

Portage County Public Safety/Emergency Management Committee Meeting Minutes

7:00 a.m. Wednesday, December 23, 2015

Portage County Law Enforcement Center – Training Room

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

Others Present: Sheriff Mike Lukas, Portage County Sheriff's Office
Chief Deputy Daniel Kontos, Portage County Sheriff's Office
Captain Cory Nelson, Portage County Sheriff's Office
Lieutenant Steve Retzki, Portage County Sheriff's Office
Denise Schultz, Portage County Sheriff's Office
Karen Moran, Portage County Sheriff's Office
Matt Dykstra, Portage County Emergency Management Director
Bert Nitzke, Portage County Deputy Emergency Management Director
Jennifer Jossie, Portage County Finance Director
Michael J. McKenna, Portage County Corporation Counsel

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

Approval of Minutes:

Motion by Zdroik/O'Brien to approve the Public Safety/Emergency Management Committee Meeting Minutes dated November 25, 2015. Motion carried unanimously.

Correspondence: None.

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

Reports for November 2015 for the Sheriff's Office and Emergency Management were reviewed. Motion by O'Brien/Stroik to place the reports on file. Motion carried unanimously.

Emergency Management/EMS – Monthly Activity Report & Correspondence:

Dykstra introduced Bert Nitzke, the new Emergency Management Deputy Director, and discussed the following items from his Emergency Management/EMS Monthly Activity Report included in the meeting packet:

- Ambulance demo provided, build sheet being created
- EMR/First Responder Grant closeout
- Standard Operating Procedures being created for EMS to eliminate ambiguity

- Ebola (pandemic) table-top exercise completed
- Regional Mass Fatality Plan being finalized
- UWSP exercises (planning in progress): January, March, June
- EOC (Emergency Operations Center) restructure, budget rollover request being created for hardware needs
- Further planning for Joint Information Center and Incident Command Post(s)

Dykstra also discussed the need to establish a vehicle replacement fund.

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

Sheriff's Office:

Jail Activities:

The following reports were included in the meeting packet:

- ▶ *Monthly Jail Report November 2015*
- ▶ *Home Detention Statistics for November 2015*

The Jail initiated their first pre-trial hookup on the home detention program; the individual had a \$10,000 cash bond lowered to \$1,000; they still pay for the hookup and daily monitoring fees.

A conditional offer of employment has been extended to a replacement for Corrections Officer Johnny Ciulla who is retiring February 1, 2016.

Operations:

Preliminary order placed to 2016 fleet vehicles. Dodge Charger resale price is double that of the Crown Victorias, coming in at \$8,000 per vehicle.

Deputy Taylor Hecht will be going on military leave effective 1/2/2016 through 3/26/2016. He has been accepted into the Marine Corps for officer training school and helicopter pilot training. The Sheriff's Office is examining hiring an LTE for three months with the possibility of transitioning the LTE to an FTE (full time employee).

The Communications Center currently has one-full-time vacancy created when one of their employees applied for and was hired into the Records Division at the Sheriff's Office. Seven people were interviewed, three passed and backgrounds are being run on two applicants. The Communications Center currently has one person on FMLA (medical leave) and another going out the end of February on FMLA.

Administrative Activities

Kim Delikowski has been promoted to the new Lead Law Enforcement Records Specialist position. Sara Denissen has been hired to fill the vacancy created by Kim's promotion.

Operations was involved in a major accident on Highway 10 regarding a car versus semi. Traffic had to be rerouted off of Hwy 10 West. Off duty Waupaca County Deputy Jason Claussen was the first to arrive on scene and put out the car fire possibly saving the victim's life.

The outcome of the wage study is to be presented to the Sheriff at 10 am on December 29, 2015 and to Department Leaders of the Sheriff's Office at 4 pm on December 29, 2015. Victoria McGrath indicated 44% of county employees are grossly underpaid and 54% are below the average wage for similar positions. The wage study will go to Human Resources in January 2016 and then to the full County Board in February 2016.

The Sheriff's Office participated in the Salvation Army's Red Kettle Bell Ringing annual competition against the Plover Police Department and Stevens Point Fire Department and won by \$8.53.

Sheriff's Office deputies, along with officers from the Plover Police Department and Stevens Point Police Department, participated in the annual "Shop with a Cop" program using \$5,000 in private donations to take 20 underprivileged children Christmas shopping for items for themselves and their families.

The Sheriff advised the committee that the body of the missing 70 year old female was located by a diver from Divepoint Scuba.

At the request of the committee, Chief Deputy Kontos explained the ten Fund Balance accounts currently in place for the Sheriff's Office:

1. Federal Asset Forfeitures
2. State Asset Forfeitures
3. K-9 Donations
4. DNR Safety Programs
5. Juvenile Detention Fund
6. Vehicle Replacement Fund
7. Sheriff's Fuel
8. Inmate Welfare Fund
9. Range Improvement Fund
10. Carryover Fund

Motion by Zdroik/Jankowski 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:

Government Building Project Update:

The next meeting regarding the government building project is scheduled for January 4, 2016, but may be cancelled.

Emergency Management ESCI Study

The Emergency Services Consulting International (ESCI) study was reviewed by the EMS Oversight Committee. Copies of the *Portage County EMS Oversight Board Minutes of December 17, 2015*, were provided to this committee along with copies of the *Portage County EMS Oversight Board Review of ESCI 2015 Recommendations*. Dykstra discussed one of the recommendations regarding merging the part-time EMS Coordinator and EMS Specialist positions into a single full-time position.

Request to Backfill Law Enforcement Records Specialist Position

A request to backfill the vacant Law Enforcement Records Specialist position created by Kim Delikowski's promotion to Lead Law Enforcement Records Specialist was submitted to Human Resources.

DISCUSSION WITH POSSIBLE ACTION:

2016 EMS Coordinator Contract

Dykstra presented the EMS Coordinator Contract for 2016. It provides for a 1.5% increase to \$40,600 for 2016. The contract remained constant at \$40,000 for the past three years. The ESCI study is looking at restructuring the Emergency Management office. There is a 30-day termination clause for both parties.

Motion by Jankowski/Zdroik to approve the 2016 EMS Coordinator Contract. Motion carried unanimously.

Adjournment:

The next regular meeting of the Public Safety/Emergency Management Committee is scheduled for Wednesday, January 27, 2016, at 7:00 a.m. in the Law Enforcement Center Training Room

Motion by Jankowski/Zdroik to adjourn the meeting at 7:50 a.m. Motion carried unanimously.

Respectfully submitted,
/s/
Karen M. Moran