

Portage County Public Safety/Emergency Management Committee Meeting Minutes

7:00 a.m. on March 25, 2015

Portage County Law Enforcement Center – Training Room

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

Members Excused: Member James Zdroik

Others Present: Sheriff Mike Lukas, Portage County Sheriff's Office
Chief Deputy Daniel Kontos, Portage County Sheriff's Office
Captain Dale O'Kray, Portage County Sheriff's Office
Captain Cory Nelson, Portage County Jail
Rocky Bolder, Juvenile Detention Superintendent
Denise Schultz, Communications Manager, Portage County Sheriff's Office
Matt Dykstra, Portage County Emergency Management Director
Nathan Check, Portage County Highway Department
Shirley Simonis, Portage County Clerk
Michael White, Midwest Renewable Energy Association
Todd Neuenfeldt, Portage County Facilities Director
Kim Delikowski, Portage County Sheriff's Office
Karen Ryun, Portage County Sheriff's Office
Louis Molepske, Jr., Portage County District Attorney
Penny Borski, Corrections Officer, Portage County Jail
Jennifer Jossie, Portage County Finance Director
Patty Dreier, Portage County Executive
Jami Gebert, Administrative Assistant of County Executive
Reid Rochaleau

The meeting was called to order by Chairman Dobratz at 7:00 a.m. Member James Zdroik was excused for this meeting.

Approval of Minutes:

Motion by O'Brien/DeDeker to approve the Public Safety/Emergency Management Committee Meeting Minutes dated February 23, 2015. Motion carried unanimously.

Correspondence: None.

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

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

Emergency Management/EMS – Monthly Activity Report & Correspondence:

Matt Dykstra has been appointed Emergency Management Director. An ESCS (Emergency Services Consulting International Study) is in process which will take 6-8 weeks to complete. Dykstra is currently looking for a volunteer position for EMS retention and recruitment of emergency medical responder groups out in different communities. An ambulance has been ordered that is being built by a company in Antigo. Cardiac monitors have been purchased. Loaners will be used in interim.

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

Sheriff's Office:

Jail Activities:

The following reports were provided in the packets:

- ▶ *Monthly Jail Report February 2015*
- ▶ *Home Detention Statistics for February 2015 (handed out at meeting)*
- ▶ *Daily Jail Report for February, 2015 (handed out at meeting)*

As of today, there are 67 adult inmates in house, 51 shipped inmates (Waupaca), and 19 on home detention program. Noted 15.4 on home detention compared to 6.6 last year. The Jail inspection occurred on March 17th. The Juvenile facility inspection is scheduled for today—March 25, 2015.

Operations Activities:

The Sheriff's Office newest Deputy, Mark Smallwood, is a month into training and doing well. Fleet Technician background checks are being conducted. An offer will be extended once the backgrounds are completed. Homicide/Suicide and fatal on Hwy. 54 required cooperation of all agencies.

Administration Activities:

Budget breakdown (Handed out at meeting). Sheriff's Office projected to come in approximately \$40,000 under budget for 2014 mostly due to understaffing. Further budget discussion will be put on next month's agenda. Jail numbers will be broken out with next month's discussion and handouts.

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

Coroner's Office Activity Report: None.

Public Notice: Chairman Dobratz read the Public Notice.

DISCUSSION ONLY:

Railroad Blockage of Roads in Portage County:

The Committee discussed options for dealing with the blockage of roads by the railroad in Portage County. If yo

Sheriff's Office 2014 Bad Debt Write-Offs (in packet):

2014 Bad Debt Write-Off summary presented by Chief Deputy Kontos. Finance has already reviewed and approved. These is an annual review. Collection efforts exhausted and briefly explained. No other questions.

Justice Center Concept Update (handed out at meeting):

Proposed concept was discussed at the March 3, 2015, meeting of the Space and Properties Committee. Slides from the Space & Properties Committees Presentation discussed. Deputy Kontos stated these are in "concept" phase. Three basic options. 1) Downtown, using recently purchased property and combining with and reusing current Annex building. 2) Green Site, using generic green space, off site to another location. 3) Maintain what we have now. Bottom line dollar figure is estimate, but impact on taxpayers more important. Government Building Discussion Points (handed out at meeting) highlights impact, costs, deficiencies/liabilities, staffing concept, future. Portage County Government Facility Decision Making Tree Initial Draft (handed out at meeting) shows model of proposed decision making. Don Jankowski stated Deputy Kontos will be taking to committees then to County Board.

Notification of Highway Department Capital Project:

Proposal #2015-03 Architectural Services for Highway Addition & Improvements discussed (handed out at meeting). Deputy Kontos stated twelve different companies submitted bids. Highway Department addition, which is multi-departmental capital project already approved, is building that can be subdivided into alternate dispatch location, disaster recovery center for Information Technology, set of heavy truck scales for Highway Department, and storage for both Highway Department and Sheriff's Office for secure impound/evidence. Award was made to firm of Angus Young from Janesville

DISCUSSION WITH POSSIBLE ACTION:

MREA Large Assembly Application for 2015:

Motion by O'Brien/DeDeker to approve the MREA Large Assembly application for 2015. Motion carried unanimously.

Resolution for Emergency Radio Tower Construction:

Deputy Kontos stated that resolution will be brought to next month's meeting. Simulcast cost higher than anticipated, therefore, building towers was suggested. Radio Towers Rental vs. Build (handed out at meeting) was discussed. . No vote necessary as just discussion.

Confirming Appointment of Matthew Dykstra as Portage County Emergency Management Director:

Motion by Jankowski/O'Brien to approve resolution to appoint Matthew Dykstra as Emergency Management Director. Motion carried unanimously.

Home Detention Program Manpower Review & Home Detention Program Qualification Review:

Memos from Corrections Officer Penny Borski, Home Detention Program (HDP) Officer and Home Detention Program Workload Distribution informational sheet presented (mailed in packets). No vote needed; discussion only.

Resolution Amending the 2015 County Budget to include a Full-Time Home Detention Program Corrections Officer:

Motion by Jankowski/DeDeker to approve to send to County Board and to approve resolution amending the 2015 County Budget to include a Full-time Home Detention Program Corrections Officer. Motion carried unanimously.

Potential Jail Staffing Concept:

Chief Deputy Kontos discussed Portage County Jail Expanded Scheduling Concept (mailed in packet). No action taken.

Adjournment:

The next regular meeting of the Public Safety/Emergency Management Committee is scheduled for Wednesday, April 22, 2015, at 7:00 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/

Kim M. Delikowski