



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 10:06 a.m. on Thursday November 19, 2015 in the Explorer Conference Room of the Jackson County Courthouse. All members present. Also present were Sheriff Waldera, Jail Captain Mike Ring, Chief Deputy Moan, and Personnel Director Diane Peterson

Previous Minute Approval

Motion by Ransom 1st by Carney 2nd to approve minutes from the October 15, 2015 meeting. All in favor; motion carried.

Agenda Revisions

No closed session for Snow Creek Tower

Next Meeting Date/Time

December 17th 10:00 a.m.

Divisional Reports

No dive team 3rd quarter report submitted.

Franklin tower – no progress has been made yet. Northfield tower generator was not working. Repair bill was over \$4,000. Repair man believes it took a lightning strike. Bill has been submitted to insurance for payment. The generator is not grounded at the tower but the radio equipment is grounded.

Jail EM is at \$128,000 still on track for meeting the \$150,000. Waiting on the payment yet from DOC for board of prisoners. Would need \$49,000 to break even. If payment comes in as in the past years it should be about \$35,000. ES Sanctions was good in October and another \$4,000 will go into there. Total of about \$8,000 to still add plus the DOC check. Should meet the revenue amount.

Racom is contracted for servicing the radio towers since the warranty has expired October 24th.

When upgrading 911 it would be a good idea to add a master clock.

Staff Vacancies and Recruitment Updates

- Authorization to fill Jail Captain – Motion by Ransom 2nd by Carney to fill jail captain position. All in favor; motion carried.
- Authorization to fill Detective Position – job description is the same as the current detective positions. Motion by Carney 2nd by Amo to authorize to fill position. All in favor; motion carried.
- Authorization to fill Receptionist Position – this is a newly created position for the Sheriff's Office. Used the template from the DA's office to draft the job description. Motion by Ransom; 2nd by Kapfer to approve description and hiring of this position; all in favor motion carried to hire this position.

Resolution to Recognize Retirements

- Captain Ring – Motion by Kapfer 2nd by Amo all in favor; motion carried.
- Mary Nelson – Motion by Amo 2nd by Ransom all in favor motion carried.

Job Descriptions

None to present at this time. Need to change the Chief Deputy add EM duties and Jail Administrator to add communications supervision. Jail Captain job description will have some changes regarding training. Changes are minor ones that will be presented at December LE meeting.

EM Coordinator will still be involved in NextGen 911 project and closely work with communications in the event of emergency situations.

Will present org charts at the next meeting.



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Vouchers

Inmate Rx costs are slightly increased. Patrol report is being tracked for the whole year but only 2 months are being presented to the committee each month. Repair jail camera recording error – spent the day trying to reconfigure the server. We are going to have to expand the system with the new courthouse. Command staff cell phones were upgraded but we e-cycle them for \$290 to offset the cost. Motion by Amo 2nd by Kapfer to approve vouchers. All in favor; motion carried.

Budget Report

Budget is good overall. EM equipment is for the credentialing printer and will be offset with grant funds. Very good response when reaching out for search and rescue a lot of the costs are covered by the agencies and they didn't want us to help with their costs.

CLOSED SESSION 10:55 a.m. Motion by Amo 2nd by Carney; 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)(e)(g) 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); conferring with legal counsel regarding strategy to be adopted by the LEC with respect to litigation in which the County is likely to become involved.
- Snow Creek Tower
- 6 Month Patrol Evaluation – No action taken.
- Personnel Matters
- Motion to return to open session pursuant to sec 19.85(2) by Kapfer 2nd by Amo; roll call all yes

Motion to Adjourn

Motion to adjourn by Ransom; 2nd Carney at 11:28 a.m. All in Favor; Motion carried.

*******These minutes will be approved by LEC Committee at the December 17, 2015 LEC meeting**