



# 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

**Monday March 25, 2013 1:00 p.m.  
Compass Conference Room, Jackson County Courthouse**

## OPEN SESSION

- A. Call to Order Meeting called to order at 1:00 p.m. Monday, March 25, 2013 by Committee Chair Chuck Jensen. Additional members present Jeff Amo, Ron Carney, Marge Rewald, Ray Ransom. Also present were Chief Deputy Moan, Sheriff Waldera, Captain Ring & Steve Pott, Peggy Holmgreen, Kyle Deno, Kristina Page.
- B. Approve minutes from previous meeting – special meeting & regular LEC meeting by Ransom 2<sup>nd</sup> by Carney. All in favor motion carried.
- C. Agenda revisions – move item L to E after humane society prior to chief deputy.
- D. Set next meeting date/time – April 15<sup>th</sup> 1:00 p.m.
- E. Humane Society – Peggy Holmgreen – looking at getting bids for revising the animal shelter. Off the dog room and the cat room to expand to the cement. Quarantine area & ventilation system, office and play area. In the process of getting the bid and looking at writing grants to see what we get. There is a water drainage problem and the ventilation needs to be worked on. Petco grant that will write for towards building and also a Lunda grant. Will not do anything until funds are secured. Not asking for any money, just keeping everyone updated on what is going on. No idea yet as to what the cost would be.
- F. Job Descriptions – Descriptions were handed out at the March 11 meeting. Personnel Director Christie Peters was present at this time as well.
  - o Receptionist – Education & experience was focus at DHHS. Trying to make uniform across entire county. Knowledge skills and abilities is separate category. Added 3 paragraphs at the end for employee to sign off on. Duties & responsibilities – prepares and disseminates various reports. Court calendar – conducts preparations for traffic court. Completes background checks per request. Education – high school diploma required associate degree in administrative assistant or related field. Ability – establish and maintaining relationships county/city change to municipal public safety departments.
  - o Secretary – Education & experience 2<sup>nd</sup> bullet point struck. Wpm removed.
  - o Corrections Division :
    - a. Officer – reports to jail administrator. Education HS diploma or equivalent. Specialized training/education preferred. Water craft removed. County ordinances not statutes. Judgment & decision making skills change to weighing relative risks and actions. Maintain Valid driver license. Certification for jail officer.
    - b. Corporal – Corporal duties includes corrections officer duties but job duties are for corporal. Will remove bullet and make one heading. One year experience as corrections officer, management supervisory experience preferred. Supervisory responsibility – none – directs day to day operations of jail.
    - c. Sgt – titles removed; does direct supervision. 3 years non supervisory experience with 1 year experience supervision of daily jail operations and/or corrections corporal experience. Absence of jail administrator. Education would need to be corrections corporal or equivalent
    - d. Jail Administrator – valid WI Driver's license and access to reliable transportation 2 years management/supervisory experience.
  - o Communications Officer – Knowledge of specific locations within Jackson County and surrounding area. Remove driver's license required. Ability among county & other municipalities/departments.
  - o Emergency Management Coordinator – education & experience associate degree required bachelor's preferred. Experience required – 6 years experience. Supervised by Sheriff and Chief Deputy and reports to LEC.
  - o Deputy Sheriff
    - a. Reports to the Sergeant.
    - b. Still have WPPA descriptions.



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- c. Under statutes, law enforcement officers could have up to 5 years to get college credits but Sheriff wants to have candidates to be already certifiable.
- d. Third bullet point under certifications needed to be removed. And add upon hire at the second bullet point.
- e. Duties should add county ordinance enforcement
- o LTE Deputy Sheriff
  - a. Does not have residency requirement. Same as Deputy Sheriff.
- o Recreation Deputy Sheriff
  - a. Same as Deputy Sheriff.
- o LTE Bailiff and Court Services
  - a. Must add Casual in the title
  - b. Change duties from search court persons to individuals.
  - c. Add to the education that must have 60 college credits or is grandfathered
  - d. Does not fall under the normal hiring practices because position is appointed. Sheriff wants to retain the right to appoint this position.
  - e. May need to change Chapter 4 to reflect the appointment
- o Detective
  - a. Requires 3 years experience of Law Enforcement Officer
- o Patrol Sergeant
  - a. Make the standard changes.
  - b. Get rid of the headings
  - c. 5 years experience, 3 supervisory preferred
- o Patrol Captain
  - a. Keep headings
  - b. Add Patrol Sergeant or its equivalent to the 2 years of the experience to the management/supervisory experience preferred.
- o Chief Deputy Sheriff
  - a. Delete the indirectly supervisory duties because it is defined out in the line above
- o Motion to approve the job descriptions as amended made by Rewald and seconded by Ransom. All in favor; Motion Carried.

## G. Radio Project Update

Steve Pott advised:

- o Slabs are done at the US Cellular County Road A site and are awaiting shelters.
- o The County Road A (County) needs to have the road plowed all the way to the top. There will be over \$9000 of repairs on the tower itself.
- o Have all three structural done on the U.S. Cellular sites. All have approved.
- o At Northfield ladder will be built as bid but County Road A will need to have a ladder built at the cost of \$2025. \$8022.01 for dual antennas at County Road A site. Will be needing filters for the County A site but costs will be given at the next meeting.
- o \$10445.01 change order for antenna and wave guide ladder motion made by Jeff. Ron second. Motion carried
- o Shelters are over the road bans. Are possibly getting permits for the weight bans.
- o Castle Hill can't be done until McKenna Road is done.
- o Castle Hill should be pouring concrete on Thursday.
  
- o McKenna Road paperwork is being finalized
- o Brockway has been in place for a while. Radios are racked.
- o Must have the microwaves painted at Brockway and Taylor.
- o Dairyland. Some electric work needs to be done yet. Radio racks are in the shelter
- o Taylor – Handrail needs to put up yet
- o Tri-State will be putting up all the microwaves up at all the sites on April 8<sup>th</sup>.



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- Microwave radios have been shipped.
  - Tait feels that the radio talk-thru feature is feasible
  - Must get the programming the radios coordinated. Will have to work on configuration. Changing the PL tones.
  - Monitoring the channels. So far no interference.
- H. Motion for Committee members to read the divisional reports on their own and bypass discussion made by Ransom and seconded by Rewald. All in favor; Motion carried.
- I. Staff Vacancies and Recruitment Updates
- Approval to fill vacant LTE position in Communications
    - a. Kristina Page advised that the Alyssa LaBarbera moved from LTE to FTE. Asked for approval to fill LTE position and establish and eligible list.
    - b. Motion made to LTE eligibility list for Communications by Ray. Jeff seconded. Motion carried.
  - Approval to establish Communications LTE Eligibility List
  - Vacant Jail Sergeant Position
    - a. Motion was made to open hiring internally and externally for the Jail Sergeant. Maggie made motion. Ray seconded. Approved
- J. Vouchers Payable
- Motion to approve Vouchers was made by Rewald. Seconded by Amo. All in favor; Motion carried.
  - Motion to approve additional Vouchers by Ransom. Seconded by Rewald. All in favor; Motion carried.
- K. CLOSED SESSION
- Motion by Ransom; Seconded by Amo to enter closed session at 4:39 p.m. The committee will convene into closed session for the discussion of employee related matters pursuant to section WSS 19.85(1)(b)(c)(e) To consider 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). Personnel Matters
    - Employee Evaluations
    - Personnel Matters
    - Motion to return to open session pursuant to sec 19.85(2)
  - Motion by Ransom; Seconded by Amo based on the recommendation Personnel Department Counsel, Personnel Department, and Sheriff Department the motion was made to accept Angela Zinns resignation that makes her eligible for payout of sick time effective Wednesday March 20, 2013. Vote was conducted by Chairman and the vote was unanimous.
  - 4:53 Motion by Amo; Seconded by Rewald to return to open session at 4:53 p.m.. All in favor; Motion carried.
- L. Motion to Adjourn
- Motion to adjourn at 4:55 by Amo; Seconded by Ransom; All in favor; motion carried.