

Portage County Public Safety/Emergency Management Committee Meeting Minutes

7:00 a.m. April 26, 2017

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: 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
Chief Deputy Daniel Kontos, Portage County Sheriff's Office
Rocky Bolder, Portage County Sheriff's Office
Karen Moran, Administrative Services Supervisor Portage County Sheriff's Office
Clair Glisczynski, Recorder, Portage County Sheriff's Office
Denise Schultz, Communications Manager, Portage County Sheriff's Office
Jami Gebert, Executive Administrative Assistant
Joe Brandt, Director Emergency Management
Paul Riegel, Deputy Emergency Management
Lacey Coonen, Interim Deputy Corporation Counsel
Scott Rifleman, Portage County Coroner
Joe Gemza, Stevens Point Fire Department
Robert Finn, Stevens Point Fire Department
Sean Morrow, Probation & Parole
Leon Dulak, Midwest Renewable Energy Association
Heather Holden, Communications Technician, Portage County Sheriff's Office
Benjamin Van Dreef, Communications Technician Portage County Sheriff's Office
David Martin, EMS Coordinator
Shirley Simonis, County Clerk
Marcia McDonald, Portage County Health Care Center, Administrator
Calvin Winters, Portage County Purchasing Department, Procurement Director
Susan Wenzler, Assistant Human Resources Director

The meeting was called to order by Chairman Dobratz at 7:02 a.m.

Approval of Minutes:

Motion by Jankowski/Potocki to approve the Public Safety/Emergency Management Committee Meeting minutes of March 22, 2017. Motion carried unanimously.

Correspondence: None.

Vendor Invoice List Reports:

Clarification request on a towing bill – advised that one of the squad cars had a faulty transmission.

Motion by O'Brien/Potocki to place the March 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*

The ambulance has been delivered and is at Amherst where it will be stationed. The cost was \$205,000 which was \$45,000 under budget.

Motion made by Potocki/Jankowski to put 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 March 2017*

▶ *Home Detention Program Statistics for March 2017*

\$38,862 was spent housing inmates for Waupaca for the month of March 2017. This amount is approximately 58 days over minimum. Marquette County was also utilized for a few days for five inmates. Cost difference between Marquette County and Waupaca County is \$10.00 per day.

New Corrections Officer, Stacy Morton, began on April 24, 2017. A second corrections officer begins on May 15, 2017.

67 inmates in 35 out for April 17

Juvenile detention center is running at 7.3 juveniles from April 2017 up to meeting.

Portage County has contracts with Outagamie County for two beds and Winnebago County uses Portage County as well for Juveniles.

If there was new jail built, the Juvenile Detention Center would have the same number of beds due to the fact that more staff would be required for more beds.

All hardware is installed for video visitation. Awaiting software and training.

Operations Activities

Two candidates were offered deputy positions pending drug tests and psychological evaluations, they are scheduled to begin on May 8, 2017.

Communications Technician, Ben Van Dreel, was introduced to the committee. His first day was April 17, 2017.

Tower Update – 5 towers are up and equipment is going into them. Land lease was signed with Okray Farms for sixth tower.

Administrative Activities

Drug Take-back taking place throughout the county during the week of 04/26/2017

Buffalo Wild Wings Cops Gone Wild on April 29, 2017

Honor Guard was at CWA for return flight for the Veterans returning

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

Coroner's Office Activity Report:

Motion by Potocki/O'Brien to put Coroner's Report on file. Motion carried unanimously.

Public Notice: Chairman Dobratz read the Public Notice.

DISCUSSION ONLY:

Resignation of Deputy Kim DesRosier and Backfill Request:

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

- ▶ *Memo to Human Resources; Backfill Request*
- ▶ *Human Resources Request to fill vacant position*
- ▶ *Portage County Sheriff's Office Position Description: Deputy*
- ▶ *Resignation Letter from Kim DesRosier*

Resignation of Corrections Officer Christopher Koepl and Backfill Request:

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

- ▶ *Memo to Human Resources; Backfill Request*
- ▶ *Human Resources Request to Fill Vacant Position*
- ▶ *Resignation Letter from Christopher Koepl*
- ▶ *Portage County Sheriff's Office Position Description: Corrections Officer*

Resignation of Communications Technician Michael Bettcher and Backfill Request:

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

- ▶ *Memo to Human Resources; Backfill Request*
- ▶ *Human Resources Request to Fill Vacant Position*
- ▶ *Resignation Letter from Michael Bettcher*
- ▶ *Portage County Sheriff's Office Position Description: Communication Technician*

There are two Communication Technicians in training and one additional position open.

2016 Coroner Annual Report:

The Following Report was distributed as part of this meeting packet:

► *The Portage County Coroner's Office Annual Activity Report for 2016*

Summary from Scott Rifleman:

- 337 Death investigations
- Suicides are trending toward older individuals
- Accidental Deaths:
 - Drugs – are a huge concern – 4 Heroin overdose
 - Cost is \$5,000 - \$6,000 per drug overdose death
 - Falls – The elderly population is growing in Portage County
- Cost is \$5,000 - \$6,000 per drug overdose death
- Cremations: All cremation permits have to be signed by the coroner and cost time and money to complete an investigation. 60% of Dispositions in Portage County are Cremations
- Coroner Investigation Hours: 682; Office Hours: 1,314; On Call: 4,934 for the Coroner

Report will be forwarded to the County Board for presentation.

Changing Coroner Position to Medical Examiner:

Coroner Rifleman plans to pursue changing the Coroner's Officer to a Medical Examiner's Office. The difference between the positions is in structure. The Coroner's Position is elected and the Medical Examiner is appointed. At the end of the Coroner's term, the County Board can vote to move to a Medical Examiner's Office rather than Coroner's Office. The state statutes, budget and personal will not change for Portage County aside from requesting the position be full-time rather than part-time and an update letterhead.

The Medical Examiner requirements are established by Human Resources whereas a Coroner is elected regardless of experience.

About 1/3 of the counties in Wisconsin have Medical Examiner Offices. The only counties required to have Medical Examiner Offices are those with a population of 500,000 or more.

11 autopsies performed last year, the cost is \$1500.00 if sent to Madison, and if they are completed in Stevens Point, the cost is \$900.00.

Marathon County is moving toward having a forensic pathologist in their county which could lead Portage County to an opportunity to share costs.

Susan Wenzler advised that the salary for the Coroner in the salary study was higher than the County current structure so there could be a significant increase. All deputy coroners will have to go through the hiring process.

Target Date for change from the Coroner's Office to the Medical Examiner's office is June 2018.

All Committee Members present agreed that the Coroner Position should be changed to Medical Examiner. Chairman Dobratz requested it be on the May 2017 agenda under Discussion with Possible Action and clarify the appropriate path in getting the change approved.

DISCUSSION WITH POSSIBLE ACTION:

Engage in the process for a Medical Director (MOU) for Special Events/Communications Center/EMS Department:

US Oversight Board approved. Request to allow office to engage in the process to sign with a hospital to provide a Medical Director oversight for Communications, Special Events and Emergency Management Services (EMS).

The advantage of having a Medical Director for Special Events is because licenses are required.

Approval of this position is not an indication that Portage County is moving into the ambulance business.

Motion by Jankowski/O'Brien to approve in engaging in the process for a Medical Director (MOU) for Special Events/Communication Center and EMS Department. Motion carried unanimously.

Midwest Renewable Energy Association (MREA) 28th Annual Energy Fair Large Assembly Application for June 15-18 2017 (Discussed Immediately after Calling Meeting to order.

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

▶ *MREA Large Assembly Application packet*

Leon Dulak was introduced as the new contact.

Motion by O'Brien/Jankowski to approve the MREA Large Assembly Application for June 15-18 2017. Motion carried unanimously.

Approval of Contract with Southern Health Partners for Inmate Care

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

▶ *Southern Health Partners Contract Summary*

▶ *Southern Health Partners Contract*

Two companies submitted quote and Southern Health Partners was selected based on cost and point system.

Contract to start July 1, 2017 with an 18 month initial contract with an auto-renewal afterwards. Roughly \$17,000 will be saved over a five year period.

Motion by Jankowski/O'Brien to approve contract with Southern Health Partners for Inmate Medical care. Motion carried unanimously.

Adjournment:

The next regular meeting of the Public Safety/Emergency Management Committee is Wednesday, May 24, 2017, at 7:00 a.m. in the Law Enforcement Center Training Room.

Motion by O'Brien/Potocki to adjourn the meeting at 7:47 a.m. Motion carried unanimously.

Respectfully submitted,

/s/

Clair Glisczynski