

Portage County Public Safety/Emergency Management Committee Meeting Minutes

7:00 a.m. on August 27, 2014

Portage County Law Enforcement Center – Training Room

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

Members Excused: Member Bo DeDeker

Others Present: Sheriff John Charewicz
Captain Dale O'Kray, Portage County Sheriff's Office
Captain Cory Nelson, Portage County Sheriff's Office
Richard Bolder, Juvenile Detention Superintendent
Denise Schultz, Portage County Sheriff's Office
Karen Moran, Portage County Sheriff's Office
O. Philip Idsvoog, County Board Chair
Paul Baker, Portage County Emergency Management Director
Matt Dykstra, Deputy Emergency Management Director
Scott Rifleman, Portage County Coroner
Reid Rocheleau

The meeting was called to order by Chairman Dobratz at 7:00 a.m. Committee member Bo DeDeker was excused.

Approval of Minutes

Motion by Jankowski/Zdroik to approve the Public Safety/Emergency Management Committee Meeting Minutes dated July 23, 2014. Motion carried unanimously.

Correspondence: None.

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

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

Emergency Management/EMS – Monthly Activity Report & Correspondence

Baker reviewed the contents of his August 2014 Monthly Report which included projects with work in progress. He also discussed his planned reorganization of the Emergency Operations Center (EOC). Motion by Jankowski/Zdroik to place the report on file. Motion carried unanimously.

Sheriff's Office:

Jail Activities:

Captain Nelson referred the committee to the following reports included in the meeting packet:

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

Captain Nelson stated there were 49 inmates being housed in the Waupaca County Jail, We have an average monthly population of 42 inmates per day being housed in the Waupaca County Jail. He anticipates his shipping budget for 2014 will be \$37,500 over budget.

Captain Nelson also addressed the inmate suicide that occurred in the jail on July 6, 2014. An Administrative Review has been conducted and the preliminary report is due around September 10, 2014. A new Corrections Officer is scheduled to start on September 2, 2014.

Operations Activities:

Two dispatchers have been given conditional offers of employment. It is anticipated they will start on September 15, 2014.

Administration Activities:

Human Resources has been notified to establish new eligibility lists. Budget hearings for the Sheriff's Office were held on August 21, 2014.

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

Coroner's Office Activity Report: See Discussion with Possible Action items.

Public Notice: Chairman Dobratz read the Public Notice. Only one member of the public was present – Reid Rocheleau.

DISCUSSION ONLY:

Emergency Management Vehicle Purchase

Emergency Management Director Paul Baker once again explained his request for an Emergency Management vehicle. He and his deputy director are now responding to more incidents (for example, hazmat spills) than his predecessor. They will look into purchasing a used Chevy Tahoe from the Sheriff's Office.

Visit to Green Lake County Jail

Based on their visit to the Green Lake County Justice Center, Member Dobratz believes the Courts should be in the same building as the Jail. Green Lake County stated they built the jail the way they wanted it not the way the architect proposed. Chair Dobratz would like to request a Joint Meeting with Executive Operations and Space & Properties to discuss the jail.

DISCUSSION WITH POSSIBLE ACTION:

New Position Requests: Correction Officer I (two positions)

With the September 1, 2014, new rules and guidelines for Department of Corrections 350, corrections officers have assumed additional duties, and the Jail Captain believes there is insufficient staffing in the evenings. The committee recommended placing this agenda item on hold until the new Sheriff comes into office in January 2015. The Committee has asked Captain Nelson to present the new DOC 350 rules at the next Public Safety Meeting.

Motion by O'Brien/Zdroik to place the request for two new Correction Officer positions on hold until they receive more input from the new sheriff. Ayes (3)—Dobratz, Zdroik, O'Brien. Nays (1)—Jankowski. Motion carried.

Sheriff's Office 2015 Budget

Motion by O'Brien/Zdroik to approve the Sheriff's Office 2015 budget as presented and move it forward through the budget process. Motion carried unanimously.

Emergency Management Office 2015 Budget

Motion by Jankowski/O'Brien to approve Emergency Management Office's 2015 Budget and move it forward through the budget process. Motion carried unanimously.

Coroner's Office 2015 Budget

Motion by O'Brien/Jankowski to approve Coroner's Office 2015 Budget and move it forward through the budget process. Motion carried unanimously.

Coroner's Office 2013 Annual Report

Rifleman presented the Coroner's Office 2013 Annual Report. He pointed out there has been an increase in violent injury deaths, an increase in suicides, and an increase in homicides. He wanted to thank Ministry St. Michael's Hospital for the continued use of their morgue, cooler and equipment at no cost to the County. There were 245 cremation permits issued in Portage County in 2013. The Coroner would like to see his position made a full-time position in the next four years and to change the nomenclature from Coroner's Office to Medical Director's Office.

Motion by O'Brien/Jankowski to accept Coroner's 2013 Annual Report. Motion carried unanimously.

Adjournment

The next regular meeting of the Public Safety/Emergency Management Committee is scheduled for September 24, 2014, at 7:30 a.m. in the Law Enforcement Center Training Room.

Motion by O'Brien/Jankowski to adjourn the meeting at 8:35 a.m. Motion carried unanimously.

Respectfully submitted,

/s/

Karen M. Moran
Recording Secretary