



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 September 29, 2014 in the Explorer Conference Room of the Jackson County Courthouse. Additional members present were Jeff Amo, Ron Carney, Ray Ransom, and Tyler Kapfer. Also Sheriff Waldera, Captain Ring, City Administrator Brad Chown, Mayor Ron Danielson, and Deputy Bartlett.

Previous Minute Approval

Motion by Ransom 2nd by Kapfer to approve minutes from the August 25, 2014 meeting. All in favor; motion carried. Motion by Kapfer; 2nd by Amo to approve minutes of special budget meeting September 10, 2014. All in favor; Motion Carried.

Agenda Revisions

Discuss BRFPD before radio project update.

Next Meeting Date/Time

Monday October 27, 2014 9:00 a.m.

Update on City Police Department Proposal

Will likely be an agenda item for a while. Sheriff and Chief Deputy attended the City Council meeting which had lengthy discussion. There are questions and follow up that Sheriff needs to provide answers for. The proposal was for 4 full time deputies at entry level wages and a full time supervisor. City will continue discussion with people involved. Will slow down some and this will take some time. What is the timeline and process? City has a contract negotiating committee that will meet this week and hash out proposal by union. Want to give public plenty of time to voice opinion and concerns. Biggest issue right now is misinformation that the county would have the same number of staff currently which is not the case. Want to get the actual proposal information to the public so they know what is being proposed. Looking at middle to end of 1st quarter for a time frame. Need to take time and make sure the public is informed. One piece of misinformation is that the county would have to buy 4 squads. 1st year proposal has zero capital equipment. County will not be issuing squads to the city officers. The county policy of take home squads would not pertain to the City officers. Statute is very clear and if a contract is entered into, the City has to pay the costs and would be zero impact to the county. Also misinformation on wage schedule. Wages would be \$20.72 starting wage. Sgt wage is at the lowest paid Sgt wage patrol has now which is about \$22/hour. Now that proposal is public LEC would like another copy of the proposal. Another incorrect information that has been going around is that the DOT service provided by the City PD would come to the County. The City plans to maintain the DOT service they currently provided. The Sheriff only presented on Law Enforcement proposal. Thought is that the front desk would be able to complete the registrations at the City. That is not related to Public Safety. Want to be clear that Sheriff is ONLY proposing for PUBLIC SAFETY. Not revenue. Status will be meeting to meeting at this point. If special meetings are needed for joint meetings will have those as well. Sheriff will be sure that either himself or Chief Deputy will be present at City meetings where this topic is addressed. A lot of the concerns are that City will lose control and costs will increase yearly and be back where you are now. Want to be sure this is a mutual benefit to both parties. City Council meets the 3rd Wed of each month Sheriff will have someone present at each of those meetings. If county agreement it will be 5 years if union it would not be 5 years.

Radio Project Update

Over the last month the burn in process has started. Hopefully looking to close the project out soon. Burn in period should end next week sometime. After 30 days ends there is one year service provided and Tait can send who they want. After that, we have the option of going with whomever we would want. Likely we would be able to use Two Way Communications. Next week have QS2 radio training. When dealing with the microwave links they use outside resources. If it is radio problems they usually use TWC. Currently have agreement with TWC for on-call needs or squad radios. We pay him \$100/month which is deducted from any bill we may have for service. We are getting to the end of the burn in process, trying to create user groups with other counties that use Tait radio. Snow Creek tower status – Sheriff needs to meet with Bobby Hart and see where that takes us leading us to the next discussion. Will try to take care of that this week. NWS is still on the site. Has the IFERN repeater to County A been taken care of? That is on Don's list from Two Way. Marc repeater has been moved. Dispatchers have been trained to turn it on and off remote from dispatch center. Brockway tower still waiting to hear back on the punch list that needs to be done on the tower. Have not gotten their bond money back.



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Divisional Reports

Written reports submitted.

Emergency Management Coordinator Position Job Description Change

Is a change in the % of time 70% of time is Emergency Management with 50% being EPCRA. Needs changed back for funding purposes. Motion by Ransom 2nd by Carney to make the % changes to Emergency Management Coordinator Position Job Description; all in favor motion carried.

Parks and Recreation Position

Discussed a little at budget prep but was not fine-tuned. What can we do in the Park and Rec program? In 2005 position started and we have an obligation with the county parks system and receive some funding from their department.

- Recurring Cost of LTE staff – Took a look at personnel costs of hiring. These are the hard dollar costs of ads, interviews, testing, pre-employment exams \$791 does not include personnel costs such as time for committee members and staff to be at interviews.
- Equipment costs: Have a list of what is issued to LTE and FTE's. Equipment cost is about \$2300 for LTE and a about \$2600 for full time deputy.
- Training: FTO program is 500 hours that they get extensive training on policies, procedures, traffic stops, domestic, county geography cost of hourly wages and fringes on LTE is about \$9400 which is a direct impact on our budget which is not budgeted and comes from the line. Cost of FTO wages with fringes is about \$16,500 total. Cost to train one LTE is about \$25,000 with total cost being about \$29,500. The costs directly absorbed in our budget are about \$12,500 direct impact to budget.
- Costs are PER LTE and we hire 2-3 every year and get them through the training process and they are ready to work patrol shifts we have used all the budgeted money. Would these costs pertain to all divisions of LTE's – patrol would be a little more expensive.
- How to retain LTE's : Either we are able to promote them to FTE or they are trained and leave for other agency full time employment. County is investing money in these positions and we have no control over if the LTE stays or leaves. We have a better record of maintaining FTE's. What we want to present is a program that will possibly maintain. Rec deputy after going to training reported that we are not maximizing on our funding that we can receive. Nothing is "broken" but we are not maximizing on what we could receive. When program was presented the benefited hours are non-reimbursable. This information was not presented as such when the program was started. Typically the Deputy is off 236 hours and with training is 284 hours that County has to cover. Budgeted is 2088 hours each deputy and reimbursable hours are 1804. Bare minimum hours to achieve are 2140. Over time the county would recoup costs and save money by adding another parks and rec position rather than continuous turnover of LTE's.
- What is the funding source of the reimbursements? Taxpayers and federal funding. Funds are not an item somewhere on a budget that can be cut. It is required by statute and would need to be presented to legislature in order to be changed. Jackson County is the top ATV attraction area in the State of Wisconsin. We simply are not taking advantage of the potential claims available to us. Right now we get what we are claiming. If every county in the state filed for max claim amounts the funding would dry up. What happens if it is a bad year and too much rain and no snow? The reimbursement is based on average. In a year we wrote 68 citations. If both deputies wrote 50 citations and 100 warnings it would cover the costs. All is written into the statute and covers the cost of the ATV and Snowmobile leasing. The opportunity is there to maximize on this program. Concern is what if the funding dries up? All the direction the Rec officer has been given at meetings is that the program is only growing not dwindling.
- Would like the committee to decide what direction we want the program to go. Status quo and keep spending money on LTE's and turnover recurring costs or add 2nd Parks and Rec deputy and retain the deputy. The target amount is X number of citations but the potential is there for more. If a full time is already budgeted in another area can also be used and reimbursed for. Vehicle – There is a vehicle already that we have that was purchased many years ago and has been maintained throughout the years so no additional vehicle is needed. In a nutshell if we did this perfectly, we could recoup the \$80,000. Yes, statutorily we could recoup but not realistic with time off. We have \$25000 from F&P for funding as well.
- The info that we are not maximizing on the program is coming from the head safety wardens from the region. If we know the number of hours needed to maximize the return we can establish how many enforcements need done to cover.



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- If we improve retention of employees it would be a benefit to our county. Every LTE we have hired wants to be fulltime.
- Other counties are creative in how they work the program. Even if there is not snow we can still perform snow patrol duties.
- With the affordable health care act in place in 2015 we will have to pay health care benefits for those who work over 30 hours. We are also able to apply for 29% fringe benefits amounts.
- Is this something we can move forward with for 2015? In order to get into the budget it would need to be acted on now. What would we do with LTE's we have now. Would like to reduce them to mostly patrol and not parks hours. Would still be a challenge to keep patrol LTE's
- What is the amount of money we would need in addition to what was already proposed? Would be the cost of 284 hours per person. Which is about \$12,181.67. Motion by Kapfer to create an additional parks and rec position reimbursed by funding based on state statute; 2nd by Carney to forward to personnel & bargaining with resolution; All in favor; motion carried.

Authorize to Fill Vacancies in Communications

We need to start the eligibility/hiring process again; Currently 2 FTE openings and one LTE; Motion by Ransom to establish eligibility list and hiring process; 2nd by Carney; all in favor; motion carried.

Oil Change Costs Review/Options

Contacted area vendors regarding costs of oil changes. There is a wide range of costs. All quotes were based on 5 quarts of oil and no additional services. Within range we will try other vendors that are less to see what we get.

Staff Vacancies and Recruitment Updates

Haven't changed much. Jail is right at the end of hiring. Need one male LTE and no eligibility list. We need to be able to have people who are diversified and can work in multiple divisions. Motion by Carney 2nd by Amo to start LTE eligibility list for Corrections. (If we currently have females will have personnel contact to let them know they are still on the list). All in favor; motion carried.

Vouchers

Motion by Ransom; 2nd by Kapfer to approve vouchers; All in favor; Motion carried.

Budget Report

Overtime must have supervisor approval and case number associated with it. We run the line and ask for line item transfer each year and in the end come out within budget bottom dollar.

Closed Session – Motion by Ransom 2nd by Kapfer to enter closed session at 11:10 all in favor motion carried.

The committee will convene into closed session for the discussion of employee related matters pursuant to section WSS 19.85(1)(b)(c) employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility

- Communications 6 Month Evaluation
- Patrol 1 Year Evaluation
- Motion by Ransom; 2nd by Carney to pass evaluations on to Personnel and Bargaining; All in favor; Motion Carried.
- Motion by Amo; 2nd by Kapfer at 11:22 a.m. to return to open session pursuant to sec 19.85(2)

Evaluations will be passed onto Personnel and Bargaining

Motion to Adjourn

Motion by Kapfer, 2nd by Ransom to adjourn at 11:24 a.m. All in favor; Motion carried

*******These minutes will be approved by LEC Committee at the 10/27/14 LEC meeting**