

## Portage County Public Safety/Emergency Management Committee Meeting Minutes

7:00 a.m. Wednesday, June 22, 2016

Portage County Law Enforcement Center – Training Room

Members Present: Chairman Dan Dobratz  
Member Stan Potocki  
Member James Zdroik  
Member Don Jankowski

Members Excused: Member Dale O'Brien

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 Communication Manager  
Karen Moran, Portage County Sheriff's Office Manager  
Matt Dykstra, Portage County Emergency Management Director  
Joe Gemza, Assistant Chief, Stevens Point Fire Department  
Ron Hetzel, Intern with Portage County Emergency Management

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

### **Approval of Minutes:**

Motion by Zdroik/Jankowski to approve the Public Safety/Emergency Management Committee Meeting Minutes dated June 22, 2016. Motion carried unanimously.

**Correspondence:** None.

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

Vendor Invoice Lists for May 2016 for the Sheriff's Office, Emergency Management, EMS Ambulance Service and Coroner were reviewed. Motion by Potocki/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 June 15, 2016, which was included in the meeting packet:

- Ambulance Order Update—on track for October delivery
- EMS Annual Report was presented May 26, 2016
- UWSP Full Scale Exercise was attended June 3-4, 2016

- Participated in Miles Paratus Exercise June 5 – 10, 2016
- Ron Hetzel joins the Emergency Management Department as an Intern and Dan Journeaux joins the Department as a Volunteer.
- WPS Grant for Weather Radios
- EMS Capital Equipment Update
- Narcan use by EMT's

Dykstra indicated he was being deployed with the National Guard November 2016 through August 2017.

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 May 2016*
- ▶ *Home Detention Program Statistics May 2016*

Next week, Sheriff's Office management will be discussing the Waupaca County annual inmate beds contract.

Captain Nelson advised the committee, the jail shipping budget has now been exceeded for 2016 and this will continue through the remainder of the year. Shipping costs for May were \$37,296.25. The Jail has been shipping inmates to Lincoln and Marquette County also, as no additional beds were available in Waupaca. Chair Dobratz asked Nelson to discuss this at the next County Board meeting.

Operations:

Christopher Stanton will be joining the Sheriff's Office as a patrol deputy starting on June 29, 2016. He comes to us from the Verona Police Department.

Two Communications Technicians candidates have been extended conditional offers of employment. They will both begin training on July 25, 2016. Backgrounds are being processed in an effort to fill the one remaining vacancy.

Administrative Activities

The Sheriff will be attending the National Sheriff's Conference in Minneapolis on June 27 & 28, 2016. The Sheriff invited committee members to attend the next Coffee with a Cop event. The Citizens Academy will be held on Wednesdays starting in September.

The auditors are here on site, and the 2015 budget has not yet been closed.

Motion by Potocki/Jankowski to place the reports on file. Motion carried unanimously.

**Coroner's Office Activity Report:** None.

**Public Notice:** Chairman Dobratz read the Public Notice.

**DISCUSSION only:**

**Resignation of Communication Technician Crystal Weir: Position Backfill Request**

The last two new hires as Communications Technicians have resigned. This is informational only; the Sheriff's Office has submitted a request to backfill both positions.

**2017 Budget Planning: Sheriff's Office**

Major changes discussed for the Sheriff's Office 2017 budget include additional staffing requests for Corrections Officers, increase from 1.3 FTE HDP Program Officers to 2.0 FTE HDP Program Officers and for additional Deputies, including Court Services.

**Adjournment:**

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

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

Respectfully submitted,  
/s/  
Karen M. Moran