

## PUBLIC SAFETY & JUDICIARY MINUTES

Wednesday, October 14, 2009  
9:00 a.m. - Conference Room A260

1. Call the Meeting to Order. Meeting called to order by Chairman Al Sebastiani at 9:00 am.
2. Was the meeting properly announced? Yes
3. Roll Call: Members present: Al Sebastiani, Cindy Loken, Terry James, Jerry Kotlowski, Florence Johnson. Others present: Darrell Renner, Sheriff; David July, Chief Deputy, Sheriff's Dept.; Sandra Green, Fiscal & Support Services Manager, Sheriff's Dept.; Terry Scheel, Coroner; Angela Hinze, Medical Examiner from Columbia County; Deb Barnes, Child Support Director; Jane Grabarski, Emergency Mgmt. Director; Terry Reynolds Warner, Register In Probate; Janis Cada, DA Office Manager; Barb Petkovsek, Administrative Coordinator/Director of Finance. Many other members of the public were also present.
4. Approve the Agenda. **Motion by Loken/Kotlowski. MC/UN.**
5. Approve minutes of prior meeting. Approved. **Motion by James/Loken. MC/UN.**
6. Public participation (*If requested by the Committee Chair*). None.
7. Correspondence. None.

Committee Agenda Request: Presentation by Columbia County Medical Examiner Angela Hinze. She will address the committee today regarding the topic of medical examiner vs. coroner.

### *Can you explain the difference between Medical Examiner and Coroner System?*

Angela: A medical examiner is appointed. Education background is different. A coroner can be 18 years of age, clean background and a high school diploma. Do not need extensive background. A medical examiner is not necessarily physician oriented. In WI, you have some medical background to be appointed. Education background is essential. This individual must have educational and investigative background to be a medical examiner. When you have a medical examiner on board, you get a better investigation and better cooperative efforts between you and LE. Medical Examiners need training and need to continue that training. Angela stresses the education part of being a Medical Examiner. They must be trained at the same level in both Adams and Columbia counties. Deputies are trained 2x per year as things change. Cooperative training would be a big part of this program. Ours would be adapted or changed to be consistent every single time. Training would consist of Death Investigation School if possible plus additional training which would equal the minimal standards. At some point will be able to do Death Investigation Training online with Northwest Technical College. These standards are entry level 600 hours on the job investigation. Then 280 practical skills must be done three times consecutively, doing them with someone who is certified. Then you apply to take your 4 hour long examination. The practical part of the test is already done so you sit and take the written test. Following the training and becoming board certified, you are sent one time per year to the WI Coroners and Medical Examiners Conference which is about 2.5 days.

Death Investigation is becoming extremely important when it comes down to litigation. A Medical Examiner needs to come up with a cause and manner of death. If we had a Medical Examiner in Adams County, she would assign deputies to perform investigations. This would be a conjoined effort with Adams and Columbia Counties. Training is offered 2x per year in the spring and fall. The cost is approximately \$200 per person to go to this training.

### *What is the budget like for a Medical Examiner?*

Angela: The annual budget for a Medical Examiner is about \$150,000. There is some Revenue brought in which is approximately \$50-\$60,000 per year. Annual call volume is around 500 calls per year. There are more coroners in the state than medical examiners right now, but this is starting to change. More counties desire a higher level of investigation.

*How are fees for services established if we decide to switch to a medical examiner?*

Angela: Each county would set up their own process for payment of fees. Either a lump sum or separate invoices for services, or by a contract. I will bring in proposals from different areas to take a look at. There are different fees for different services. Columbia County is tied into a contract so there are no specific on call/per call fees. They are on a set fee schedule by year. MOU for two deputies is \$2500 a deputy with Columbia County. Autopsy fee would be \$1100 if we switched to a medical examiner. She would anticipate in Adams County needing a Chief Deputy, be available for County Meetings and be her primary contact and right hand person. Would need 24-7 coverage in Adams County so a Chief Deputy and two other deputies on hand. Having the medical background you can see problems or issues within healthcare facilities and call them on these issues. Set fees would be based on our call volume and the county budget. Receiving Revenues – generated in removal fees – and they are paid from the tissue organizations for tissue donations) – legal documentation fees – and fees for death certificates and cremations – storage fees for storage of deceased at \$25/day. There are more ways to generate revenue and she would look into these with us if we choose to go this way. The biggest expense for a medical examiner is an autopsy.

Sebastiani: How does this committee want to proceed? James: Need more information on financial nature, fee proposals, etc. to evaluate and look at further before a decision is made. Angela will put some things together and get back to the committee. Angela would like to know what the committee wants or the county wants. What our expectations are from this office. A lot of authority is from the County Board to appoint a medical examiner and deputies. The Coroner must file his paperwork by June 1, 2010 to initiate a change to medical examiner from a Coroner position. If it's not done then, we will need to wait approximately four years before we can apply again. If the decision is made to change to medical examiner and it doesn't work, we have the right to go back to a coroner if we choose to do so.

Angela's presentation was complete at 10:30am.

Motion for a five minute recess at 10:32. **All in favor. MC/UN.**

Call meeting back to order at 10:42 by Sebastiani.

8. Received information from the Coroner, Terry Scheel.

9. Family Court Commissioner – Dennis McFarlin – Not Present.

10. Child Support – Deb Barnes

- Review Performance Measures for September 2009;  
Was informed after the fact their collection will be looked at differently. Numbers are being re run and will have new reports soon.
  - Review Check Summary. Submitted and reviewed.
  - Discuss Policy Changes to Performance Measures
  - Discuss Office Activities
- Thanked the Sheriff and the Chief for walking in the homecoming parade for "Walk a Mile in Her Shoes". She is hoping they will participate again next year. It was well received.

11. Clerk of Circuit Court – Dee Helmrick – Had to leave at 10:30 am.

- Summary Report of Expense Vouchers submitted for payment
- Approve conference/training, if any (DOR training - collections)
- Discuss General Operations of Department
- Community Service Coordinator's Monthly report
- 2009 Budget status

12. Register in Probate – Terry Reynolds Warner

- Review of September's account payable and receivable. Submitted and reviewed. Juvenile/Legal fees are in the red. Terry explained an issue that may cause another \$10,000 in legal fees yet this year. Did not attend her conference this year so there is still some money in that account.
- Review proposed saving by use of Video Conferencing for September ; Bills are being paid for Video Conferencing. \$107,000 to pay for Video Conferencing and there is approximately \$1100 left we did not spend on the project. Dee Helmrick may still ask about the cabinet and a new microphone in the courtroom. Terry will get final estimates on what needs to be spent and bring to next committee meeting. Motion is withdrawn to approve until next meeting scheduled for November 18, 2009. To date, there is approximately \$2500 savings with the Video Conferencing System.
- Discuss issues regarding the filing of Juvenile Guardianships and CHIPS cases. Terry has an enormous amount of these Guardianships being filed (32). Normally there are approximately 12. There are concerns about this. Some of these cases need to be CHIPS cases instead of Juvenile Guardianships and we will talk about this in closed session.

13. District Attorney – Janis Cada.

- Monthly expenditures report was submitted.
- Water damage / power outage report – Janis gave each committee member a memo regarding the water damage. May have an overage in budget expenditure lines because of this issue. Many files were destroyed and will have to be replaced. This was an unforeseen event. Budget was presented to the Finance Committee and was approved for the District Attorney's Office.

14. Emergency Management – Jane Grabarski

- Communication System Upgrade – Report(s) on the project by person(s) who have information on the project and the committee will recognize for input, Review and authorize change orders, Discuss and take action as needed to facilitate project operations.  
\*This is a written report in the committee's packet. Anyone having issues should document these so they can be recorded and later resolved. How many seven sites are working right now? Six of the seven towers are up and running. Jackson is the one we are waiting on. This will complete the process.
- Countywide Level B Hazmat Team – Report on Juneau County Hazmat contracted service implementation, discuss and take action as needed. Has not report to submit. Has e-mail and phone calls in. Do not have a signed contract in yet and hoping to get this by end of year.
- ARES/RACES (amateur radio use) tower on Friendship Mound – Report Discuss and take action as needed. Discuss terms of the agreement. Jane will have some terminology added to the contract agreement and will bring this forward to next meeting.
- Grant status reports
- Community Development Block Grant-Emergency Assistance Program (CDBG-EAP) for 2008 flooding repairs. Report is in committee packet. Six are fully complete and one is projected to be completed by end of September. The eighth and final project is out for final estimates. \$162,500 has been expended and approximately \$36,000 left for the remaining project.
- 2009 Program of Work grant closeout report. Report in committee packet.
- Office Activities – discuss.
- EM director position - Jane will be retiring December 31, 2009. The position will only be filled ½ time (20 hours) per week. This will require considerable change in the job description. This will also change the budget. She encourages this position be filled as soon as possible. Doesn't know

who will create the position description. Has an upcoming meeting to discuss these details. Cannot partner with another County. Chief July says first there should be a position description developed and then someone hired as soon as possible. There was some discussion on whether moving the EM Director position to half time from full time once Jane retires is the right decision.

A recommendation was made to have more conversation regarding this decision. We will know more information by this Friday when a meeting is held to discuss this information.

- Trailer storage. This has been an ongoing issue for four years. This coming winter a building cannot be built in the amount of time we have left. Highway will provide cold storage for the Mobile Command Post trailer and the Mass Casualty trailer will be put in cold storage in the maintenance garage by Courthouse. They are both covered for the winter. The Mobile Command Post will be going to Greenway Campers for winterizing.
- Approve conferences/training – WEMA conference. Has a conference coming up and she will be attending this as it is in her budget. This is scheduled for November 9<sup>th</sup> – 12<sup>th</sup>, 2009 in Madison.
- Vouchers/Purchase orders, review of September. Submitted and approved.

#### 15. Sheriff's Department – Sheriff Renner and Chief July

##### Sheriff Renner

- 2009 WLECHA Conference (Wisconsin Law Enforcement Canine Handler Association). Would like to thank the deputies and Craig Orłowski for being a part of this. Sheriff Renner was a part of the banquet last night held at Chula Vista and was very proud as there were written nominations for three different awards for Craig Orłowski. Craig won two of these awards. The first one being the “Tracking and Apprehension Award” and the second being nominated as “K9 Officer of the Year”. Sheriff Renner would like Craig Orłowski to attend the County Board Meeting to read to him the reasons for his nomination and why he won.
- Sheriff Renner indicated he submitted an article to the local paper and local media regarding Teen Awareness Driving.
- Sheriff Renner is invited to speak at the Adams County Farm Bureau in Grand Marsh and will attend.
- Animal Shelter/Animal Control Officer Report.
- Approve Conference/Training. Submitted and Reviewed.

##### Chief July

- Humane Society – Discussion of officer positions and Department Directives. Dialogue and information from the committee on how these issues need to be addressed. The Sheriff instructed Chief July to create a program for the Humane Officer to work within the scope of the budget. A directive was created and put out 9/18/09. Chief July summarized the Directive. There has been communication between the Humane Society and the Sheriff's Department and what will work for both entities. Both have established a good rapport with the Humane Society and are on board. Humane Society is asking that the new directives be placed in the newspaper so the community is aware of these new policies. There may be confusion between the ACO and Dispatch as well. This person stresses if there are changes made to protocol they be notified by an e-mail or a letter so she can inform the public of the change. She also suggested doing a layout in the newspaper introducing the new ACO's as well (possibly along with the new directives). Supervisor James asked about posting the Department Directive in the newspaper and Chief July agreed to place something in the newspaper to address this issue. The Animal Shelter commented that Dale and Paul are easy to work with and they have a good working relationship already. This will certainly be a work in progress and communication is extremely important.

- 2009 Budget Reallocations.  
Office Remodel Justification to take to Finance Committee. The committee asked several questions regarding this request. Approval to forward to Finance Committee. **Motion by James/Loken. MC/UN.**  
Request to use Law Commissary money for other projects other than what was allocated for in 2009. Much discussion was held to explain the situation. Move to approve reallocation of monies in the Law Commissary Account for 2009 to be spent on approved projects. **Motion by Loken/Kotlowski. MC/UN.**
- Jail Washing Machine Drains – pictures were handed out showing the drain issues in the Laundry Area in the Jail. Chief July explained the images and what the problem is with the drains. After much discussion it was decided loads of mop heads and/or wash in general could be done alternately so not to cause an overflow of water going into the drains.
- D.A.R.E. Vehicle Project. Discussion. Money to redo the DARE vehicle. Had a number of vehicles in mind to do this. A 1984 Chevrolet Corvette is still owned by us and is at the high school. This was brought to our attention by Sam Wollin. The VIN has been run and is still owned by us. The vehicle will be returned to us. The High School offered to help with this project if we bought the materials. The shop teacher is going to get a list of materials for the Sheriff. The money to do this has to be spent by the end of the year. It is \$12,000 in our current budget. Supervisor Sumpter commented since the Sheriff's Department has to apply for a lost title, they should also do a transfer from Adams Co. Sheriff's Department to "Adams County". This will be taken care of.

The Committee will convene in closed session per § 19.85(1) (e) and (1)(g), Wis. Stats., for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Confer 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. Discuss issues regarding the filing of Juvenile Guardianships and CHIPS cases. Discuss Sheriff's Department Retirement(s). Convene into closed session at 1:00 pm. **Motion by Kotlowski/James. MC/UN**

16. The Committee will reconvene in open session per § 19.85(2), Wis. Stat., to consider and vote on appropriate matters. **Motion to go to open session at 1:25pm by Loken/Kotlowski. MC/UN**
17. Approve purchase order/voucher reports. **Motion by Loken/James to approve. MC/UN.**
18. Set next meeting date. Next meeting is scheduled for November 18, 2009 at 9:00 am.
19. Action items for next meeting.
  - Coroner information/Dates for proposals to be submitted.
20. Adjournment. **Motion to adjourn at 1:27 pm by Kotlowski/Loken. MC/UN**

Submitted by Sandra M. Green, Fiscal and Support Services Manager, Sheriff's Department.  
*These minutes are not yet approved by Public Safety & Judiciary Committee.*

Cc: Sebastiani / Loken / James / Kotlowski / Johnson / Renner / July / Beckman / McFarlin / Thibodeau / Scheel/Grabarski / Helmrick / Warner / Barnes / Marti / Dudman / McGhee / Phillippi / Green / Sumpter/Cada