

Portage County Public Safety/Emergency Management Committee Meeting Minutes

7:00 a.m. Wednesday, May 25, 2016

Portage County Law Enforcement Center – Training Room

Members Present: Chairman Dan Dobratz
 Member Stan Potocki
 Member Dale O'Brien
 Member Don Jankowski

Members Excused: Member James Zdroik

Others Present: 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 Communication Manager
 Karen Moran, Portage County Sheriff's Office Manager
 Matt Dykstra, Portage County Emergency Management Director
 Jennifer Jossie, Portage County Finance Director
 Matthew Fleming, Portage County Purchasing Director

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

Approval of Minutes:

Motion by O'Brien/Jankowski to approve the Public Safety/Emergency Management Committee Meeting Minutes dated April 13, 2016. Motion carried unanimously.

Election of Vice Chair of Public Safety/Emergency Management Committee

O'Brien nominated Jankowski for Vice Chair. No other nominations were made. Nomination confirmed unanimously.

Reappointment for Position on NEWCOM (Northeast Wisconsin Communications Network)

O'Brien nominated Jankowski for Public Safety/Emergency Management Committee representative with NEWCOM. No other nominations were made. Nomination confirmed unanimously.

Appointment of Position to Risk Management Committee

Jankowski nominated Potocki. No other nominations were made. Nomination confirmed unanimously.

Correspondence: None.

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

Vendor Invoice Lists for April 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 Report dated May 13 2016 which was included in the meeting packet:

- Ambulance Order Update
- Special Event Unit Kick-off
- EMS annual Report 26 May, Conference Rooms 1 – 2, Annex Building
- UWSP Full-Scale Exercise 3-4 June
- Development of Portage County Local Emergency Response Network
- Regional Ebola/Pandemic Exercise
- UWSP Intern and Volunteer

Additionally, Dykstra advised the committee of EOC Operations Training taking place May 25 & 26, 2016 in the Emergency Operations Center.

Motion by Potocki/Jankowski 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:

- ▶ *Monthly Jail Report April 2016*
- ▶ *Home Detention Program Statistics April 2016*

Captain Nelson directed the committee to the above reports included in the packet. He stated there were 23 inmates out on the Home Detention Program (HDP) today. The Average Daily Population of inmates out on HDP for the month of May is 22 and the YTD Annual Average Daily Population of inmates out on HDP is 17.3.

There are currently nine youth in the Juvenile Detention Center, but the previous week there were days with 13 and 14 youth in juvenile detention. Captain Nelson indicated one bed has to be kept open for Waushara County who pays an annual fee for one bed for the entire year. Juvenile Detention also has to make sure there are beds available for Portage County youth.

The Jail has been shipping inmates to Waupaca County Jail at the contract minimum (35 beds) for the month of April; however there is one inmate with medical issues that was sent to Marquette County who has medical beds. We are paying a daily bed rate and medical supplies.

Operations:

Operations is looking to fill one deputy vacancy; four to five interviews are scheduled for next week with the Sheriff and Chief Deputy.

Administrative Activities

Space & Properties Committee voted to move forward with Option 1.1 at last night's meeting. This option includes a full government building attached to the Annex and constructed all at once.

The Sheriff's Office was involved with the Drug Take Back program in April; 850 pounds of unused medications were collected for disposal.

The Sheriff's Office participated in the Safety Fair at Mark Motors on May 14, 2016.

The Sheriff's Office recently conducted two Hunter Safety Classes—one in Rosholt and the other in Stevens Point.

The Sheriff's Office will be sponsoring the June 4th annual Cops & Bobbers event. Committee members were invited to participate.

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

Coroner's Office Activity Report: None.

Public Notice: Chairman Dobratz read the Public Notice. There were no members of the public present.

DISCUSSION only:

Retirement of Communication Technician Bonnie Drescher: Position Backfill Request

Communication Technician Bonnie Drescher submitted her retirement letter to the Sheriff after 29+ years of service to the Portage County Sheriff's Office. Her retirement is effective June 8, 2016. A position backfill request has been submitted to Human Resources.

Resignation of Communication Technician Stacey Fredrickson: Position Backfill Request

Communication Technician Stacey Fredrickson submitted her letter of resignation while in the training phase as a Communication Technician. Her last working day was April 29, 2016. A position backfill request has been submitted to Human Resources.

Resignation of Communication Technician Megan Kropidlowski: Position Backfill Request

Communication Technician Megan Kropidlowski submitted her letter of resignation effective June 8, 2016, to accept another position outside the County. A position backfill request has been submitted to Human Resources

Both Schultz and Chief Deputy Kontos addressed staffing issues in the Communications Center. With impending medical leaves, it is possible we will be down seven Communication Technicians out of 18 during the next several months. Background checks are being processed for two potential candidates with prior 911 dispatch experience and we currently have two near hires in training.

Contract with Rapid Release for Issuing Debit Cards vs. Checks to Inmates Upon Release

The Jail has entered into no-cost contract with Rapid Release to issue debit cards for balances remaining on inmate accounts rather than checks. This will eliminate having to deal with the many outstanding checks we have for small dollar amounts.

Securus AIS JPAY Re-Implementation

The Jail has re-implemented a clause in their contract with Securus AIS to provide friends and loved ones of inmates with multiple ways to add money to an inmate's account—by phone or by website. Als had cancelled these services in 2015 but is re-implementing after having secured a third-party provider to manage the process.

DISCUSSION with possible action:

Contract Summary Form – Advanced Correctional Healthcare – One Year Contract Extension

Captain Nelson advised the committee they have entered into a one-year contract extension with Advanced Correctional Healthcare to provide inmate healthcare for the Portage County Jail. The Jail has been very pleased with the services provided in their contract. The Jail is working with Purchasing to prepare a Request for Proposal (RFP) for these services for May of 2017. Committee Chair Dobratz advised the Committee will expect an RFP for next year.

Motion by Jankowski/O'Brien to approve the one year contract extension with Advanced Correctional Healthcare. Motion carried unanimously.

Appointment of Designee to Local Emergency Planning Committee (Liaison to LEPC)

Motion by Dobratz/O'Brien to appoint Don Jankowski to the Local Emergency Planning Committee. Motion carried unanimously.

Future Public Safety/Emergency Management Committee Meeting Dates and Times

After discussion, the committee decided to keep the Public Safety/Emergency Management Committee meeting dates and times unchanged. This committee will meet on the fourth Wednesday of each month at 7:00 a.m. in the Law Enforcement Center Training room unless otherwise posted.

Resolution Endorsing, Ratifying and Authorizing Ninety-Nine Year Leases with Municipalities and Fire Districts for the Purpose of the Erection of Sheriff's Office Antenna "Simulcast System" and the Award of Contracts for the Construction of the Five Listed Radio Towers

This resolution addresses construction and maintenance of towers between Portage County and the following: Rosholt Fire District and the Town of Alban, Town of Lanark, Village of Almond, Town of Pine

Grove, and the Amherst Fire District. Wave Communications Inc. will construct five radio tower sites to support the simulcast system. A sixth tower is needed to complete this project. Negotiations are underway to secure that final location. Estimated completion of construction is within 180 days of approval of contracts.

Motion by Potocki/O'Brien to endorse the Resolution Endorsing, Ratifying and Authorizing Ninety-Nine Year Leases with Municipalities and Fire Districts for the Purpose of the Erection of Sheriff's Office Antenna "Simulcast system" and the Award of Contracts for the Construction of the Five Listed Radio Towers. Motion carried unanimously.

Adjournment:

The next regular meeting of the Public Safety/Emergency Management Committee is Wednesday, June 22, 2016, at 7:00 a.m. in the Law Enforcement Center Training Room

Motion by O'Brien/Potocki to adjourn the meeting at 8:50 a.m. Motion carried unanimously.

Respectfully submitted,
/s/
Karen M. Moran