

Portage County Public Safety/Emergency Management Committee Meeting Minutes

7:00 a.m. Wednesday, January 27, 2016

Portage County Law Enforcement Center – Training Room

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

Members Excused: Member Don Jankowski

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 Sheriff's Office
Lieutenant Steve Retzki, Portage County Sheriff's Office
Rocky Bolder, Juvenile Detention Superintendent
Penny Borski, Home Detention Officer
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
Joe Gemza, Assistant Chief, Stevens Point Fire Dept/Portage County Ambulance
Stan Potocki, County Board Member, District 11

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

Approval of Minutes:

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

Correspondence: None.

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

Reports for December for the Sheriff's Office, Emergency Management, and Coroner were reviewed. Motion by O'Brien/DeDeker to place the reports on file. Motion carried unanimously.

Emergency Management/EMS – Monthly Activity Report & Correspondence:

Dykstra discussed the following items from his Emergency Management/EMS Monthly Activity Report included in the meeting packet:

- Ambulance build review completed; awaiting options/costs

- Standard Operating Procedures being created for EMS to eliminate ambiguity
- UWSP Table-top completed; functional/full-scale exercises in March and June.
- Further planning for Joint Information Center and Incident Command Post(s)
- EM/EMS presentation given at Town's Association meeting
- Creation of Emergency Response Guide
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Motion by O'Brien/DeDeker 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 December 2015*
- ▶ *Home Detention Program (HDP) End-of-Year Report 2014*
- ▶ *Home Detention Program Statistics for December 2015*
- ▶ *Home Detention program (HDP) End-of-Year Report 2015*

The estimated expense for January 2016 inmate housing in Waupaca is \$39,000 to \$40,000. Corrections Officer Johnny Ciulla is retiring February 1, 2016, after 22 years of service to the County. Corrections Officer Christopher Koepl will be sworn in on February 2, 2016, to replace the vacancy created by Ciulla's retirement. This will bring the Jail to full staff although Koepl will be in training for approximately six weeks.

Negotiations for inmate housing at the Waupaca County Jail for 2017 will begin soon.

Operations:

None.

Administrative Activities

Deputy Taylor Hecht is on military leave without pay; Jordan Nissen has been hired as a Limited Term Employee (LTE) to cover Deputy Hecht's duties while on leave. Deputy Hecht plans to resign once he reports for active duty with a tentative date of March 26, 2016 at which time Deputy Nissen would become a full-time employee. Lieutenant James Pozniak has turned in his retirement notice effective March 31, 2016.

The Sheriff's Office is short two Communications Technicians. A conditional offer has been extended to fill one of the vacancies.

The Sheriff recently attended the Town's Association meeting; all went well. The Sheriff's Office will also be participating in Guns and Hoses this year. McGrath will be presenting their salary study results at the Portage County Human Resources Meeting on 2/4/2016 at 5:30 p.m.

The Records Division is now at full staff with the new Lead Law Enforcement Records Specialist position in place and functional.

Motion by Zdroik/DeDeker 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:

Sheriff's Office 2015 Preliminary Budget Update

Chief Deputy Kontos predicted we will be right on point with our 2015 budget with enough carryover to cover the \$49,000 for the new Home Detention Program Officer position added in 2015.

Simulcast Radio Project Update

Five of the six locations have been identified. Matt Fleming of the Portage County Purchasing Department is negotiating with a site located in the Town of Grant.

Emergency Management ESCI Study

This topic will be added to the March 2016 Public Safety/Emergency Management meeting as a "Discussion with possible action item." Chair Dobratz asked that all materials previously provided regarding this topic be reviewed prior to that meeting.

Sheriff's Report on Home Detention Program

Corrections Officer Penny Borski reviewed the Home Detention Program (HDP) reports for 2014 and 2015 included in the meeting packet. She will be adding equipment rental costs to future reports. There were 30+ more hookups in 2015 versus 2014. There were 2,862 bed days served on home detention in 2014 compared to 4,375 bed days served in 2015. Borski was asked if we have inmates fail on the home detention program. She indicated these are reported on the monthly Home Detention Program report and are minimal—four to five violations per year.

The Sheriff's Office will be testing pre-trial home monitoring. The County Board will want a formal presentation of how this program is working. Chair Dobratz recommended including what the Sheriff's Office is doing versus what the Judges are ordering. He would also like all of the information included in the Sheriff's Annual Report.

DISCUSSION WITH POSSIBLE ACTION:

Resignation, Backfill and LTE Deputy Request

This request covers the military leave of Deputy Taylor Hecht and backfilling his position with a limited term employee—Deputy Jordan Nissen. No action necessary.

Resignation, Backfill for Communications Technician

This request covers the resignation of Communications Technician Resch. No action necessary.

Request to Backfill Vacant Deputy Position Due to Retirement

This request covers the retirement of Lieutenant James Pozniak. No action necessary.

Contract for Hazardous Materials Response Services Between Portage County and the Village of Plover for 2016

This contract is a renewal of the agreement for hazardous materials response services between Portage County and the Village of Plover for 2016. State statutes encourage Local Emergency Planning Committees to identify a county emergency response team capable of responding to a hazardous materials release. Plover Fire/EMS Department maintains that designation for Portage County Operations. The term of this contract is February 16, 2016 through December 31, 2016, for a total of \$5,000.

Motion by O'Brien/Zdroik to approve the contract for hazardous materials response services between Portage County and the Village of Plover for 2016. Motion carried unanimously.

Contract for the Final Design and Engineering of Radio Towers to Support the Simulcast Radio System Upgrade

This contract is for the final design and engineering of radio towers by Ramaker & Associates, Inc. of Sauk City, Wisconsin, to support the simulcast radio system upgrade. It will also include construction management if the project is approved. The amount of the contract is \$67,000 (estimated) plus pass thru charges for Indian Tribe fees, utility permits fees, etc. The contract start date is 1/27/2016 with a planned completion by the end of 2016.

Motion by Zdroik/DeDeker to approve the contract for the final design and engineering of radio towers to support the simulcast radio system upgrade. Motion carried unanimously.

Annual Jail Tour Requirements for 2016 §59.54(15), Wis. Stats.

Chief Deputy Kontos advised the committee that §59.14(15), Wis. Stats., requires that "at least one each year the board of each county, or a committee thereof, shall visit, inspect and examine each jail maintained by the county..."

Motion by DeDeker/Zdroik to have the Public Safety/Emergency Management Committee conduct the annual inspection after the February 17, 2016, meeting. Motion carried unanimously.

Adjournment:

The next regular meeting of the Public Safety/Emergency Management Committee is changed to Wednesday, February 17, 2016, at 7:00 a.m. in the Law Enforcement Center Training Room

Motion by Jankowski/Zdroik to adjourn the meeting at 7:48 a.m. Motion carried unanimously.

Respectfully submitted,

/s/

Karen M. Moran