

## Portage County Public Safety/Emergency Management Committee Meeting Minutes

7:00 a.m. on April 30, 2014

Portage County Law Enforcement Center – Training Room

Members Present: Chairman Dan Dobratz  
Member Dale O'Brien  
Member James Zdroik  
Member Bo DeDeker  
Member Don Jankowski

Others Present: Sheriff John E. Charewicz  
Chief Deputy Daniel Kontos, Portage County Sheriff's Office  
Captain Dale O'Kray, Portage County Sheriff's Office  
Captain Cory Nelson, Portage County Sheriff's Office  
Richard Bolder, Juvenile Detention Superintendent  
Lt. Steve Retzki, Portage County Sheriff's Office  
Denise Schultz, Portage County Sheriff's Office  
Karen Moran, Portage County Sheriff's Office  
O. Philip Idsvoog, County Board Chair  
Patty Dreier, County Executive  
Jami Gebert, County Executive Administrative Assistant  
Jennifer Jossie, Portage County Finance Director  
Michael J. McKenna, Portage County Corporation Counsel  
Shirley Simonis, County Clerk for Portage County  
Tracey Kujawa, Stevens Point Fire Department  
Laura Belanger-Tess, Portage County Human Resources Director  
Sandra Curtis

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

### **Approval of Minutes**

Motion by O'Brien/Zdroik to approve the Public Safety/Emergency Management Committee Meeting Minutes dated March 26, 2014. Motion carried.

**Correspondence:** None.

### **Voucher Reports, Purchasing Authorizations & Pre-Authorization Reports and Procurement Card Reports**

Motion by Jankowski/DeDeker to show the vouchers as reviewed. Motion carried.

### **Emergency Management/EMS – Monthly Activity Report & Correspondence**

Dreier indicated EMS staff has been participating in a lot of training and preparing for the EMS Summit on May 15<sup>th</sup>. City, Towns and Villages are allowed to send up to two people per municipality to participate in order to avoid quorums and allow the meeting to be properly facilitated.

### **Sheriff's Office:**

### **Jail Activities:**

Captain Nelson reviewed the following reports:

- ▶ *Monthly Jail Report for March 2014*
- ▶ *Home Detention Statistics for March 2014*

He also advised the committee the Jail is outpacing their inmate housing budget by \$17,000 to \$18,000. This includes the projected April invoice for Waupaca County Jail housing inmates if we drop down to a maximum of 35 shipped per day. Today, there are 39 inmates in Waupaca.

The Jail will be looking to hire at least three new corrections officers—two females and one male. A new eligibility list is in the process of being established. There are three new Corrections Officers attending Jail school at this time and one new Correction Officer is entering the shadow phase of their training and should be onboard full-time in the near future.

#### Operations Activities:

Captain O’Kray stated his two newest deputies have less than one month of training to complete and then Operations will be at full staffing. The Communications Center is currently at full staff; however, two employees are in training and one recently went on medical leave and is not expected to return. A new eligibility list is being established.

Operations is working on getting tower leases for the simulcast radio system signed and new radios installed in squad cars. Our new K-9, Lady, is in her 5<sup>th</sup> week of training with Deputy White. They have one week of training to complete.

#### Administration Activities:

The Sheriff’s Office completed their Annual Report for 2013 and took delivery of an Army surplus MTV.

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

**Coroner’s Office Activity Report:** None.

#### **Public Notice**

Chairman Dobratz read the Public Notice. Sandra Curtis was present in support of the Farm Technology Days agenda item.

#### **DISCUSSION WITH POSSIBLE ACTION:**

##### **Large Assembly Application for Farm Technology Days**

County Clerk advised all paperwork is in order and recommended approval of this application. Motion by O’Brien/Zdroik to approve the Large Assembly application for Farm Technology Days. Zdroik requested the County Board be given a full update on this event. Motion carried.

#### **Confirming the Appointment of Paul Baker as Portage County Emergency Management Director**

Motion by Jankowski/DeDeker recommending confirmation of Paul Baker as Portage County Emergency Management Director to the County Board. Motion carried.

**Requisition to Backfill Vacant Position: Corrections Officer**

Motion by Jankowski/Zdroik to approve backfill request of Corrections Officer position. Motion carried.

**Public Safety/Emergency Management Committee Election of Officers**

Nomination by DeDeker/Jankowski to appoint Zdroik as Vice Chair of the Public Safety/Emergency. No other nominees. Unanimous vote naming Zdroik Vice Chair.

**Appointment of Public Safety/Emergency Management Committee Member to Northeast Wisconsin Public Safety Communications Group (NEWCOM) 3.1.32**

Nomination by Zdroik/DeDeker to appoint Dobratz to NEWCOM. No other nominations. Unanimous vote to appoint Dobratz to NEWCOM.

**Appointment of Public Safety/Emergency Management Committee Member to Risk Management Committee 3.1.27**

DeDeker volunteered for Risk Management Committee. Second by O'Brien. No other nominations. Unanimous vote to appoint DeDeker to Risk Management Committee.

**Appointment of Public Safety/Emergency Management Committee Member as Liaison to LEPC 3.1.37**

Nomination by Zdroik/DeDeker to appoint Jankowski as Liaison to LEPC. Unanimous vote to appoint Jankowski as Liaison to LEPC.

**Public Safety/Emergency Management Committee Meeting Dates/Time**

Motion by Jankowski/O'Brien to continue meeting on the fourth Wednesday of each month at 7:00 a.m. Motion carried unanimously.

**Request for Medical Director Surplus Radio**

Kujawa requested one of the surplus radios currently owned by the County and being returned by Stevens Point from their Rapid Response Vehicle be reallocated to the Portage County Medical Director. The City would have the radio reprogrammed prior to issuing to the Portage County Medical Director. Jossie advised the Coroner had also requested use of a surplus radio. A request from the Stevens Point School District for 12 surplus radios for their panic alarm systems was also mentioned. Everyone was advised the County had a Surplus items ordinance that had to be followed.

Motion by Jankowski/O'Brien to approve reallocation of one radio to the Portage County Medical Director which was approved by the County Executive at this meeting. All future requests need to follow the Surplus items ordinance. Motion carried.

**Portage County Sheriff's Office 2013 Annual Report**

The Sheriff thanked Carrie Mueller of the Records Division for compiling statistics and preparing the Annual Report. He highlighted Court Services pointing out there were 38,637 persons screened at the courthouse, resulting in 103 arrests, 93 with warrants and 59 disturbances.

The Patrol Division consists of 27 deputies who processed 2,780 citations, processed 3,347 warnings, made 210 OWI arrests and dealt with 790 crashes—nine of which were fatal. There were 37,940 calls for service in 2013. The Communications Center received over 116,000 calls in total. The highest business call volumes are on Fridays, followed by Saturday.

In 2013, the Portage County Jail had an average daily population of 67.01 inmates, 37.06 shipped to Lincoln County and 8.37 on Home Detention Program for an average total daily population of 117.38 inmates. There were 1,877 bookings with the average length of stay 23.39 days. Additionally, there were 240 admissions of juveniles to the juvenile detention facility in 2013.

The Sheriff requested the Committee review the Housing and Transportation Costs analysis provided on page 33 of the Annual Report, as these costs are projected to increase significantly in the years to come. The Sheriff stated he was proud of all of the people who worked in the Sheriff's Office.

Dobratz voiced his support for jail expansion, especially for safety issues. Jankowski stated the Space and Properties Committee will continue analyzing the costs related to inmate housing over the next couple of months.

Motion by O'Brien/DeDeker to accept the Sheriff's Office Annual Report for 2013. Motion carried.

### **Adjournment**

The next regular meeting of the Public Safety/Emergency Management Committee is scheduled for May 28, 2014, at 7:52 a.m. in the Law Enforcement Center Training Room. Motion by O'Brien/DeDeker to adjourn the meeting at 7:59 a.m. Motion carried.

Respectfully submitted,

/s/

Karen M. Moran  
Recording Secretary