

Portage County Public Safety/Emergency Management Committee Meeting Minutes

7:00 a.m. Wednesday, August 24, 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
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
O. Philip Idsvoog, County Board Chair
Bert Nitzke, Deputy Emergency Management Director
Ken Voss, Deputy Fire Chief – Plover Fire Department
Mark Deaver, Fire Chief – Plover Fire Department
Reed Rocheleau

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

Approval of Minutes:

Motion by Jankowski/Potocki to approve the Public Safety/Emergency Management Committee Meeting Minutes dated July 27, 2016. Motion carried unanimously.

Correspondence: None.

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

Vendor Invoice Lists for June 2017 for the Sheriff's Office, Emergency Management, EMS Ambulance Service and Coroner were reviewed. Motion by Zdroik/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 August 16, 2016, which was included in the meeting packet:

- Deputy/Interim Director Step-Up Pay
- EOC Operations Course September 27 – 29
- Ambulance final inspection September 12 – 14
- EOP final Updates 2016
- Plan of Work Second Half Closeout
- Budget

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 July 2016*
- ▶ *Home Detention Program Statistics for July 2016*

Captain Nelson advised the committee, jail shipping costs for July 2016 were \$46,759, and he anticipates \$48,000 in shipping costs for August 2016, which will put shipping costs \$30,000 to \$70,000 over budget with four months remaining to the year. The inmate housing agreement with Waupaca County expires at the end of 2016. The Sheriff is in negotiations with Waupaca County for a five year, 35 beds per day, contract with an out clause should a decision be made to construct a new jail and it is completed prior to those five years.

Captain Nelson advised there were 74 inmates in-house in the Portage County Jail, max cells were filled, all holding cells were full and 50 inmates were currently shipped out—40 to Waupaca County Jail and 10 to Marquette County Jail.

There were 15 people eligible for the Home Detention Program in July; eight of them were placed on the program. Of the seven that did not go on the program, three tested positive for alcohol or THC at the time of booking, one was deemed too high risk for the program, one person did not want to go on the program, one “no showed” for their jail sentence and the other only had two days to serve.

Rocheleau questioned why the Jail is understaffed and why more people are not on the home electronic monitoring program. The Sheriff addressed both issues.

Operations:

Operations is fully staffed with the hiring of Deputy Jeffery Sadlemyer. Deputy Chris Stanton has another month to complete his field training.

The Communications Center had Jessica Mueller and Nicole VanHulle start as communications technicians. Communication Center staff are working hard to fill four vacancies on one rotation and one on the other while the three new hires are being trained. A conditional offer was extended to fill a fourth position with a start date of October 17, 2016. This will leave them with one vacancy to fill.

Administrative Activities

With the retirement of Sergeant Kevin Sorenson, Detective Steve Brown has been promoted to Road Sergeant. A job posting is in place for the Detective position.

Investigator Tony Gischia received an award as part of the Investigation Team of the Year.

A reminder the Guns 'N Hoses event is scheduled for Saturday, August 27, 2016, at Bukolt Park. Gates open at 9:30 am and the game starts at 11:00 am.

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

Coroner's Office Activity Report: None.

Public Notice: Chairman Dobratz read the Public Notice. Reed Rocheleau indicated he would like to speak on two topics mentioned in the departmental reports. He was granted three minutes to discuss his topics.

DISCUSSION only:

Coroner's Office 2015 Annual Report: None.

Resignation of Communications Technician Bethany Gaddis and Position Backfill Request

Communications Technician Bethany Gaddis resigned. A position backfill request has been submitted to Human Resources.

Chair Comments: System Analysis for EMS

Chair Dobratz just wanted committee members to know that a system analysis will be conducted for EMS.

DISCUSSION WITH POSSIBLE ACTION:

Authorization of 2016 Budget Adjustment for an Ambulance Purchase as Well as the Purchase of the Ambulance

Motion by Potocki/Jankowski to approve resolution authorizing a 2016 budget adjustment in the amount of \$238,898 for an ambulance purchase as well as the purchase of ambulance. Motion carried unanimously.

Authorization of 2016 Budget Adjustment for Purchase of Power Lift and Load Patient Cot for the EMS System and the Purchase Thereof

Motion by Zdroik/Jankowski to approve resolution authorizing a 2016 budget adjustment in the amount of \$36,002 to purchase one Stryker Power Lift and Load patient cot. Motion carried unanimously.

New Position Request for Deputy EMS Coordinator

Dykstra presented a request to eliminate both the EMS Specialist and EMS Coordinator part-time positions and create one full-time, salaried Deputy EMS Coordinator position in order to provide more efficient staffing the Emergency Management/EMS Office and allow flexibility for the various after-hours meetings, training and events. He presented a positional analysis and its net fiscal impact to the budget.

Motion by Jankowski/Potocki to move request forward through the new position request process. Vote 3 ayes (Dobratz/Jankowski/Potocki, 1 nay (Zdroik). Motion carried.

Emergency Management Limited Term Employee (LTE) Request

Dykstra will be on active duty with the Air National Guard from November 2, 2016 through August 28, 2017. Nitzke will step up from Deputy Director to Interim Director during his absence. Dykstra is requested a limited term "Emergency Management Assistant" be hired to assist with department functions in his absence at Grade 23, Step 1 (\$21.96/hr). This position would not receive benefits and is one grade lower than the Deputy Emergency Management Coordinator position. This limited term position would be grant-funded through the Emergency Management Performance Grant and emergency Planning & Community Right-to-Know Act Grant.

Motion by Potocki/Zdroik to approve the Emergency Management Assistant Limited Term Employee (LTE) request. Motion carried unanimously.

Sheriff's Office New Position Requests: Corrections Officers (2)

Motion to approve by Potocki/Zdroik with change in wage rate listed on the *Request for Additional Staff* from \$17.57 to \$19.54 per hour to reflect the starting wage from the new wage plan. Vote 3 ayes (Jankowski/Potocki/Zdroik, 1 nay (Dobratz). Motion carried.

Adjournment:

The next regular meeting of the Public Safety/Emergency Management Committee is Wednesday, September 28, 2016, at 7:00 a.m. in the Law Enforcement Center Training Room.

Motion by Zdroik/Jankowski to adjourn the meeting at 8:23 a.m. Motion carried unanimously.

Respectfully submitted,

/s/

Karen M. Moran