

Portage County Public Safety/Emergency Management Committee Meeting Minutes

7:00 a.m. May 24, 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: Captain Dale O'Kray, Portage County Sheriff's Office
Captain Cory Nelson, 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
Kim Delikowski, Portage County Sheriff's Office
Denise Schultz, Communications Manager, Portage County Sheriff's Office
Jami Gebert, Executive Administrative Assistant
Joe Brandt, Director Emergency Management
Lacey Coonen, Interim Deputy Corporation Counsel
Scott Rifleman, Portage County Coroner
Jennifer Jossie, Finance Director
Tyler Miller, Deputy, Portage County Sheriff's Office
Connor Selvey, Deputy, Portage County Sheriff's Office

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

Approval of Minutes:

Motion by O'Brien/Jankowski to approve the Public Safety/Emergency Management Committee Meeting minutes of April 26, 2017. Motion carried unanimously.

Correspondence: Bill LRB 1848/1 – Bill for local levy limits for public safety purposes

Vendor Invoice List Reports:

Motion by Jankowski/Potocki to place the April 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 computer Hazmat grant has been submitted; the grant supplies Emergency Management with computer and Hazmat materials for Portage County and the Village of Plover.

Special Events: Reeder's Ruck is coming up and being supported as well as the Mid State Sisters of Skate and staffing the ski hill in the winter.

Dave Martin, EMS Coordinator has resigned. Backfill has been approved but hiring is temporarily on hold. Joe Brandt advised that the Stevens Point Fire Department does not allow full access to patient reports which hinders the EMS Coordinator in performing their jobs.

Stevens Point Fire Department leadership has requested a change in Medical Director and St. Michael's is searching for a candidate.

Motion made by Jankowski/O'Brien 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 April 2017*

► *Home Detention Program Statistics for April 2017*

Video visitation was implemented 05/24/2017 after two years of planning and preparation. Visitors pay an estimated \$13.00 for 30 minutes of visitation and all coordination is scheduled online. A visitor must set up their profile and visitation 24 hours in advance.

Timothy McKeown began as a Corrections Officer on 05/15/2017. Interviews for a vacant corrections officer position will be taking place on Tuesday, May 30, 2017. If the candidate is hired the jail will be at full staff.

Operations Activities

Connor Selvey and Andrew Haldeman started at their positions as deputies on 05/08/2017. Connor Selvey introduced himself to the committee.

Dispatch has two candidates for Communications Technicians returning on 05/26/2017 for a second interview.

Administrative Activities

None.

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

Coroner's Office Activity Report:

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

Public Notice: Chairman Dobratz read the Public Notice – Kim Delikowski, Lead Law Enforcement Records Specialist requested to speak in support of the Request for Reclassification of Lead Law Enforcement Records Specialist.

DISCUSSION ONLY:

Resignation of Corrections Officer Andrew Haldeman 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: Corrections Officer*

Andrew Haldeman accepted a position as a Sheriff's Deputy leaving a Corrections Officer position vacant.

DISCUSSION WITH POSSIBLE ACTION:

Changing the Coroner Position to Medical Examiner:

Chairman Dobratz requested additional information on the correct path in changing the Coroner Position to Medical Examiner. Lacey Coonen advised a resolution will need to be created by Corporation Counsel to make the change and be voted on. Once the resolution is approved through Public Safety/Emergency Management, it will be forwarded to Executive Operations for approval. If/when approved by Executive Operations, it must be approved by the Portage County Board. Human Resources will be tasked with creating a job description for the Medical Examiner Position as well as an Assistant Medical Examiner Position (currently Deputy Coroner). The process needs to be completed before filing for the next term of Coroner. The Medical Examiner would begin January 7, 2019.

A formal job description and hiring process will take place and there will be an increase in salary.

A motion by Jankowski/O'Brien to have a Resolution created requesting the Coroner Position be changed to a Medical Examiner position. 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*
- ▶ *Resolution Approving Contract for Inmate Care with Southern Health Partners*

The resolution from the April meeting was not signed in time to pass through the County Board. The contract was, therefore, adjusted to be 17 months and will begin on August 1, 2017 rather than July 1, 2017.

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

Request for Reclassification Lead Law Enforcement Records Specialist:

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

- ▶ *Reclassification Request for Lead Law Enforcement Specialist from Grade 21, Step 3 to Grade 22 – Step 3*
- ▶ *Job Description for Lead Law Enforcement Records Specialist*

Kim Delikowski summarized the request advising the grade increase is necessary to attract and retain a future Lead Law Enforcement Records Specialist. Other agencies, such as the Village of Plover Police Department, have a higher wage scale for Records Specialists so increasing the salary for the Records Specialist Position was the focus during the wage study. The Lead Law Enforcement Records Specialist Position was not addressed during the appeal process, resulting in a decrease in the wage separation between the Records Specialist Position and the Lead Law Enforcement Records Specialist Position. Most lead positions in the county are at Grade 22.

Motion by Potocki/O'Brien to approve the Request for Reclassification Lead Law Enforcement Records Specialist. Motion carried unanimously.

Adjournment:

The next regular meeting of the Public Safety/Emergency Management Committee is Wednesday, June 28, 2017, at 7:00 a.m. in the Law Enforcement Center Training Room.

Don Jankowski will approve meeting agenda since Chairman Dobratz will be on vacation.

Motion by O'Brien/Potocki to adjourn the meeting at 7:41 a.m. Motion carried unanimously.

Respectfully submitted,
/s/
Clair Glisczynski