

Portage County Public Safety/Emergency Management Committee Meeting Minutes

7:00 a.m. November 22, 2017

Portage County Law Enforcement Center – Training Room

Members Present: Chairman Dan Dobratz
Member Don Jankowski
Member Stan Potocki
Member James Zdroik

Members Excused: Member Dale O'Brien

Others Present: Sheriff Mike Lukas
Chief Deputy Dan Kontos
Captain Dale Okray, Portage County Sheriff's Office
Karen Moran, Administrative Services, Portage County Sheriff's Office
Clair Glisczynski, Recorder, Portage County Sheriff's Office
Josh Ostrowski, Portage County Sheriff's Office
Scott Rifleman, Coroner
Paul Riegel, Emergency Management
Amber Osowski, Emergency Management
David Ray, Corporation Council
Kate Kipp, Justice Programs
Laura Belanger, Director, Human Resources

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

Approval of Minutes:

Motion by Jankowski/Zdroik to approve the Public Safety/Emergency Management Committee Meeting minutes for October 25, 2017. Motion carried unanimously.

Motion by Potocki/Jankowski to approve the Public Safety/Emergency Management Special Committee Meeting Minutes for November 2, 2017.

Correspondence:

Vendor Invoice List Reports:

- Chairman Dobratz noticed there were two payments to Waupaca County on the Sheriff's Office Vendor Invoice Report. Chief Deputy Kontos advised he would look into one of the invoices that was paid from May 2017 to make sure there is nothing unusual about it.

Motion by O'Brien/Potocki to place the October 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*

- A summary of the report was provided by Paul Riegel
- CO meters were purchased through a grant from Wisconsin Public Service (WPS)
- Amber Osowski is conducting First Responder skill labs throughout the county
- No online dates set for the Plover Fire Department and Emergency Medical Services (EMS) expansion
- Community EMS was discussed, this program would allow for first responders to go into homes and assist citizens with basic medical care.

Motion by Jankowski/Potocki to put Emergency Management Activity Report and Correspondence on file.
Motion carried unanimously.

Sheriff's Office:

Jail Activities

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

▶ *Monthly Jail Report October 2017*

▶ *Electronic Monitoring Program Statistics for October 2017*

- Summary of reports was provided
- \$36,840 was October 2017 cost for the shipping and housing contract with Waupaca County
- Josiah Mertes will begin employment as a Corrections Officer on December 4, 2017
- Sheriff Lukas advised that Marathon County has increased staff and shipping

Operations Activities

- Holly Kurszewski will begin employment as a Communications Technician on December 4, 2017.

Administrative Activities

- The Swearing in of the Holly Kurszewski and Josiah Mertes on December 4, 2017 at 8:00 am
- Second interviews for the open Sheriff's Deputy position
- Steve Retzki's retirement celebration is on December 1, 2017 from 8:00 am – 10:00 am
- November 30th – The Portage County Sheriff's Office and other Law Enforcement Organizations are sponsoring Wake Up Call, a teen drug and alcohol awareness presentation, at 11/30/2017 at Sentry Theatre at 6:30 PM.
- December 2, 2017 is shop with a cop
- December 9, 2017 is Salvation Army Bell Ringing at Copps in Park Ridge from 10:00 am – 4:00 pm

Motion by Potocki/Jankowski to place the reports on file. Motion carried unanimously.

Coroner's Office Activity Report:

- Coroner Rifleman discussed the continuing epidemic of drug-related deaths

Motion by Jankowski, Potocki to place report on file. Motions carried unanimously.

Public Notice: None

DISCUSSION WITH POSSIBLE ACTION:

Resolution: RE: Sense of the Board; Commitment of the County Board to Maintain The Juvenile Detention Center for a Minimum of Three years

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

- ▶ *Resolution*
- ▶ *Letter of support for Resolution*
- ▶ *Superintendent Boulder's 2017 Juvenile Detention Facility Report to the Justice Coalition*

- *The purpose of the Resolution is to stabilize planning for the Juvenile Detention Center*

Motion by Potocki/Zdroik to approve Resolution RE: Sense of the Board; Commitment of the County Board to Maintain The Juvenile Detention Center for a Minimum of Three years. Motion carried unanimously.

Resolution: RE: An Ordinance to Abolish the Elective office of the Coroner and Create the Position of a Medical Examiner

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

- ▶ *Resolution*
- ▶ *Cover letter from Scott Rifleman, Coroner*
- ▶ *2018 Salary and Fringe Benefit Budget worksheet – Coroner to Medical Examiner*
- ▶ *Human Resources Draft of Medical Examiner position description*

- The Coroner's responsibilities are more technical than it had been historically. Changing from the Coroner's Office to the Position of Medical Examiner would ensure the county was able to hire qualified people to perform necessary tasks
- The position has become full time
- \$41,000 increase on the 2019 budget if the change is approved
- David Ray of Corporation Council advised that all sections of the resolution that state "**Office** of a Medical Examiner" should be changed to "**Position** of a Medical Examiner" and each are of the resolution was identified.

Motion by Zdroik/Jankowski to approve the Resolution: RE: An Ordinance to Abolish the Elective Office of the Coroner and Create the Position of a Medical Examiner with changes to wording in the resolution. Motion carried unanimously.

Recommendation to Human Resources for salary of the Sheriff term January 2019 through January 2022

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

- ▶ *Wages Comparison at Portage County Sheriff's Office*
 - ▶ *Sheriff Wages Comparison documents with area Law Enforcement Management*
 - ▶ *Sample Resolution for increased Sheriff wages from Waupaca County*
- Member Potocki strongly supports the increase in the Sheriff's salary for January 2019 through January 2022 based on the wage differences with surrounding agencies and Chief of Police Wages
 - December 7th is the next Human Resources Meeting and Laura Belanger will attempt have it added to the agenda

Motion by Potocki/Jankowski to make a recommendation to Human Resources for salary increase for the Sheriff for the term of January 2019 through January 2022. Motion passes unanimously.

Adjournment:

The next regular meeting of the Public Safety/Emergency Management Committee is Wednesday, December 20, at 7:00 a.m. in the Law Enforcement Center Training Room.

Motion by Jankowski/Zdroik to adjourn the meeting at 7:34 a.m. Motion carried unanimously.

Respectfully submitted,
/s/
Clair Glisczynski