

Portage County Public Safety/Emergency Management Committee Meeting Minutes

7:00 a.m. December 20, 2017

Portage County Law Enforcement Center – Training Room

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

Others Present: Sheriff Mike Lukas
 Chief Deputy Dan Kontos
 Captain Dale Okray, Sheriff's Office
 Captain Cory Nelson, Sheriff's Office
 Rocky Bolder, Superintendent, Sheriff's Office
 Karen Moran, Administrative Services, Sheriff's Office
 Denise Schultz, Communications, Sheriff's Office
 Clair Glisczynski, Recorder, Sheriff's Office
 Josh Ostrowski, Lieutenant, Sheriff's Office
 Scott Rifleman, Coroner
 Jamie Gebert, Executive Administrative Assistant
 Jennifer Jossie, Finance Director
 Joe Brandt, Emergency Management
 Paul Riegel, Emergency Management
 Amber Osowski, Emergency Management
 Brandi Makuski, Point Plover Metro

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 November 22, 2017. Motion carried unanimously.

Correspondence: None

Vendor Invoice List Reports:

- Karen Moran advised that the duplicate housing invoice that was in question in the November 22, 2017 meeting was because an invoice was missed the previous month and there was nothing out of the ordinary.

Motion by O'Brien/Potocki to place the November 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 Emergency Management Report was provided
- Both new ambulances have been ordered and are expected sometime in March 2018
- The priority for Emergency Management is to have the Stevens Point Replacement Ambulance back in service it is currently going through inspection

Motion by Potocki/Zdroik 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 November 2017*

▶ *Electronic Monitoring Program Statistics for November 2017*

- Summary of reports was provided
- The jail is fully staffed
- Member Potocki inquired about the number of bookings for 2016 compared to 2017, Captain Nelson believed the bookings would be up in 2017 and there has been over 1800 bookings as of December 20th 2017

Operations Activities

- Dispatch is fully staffed

Administrative Activities

- A new Administrative Service Manager, Katarzyna Norgaard will begin employment on January 17, 2018 replace Karen Moran.
- Karen Moran's last day is February 16, 2018. Dan Dobratz thanked her for her years of service with the Portage County Sheriff's Office.

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

Coroner's Office Activity Report:

- Coroner Rifleman reported that the request for the position of Medical Examiner has passed Human Resources, he also worked with the Finance Committee and the next step is to go before executive operations.
- The Medical Examiner would begin the first Monday of January 2019.

Motion by Zdroik/O'Brien to place report on file. Motions carried unanimously.

Public Notice: None

DISCUSSION ONLY:

Definition of a County Jail

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

► *Supporting Documentation of Jail Definition*

- Chief Deputy Kontos advised the Jail is called the Jail based on the statutory references provided in the meeting packet.

Adjournment:

The next regular meeting of the Public Safety/Emergency Management Committee is Wednesday, January 24, at 7:00 a.m. in the Law Enforcement Center Training Room.

Motion by Jankowski/Zdroik to adjourn the meeting at 7:18 a.m. Motion carried unanimously.

Respectfully submitted,

/s/

Clair Gliszynski