

## COUNTY BOARD COMMITTEE MINUTES

**COMMITTEE:** LAW ENFORCEMENT/ EMERGENCY MANAGEMENT COMMITTEE

**DATE:** September 24, 2010

Meeting called to order by Paul Babcock at 8:31 a.m. Members of the committee present were: Paul Babcock, George Jaeckel, Pam Rogers, Dwayne Morris  
Others present were: Sheriff Milbrath, Chief Deputy Parker, John Molinaro, Jan Rooou

Absent: Glen Borland

**Compliance with open meetings law:** John Molinaro assured compliance.

**Approve agenda:** The agenda was approved as presented.

**Approval of minutes:** A motion was made by Pam Rogers, and seconded by George Jaeckel that the August 27, 2010 minutes be approved as printed. Motion carried.

**Public Comment:** No public comment.

**Report on 2011 Sheriff's Office budget:** Chief Deputy Parker talked about the shortage in staff and the upcoming promotion for a detective sergeant position as well as the fact that Captain Brown will be retiring in January. The detective sergeant position process will begin in October. The Sheriff's Office will be hiring four deputies next year due to the shortages and the upcoming promotions. They will be staggering the hiring process so that it doesn't make a huge impact on the budget and so that it doesn't put a strain on the training officers. The process for the detective sergeant position will start in October and hopefully someone will be in place by the end of the year. Mr. Molinaro wondered whether a couple of the positions being hired would be in-house. Chief Deputy Parker answered that yes, a couple of the positions would be the end product of a promotion. But it is a trickle-down effect; a lower ranked officer would be promoted which, in turn, creates an opening in that position and so on until you have an empty deputy position to fill. The end of year projection for the 2010 budget is showing that the Sheriff's Office should come in under budget. At this time the budget figures should be at 66.66% and they are currently around 69%; however, that includes various pro-rated items (such as the squad cars that are purchased at the beginning of the year causing that budget line to be at 100% before the first quarter). Several other areas are well below the 66.66% point so it looks good for the end of the year so far.

**Status of Office of Energy Independence (OEI) grant:** The Sheriff said that the grant has been approved but they are currently waiting for 2010 EPA approval of the propane system that the Sheriff's Office uses. One of the OEI officials came for a meeting last week and said that the pumping station and shelter have the go-ahead so the new station should be installed by the time the Law Enforcement Committee has its next meeting. The station will be a card system so that when Human Services or any other department that has a propane vehicle fills up, the system will be able to track it and can provide information regarding each department and/or each vehicle. The shelter is waiting for a labor issue right now but that should be in the works as well. The Sheriff added that the Jefferson County Sheriff's Office is probably one of the longest users of propane systems in their squad vehicles in the country. Human Services currently has a propane vehicle and Admin. will be receiving one in the near future. In addition, they are hoping to continue and expand the use

of propane vehicles within the county. On that note, Chief Deputy Parker said that the Sheriff's Office has a full-time mechanic that works on the squad fleet. He said the additional departments that will be using propane vehicles will need maintenance on them and the Sheriff's Office mechanic will not have the time to do all the work. Because of that, the Chief said he talked with Gary Petre about possibly cross training one of the mechanics at the Highway Department to work on those vehicles and that they would be bringing that proposal to a Highway Department meeting in the future. Bottom line regarding the propane grant is that the grant money is there, it might take a little bit longer but everyone is making sure that all the proper steps are taken to ensure that the grant guidelines are followed and there will be no questions in the future.

**Report from the Sheriff:** Sheriff Milbrath thanked Chief Deputy Parker for his excellent work on the budget and wanted everyone to know the many hours the Chief spent on it and what a good job he did. The Sheriff mentioned that the dietician recently visited the jail kitchen and everything went very well. Nicole Gill is a licensed, registered dietician who comes here once a year to review the jail kitchen menus in order to make sure they are meeting the dietary guidelines. Her visits ensure that the jail inmates are getting the proper nutrition and amount of calories they need every day. The Sheriff said the kitchen has been using a lot of fresh fruit and vegetables this summer and early fall due to the generosity of some individuals such as the corn ladies, the food pantries, among others. Ms. Gill is also available at any time for questions or concerns if they come up. Chief Deputy Parker added that the jail kitchen is working at about 42% of their budget due to smart buys by the kitchen supervisor. He is very good at finding deals and using them to advantage. The Sheriff said that at this point the kitchen is operating more efficiently than an independent vendor could. He then went on to talk briefly about a suicide that happened in the jail several months ago. He said the state came and reviewed the actions taken by the Sheriff's Office and found that jail staff was 100% in compliance with all state and federal regulations. Chief Deputy Parker commented that the only item the inspector suggested was an upgrade to the current video system in the jail. The Chief said the Sheriff's Office will have a vendor come in to assess and help create an RFP for a new camera system that will be clearer (about 35-40 cameras). The system will be paid for using jail assessment funds so there will be no impact to the budget.

Paul Babcock asked about a recent Hazmat spill at Spacesaver. The Sheriff said that he knew Emergency Management (Donna) had some involvement but he didn't know exactly how much. He believed that the county Hazmat team was deployed and that it was handled quickly but didn't have any other information. Donna Haugom will likely report on that occurrence next month at the Emergency Management meeting.

**Review monthly bills and financial items:** – The committee approved the monthly recap report for August bills in the amount of \$388,931.64. A spreadsheet summarizing current bills was reviewed by the committee members.

**Review monthly jail and patrol activity reports:** Jail and patrol activity reports were reviewed. While the committee members were reviewing financial items and reports, Chief Deputy Parker talked about some additional 2010 budget categories. He said the wages and salaries budget is at 52.9% so far for the year, jail overtime is at 58.6%, and fuel costs are at 39.7%. Revenues have been the bad point this year. Jail revenues are down and he has been continuing to streamline those amounts. Revenue for citations and state fines are also down (40.8/43.7%) and he said that he would be scheduling a meeting with the D.A.'s office to see if they are changing procedures for plea bargaining fines. He said he compared the last three years of citations and found that deputies

were writing approximately the same number of citations and the dollar amounts were also comparable so he needs to find out why the revenues have declined over the last year. The Chief also said that the jail medical account is at 94.6% due to Mr. Edwards and at the end of the year he will review the line item to balance it as needed from the jail assessment funds. New law was passed this year allowing for those funds to be used for inmate medical charges and educational charges. The Chief went on to say that the amount of sick time in the jail has dramatically decreased due to the fact that it is being tracked by one of the sergeants and also that the jail captain is offering training incentives to staff members that are not using a lot of sick time and are at an acceptable performance level. He added that the amount spent on jail staff sick time is less than half of the amount for patrol (about \$34,000/\$84,000). In addition, the jail sergeants have adopted a trial 12-hour schedule since the first of the year. It's been working out very well with virtually no sick time for them during that time. They have more time off with the 12-hour schedule. In 2011, the patrol sergeants will be implementing a trial schedule as well.

**Jail assessment fund items**: General fund items for the month in the amount of \$2,444.53 were approved.

**Agenda items for November**: Policy/protocol regarding citizens carrying weapons.

The next meeting date is October 22, 2010 and is an Emergency Management meeting. The November 26<sup>th</sup> meeting was discussed and changed to Friday, November 19<sup>th</sup> at 8:30 a.m. In addition, the December 24<sup>th</sup> meeting was changed to Thursday, December 23<sup>rd</sup> at 8:30 a.m.

A motion made by George Jaeckel to adjourn at 9:35 a.m., was seconded by Pam Rogers. Motion carried.

Motions Carried:   2   Lost:   0  .

Signed \_\_\_\_\_