 2013 meeting. All in favor; motion carried.**

## Agenda Revisions

None

## Next Meeting Date/Time

Next regular LEC meeting will be August 26, 2013 at 9:00 a.m. – Compass Conference Room-Courthouse

## Animal Shelter

- Quarterly Report – Submitted. Was not able to use electronic spreadsheet this quarter because they need to figure out how to reformulate spreadsheet.
- DEA Number – Received phone a call from a person in Milwaukee in May stating he was in charge of the DEA number. Have become very critical on the forms. Have to be inspected by State to be able to keep controlled substance in the office for special euthanasia. Need to have a form on the wall in the Shelter. DEA number is the number you need to be able to purchase the drugs. Animal Shelter does not purchase the drugs, they get them from Dr. Hart and they have been kept at Dr. Hart's office since May. Looking to be able to get DEA number in order to keep and purchase drugs on site at the Shelter. The cost is over \$730 every 3 years to obtain and maintain DEA number. How many per month are euthanized? 40 were euthanized in the 2<sup>nd</sup> quarter. There is \$128,000 in the Erickson Fund. One thing discussed by Dr. Hart and some of the older humane society members was what the Humane Society currently pays for. They feel that it would be beneficial to have the drugs at the Shelter instead of having to go through Dr. Hart's office to obtain. Will still proceed with checking on the Humane Shelter paying for part of it. **Motion by Amo to apply for the DEA license; 2<sup>nd</sup> by Amo; All in favor; Motion carried.**
- Current issues: there has been conflict with the Humane Society Group. Initially started with improving the quality of the shelter; quality of air; etc. however the subcommittee thought they were only looking at a new shelter. The Humane Society as a whole wanted to look into the ability to improve as a whole. Complaints have been filed against Barb. In particular involving one cat that had some diseases and had been roaming in the cat room and had been there since December. Tested positive for diseases and could have harmed other cats if bit another cat. Cats that have been adopted since then were tested at time of adoption and did not test positive for diseases. Was an air handler/exchange purchased and not installed? No, the property committee had a handler that could have been donated and would have had installation costs but when brought to the Humane Society committee the committee did not want the system because they wanted a new building.
- One complaint regarding questions about the ability to euthanize was made clearer because it is noted in the job descriptions.
- Rewald asked if there were written policies and procedures? She presented a copy of Vernon County policy and procedures obtained from Vernon County website. Copy was given to Barb. When Rewald was there last week there was a dog with no vaccines and a cat walking around a kitten with pink eye.



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- Christie Peters had meeting with Weld and 7 other Personnel Directors. Very surprised that Vernon County had a written policy and when it was asked every Director said they did not have written Policies. Also says that the Humane Society website discourages written policies and procedures for animal shelters. Rewald says the staff still has discretion as to what should be done.
- What is being done to try to smooth over the issues between the Humane Society and complaints with the Animal Shelter? The welcome to new members was not very nicely received. They tried to address criminal cases. Barb has encouraged some of the supporters to become members of the Humane Society and now 23 new members will be coming to the meeting. Have hired a facilitator to come to the next meeting so that things can get addressed. The committee has not been doing a very good job of getting things resolved. Barb thinks that if the money was there to build and maintain the new building it would be understandable to build a new shelter. When they went out in support of making renovations to current building there was not enough interest for donations to renovate the current building. As a county facility we are exempt from State inspection. So how do we as the committee know that the State standards are being followed? No exact answer. Quarterly reports to LE Committee. When there is a complaint it is looked into and addressed by Law Enforcement. We were getting overcrowded and called and used licensed rescue groups and they are able to take the animals at no charge. When is the next meeting? They are going to meet monthly. 2<sup>nd</sup> Tuesday night of the month at the Jackson County Bank at 7:00 Aug 13<sup>th</sup>. The time may be earlier due to the length. The Society has accepted a \$10,000 grant to use toward the new building that must be used within one year. Christie Peters was asked by Barb to talk to the committee about this and the complaints. Barb wrote her response to the complaints. Prior to the meeting Christie read the responses, read Det. Bakken's reports and met with the DA and he did not feel there were criminal charges. Christie attended one of the Humane Society meetings to see what it was going on and how things were done. The meeting was not very well run, only 3 members new why they were there for the meeting. Was told they needed to vote on the new building. Two members walked out and one came to Christie later to meet with her and apologized for walking out and did not realize Christie was the Personnel Director and stated that was not the norm of the their meeting. She did not find that there were issues with the way Barb is conducting the euthanasia or how she determined when to euthanize. Have been informed by Barb since the last meeting that one member has come down from the Humane Society on a regular basis and Barb has asked them for recommendations and the person has none. Stated that sees no problem with the way things are. Allowed 22 hours per week to run the shelter and some of the staff has not been available to work as needed. There are 40 plus hours per month that are not being used due to staffing. Suggested that Barb look at finding new staff. Over the weekend 12 new cats came in. Have less numbers in the cat room. Have utilized a lot of community service help this spring.

## **Radio Project Update**

Not really any news this month. All of the antenna work is done at the towers. Tri State wants to bill for the work. The plan was to not bill for \$2000 each site and \$5000 at Brockway. Steve has not done the final punch list or done the final groundwork testing. Painting of Brockway needs to be done. Have Kelly Malhern on board for painting requirements. All of the mounts on Brockway were to be shop painted prior to installing on tower and they were not. At this time will likely withhold \$17,000 - \$20,000 from final payment of Tri-State until painting is completed. Will not impact our performance schedule. Ground testing and painting still need to be done. Coverage testing has not been completed yet and waiting until the tower on the SO is completed. Gaier stated that it should be installed late this week or early next week on the side of the building. Coverage testing is further down the road. Microwave testing is stalled out right now. Tait wants to do the microwave testing before coverage testing which makes sense. Next Wednesday (7/31/13) there is a meeting here at the courthouse to hammer out the microwave testing. Not sure what the delay is in the microwave testing with Tait.



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Not sure if they are not familiar with M&I or what the hold up is. Keep promising a test plan for the microwave and it never seems to get to us. Think it is going to be fine but puzzled as to why it keeps dragging on. Tait had to pull optimization workers off site but they are here beginning today for 2 weeks to get it completed. Some of the equipment in the radio room is coming out, shelves installed, etc. Once the mount is up on the side of the building it is all in Tait's hands. Meeting next week Jeff Nelson will be here from PSC and Steve will be attending via phone. Official extension was received but only to Sept. 30<sup>th</sup>. The propane tanks have been installed and tested at all sites. Still trying to figure out at the Taylor tank if the handrail wiggles enough to cause a problem with the signal. Nobody knows how to read the logs to see if it creates a problem with transmission. Want Kelly Mallhern to inspect the tank and see if he sees any problem with the rail and if it would damage the tank in anyway. Corp Counsel reviewed contract with Snow Creek and we need to give notice 12 months prior. We will have Corp Counsel draft a letter of notice to Snow Creek so we can get the 12 month notice given. Budget is still the same as last month. There will be a bill coming for the design of the tower on the building. Propane tank at Franklin was going to be reused at one of the sites. Fed Coop called and said they can't remove the tank due to brush and trees that have grown. The site will be abandoned. The highway dept can likely remove the brush and trees in a month or so and have Fed Coop remove the tank. Have been waiting almost 2 months for response from Millis regarding the last US Cellular contract. Going to cc: Peter Rindahl on the email regarding it and see if we get a response.

## **Dive Team Quarterly Report**

Reporting that there was an accident at Wazee that a diver died while performing a dive. That case is still under investigation. There have been no additional call outs. There are 3 new members. One of them is one of our deputies and as a result we will have a liaison connection. Deputy is aware they will be asked to be a liaison but want to wait for them to get acclimated with the dive team first. There may be a bill regarding the case in Eau Claire when they were called out to assist with the search of the false canoe report of missing person.

## **Divisional Reports**

Written reports were submitted for Corrections, Detective and Patrol divisions. The Committee will review unless there are questions. If there are things you need addressed directly with Command Staff you can speak directly with them they will not be attending the LEC meeting on a regular basis. We do not have any prisoners out of county right now but we are at capacity. The jail has not been faced with outside housing since the last meeting. ADP is the same as last month. We have been using a lot of transport lately in order to keep open beds. Typically every county is responsible for own transport but if we have a medical issue and someone is picked up on an out of county warrant, it is faster and less expensive for us to use our transport and bring them to the county the warrant is issued for. It is less expensive than paying for medical bills. Captain Ring has done a good job in completing this. No further questions.

## **Notice of Contract Negotiations**

Falls under Personnel and Bargaining committee. We are starting negotiations earlier instead of September. Contract is not printed and is on the Personnel website if you want to look at the actual contract for Patrol Deputy Contract. P&B received letter last meeting asking to start negotiations. P&B asked them to respond and open negotiations and meet ahead of time to present both sides. Union will present outline of what is wanted for negotiations. There has been a ruling that came down that the only thing negotiable regarding health care is the premium contribution but no negotiations as far as coverage deductible etc.



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## Update/Changes to Chapter 4.02(2)(H)

Pre-placement exams. Trying to smooth out hiring process. Struck out language stating applicants for the law enforcement agency will undergo a psychological exam in addition to a pre-placement exam. Will change to applicants being hired for a sworn law enforcement position that will have authority and powers to arrest will undergo a psychological exam. County employees that are qualified and eligible to be hired, transferred or reassigned to a sworn law enforcement position will need to complete or have a psychological exam on file. For Training and Standards, it is recommended but not required for reimbursement from the State for training and standards. **Motion by Ransom to accept changes with noted change to state certified law enforcement. 2<sup>nd</sup> by Rewald all in favor motion carried. Will send to Exec and Finance and all necessary committees.**

## Transport Job Description

There has not been a transport job description in the past and want to establish. They are the ones that are sworn and do not have arrest powers or carry guns. Need to change ability to remain calm rather than remains calm. Also remove the physical demands regarding "may be required to wear breathing apparatus" Will send to Personnel & Bargaining committee. **Motion by Amo with changes noted 2<sup>nd</sup> by Carney all in favor; motion carried.**

## Staff Vacancies & Recruitment Updates

We are still working on filling FTE patrol vacancy. In the jail with the movements and staffing needs have been greatly eased with the transition of Kauer back to jail and transition of Weyer to jail from dispatch. Still moving forward with the LTE. Only vacancy in patrol is still in limbo. Waiting on being able to pull posting down at noon and can proceed with hiring. There are two LTE's that are trained and qualified which are Aaron Johnson and Allen Mock. Will be giving notice of hire after posting is down. Command staff (Captains) will be assisting with backgrounds. Captain Nichols is doing home visits today on backgrounds. By the end of the week we will have a total of 5 backgrounds completed. Currently have 3 LTE positions after the transition of one LTE to FTE for patrol. Christie advised Personnel has been working with Sheriff to shorten the hiring process. There was a bit of a bottle neck in the background checks. With the assistance of the Captains with backgrounds it will speed up the process. One of the candidates scored high on both corrections and patrol. Could the person be used in both areas to work 30 hours a week? It is possible they can be more "specialized" and used in both areas. In this case, if there is no opening in patrol, we make that known to the candidate and they can choose. May encounter issues down the road with the Union but until then will be able to use in both areas if needed. The penalty is being delayed for 2014 regarding the 30 hours a week for LTE. Currently approved to have 2 LTE's in Communications. Currently have no LTE's on staff. We are conducting 2 backgrounds and there are 2 additional that could have backgrounds completed. It is possible we may be losing a dispatch to full time employment elsewhere. Is it possible to hire a 3<sup>rd</sup> LTE in communications temporarily with the understanding that one of the three would be eligible for full time in the event of a FTE vacancy? **Motion to approve when there is an FTE vacancy in the dispatch center that the Sheriff has authority to hire 3<sup>rd</sup> temporary LTE. Motion by Rewald 2<sup>nd</sup> by Carney; all in favor motion carried.** Did receive part time clerical who started last week. ½ days.

## Vouchers Payable

Insert for dog cage for new SUV vehicle. K9 officers were not able to transport so this cage allows for them to transport. Used some funding from capital equipment and ½ from K9 donations. We have been receiving a lot of donations for the K9. Stericycle remove the medical waste/sharps containers from the jail. CC Lettering the



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union donated \$150. Jensen towing bill for \$880 – we have the bill because the truck was towed from the Hwy 95/Cty Rd P where we kept the vehicle for recon/investigation. The bill total was \$1,000 but discounted \$150 and no tax paid). The decision was made by the Chief Deputy that when a vehicle is towed for the Sheriff's Office expense we will not use Jensen's towing. If the public still wants to use them that is their choice and will still be offered as an available wrecker service at the time of the call. Brings up budgetary concerns regarding the possibility of establishing an RFP for the wrecker service to accommodate our evidentiary purposes with some predetermined costs. There have been issues with other wrecker companies as well when the citizen is presented the wrecker map to choose which wrecker service they want to use they are given a cost at the time of service and then the bill ends up being more. A summit would need to be held and have them advised that our plan is to have an RFP for bids and we will have specific criteria for our need for wrecker service as far as the Sheriff's Office use for evidentiary purposes. There are issues at time with the conduct of the wrecker service provider and complaints are made to the Sheriff's Office. Will be presenting RFP type language to committee at next months meeting for tows involving our needs. **Motion by Amo 2<sup>nd</sup> by Rewald to approve vouchers. All in favor motion carried.**

## **2013 Budget Report**

Sitting at 55%. The 30 hours per week has reduced some of the costs. Chief's grant projects have been cancelled for the year. Overtime that will be seen going forward will be only department overtime. The state has cancelled the click it and ticket and speedwave. We have submitted all of our bills up to this point. Hopefully we won't lose anything that has already been done. The parks & rec reimbursement has not been cancelled. State is being very particular now on where the money is going and what it is for and how it was used.

## **Closed Session – motion by Ransom 2<sup>nd</sup> by Amo to enter closed session at 11:31 a.m. All in favor; 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)(f) 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 Ransom 2<sup>nd</sup> by Amo at 12:05

## **Action on Closed Session Items**

- Motion by Ransom 2<sup>nd</sup> by Rewald to form a committee consisting of 2 LE Committee members, 2 Humane Society members & Barb Pfaff to write Policies and Procedures regarding the Animal Shelter. All in favor; motion carried. Met with Barb Pfaff to advise her of this action.
- Discussion of issues at Animal Shelter

## **Motion to Adjourn**

**Motion by Amo 2<sup>nd</sup> by Carney adjourn at 12:38 p.m. All in favor; Motion carried**

**\*\*\*\*\*These minutes will be approved by LEC Committee at the 8/26/13 LEC meeting**