

Public Safety & Judiciary Committee
Wednesday, September 12, 2012
9:00 a.m. – Conference Room A260

MINUTES

1. Call the Meeting to Order. Meeting called to order at 9:00 am.
2. Was the meeting properly announced? Yes
3. Roll Call. All present. Green, Wollin, Fahrenkrug, Gervais, Steffens, Barnes, Segina, Albert
4. Approve the Agenda. Motion by James/Miller. Motion carried, unanimous.
5. Approve minutes of prior meeting (July 11 and August 8, 14, 20). Motion by James/Eggebrecht. Motion carried. Unanimous.
6. Public participation (*If requested by the Committee Chair*). As needed.
7. Correspondence. None.
8. Eyes of Hope Shelter – Kris Steffens to give summary of monthly report. Report given.

The Committee will convene in closed session at **10:00 a.m.**, per Wis. Stats. §19.85(1)(g), for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

The Committee will reconvene in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters.

9. Family Court Commissioner – Dennis McFarlin-Not present.
 Discuss/Approve Monthly Expenditures and Vouchers.
 Discuss general operations of department.
 Approve conference/training if any.
10. Child Support – Deb Barnes – Present.
 Review Performance Measures for August 2012. No questions. Collections are struggling this year due to the economy and lack of employment. Statewide training event at Chula Vista was discussed.
 Review Check Summary. No questions.
 Discuss and Act on 2013 CSA budget if necessary. No discussion needed.
 Discuss Office Activities. No discussion needed.
11. Clerk of Circuit Court – Dee Helmrick – Present.
 Summary Report of Expense Vouchers submitted for payment. Discussed.
 Approve conference/training-- District Meeting Sept. 14th in Baraboo & Fall Conference Oct. 17-19 in Appleton.
 Training approved. Mileage expense and out of office time is the only expense for the one September 14th and the one in Appleton will incur low expenses as well.
 Discuss General Operations of Department
 - a. Community Service Coordinator's Monthly report. Discussed.
12. Register in Probate – Terry Reynolds – Not present.
 Discuss/Approve Monthly Expenditures and Vouchers.
 Discuss general operations of department.
 Approve conference/training if any.

13. District Attorney – DA Tania Bonnett –Present.

Monthly expenditures report. No questions.

Law Student Intern Report. Work was complete in August. Both interns were immensely helpful to the DA's office.

General Office Activities. Update on office activities and discussion on an inmates medical expenses while in custody.

14. Emergency Management – Jane Gervais –Present.

Discuss/Approve Monthly Expenditures and Vouchers. No questions.

Approve conference/training—Wisconsin Emergency Mgt. Assoc (WEMA) Conference, October 17, 2012. Jane is registered to attend this training at the Sheraton in Madison, which is already budgeted for. There are also some pre-training classes which are paid by the State.

Discuss and/or act on All Hazards Mitigation Plan update grant application. Jane applied for a grant to update the All Hazards Mitigation Plan that is due for an update in 2015. The grant came from the State a couple weeks ago and was due on Monday, September 10, 2012. They recommend applying several years before since it takes 1-2 years for the Committee to meet and update the plan. North Central Wisconsin Regional Planning Commission completed the initial Mitigation Plan. The County's share is 12.5% and North Central Planning Commission has agreed to cover this 12.5% from their local planning funds if we go with them again.

Discuss and/or act on Local Emergency Planning Committee (LEPC) appointments. They met on 8/20 and approved Chief Deputy Fahrenkrug and Nick Segina with the radio station to be appointed to the committee. This is forwarded to this committee for approval and then to the County Board. Chief Deputy is replacing Jail Captain Beckman and Nick Segina is replacing Izzy from the radio station. Motion to approve the appointments of Chief Deputy Fahrenkrug and Nick Segina to the Local Planning Emergency Committee by Miller/Eggebrecht. Motion carried. Unanimous.

Discuss and/or act on 2013 Budget if Necessary. There were two line items omitted from her budget. The two lines omitted were the Disaster Emergency for \$300 and the other line items was for a grant and is not needed in the 2013 budget. Per the Committee Chairman, no motion needed.

Discuss Enbridge Community Grant. Enbridge offered Emergency Management a grant of \$5,000 and gave her the website to apply. Jane will apply for this grant. They mentioned they will also be contacting the Sheriff's office as well as New Chester Fire Department to apply for this grant as well.

Discuss Communications Tower Sites (Bait Stations, Weeds, Air/Heating, and Generators). Jane and Tracy went back out to cut the weeds around the Highway and Dell Prairie tower sites a couple of weeks ago. All the batteries have been replaced and should be replaced every year in the climate control units. She also checked the air conditioning unit out at County C and it found to be running well. Mice bait stations were purchased and placed near the generators at the six tower sites. The generators at Highway and Jackson have been repaired by Complete Control. They have also begun their annual maintenance checks. They send reports along with an invoice with all the maintenance checks when they are complete.

15. Sheriff's Office - Sheriff Wollin Chief Deputy Fahrenkrug – Present.

Discuss general operations of department. Discussion on the shooting was discussed previously. Another incident which did occur was a burglary the week prior. The subject was taken into custody. Nobody involved was injured. Sheriff Wollin notified the committee of a patrol deputy's resignation. The testing recently completed to fill one position will be used to now fill two positions. Sheriff Wollin is asking the committee for approval to fill this position and complete a Personnel Recruitment Form. Acting under this category a motion is placed by James/Eggebrecht, motion carried and unanimous to sign the Personnel Recruitment Form and fill the open vacancy.

Approve conference/training if any.

Discuss/Act approval to reallocate Jail Assessment monies. Originally allocated for the Morse Watchman System project which we had budgeted \$11,000. We have not purchased this yet. The Sheriff's Office Jail would like to purchase a Kitchen Steam Table and a stainless steel table which needs replacement along with cost of hiring a plumber and electrician. Tracy in Maintenance estimates this project to be no more than \$10K. Motion to approve this including all necessary material not to exceed \$7500. Motion carried. Unanimous.

Discuss/Act on approval for one correction to the Department Fee Schedule under "Huber Fees" add "Huber Release for Childcare: \$7.00/day". Motion to approve addition to Fee Schedule. James/Eggebrecht. Motion carried. Unanimous.

Discuss/Act on Sheriff's Office Fee Schedule. Not applicable.

Discuss/Act on Chief Deputy Grade and step. Through the budget process we learned the wages the current Chief Deputy is at are lower than the Jail Captain whom he supervises. Marcia Kaye explained the process of how the grade and pay steps work. The Jail Captain is at a Grade 14, Step 7 and Chief Fahrenkrug is at a Grade 15, Step 3. We should be taking into consideration all experience and education Chief Fahrenkrug is bringing with him. His education level is higher than both positions prior. D. July was brought in at Grade 15, Step 5 when he was hired and Chief Fahrenkrug is still two steps lower. Chief Fahrenkrug explained the step process in the Lieutenant range. During this period every Lt. hired was brought into his exact step and grade so there is no accountability for his length of term. Marcia Kaye states it is up to the committee to make the decision to increase the pay increase from 6% to 10% increase and has only been following the guidelines by the County. Sheriff Wollin feels it only fair that D. July came in hired at a higher step so Chief Fahrenkrug should begin at the same. Motion to move Chief Fahrenkrug to a Grade 15, Step 5 by James/Miller effective immediately. Motion carried. Unanimous.

Discuss/Act on movement of budget line to wage scale. Request to move the \$9,000 line item into the wage scale for wage adjustments. This was pay originally allocated to be used the same as the Investigators are paid to be on call. This was rejected in a Joint meeting with Admin/Finance and Executive Committees. The on call pay was negotiated at \$1.25 for the Investigators and would be the same for the supervisors when on call. Terry James feels it would show a precedent being set if we allow supervisors to be paid when on call when all other department supervisors are not being paid as such. Ms. Edwards agrees with Mr. James where although we can understand the reason, but can't set a precedent. Supervisor Sebastiani feels the same and states no. Motion to deny the wage adjustment or line item change to wages and remove the \$9,000 from the 2013 budget. James/Eggebrecht. Discussion. Motion carried. Unanimous. Eggebrecht/Yes. Edwards/Yes. Miller/ Yes. James/Yes. Sebastiani/Yes.

Chief Deputy Fahrenkrug – Present.

Discuss/Approve Monthly Expenditures and Vouchers (July and August). Questions were answered.

Discuss additional general operations of department if applicable. Discussion on shooting and process it will follow from this point forward. We have a Facebook page that is active now. It is called "adamscountysheriffsoffice". We've received a lot of praise about this and created by Officer Joe Lebreck.

Animal Control monthly report included in packet. Trena Larson will put the RFP for the cats out soon with the assistance of Chief Fahrenkrug. Our relationship with Eyes of Hope is fantastic, great communication and we have a good rapport with all involved.

Motion for a 10 minute break at 9:50 am. James/Miller. Motion carried. Unanimous.

Motion to go into closed session at 10:00 am. James/Eggebrecht. Motion carried. Unanimous.

Meeting called back into open session and at 10:50 am and continue with Medical Examiner. James/Edwards.

Motion carried. Unanimous.

16. Medical Examiner, Angela Hinze – Chief Deputy Medical Examiner, Marilyn Rogers –Present.

Discuss/Approve Monthly Expenditures and Vouchers. Discussed.

Discuss general operations of department. Discussion on the shooting in Adams County. Removal bills are still being billed but they are still not being paid. This needs to be addressed. Angela will run this by Trena Larson to find out if she's had contact with the business not paying the bill and a reason as to why they are not being paid. Approve conference/training if any. We had interviews yesterday with three applicants so at this point we are ready to offer the position to one individual. Angela would like to place her on the payroll as soon as possible.

Marcia Kaye stated we will not need to rewrite the current MOU's in place. What we would do is do a new MOU for the new individual. We are in the process of obtaining reference information and then she will be offered the

position. This committee approves choosing two individuals to fill the current open position and the other to fill any position which may open in the near future.

Discuss/Act on wording in line 2 in required qualifications in the job description for Chief ME (full time position). Motion to leave the Chief ME job description as is. James/Edwards. Motion carried. Unanimous.

17. Approval of all vouchers and monthly expense reports. Motion by James/Miller. Motion carried. Unanimous.
18. Identify upcoming agenda items. None. Sandra Green will contact Mauston Veterinary Clinic and ask them to provide us with a monthly update.
19. Set next meeting date. October 10, 2012 at 9:00 am in Conference Room A260.
20. Adjournment. Meeting adjourned at 12:10 pm. Motion by Edwards/James. Motion carried. Unanimous.

Submitted by Sandra M. Green, Fiscal and Support Services Manager, Sheriff's Office.

These minutes are not yet approved by Public Safety & Judiciary Committee.

Cc: Sebastiani / James / Eggebrecht / Miller / Edwards / Wollin / Fahrenkrug / Green/ McFarlin / Bonnett/ Cada / Hinze / Rogers / Gervais / Helmrick / Reynolds / Barnes / County Clerk Dept / McGhee / Larson / Eyes of Hope Shelter