

Portage County Public Safety/Emergency Management Committee Meeting Minutes

7:00 a.m. on September 24, 2014

Portage County Law Enforcement Center – Training Room

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

Members Excused: Member Dale O'Brien

Members Absent: Bo DeDeker

Others Present: Sheriff John Charewicz
Captain Cory Nelson, Portage County Sheriff's Office
Sergeant Mike Lukas, Portage County Sheriff's Office
Richard Bolder, Juvenile Detention Superintendent
Denise Schultz, Portage County Sheriff's Office
Karen Moran, Portage County Sheriff's Office
Michael J. McKenna, Portage County Corporation Counsel
Paul Baker, Portage County Emergency Management Director
Matt Dykstra, Deputy Emergency Management Director
Kathy Bruckbauer, EMS Specialist
Jami Gebert, Administrative Assistant to County Executive
Joe Gemza, Chief, Portage County Ambulance
Sari Lesk, Stevens Point Journal.

The meeting was called to order by Chairman Dobratz at 7:02 a.m. Committee member Dale O'Brien was excused and committee member Bob DeDeker was absent.

Approval of Minutes

Motion by Jankowski/Zdroik to approve the Public Safety/Emergency Management Committee Meeting Minutes dated August 27, 2014. Motion carried unanimously.

Correspondence: None.

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

Motion by Zdroik/Jankowski to place the vouchers on file. Motion carried unanimously.

Emergency Management/EMS – Monthly Activity Report & Correspondence

Baker reviewed his September 2014 Monthly Activity Report and advised the committee the construction in the EOC (Emergency Operations Center) has been completed and most of the furniture installed. He invited committee members to visit the new center. 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 August 2014*
- ▶ *Home Detention Statistics for August 2014*

Captain Nelson advised committee members that the Jail paid for the minimum contractually obligated number of jail beds only at Waupaca County Jail for the remainder of 2014, the Jail would be \$54,000 over on this budget line at the end of 2014. If the numbers continue to exceed the minimum contracted beds, he projects this will be \$83,000 over budget at the end of 2014.

Last week, the Jail was able to convert the juvenile detention dorm into an adult dorm, otherwise we would have placed 60 inmates in Waupaca County Jail. Corrections Officer Seitz has submitted his resignation effective September 27, 2014; he was on military leave and has accepted a civilian law enforcement position in Tomah, Wisconsin.

Operations Activities:

The Communication Center is now at full staff with two new Communications Technicians—Kim Resch and Shara Simkins—in training until mid-December before they can go solo.

Schultz advised the committee regarding the status of the simulcast project. The Motorola engineer, Project Manager and Assistant Projection Manager were here to visit tower sites. One tower did not pass the structural analysis. Once the lease agreement, structural analysis and negotiations on tower rentals are completed, then construction can begin. This project involves AT&T and US Cellular. Schultz indicated construction teams will work through the Winter.

Patrol is at full staff until the new Sheriff takes over in January 2015, at which time a new deputy will be needed to backfill the vacancy created by the new Sheriff.

The MWRAP has been painted a drab olive green.

Administration Activities:

Tri-Tech's eReferral interface has been installed on the County's servers and is currently being tested with the State. Once the tests are concluded, the State will turn on the Sheriff's Office Records Division ability to transmit cases referred for charges from their records management system to the District Attorney's DA Protect program. This interface will be used by all three law enforcement agencies in Portage County.

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

Coroner's Office Activity Report: None.

Public Notice: Chairman Dobratz read the Public Notice. No members of the public were present.

DISCUSSION ONLY:

New Department of Corrections DOC 350 Rules

Captain Nelson provided an overview of changes to DOC 350 rules that will affect the Jail and Corrections Officer workloads.

He referred Committee members to the following documents included in the meeting packet:

- ▶ *Chapter DOC 350 – Rules: Code Comparison Document (March 1, 1990 vs. September 1, 2014)*
- ▶ *Wisconsin Department of Corrections Proposed Rule Making Order CR 13-038 which repealed and recreated Chapter DOC 350, relating to jails.*
- ▶ *Rule Summary for CR 13-038*
- ▶ *968.255 Strip Searches*

Captain Nelson highlighted all of the additional training required in the new rules and the new strip search rules. He indicated the Jail will now need to use a third-party inspector for the Jail Kitchen and that Portage County Health & Human Services will conduct these inspections. Standing head counts will also be required three times per day in the Jail.

New Justice Center

The Space & Properties Committee has authorized Don Jankowski and Chief Deputy Daniel Kontos to work with Venture Architects to update data and information compiled during their last jail proposal. It is estimated the cost to update the proposal will be \$14,000. Captain Nelson indicated he has been contacted by and has provided Venture Architects with updated information.

The Eau Claire County Justice Center is willing to host a visit of their facility.

Request Establishment of Eligibility Lists for Deputy Sheriffs, Corrections Officers and Communications Technicians

Requests have been submitted to Human Resources to establish new eligibility lists for the above three categories of employees at the Sheriff's Office. Human Resources has created and posted the notices.

DISCUSSION WITH POSSIBLE ACTION:

Emergency Management Vehicle Purchase

Emergency Management Director Baker advised the committee the Sheriff's Office has a Chevy Tahoe they are taking out of service that his office could purchase for \$12,000; he has sufficient funds in his 2014 budget to make the purchase.

Motion by Zdroik/Jankowski to approve the purchase of the used Chevy Tahoe from the Sheriff's Office with the understanding the vehicle will remain on-site until a future "take-home" policy discussion occurs. Motion carried unanimously.

Resolution approving a contract for ambulance billing services with Andres Medical Billing, Ltd. and a contract extending 3 Rivers Billing, Inc. for Seven Months to allow for transition and collections.

Motion by Jankowski/Zdroik to approve the resolution for a contract for ambulance billing services with Andres Medical Billing, Ltd. and a contract extending 3 Rivers Billing, Inc. for seven months to allow transition and collections. Motion carried unanimously.

Resolution Approving a Contract for Inmate Food Services with CBM January 1, 2014 through December 31, 2017

Motion by Zdroik/Jankowski to approve the contract for inmate food services with CBM January 1, 2014 through December 31, 2017. Motion carried unanimously. The Committee advised this contract will have to go out to bid for 2018.

Adjournment

The next regular meeting of the Public Safety/Emergency Management Committee is scheduled for October 22, 2014, at 7:30 a.m. in the Law Enforcement Center Training Room.

Motion by Zdroik/Jankowski to adjourn the meeting at 8:15 a.m. Motion carried unanimously.

Respectfully submitted,

/s/

Karen M. Moran
Recording Secretary