



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 MOAN, CHIEF DEPUTY

Meeting called to order at 9:00 a.m. Monday November 26, 2012 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 and Steve Pott

A. **Call to Order**

B. **Approve minutes from previous meeting** – Motion by Ransom, 2nd by Rewald to approve with Change Letter G to 2nd by Rewald all in favor motion carried.

C. **Agenda revisions**

D. **Set next meeting date/time** – December 17th at 9:00 a.m.

E. **Chief Deputy Report** - K9 fundraiser Thanksgiving night from 6 p.m. to 11:30 p.m. bake sale at Wal-Mart. Made over \$600.00 Grant enforcement is in progress and going well.

F. **Update on Radio Project** – Were able to make good progress the last couple weeks. Building foundations are in at Brockway & Taylor. The electric at Taylor is being relocated and hopefully the slab will be poured this week. Arrangements have been made to get the shelter from Washburn County. We will go get it sometime this week by Highway and will have it set by Friday. Still having problems getting answers from US Cellular. Started the application in Northfield in April and still waiting on contract which should be done by mid-December. Draft agreement has been received and sent to Corp Counsel. Castle Hill & County Rd A is one agent and Northfield is another agent. Structural have been ordered, analysis is the last step. Have gotten approval from all three sites to set frost blankets. Structural analysis is still underway at McKenna Rd. Due to issues with their microwave dishes Tait will not be using Carlson brand and are going with a different vendor. This change will be at Tait's expense. Hoping they will go with MNI out of Texas. Dish sizes may be a little different which would require structural to be redone but if all is the same then no new structural would be needed. As long as concrete and conduit is in before the ground freezes time will be ok. Also did path surveys for the microwaves and drive the paths and look for obstacles they may find. FCC licensing have cleared and are at FCC for stamp. Final listing of frequencies will be provided as soon as possible for VARDa grant. So that we can receive it already programmed. Waiver is in progress and expected to be sent in by the end of this week. Antennas have not arrived yet but were supposed to have shipped mid-November. Steve Pott will follow up on that today. They want to have the shelters in place before the antennas are set. Radio system should be in transit now. Staging is set for December 17th in Eau Claire. Steve Pott will keep us posted but committee plans on attending. Has anything been done on our old tower yet? Have not spoken with anyone yet, because did not want to try to clear during hunting season but now is the time to clear the road. Not sure how much property we own on the County Rd A site, but we have an easement and Chief will check on that property and find out how much we own. We are responsible for the maintenance and upkeep of the tower at Snowcreek. Projected end date cannot be made right now, but looks like the microwave dishes are 90 days from date of order which would be at least March. If need be we will narrowband the base stations and not the mobile & portables. Portables will work but volume will be low. Steve Pott had an unplanned conversation with John Ross last week, regarding meeting with fire/EMS to talk about radio programming with a follow-up in January. Status update on project, with authority to operate past the 1st of the year on wideband. Letter from Sheriff to all radio users and cc county board. Lease amount is still being determined. Worst case would be \$500/tower. **Motion by Ransom 2nd by Rewald to approve signing of US Cellular lease agreement subject to Corp Counsel approval not to exceed \$500 per tower per month.** Is there any action needed by committee to set propane tanks? No, it is part of the project so should be able to proceed without further committee approval.

G. **Emergency Management/Communications Division Report** – All paperwork that needs to be filed for 2012 has been filed and approved including 2012 plan of work and 2013. All hazards plan has been submitted. December meeting Mary Nelson will be attending because we get funding for her to attend. Prescreens are December 5th and hope to set



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interviews to complete before Christmas. Hopefully can do final interviews the week of the 10-14th. Sheriff will be on the final interview along with 3 committee members. Prescreens will be conducted by Chief, Personnel Director, Fire Chief Schrieber and EM Regional Manager Lisa Olson-McDonald. Prescreen questions will be technical questions based on knowledge of emergency management and communications. Final interviews will ask about background, history, etc. Dispatch was an average month. There are problems with the 911 system. Not sure what the parameters are with the refresh system. Some computers are running slow and will need to check with IT about replacement schedule. Some of the radios have a humming noise that cannot be determined or fixed because it is caused by the changes in narrowband causing skip. Contact has been made about the refresh for 911 and have not heard anything more on that. Chief will follow up and see what he can find out about time frame on the refresh. Duress alarm on phones is in the process of getting up and running and will make announcement tomorrow at security committee. It should be a good system and improve safety in all the offices.

H. **Corrections Division Report** - The jail is starting to ease up a little bit. Population has dropped some and is now easing up some of the stress. Along with increased population the monthly expenses such as meals go up. Calling cards are a huge success and profit maker.

I. **Detective Division Report** – We are giving an internal award (Commander award) for work on the Tollefson case to Detective Bakken.

J. **Patrol Division Report** – Grant overtime is in full swing and started in October. November and December are set with the necessary hours.

K. **Staff Vacancies and Recruitment Updates** – EM Coordinator is moving forward with interviews. Patrol is fully staffed with FTE and we will see what happens.

o Approval to establish eligibility list for LTE Patrol – Currently have 4 LTE and are authorized for 7. Need to have LTE's in place by May. **Motion by Ransom 2nd by Carney to start process for establishing eligibility list. All in favor motion carried.**

o Approval to fill Patrol Sergeant vacancy – Looking for authorization to advertise for hiring even though cannot be hired until vacancy officially occurs after the 31st of Dec. Would like to establish ability to allow internal candidates to apply and promote from within if qualified. If hired internal, need to proceed with resolution and could do that by the January County Board meeting. **Motion by Amo to fill Patrol Sgt. vacancy using internal process as 1st step according to Chapter 4; 2nd by Rewald. All in favor, motion carried.**

L. **Vouchers Payable** - tires for #235 vehicle because tires had less than 10,000 miles on it and they were terrible. Brauner's had tires and underbid the state bid by about \$50 so we had Brauner's supply and install the tires which he will service tires for free and rotate at no cost. Motion by Amo 2nd by Ransom to approve vouchers. All in favor, motion carried.

M. **2012 Budget Report** – Overall should be ok but will need line item transfers.

N. **CLOSED SESSION** – No closed session items.

O. Motion to Adjourn by Ransom 2nd by Amo at 11:00; All in favor; motion carried.