

Portage County Public Safety/Emergency Management Committee Meeting Minutes

7:00 a.m. Wednesday, April 13, 2016

Portage County Law Enforcement Center – Training Room

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

Others Present:         Sheriff Mike Lukas, Portage County Sheriff's Office  
                                  Captain Dale O'Kray, Portage County Sheriff's Office  
                                  Captain Cory Nelson, Portage County Sheriff's Office  
                                  Lieutenant Jacob Wills, Portage County Sheriff's Office  
                                  Rocky Bolder, Juvenile Detention Superintendent  
                                  Denise Schultz, Portage County Sheriff's Office Communication Manager  
                                  Karen Moran, Portage County Sheriff's Office Manager  
                                  Matt Dykstra, Portage County Emergency Management Director  
                                  Jennifer Jossie, Portage County Finance Director  
                                  O. Philip Idsvoog, County Board Chair  
                                  Patty Dreier, County Executive  
                                  Shirley Simonis, County Clerk  
                                  Mike White, Midwest Renewable Energy Association  
                                  Reid Rocheleau

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 February 17, 2016. Motion carried unanimously.

**Correspondence:** None.

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

Vendor Invoice Lists for February and March 2016 for the Sheriff's Office, Emergency Management, EMS Ambulance Service and Coroner were reviewed. Motion by O'Brien/Jankowski 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 Reports dated March 16, 2016 and April 6, 2016 which were included in the meeting packet:

- Healthcare/Emergency Readiness Coalition Grant Update
- Pandemic Response Planning with Public Health
- Hazmat and HERC Grant updates
- Finalization of Emergency Response Guide
- Developed Outreach folders for community groups (Severe Weather/EMS)
- Information provided to all County Polling locations
- First Half Report to Wisconsin Emergency Management Completed
- UWSP Functional Exercise 31 March
- March Flooding overview
- Update on Town of Grant Lawsuit: mediation agreement not reached and trial is set for court on October 26-27, 2016.

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

**Sheriff's Office:**

Jail Activities:

The following reports were distributed as part of the meeting packet or at the meeting:

- ▶ *Monthly Jail Report February 2016*
- ▶ *Monthly Jail Report March 2016*
- ▶ *Home Detention Program Statistics February 2016*
- ▶ *Home Detention Program Statistics March 2016 [handed out at meeting]*

March 2016 inmate housing expense in Waupaca County Jail was \$34,720 and \$34,528 for February 2016. This leaves enough in the budget for one additional bed each day for the remainder of the year at Waupaca County (above the 35 contracted for each day).

For March 2016, the Jail had an average of 20+ inmates out on Home Detention Program (HDP). The juvenile population has been holding steady for March and April 2016 at 10 kids per day.

Operations:

- Sergeant Jacob Wills was promoted to Lieutenant. He moved from Court Services to Patrol.
- Detective Jeff Coey was promoted to Sergeant. He moved from Detectives to Patrol.
- Eight sworn officers have had interviews for the vacant Detective slot created by Jeff Coey's promotion.
- With the retirement of Lt James Pozniak, we have a deputy opening and are currently conducting five background investigations for deputy candidates.
- Crystal Weir has joined the Communication Center as our newest Communication Technician. This brings the Communication Center to full staffing, but there is an anticipated retirement in the Communication Center sometime in June 2016.
- The Town of Grant has offered a new site for the simulcast tower off of CTH F at no charge as long as the Town can put a couple of antennas on the tower. Purchasing is sending out the construction bid. It will cost over \$10,000 per site to insure no Indian artifacts are located on the properties.

### Administrative Activities

Sheriff Lukas thanked the current members of the Public Safety/Emergency Management Committee for their support during the past year.

Sergeant Nick Griesbach took a lateral transfer from Detective Sergeant to Court Services Sergeant. Sergeant Joshua Ostrowski took a lateral transfer from Patrol Sergeant to Detective Sergeant.

Motion by Jankowski/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. Mike White of the Midwest Renewable Energy was identified to speak when his request for a large gathering permit came up for discussion.

### **DISCUSSION only:**

#### **2017 Sheriff's Office Capital Improvement Project (CIP) Proposals**

The Sheriff presented his Office's *Capital Budget Summary* for 2017 through 2021. It includes the following projects:

- **Law Enforcement Improvements (\$25,250,000):** This project replaces previous fragmented plans to sustain and improve the existing Law Enforcement Center (LEC). It is presumed, based on all available evidence, new facility construction will not occur anytime in the foreseeable future. A professional must be hired to examine the current LEC (i.e., Sheriff's Office, Jail, Emergency Operations Center, Coroner's Office, Communications Center, Day Report, etc.) and develop a concept to sustain current operations, provide for growth based on increases in population and services, consolidate similar operations, maximize efficiencies, reduce jail overcrowding, improve health, safety, and security issues, and provide for a viable facility for the next 20+ years.
- **Replace Firearms and Related Training Equipment (\$95,320):** This project would upgrade and replace aging and worn firearms and related training equipment at the Sheriff's Office over three years.

#### **Sheriff's Office 2015 Annual Report**

Sheriff Lukas presented Sheriff Office highlights from 2015:

- The Home Detention Program (HDP) got up and running with 1.3 full-time employees. COMPAS assessment tests are now administered by HDP staff. The Average Daily Population on Home Detention in 2015 was 12 versus year-to-date 2016 which is at 16.

- An internet exchange safe zone was established in front of the Law Enforcement Center where cameras can monitor the exchange of goods purchased over the internet.
- Deputies are actively utilizing substations made available by the various municipalities throughout the County. Officer presence and increased communications are welcomed by these entities.
- The Communication Center received 133,000 calls in 2015; this is about 11,000 calls per month—15,794 were emergency calls.
- The Total Cost for Housing and Transportation of Inmates from 1998-2015 was \$9,011,366.

### **2016 Jail Inspection Report**

The Sheriff congratulated Captain Cory Nelson and jail staff for the great results achieved on the Annual Jail Inspection conducted by Denise Ellis, Detention Facilities Specialist for the Department of Corrections.

Ms. Ellis noted the significant positive comments provided by inmates during her inspection of the housing units. She also indicated inmate comments that Ken Wolfe's (Jail social worker) programs are excellent and helpful and help to hook inmates up with outside services. She also stated that every available area is utilized to maximum capacity.

### **Chair Comments: Deputy Interviews/Courtroom Security Conference.**

Chair Dobratz participated in the latest round of interviews to establish a Deputy Eligibility list for the Portage County Sheriff's Office. He thought the process was very good. Member O'Brien also participated and indicated deputies like working here.

Chair Dobratz also attended a courtroom security conference with judges, bailiffs, court security officers and the Clerk of Courts. He stated it was an eye opener to see what is going on throughout the State and highly recommended others attend. He suggested the Sheriff contact the U. S. Marshal's service to conduct an updated walkthrough of our current processes to see how we are doing.

### **DISCUSSION with possible action:**

#### **Resolution Amending Section 2.1.12 of the Code of Ordinances Relating to the Safe Transport of Firearms and Bows.**

Motion by Jankowski/O'Brien to approve the resolution amending Section 2.1.12 of the Code of Ordinances relating to the Safe Transport of Firearms and Bows to correct a typographical error in the Code which mistakenly references section 167.21(2) of the Wisconsin statutes instead of section 167.31(2). Motion carried unanimously.

### **Approval of Midwest Renewable Energy Association (MREA) Large Assembly Application**

County Clerk Shirley Simonis recommended approval of this application for the 27<sup>th</sup> Annual Energy Fair on June 17 – 19, 2016, with the understanding that the MREA needs to complete the following items prior to the starting date of the event:

1. Names, addresses and hours of those that will be on staff through Amherst Fire District.
2. Contract from the security company.
3. Names, addresses of all concessionaires and their license or permit numbers.
4. A signed copy of the Temporary Class B and Retail License and Operator's License to serve fermented malt beverages and intoxicating liquors from the Town of Stockton.
5. An Updated Certificate of Liability Insurance indicating this year's event dates and coverage.

Motion by O'Brien/Zdroik to approve the Midwest Renewable Energy Association (MREA) Large Assembly Application with the understanding the above requirements are completed prior to the event. Motion carried unanimously.

### **Emergency Management ESCI Study**

The Public Safety/Emergency Management Committee made motions with the following outcomes after reviewing the ECSI 2015 recommendations and comments and voting of the Portage County EMS Technical Team and the Portage County EMS Oversight Board.

**RECOMMENDATION #1A:** The Portage County EMS system of organizational design should be streamlined and policy power given to the EMS Oversight Board with the Technical Team providing field level recommendations.

Motion by Jankowski/DeDeker recommending the current organizational design not be changed. Motion carried unanimously.

**RECOMMENDATION #1B:** Each provider should implement a system of incentives to ensure that personnel are responding as quickly as possible to reduce overall turnout time.

Motion by DeDeker/O'Brien not to implement this recommendation but to come back with a more detailed recommendation in the future. Motion carried unanimously.

**RECOMMENDATION #1C:** The County should continue to work with the EMS Groups to support training, equipment and recruitment.

Motion by DeDeker/Zdroik to support this recommendation. Motion carried unanimously.

**RECOMMENDATION #1D:** The County should implement a tiered approach to response performance objectives to allow for more detailed analysis of overall system performance.

Motion by DeDeker/Zdroik to maintain the current criteria but allow the Technical Team to review and develop standards. Motion carried unanimously.

**RECOMMENDATION #2A:** All EMS system vehicles should be equipped with MDT and AVL capabilities to increase response efficiency and consistency.

Motion by Zdroik/Jankowski that vehicles be equipped with MDT & AVL capabilities. Motion carried unanimously.

**RECOMMENDATION #2B:** Portage County should adopt and fully fund a capital vehicle replacement plan.

Motion by DeDeker/O'Brien to support the above recommendation. Motion carried unanimously.

**RECOMMENDATION #2C:** The part-time EMS Coordinator and EMS Specialist positions should be merged into a single full-time position.

--and--

**RECOMMENDATION #2D:** Additional part-time clerical staff should be implemented with the Office of Emergency Management.

Motion by Jankowski/DeDeker to have the Emergency Management Department Head take action through the appropriate established channels to accomplish Recommendations #2C and #2D. Motion carried unanimously.

**RECOMMENDATION #2E:** One additional transport ambulance should be deployed to Plover Fire Department (PFD) to increase system effectiveness and overall performance.

Motion by Zdroik/DeDeker to place on file at this time; this committee is unwilling to commit to an additional ambulance at this time without further detailed data analysis of needs and options available to Portage County. Motion carried unanimously.

**RECOMMENDATION #3A:** A single technological system should be implemented and used by all system providers to improve system efficiency and allow for continued quality assurance.

Motion by Zdroik/Jankowski to achieve a single technological system. Four ayes; DeDeker not present for vote. Motion carried.

**RECOMMENDATION #3B:** Future planning should begin now for renovation of those facilities that, in the future, may house full-time 24-hour personnel.

Motion by Jankowski/Zdroik to take no action on this item. Four ayes; DeDeker not present for vote. Motion carried.

**Adjournment:**

The next regular meeting of the Public Safety/Emergency Management Committee is Wednesday, May 25, 2016, at 7:00 a.m. in the Law Enforcement Center Training Room

Motion by Dobratz/Zdroik to adjourn the meeting at 8:45 a.m. Four ayes; DeDeker not present for vote. Motion carried.

Respectfully submitted,  
/s/  
Karen M. Moran