

Portage County Public Safety/Emergency Management Committee Meeting Minutes

7:00 a.m. Wednesday, February 17, 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
 Rocky Bolder, Juvenile Detention Superintendent
 Denise Schultz, Portage County Sheriff's Office
 Karen Moran, Portage County Sheriff's Office
 Clair Glisczynski, Portage County Sheriff's Office
 Matt Dykstra, Portage County Emergency Management Director
 Jennifer Jossie, Portage County Finance Director

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

Approval of Minutes:

Motion by O'Brien/Zdroik to approve the Public Safety/Emergency Management Committee Meeting Minutes dated January 27, 2016. Motion carried unanimously.

Correspondence: A memo was received from County Board Chair Idsvoog dated February 10, 2016 regarding upcoming County Board meeting dates and committee restructuring. Based on that memo, this committee would not be able to provide sufficient notice for their April meeting currently scheduled for April 27, 2016. Committee members agreed to move the meeting to April 13, 2016.

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

Reports for January 2016 for the Sheriff's Office, Emergency Management, and Coroner were reviewed. Motion by O'Brien/Zdroik 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, final build meeting February 14 – 16

- ICS (Incident Command System) 300/400 Courses to be offered April and May 2016
- EOC (Emergency Operations Center) Operations Course to be offered in May 2016
- Wisconsin Rural Water Association Conference scheduled February 17, 2016
- Working on County Pandemic Plan

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

Sheriff's Office:

Jail Activities:

The following reports were distributed at the meeting packet:

- ▶ *Monthly Jail Report January 2016*
- ▶ *Home Detention Program Statistics for January 2016*

January 2016 inmate housing expense in Waupaca was \$39,008; we are tracking at \$34,000 for February 2016. Today there are 64 adult inmates in-house, 36 shipped to Waupaca, ten on home detention program and nine (9) youth in the Juvenile Detention Center) of which four (4) are from Portage County.

Christopher Koepl was hired as a new Corrections Officer effective February 2, 2016. Johnny Ciulla retired February 1, 2016.

Operations:

Communication Technician interviews are scheduled for today. Promotional interviews for Lieutenant and Sergeant positions are scheduled for March 1, 2016. Deputy interviews for eligibility list are scheduled for March 16, 2016.

Administrative Activities

Stacey Fredrickson has been hired as a Communication Technician with the Portage County Sheriff's Office. She is currently Records Specialist with the Stevens Point Police Department.

The Sheriff recognized the Communication Center employees, Deputies and the State Patrol for their efforts to revive a person involved in an incident on the highway. Even though they were able to revive him; he subsequently passed away.

Motion by DeDeker/O'Brien 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 with possible action:

Healthcare/Emergency Readiness Coalition Grant Approval

Dykstra indicated if this grant was approved, the monies would be used to purchase N-95 masks, a printer for ID cards and radios to hand out during emergencies through the Emergency Operations Center.

Motion by O'Brien/Zdroik to approve applying for Healthcare/Emergency Readiness Coalition Grant. Motion carried unanimously.

DISCUSSION ONLY:

Backfill Request for Communications Technician Position

Chief Deputy Kontos has advised the Committee that with the departure of another Communication Technician paperwork has been submitted to Human Resources to backfill the position.

Sheriff's Office 2015 Bad Debt Write-Offs

Moran advised the committee the Sheriff's Office is required to provide the committee with an overview of bad debt write-offs once per year. Information on the write-offs were provided in the meeting packet.

Emergency Management ESCI Study

Chair Dobratz reminded committee members to review materials previously provided, as this will be a discussion with possible action item at the next meeting.

Annual Inspection of the Jail

Per §59.54(15), Wis. Stats., the following members of the committee participated in an annual inspection of the Jail--Chairman Dobratz, Vice Chairman Zdroik, and Member O'Brien.

Adjournment:

The next regular meeting of the Public Safety/Emergency Management Committee is Wednesday, March 23, 2016, at 7:00 a.m. in the Law Enforcement Center Training Room

Motion by Zdroik/O'Brien to adjourn the meeting at 8:11 a.m. Motion carried unanimously.

Respectfully submitted,

/s/

Karen M. Moran