

Portage County Public Safety/Emergency Management Committee Special Meeting Minutes

7:00 a.m. on January 22, 2014

Portage County Law Enforcement Center – Training Room

Members Present: Vice Chairman Dale O'Brien
Member James Zdroik
Member Bo DeDeker
Member Dan Dobratz

Members Excused: Chairman Don Jankowski

Others Present: Sheriff John Charewicz
Captain Dale O'Kray, Portage County Sheriff's Office
Captain Cory Nelson, Portage County Sheriff's Office
Richard Bolder, Juvenile Detention Superintendent
Lieutenant Steve Retzki, Portage County Sheriff's Office
Denise Schultz, Portage County Sheriff's Office
Matt Dykstra, Deputy Emergency Management Director
Jennifer Jossie, Portage County Finance Director
Laura Belanger-Tess, Portage County Human Resources Director
Karen Moran, Portage County Sheriff's Office

The meeting was called to order by Vice Chairman Dale O'Brien at 7:00 a.m.

Approval of Minutes

Motion by Dobratz/DeDeker to approve the Public Safety/Emergency Management Committee Meeting Minutes dated December 10, 2013. Motion carried.

Correspondence: Vice Chair O'Brien advised the committee of an email received from citizen Al Farrey from Kellner, dated January 16, 2014 asking why the public safety meetings cannot be scheduled at times that would likely allow/promote/enhance public participation? He also read Chairman Jankowski's response to Mr. Farrey dated the same date.

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

Vice Chair O'Brien stated to show the vouchers as reviewed.

Emergency Management/EMS – Monthly Activity Report & Correspondence

Deputy Emergency Management Director Dykstra reviewed his monthly administrative report..

Sheriff's Office:

Jail Activities:

Captain Nelson reviewed the following reports:

- ▶ *Monthly Jail Reports for December 2013*
- ▶ *Home Detention Statistics for December 2013*

Today, there are 66 inmates in-house and 53 shipped to Waupaca County. In December 2013, one of four people eligible for HDP was placed on the program.

Corrections Officer Chris Glodowski was promoted to Corporal to fill the vacant position due to a resignation.

Sara Denissen has transferred from being a communications technician to a corrections officer.

Job offers will be extended to fill two additional vacancies in the near future.

All inmates housed at Lincoln County Jail were transported to Waupaca County Jail by bus on 1/1/2014.

Operations Activities:

Sgt Jim Pozniak was promoted to Patrol Lieutenant. Detective Wayne Kropidlowski was promoted to Road Sergeant. Deputy Jason Meidl and Deputy Travis Morgan were promoted to Detectives. Conditional offers of employment have been extended to Marielle Yenter and Taylor Hecht to join the Sheriff's Office as Deputies.

Interviews for Communication Technicians were completed and there were several good candidates. Background checks are being performed.

Administration Activities:

Sheriff Charewicz advised the committee the Philip Hocking lawsuit was dismissed. The new radios are in and will be distributed tomorrow.

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

Coroner's Office Activity Report: None.

Public Notice

Vice Chairman O'Brien read the Public Notice. No members of the public were present.

DISCUSSION ONLY:

Portage County Sheriff's Office Bad Debt Write-Offs 2013

Moran reviewed collection efforts and bad debt write-offs that were approved for 2013 for the Sheriff's Office. Two changes totaling \$40 to the dollar value of the write-offs as shown on the information in the packet will be corrected.

Update re: Emergency Management – Increase Position Hours for Emergency Management Director from 38 to 40 hours per week

Jossie advised the committee the Portage County Emergency Management Director position has been changed to a 40 hour per week position. Because the net impact of this change is less than \$5,000, no new position request or budget adjustment is needed.

Portage County Sheriff's Office Court Services Unit 2013 Activity Report

Captain O’Kray reviewed highlights on the Court Services Unit 2013 Activity Report.

DISCUSSION WITH POSSIBLE ACTION:

Backfill Request for Corrections Officer Termination

Captain Nelson requested permission to backfill a Corrections Officer position that became vacant due to a termination. The time period for appeal of the termination has expired. Motion by Zdroik/DeDeker to approve the backfill request for a Corrections Officer. Motion Carried.

The next regular meeting of the Public Safety/Emergency Management Committee is scheduled for February 26, 2014, at 7:00 a.m. in the Law Enforcement Center Training Room. Motion by Dobratz/DeDeker to adjourn the meeting at 7:32 a.m. Motion carried.

Respectfully submitted,

/s/

Jeni Lutz, Recording Secretary