

COUNTY BOARD COMMITTEE MINUTES

COMMITTEE: LAW ENFORCEMENT/ EMERGENCY MANAGEMENT COMMITTEE

DATE: May 22, 2009

Meeting called to order by Paul Babcock at 8:30 a.m. All members of the committee were present. Others present were: Sheriff Milbrath, Chief Deputy Parker, Captain Haferman, Captain Scott, and Captain Brown.

Absent: None

Compliance with open meetings law: Chief Deputy Parker assured compliance.

Approve agenda: Committee members approved the agenda as presented.

Approval of minutes: A motion was made by Pam Rogers, and seconded by Rick Kuhlman that the March 27, 2009 minutes be approved as printed. Motion carried.

Public Comment: There was no public comment.

Discussion and possible action of Sheriff's Office operational audit recommendations: Chief Deputy Parker said they just had a meeting with Roy Lucke from Northwestern University yesterday. The meeting was to discuss any issues or questions about the audit on both sides. Chief Deputy Parker said that at this time the only audit recommendations the Sheriff's Office can work on are the ones with no budgetary impact. Working on the development of mission statements for each department is one thing the Sheriff wants done. The deputies also will have input so that they create ownership with these statements. As reported at the last meeting, the dispatch center is now being managed by the patrol division instead of the administrative division. The Chief went on to say that the audit items requiring funding obviously will not be considered right now so one area they will be looking at how efficiently personnel are being used and if any changes can be made. Another area being looked at is scheduling. One of the sergeants is compiling different schedule scenarios which will be examined by the command staff. Any proposed schedule changes will need to be approved by the union so will not have the ability to be implemented quickly. Possibly a trial period could be negotiated for any schedule changes as well. Down the road any schedule change may also require some restructuring of personnel to make it work. In the end, scheduling could have the potential to save a lot of money in overtime costs. The Sheriff added that the agencies that have implemented a schedule change have had great success with it and, while at first some of the officers may have objections, after a length of time almost all of them would never want to go back to their old schedule.

Report from the Sheriff: Sheriff Milbrath said that the newest sergeant was put on gathering data on sick time for the agency. He added that because the information was accidentally put out where people could see it, it seems to have worked as a deterrent for them to take unnecessary sick time. The amount of sick time being taken has dramatically decreased. Pam Rogers asked how the Sheriff's Office got to the point of monitoring sick time. Chief Deputy Parker answered that the Sheriff was attending a leadership school and one of the topics discussed was the abuse and usage of sick time by employees. They talked about finding out what the median average or standard norm was for sick time used. The sergeant assigned to the task looked at the sick time used by all of the employees in the Sheriff's Office and how they were used (as in conjunction with holidays, vacations, or regular days off). The results for some of the officers were quite eye-opening. This

established the median line and the pattern for some employees. Monitoring of sick time will continue and the Sheriff's Office will be working on implementing some measures to keep the use of this time as low as possible. The Sheriff added that he really liked the system they are looking at. It's a cause and effect type system, keeping track of all of the checks and citations of each deputy and can be used to project how changes in personnel or other changes will affect everything else.

The Sheriff also mentioned that some of the Sheriff's Office detectives have been nominated for an arson investigation team award in regard to the Ann Nelson homicide last year. Because they did a good job during the homicide/arson investigation, the Wisconsin Arson Investigators requested that they be nominated for awards for their efforts.

Chief Deputy Parker added that he is working on the Federal Alternative Fuel Tax Credit. This was a credit enacted in September of 2006. The Sheriff's Office falls into the motor vehicle usage for law enforcement which will garner a 50¢ reimbursement per gallon for usage of an alternative fuel. The Sheriff's Office must have a special identifier assigned by the IRS that establishes the organization as an alternative fuel user. Reimbursement will likely be somewhere around \$50,000.00. The burn-off of the contaminated propane earlier this year was discussed. Chief Deputy Parker said that the claim through insurance has been pretty much concluded. He also said that the Sheriff's Office is currently contracted to purchase 27,000 gallons of propane from Amerigas but after that it will be put out for bid.

Review monthly bills and financial items: – The committee approved the monthly recap report for March bills in the amount of \$131,756.02. April bills totaled \$133,054.26. A spreadsheet summarizing current bills was reviewed by the committee members. An informational spreadsheet was handed out pertaining to Sheriff's Office budgetary figures and percentages of the budget that have been used. Because the budget is a complicated and variable system, some of the percentages can be skewed. Examples include the amount for fleet vehicles and projected revenue for boarding in the jail. Fleet vehicles are purchased in January so the percentage used in that budgetary line item will be high this time of the year. Budget projections for boarding revenue in the jail were high and, because inmate numbers are virtually at capacity, those revenues will be a lot less. They are in the process of installing ten bunks in a Huber dorm as well as another sink and should be able to house additional inmates. The cause and effect of the economy also has an impact on revenues and services. The Sheriff's Auction/garage sale was also discussed. It brought in \$836.00 (including sales tax). The items that did not sell were disposed of by Hanson Salvage. Other options are being considered to sell these items in the future.

Review monthly jail and patrol activity reports: Jail and activity reports were reviewed.

Discuss jail assessment fund items: A jail assessment fund item in the amount of \$3,211.41 was presented that contained four items: parts for a steam humidifier, repair of an electronic swing door, maintenance of the steamer in the kitchen, and the annual inspection of the emergency generator. Pam Rogers asked about painting in the kitchen and whether it was bid out. Chief Deputy Parker said the kitchen supervisor does have a list of painters that he will call in to estimate cost. Usually we use Ashburns and there are two pluses for that. They do a great job and they don't have to be monitored all the while they are here.

Adjourn: A motion made by Pam Rogers to adjourn at 9:30 a.m., was seconded by Rick Kuhlman. Motion carried. Motions Carried: 2 Lost: 0 .

Signed _____