



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

Call to Order – Chuck Jensen called the meeting to order at 9:30 a.m. Wednesday, October 17, 2018 in Explorer Conference Room of the Jackson County Courthouse. Additional members present were Jeff Amo, Ray Ransom Ron Carney & Karena Thundercloud. Also present Chief Deputy Moan, Captain Olson, EM Coordinator Kristina Page, and Personnel Director Susie Meinerz

Approve minutes from previous meeting – Motion by Ransom 2nd by Amo to approve meeting minutes. All in favor; motion carried.

Agenda Revisions – move item N to G

Set next meeting date/time – November 15, 2018 at 9:30 a.m.

Animal Shelter Quarterly Report – not present. Will present quarterly report at a later date.

Dive Team Quarterly Report – written report submitted. Discussion regarding repairs of the Zodiac boat and if it was a possibility to get the larger boat up and running.

Divisional Reports – written reports submitted. Discussion regarding inmate population.

- NG911 Installation Update – on track to be up and running beginning weeks of December.
- Sgts Inc. – Jail Console Installation Update – on track to be ready to go by early December.

Facility Improvement / Update (Admin. Area) – Front office area is under construction. The main walls are up. No estimate as to when it will be completed.

Secured Hallway Conference Room Usage (Property Committee approval) – Property Committee approved Sheriff's office taking over the use of the secure hallway conference rooms to make them interview rooms. This reduced non-employee movement throughout the administration office area.

Courthouse – Third Street entrance/exit (safety and security review) – something needs to be done with the steps for the 3rd street entrance. From a security standpoint it is better to reduce exit/entrances but understand the concern for keeping the 3rd Street entrance open.

Emergency Management Wage Comparison – discussion took place regarding the wage scale placement for EM Coordinator once the job description was updated and redone. Committee recommends this go to Personnel & Bargaining for reclassification as appropriate.

2017 Sheriff's Office Annual Report – draft of 2017 annual report submitted. There will be a more detailed report coming in November or December.

Staff Vacancies and Recruitment Updates

- FTE Corrections Vacancy – There will be a full time vacancy in the jail. Received resignation from Pam Weiss. Motion Carney; 2nd by Thundercloud to authorize filling of vacancy. All in favor motion carried.
- Patrol Sgt. Retirement notice – Received verbal notice of Patrol Sgt. Utter's plan to retire effective December 31, 2018. Would like authorization to move forward with posting/hiring for vacancy of patrol sergeant and also for potential patrol deputy vacancy once written notice is received. Motion by Carney 2nd by Amo to authorize the posting/hiring for vacancies as they occur once written retirement notice is received.

School Resource Deputy (SRD) Update – Deputy Kyle Nosbisch updated on how the school year has started off. He has been in the ACHM, Melrose, and BRF school districts rotating through the schools on ½ day basis since school resumed. He is getting very positive feedback and interaction with the students and staff.



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Vouchers Payable – Motion by Amo 2nd by Carney to approve vouchers. All in favor; motion carried.

Budget review – 2018 budget will be tight. There will be some line items that go over and will need transfers.

Motion to Adjourn – Motion by Carney; 2nd by Amo to adjourn. All in favor; motion carried.