

Portage County Public Safety/Emergency Management Committee Meeting Minutes

7:00 a.m. August 22, 2018

Portage County Law Enforcement Center – Training Room

Members Present: Chairman Stan Potocki
Member Daniel Martinson
Member Dale O'Brien
Member Don Jankowski
Member James Zdroik

Others Present:

Al Haga, County Board
Chris Holman, County Executive
Sheriff Mike Lukas
Captain Dale Okray, Sheriff's Office
Captain Cory Nelson, Sheriff's Office
Denise Nash, Communications Manager, Sheriff's Office
Katarzyna Norgaard, Administrative Services, Sheriff's Office
Clair Glisczynski, Recorder, Sheriff's Office
Josh Ostrowski, Lieutenant, Sheriff's Office
Amber Osowski, Emergency Management
David Ray, Corporation Council
Jennifer Jossie, Finance
Scott Rifleman, Coroner
Joe Gemza, Stevens Point Fire Department

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

Approval of Minutes:

Motion by O'Brien/Martinson to approve the Public Safety/Emergency Management Committee Meeting minutes for July 25, 2018. Motion carried unanimously.

Correspondence: None

Vendor Invoice List Reports:

No Questions, No comments

Sheriff's Office:

Emergency Management:

- Deputy Emergency Management Coordinator, James Williams, is being sworn in on August 27, 2018
- Emergency Management Coordinator Position still open

EMS

- No Updates

Jail Activities

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

▶ *Monthly Jail Reports for July 2018*

▶ *Electronic Monitoring Program Statistics for July 2018*

- Summary of reports was provided
- A new Corrections Officer, Greg Grunewald, will be swearing in on August 27, 2018
- Captain Nelson commended the corrections staff on a job well done in handling an attempted suicide in the jail in August 2018.

Operations Activities

- There is ongoing recruitment activities for 2 openings in the communications center

Administrative Activities

- Continuing work on the 2019 Sheriff's Office Budget

Coroner's Activity Report

- Transitioning the Coroner to a Medical Examiner Position is moving forward. Interviews for the Medical Examiner position will be on September 4th
- Ordinance have been updated

Public Notice: None

DISCUSSION only:

2019 Preliminary Budgets, Portage County Sheriff's Office:

The following was distributed as part of the meeting packet:

▶ *2019 Initial Draft of Sheriff's Office Budget*

▶ *2019 Initial Draft Summaries of Sheriff's Office Budget*

- Summary of initial budget provided by Sheriff Lukas

2019 Coroner's Office Budget Updates:

The following was distributed as part of the meeting packet:

▶ *2019 Coroner Budget Summary*

- Overview of budget provided by Coroner, Scott Rifleman

Discussion with Possible Action:

New Position Requests 2019 Budget

The following was distributed as part of the meeting packet:

▶ *New Position Request: Communications Supervisor*

▶ *New Position Request: Corrections Officer*

▶ *New Position Request: Deputy Sheriff*

- Requesting two additional Communications Specialists, two Deputies and two Corrections Officers.
- Overtime costs high due to staff shortages in the Communications and Corrections divisions
- Chairman Potocki supports all new position requests

Motion by O'Brien/Jankowski to approve the new position requests for Communications Specialist, Deputies and Corrections Officers in the 2019 budget. Motion carried unanimously.

Increasing Fees for the Coroner

The following was distributed as part of the meeting packet:

▶ *2015 Wisconsin Act 336 Coroner Medical Examiner Fees*

▶ *Consumer Price Index – U.S. City Average bay expenditure category and commodity and service group*

- Coroner fees can be increased each year based on consumer price index (CPI)
- There was a 2% CPI increase in 2017
- Jennie Josie suggested to include a 2 – 2.5% fee increase in the 2019 budget but not to increase the fees until after January 1, 2019 when the actual amount of the increase can be confirmed
- Chairman Potocki supports fee increase
- Medical Examiner and Coroner states fee requirements are the same

Motion by Zdroik/O'Brien to endorse the allowable increase in coroner cremation fees for 2019. Motion carried unanimously.

Adjournment:

The next regular meeting of the Public Safety/Emergency Management Committee is Wednesday, September 19, 2018 at 7:00 a.m. in the Law Enforcement Center Training Room.

Motion by Zdroik/O'Brien to adjourn the meeting at 7:35 am Motion carried unanimously.

Respectfully submitted,

/s/

Clair Gliszynski