

Portage County Public Safety/Emergency Management Committee Meeting Minutes

7:00 a.m. August 23, 2017

Portage County Law Enforcement Center – Training Room

Members Present: Chairman Dan Dobratz
 Member Stan Potocki
 Member Dale O'Brien
 Member Don Jankowski
 Member James Zdroik

Others Present: Sheriff Mike Lukas
 Captain Dale Okray, Portage County Sheriff's Office
 Captain Cory Nelson, Portage County Sheriff's Office
 Rocky Bolder, Portage County Sheriff's Office
 Jami Gebert, Executive Administrative Assistant
 Clair Gliszczynski, Recorder, Portage County Sheriff's Office
 Karen Moran, Administrative Services Manager, Portage County Sheriffs' Office
 Denise Schultz, Communications Manager, Portage County Sheriff's Office
 Joe Brandt, Director Emergency Management
 Paul Rigel, Emergency Management
 Jennifer Jossie, Finance Director
 Joe Gemza, Assistant Chief, Steven Point FD/Portage Co Ambulance
 Mark Deaver, Fire Chief, Village of Plover Fire Department

The meeting was called to order by Chairman Dobratz at 7:00 a.m.

Approval of Minutes:

Motion by Jankowski/Potocki to approve the Public Safety/Emergency Management Committee Meeting minutes for July 26, 2017. Motion carried unanimously.

Correspondence:

Vendor Invoice List Reports:

Motion by Zdroik/O'Brien to place the July 2017 vendor invoice list reports for Ambulance, Emergency Management, Sheriff and Coroner on file. Motion carried unanimously.

Emergency Management/EMS – Monthly Activity Report & Correspondence:

The following report was distributed as part of the meeting packet:

► *Department of Emergency Management/Emergency Medical Services Report to Committee*

- Summary of report provided
- Eight municipalities have open disaster relief applications from the June 12, 2017 storm.

- On August 12, 2017 an exercise was held regarding dam failure, Marathon County, Wood County and Portage County participated.
- The next EMS expansion negotiation meeting is scheduled for September 6, 2017.

Motion by O'Brien/Zdroik to put Emergency Management/EMS Monthly Activity Report on file. Motion carried unanimously.

Sheriff's Office:

Jail Activities

The following reports were distributed as part of the meeting packet:

- ▶ *Monthly Jail Report for July 2017*
- ▶ *Home Detention Program Statistics for July 2017*

- Chairman Dobratz commended Captain Nelson on a job well done at the County Board Meeting delivering the Portage County Corrections Report.
- Captain Nelson advised that toilets in the jail do not have to be replaced, Corrections is working with Portage County facilities to continue fixing toilets as needed.

Operations Activities

- Two offers have been extended to Communications Technicians starting employment in the fall if both trainees complete training
- Robert Krummel began employment as a deputy on August 14, 2017.
- Deputy Conner Selvey will complete training by September 1, 2017.
- Deputy Jeff Sadlemyer has completed training and is doing well.
- The Grant Simulcast tower is in construction, the new system is anticipated to be launched in June of 2018.

Administrative Activities

- Jami Strnad was hired as a Law Enforcement Records Specialist on August 14, 2017.
- Guns and Hoses softball games takes place on August 26, 2017.
- Coffee with a Cop on August 29th at Polonia Café from 8:00 am – 11:00 am.

Motion by Zdroik/O'Brien to place the reports on file. Motion carried unanimously.

Coroner's Office Activity Report: None

Public Notice: None

DISCUSSION ONLY:

Review of Sheriff's Office Proposed 2018 Budget:

The following document was distributed as part of the meeting packet:

▶ *2018 Portage County Sheriff's Office Budget Projection*

- No major changes, the budget is the same
- The addition of the out of sequence Corrections officer as well as the six additional employee request are not included in the budget.
- Compensation Time payouts are now calculated into the budget
- IT costs have increased significantly across the county
 - Computer services include; the replacement schedule for all physical hardware, all software allocations and staff time.
 - Photocopying is a separate allocation in IT.

Chair Comments: Ordinance 3.1.48 Board and Administrative Requirements:

- If the committee is going to act on any item it must be attached to the agenda and e-mail at least 24 hours prior to the meeting.

DISCUSSION WITH POSSIBLE ACTION:

Resolution to Amended Section 3.11.9.10 of the Code of Ordinances, Administrative Protective Occupation Employees, Regarding Uniform Allowances:

The following document was distributed as part of the meeting packet:

▶ *Resolution*

▶ *Copy of resolution indicating changes made*

- Adds \$125 to the budget to allow management to have the same amount for uniform allowance as the deputies are allowed.

Motion by Zdroik/Jankowski to approve Resolution to 3.11.9.10, motion carried unanimously.

Supporting the Addition of Two Deputy Sheriffs to the 2018 Budget

The following documents were distributed as part of the meeting packet

▶ *Copy of Memo sent to Human Resources*

▶ *Requisition to fill vacant Position – Deputy Sheriff*

▶ *Portage County Sheriff's Office Position Description – Deputy*

- Deputies have not increased staff since the early 2000 and the population and call volume has increased
- The 2006 Goldman study included recommendation for additional staff and was discussed during the McGrath study
- If the Cops Grant is approved less funding will be required

Motion by Potocki/Jankowski to approve the request for the addition of two Deputy Sheriff's to the 2018 Budget, motion carried unanimously

Supporting the Addition of Two Communications Technicians to the 2018 Budget

The following documents were distributed as part of the meeting packet

- ▶ *Copy of Memo sent the Human Resources*
- ▶ *Requisition to fill vacant Position – Communications Technician*
- ▶ *Portage County Sheriff's Office Position Description – Communications Technician*

- The 2006 Goldman study included recommendation additional staff and was discussed during the McGrath study
- Requesting positions for supervisors for night shift
- In 2017 the Communications Division the overtime budget was estimated \$175,000.

Motion by Jankowski/O'Brien to approve the request for the addition of two Communications Technicians to the 2018 budget, motion carried unanimously.

Supporting the Addition of Two Corrections Officers to the 2018 Budget

The following documents were distributed as part of the meeting packet

- ▶ *Copy of Memo sent the Human Resources*
- ▶ *Requisition to fill vacant Position – Corrections Officer*
- ▶ *Portage County Sheriff's Office Position Description – Corrections Officer*

- The corrections division is short-staffed
- Deputies regularly have to cover Corrections Officers positions at a higher rate-of-pay to cover sick time and vacations

Motion by Jankowski/Potocki to approve the request for the addition of two Corrections Officers to the 2018 budget, motion carried unanimously.

DISCUSSION ONLY:

Annual Inspection Tour of the Portage County Jail. This will begin in the Law Enforcement Center Training Room and proceed directly to the Portage County Jail and Juvenile Detention Facility.

- All meeting attendees toured the jail with Captain Nelson in groups
- Chairman Dobratz stated that the facility is inadequate for what it's used for
- Member Potocki stated that very few county board members have toured the jail
- Chairman Dobratz will request the County Board Members tour the jail

Adjournment:

The next regular meeting of the Public Safety/Emergency Management Committee is Wednesday, September 27, 2017, at 7:00 a.m. in the Law Enforcement Center Training Room.

Motion by Jankowski/Zdroik to adjourn the meeting at 8:26 a.m. Motion carried unanimously.

Respectfully submitted,

/s/

Clair Gliszynski