

Portage County Public Safety/Emergency Management Committee Meeting Minutes

7:00 a.m. March 22, 2017

Portage County Law Enforcement Center – Training Room

Members Present: Chairman Dan Dobratz
 Member Stan Potocki
 Member James Zdroik
 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
 Karen Moran, Portage County Sheriff's Office
 Clair Glisczynski, Portage County Sheriff's Office
 Denise Schultz, Portage County Sheriff's Office
 Jami Gebert, Executive Administrative Assistant
 Joe Brandt, Emergency Management
 Paul Riegel, Emergency Management
 Lacey Coonen, Interim Deputy Corporation Counsel
 Jennifer Jossie, Finance Department
 Ken Voss, Plover Fire Department
 Jeff Schuler, Planning and Zoning

The meeting was called to order by Chairman Dobratz at 7:04 a.m.

Approval of Minutes:

Motion by O'Brien/Potocki to approve the Public Safety/Emergency Management Committee Meeting minutes of February 21, 2017. Motion carried unanimously.

Correspondence: None.

Vendor Invoice List Reports:

Motion by O'Brien/Jankowski to place the February 2017 vendor invoice list reports for Ambulance, Emergency Management, Sheriff and Coroner on file. Motion carried unanimously.

Emergency Management/EMS – Monthly Activity Report & Correspondence:

The following report was distributed as part of the meeting packet:

► *Department of Emergency Management/Emergency Medical Services Report to Committee*

Overview of report by Paul Riegel -

- 02/22/2016 Emergency Management was requested for Flood Risk as well as a Hazmat Leak at Monogram Foods, handled by Plover.
- Damage Assessment from wind in Plover
- Damage Assessment/Mitigation Plan – Town of Eau Pleine
- Working on Portage County All Hazard Mitigation Plan with Planning and Zoning. Planning and Zoning will do the majority of the work and EMS assists where needed
- Working with St. Michaels on an active shooter Exercise

Motion by Potocki/Zdroik to put Emergency Management EMS 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 February 2017*
- ▶ *Home Detention Program Statistics for February 2017*

Shipping budget for February 2017 was \$35,560 with Waupaca County Sheriff's Office which is about \$ 2,000 more than what the minimum should be. Only one person out of ten that qualified for the Electronic Monitoring Program (EMP) did participate due to the fact that he lives in Milwaukee County. Twenty-five inmates are currently participating in EMP. There are hopes to have another full time employee to manage the growth of the EMP Program.

A conditional job offer was made for a new Corrections Officer pending the psychological and physical testing.

Corrections Officer, Christopher Koepl resigned and has accepted a position as a Police Officer in the city of Marathon.

The stove and oven were replaced in the Jail kitchen for an estimated cost of \$6,000 - \$7,000.

Collecting bids on 1 new clothing washer for the jail, estimated cost around \$7,000.

The Jail has reached final stages of Request for Proposal (RFP) for Medical Services, currently in contract negotiations, hoping to have more information on the contract and winning bid in April 2017.

Operations Activities

Background checks on six candidates for the open deputy position should be complete this week.

Communications Technician Interviews this week, there were eleven interviews on 3/21/2017 and sixteen scheduled for 03/23/2017. Testing the top candidates will take place after interviews. Communications Technician, Michael Bettcher resigned from the Communications Center on March 10, 2017.

The Portage County Sheriff's Office Communications Center is hosting an All Hazards Incident Tactical Dispatch Training March 27, 2017 – March 30, 2017. This is the only training in the state. Training takes place at the Stockton Municipal Building.

Administrative Activities

None.

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

Coroner's Office Activity Report: The Coroner plans to attend the April 2017 meeting to discuss the Annual Report and possibility to change the Coroner Position to a Medical Examiner.

Public Notice: Chairman Dobratz read the Public Notice.

DISCUSSION ONLY:

Resignation of Administrative Services Supervisor Karen Moran and Backfill Request:

Karen Moran has submitted her resignation letter for February 2018. The Sheriff would like to have the position filled prior to Karen's departure to ensure proper cross-training. Chairman Dobratz commended Karen on her years of service and the outstanding job she has done for the committee and the Sheriff's Office.

All Hazard Mitigation Plan Update:

Jeff Schuler, Director of Planning and Zoning advised that Portage County Planning and Zoning will be the consultant for the project. The existing document will need to be reviewed. There was a large steering committee for the drafting of the document previously and a decision will need to be made on the size of the committee by the board. The deadline for this project is August 2017. If the plan expires the county will be unable to apply for grants should they be needed.

DISCUSSION WITH POSSIBLE ACTION:

Recommendation on Request for Reclassification; Administrative Services Supervisor:

The following documents were distributed as part of the meeting packet:

► *Reclassification Checklist for Karen Moran's Position with supporting documentation*

Before the Wage Study, Karen Moran's title was Office Manager; after the wage study the title was change to Administrative Services Supervisor. This position is an integral part of the Management Team. This position handles personnel and project management for the entire department. Although there are only four employees directly reporting to the Administrative Services Supervisor, this position is responsible for all 104 employees in the Sheriff's Office. Sheriff Lukas agreed and mentioned that she is on the same organizational tier as the Captain of Operations and the Captain of Corrections within the Sheriff's Office. Captain Okay added that the department depends on Karen and her staff to get things done and that she is a key part of running the Sheriff's Office.

Motion by O'Brien/Potocki to approve Request for Reclassification from: Administrative Services Supervisor to Administrative Services Manager. Motion carried unanimously.

Recommendation on Request for New Positions; Communications Supervisors:

The following documents were distributed as part of the meeting packet:

- ▶ *Memo to Human Resources requesting additional- Communications Supervisors*
- ▶ *County of Portage Requisition to Fill Vacant Position*
- ▶ *Portage County Sheriff's Office Position Description – Communications Supervisor*
- ▶ *Portage County Wisconsin Request for Additional Staff form*

In 2012 there was a study on proper staffing for Communication Center and the recommended staff was 26, there are currently 19. Employees are unable to get time off and getting burned out due to being short. The request for two supervisors would allow for 24 hour supervision. There has been a plan in place to add staff over the years but the requests have been denied during the budget process.

Motion by Jankowski/O'Brien to approve the Request for New Positions: Communications Supervisors. Motion carried unanimously.

Recommendation on Request for New Positions; Corrections Officers:

The following documents were distributed as part of the meeting packet:

- ▶ *Memo to Human Resources requesting additional Corrections Officers*
- ▶ *County of Portage Requisition to Fill Vacant Position*
- ▶ *Portage County Sheriff's Office Position Description – Corrections Officer*
- ▶ *Portage County Wisconsin Request for Additional Staff form*

Staffing recommendations for a linear jail facility for 79 inmates is 7 additional corrections officers.

Currently at minimum staffing, there are times at night when there are only two corrections officers staffed for the entire jail. There are also times during the day that the jail is short-staffed. All inmates are checked on twice per hour. There are safety concerns on the Huber side of the jail due to short staffing and safety of entering the cells at night. Cameras in the jail are running 24 hours per day but there is not the proper staffing to monitor them at all times.

Jennifer Jossie advised that new positions are not denied in the budget process due to the fact that they are perceived as unimportant. Portage County is at the budget levy cap, so in order to fund new positions

there has to be changes in other areas. There needs to be a will to prioritize and strategize with the budget in order to get new positions filled.

Chairman Dobratz agreed with the need to prioritize in Portage County.

Motion by Potocki/O'Brien to approve the Request for New Positions: Corrections Officers Motion carried unanimously.

Agenda Addendum:

The committee decided to move both agenda items to the April 26, 2017 meeting.

Adjournment:

The next regular meeting of the Public Safety/Emergency Management Committee is Wednesday, April 26, 2017, at 7:00 a.m. in the Law Enforcement Center Training Room.

Motion by Zdroik/O'Brien to adjourn the meeting at 7:46 a.m. Motion carried unanimously.

Respectfully submitted,
/s/
Clair Glisczynski