

## COUNTY BOARD COMMITTEE MINUTES

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

**DATE:** February 24, 2012

Meeting called to order by Paul Babcock at 8:31 a.m. Members of the committee present were:

Paul Babcock, George Jaeckel, Pam Rogers, Glen Borland

Others present were: Sheriff Milbrath, John Molinaro, Gail Scott, Todd Lindert, Gary Petre, Phil Ristow.

Absent: Dwayne Morris

**Compliance with open meetings law:** Assurance was given for compliance.

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

**Approval of minutes:** A motion was made by Pam Rogers, and seconded by George Jaeckel that the January 27, 2012 (EM) minutes be approved as printed. Motion carried.

**Communications:** None.

**Public Comment:** None.

**Review/recommend communications radio system equipment and upgrades bids/information:**

Dispatch Supervisor Lindert reported that the Request for Proposals (RFP) went out in January and two bids were received by the deadline. One other company was interested but did not end up submitting a bid. The bid from Communication Services was in the amount of \$843,888.00; however, they did not provide everything asked for in the bidding process (maps, drawings, diagrams). The other bid was from Gen Comm in the amount of \$496,370.63. Todd will be meeting with the engineer that was contracted by the county to go through the RFP and the bids received. They both have a couple questions, but would like to proceed with the Gen Comm bid. Contract negotiations would be the next step if Gen Comm is selected as the vendor.

Pam Rogers made a motion to approve Gen Comm as the vendor and proceed with contract negotiations. Glen Borland seconded. The motion carried.

Sheriff Milbrath added that the Sheriff's Office does already work with Gen Comm and has a very good working relationship with them.

Once the contract negotiations are finalized, the contract should come through the committee for recommendation to accept the contract. In addition, the carryover funds for this project need to be approved by the County Board at their March meeting so the contract approval and referral from the Law Enforcement Committee (later in March) would need to go before the County Board in April.

Dispatch Supervisor Lindert commented that he would like to see one piece of equipment put in first (the recorder that records traffic). The old one has been malfunctioning and has stopped working several times. He is booting it up twice a week now. The equipment falls within the bid amount but the cost is not itemized. Todd will get the cost of the item. Gary Petre said he wouldn't need board approval for anything under \$25,000 but he would need approval of the carryover

funding on March 13<sup>th</sup>.

**Request for part-time LPN jail nurse position (no budgetary impact):**

Gail Scott presented a proposal for a part-time LPN position with benefits to assist the one full-time RN and one full-time LPN. This would free up the RN to do more administrative duties that need to be done. It would also reduce the amount of overtime the RN has been putting in. In addition, it would allow for weekly reviews of the inmate's medications which also should be done but there just hasn't been time. The addition of this position would not have a budget impact through the use of jail assessment funds (up to about \$20,000) and the amount of overtime/comp time that would be eliminated (about \$26,000). The cost of the position would be about \$41,000. The proposed time for the new part-time shift to start would be 7:00 a.m. This would allow the LPN that has been working whenever she is needed to go home when her shift ends without feeling she needs to stay to finish everything up, thus accruing comp time or overtime. If the nurse taking this position does not take the benefits, the cost for the position would go down even more. If the position starts on May 1, the cost for the position would be about \$26,000.

Discussion came up about inmates getting "free" health care. Sheriff Milbrath said that by using the health care vendor that we have, the inmate is assessed when coming into the jail and that level is maintained their level of health through their stay in the jail. The inmate does not get extra health benefits while incarcerated. However, Gail Scott also said there needs to be a standard of nursing care in the jail that would be found anywhere else.

Pam Rogers made a motion to recommend creating the part-time LPN nursing position and forward it to the HR Committee for review. George Jaeckel seconded. Motion carried.

**In-squad video systems update:**

Sheriff Milbrath said the new video systems have been ordered which will be installed in the Tahoes as they are outfitted for use. Some and possibly all of the old systems are being sold on consignment by the old vendor. The Sheriff's Office will be receiving \$1,500 per unit. The proposal also should contain no indemnity/liability by the county with the sale of the old systems.

**Review/discuss proposed changes to Civil Service Ordinance:**

Sheriff Milbrath said the Civil Service Committee met and the HR Committee has met within the last few weeks. The decision has been made by the HR Committee that the position of chief deputy will be opened up to anyone with the qualifications to apply. The process is internal right now. John Molinaro said the argument was that they needed to bring in others that are qualified for the position. Sheriff Milbrath commented that the process is internal and that they have always tried to groom people to be the future leaders of the sheriff's office but the HR committee has deemed that they would like to see the position opened up and that is ultimately what was chosen to be done. Phil Ristow added that the Civil Service status for the deputies was established by the county board through an ordinance and it has been that way since 1960. There used to be two separate divisions of traffic police and Sheriff's deputies (ran the jail, process service). They were eventually merged. Deputy status at that time was subject to the sheriff and could possibly end with a new sheriff, so Civil Service status allowed for the deputies to stay and the sheriff to go. The chief deputy is the person with the most rank of the deputies. The current ordinance requires that candidates for this position have 10 years of service and five years of managerial experience within the sheriff's office. That limits the number of individuals that would qualify for the position. The question has been, what someone could bring from the outside, and the current HR Committee is of the mind that it wouldn't hurt to look externally. The Civil Service Commission gives the Sheriff a list of the three

top candidates after their interviews and the Sheriff appoints from that list. Looking outside would add experience and learning from another agency. The internal candidates would not have an edge but should be among the top choices. Gary Petre added that on Tuesday the HR Committee approved a motion to include language in the Civil Service Ordinance that would allow for outside recruitment at the same time as they look for internal candidates. He met with Chief Deputy Parker and Terri Palm who will be working together and with Phil Ristow on the language change. It will be brought back to the HR Committee at their next meeting. John Molinaro commented that the chief deputy position is equivalent to a department head and all other department head positions are subject to open recruitment. There also are some extraordinary circumstances that make this a good change.

Glen Borland made a motion to concur with the HR Committee's recommendations regarding the changes to the Civil Service Ordinance. George Jaeckel seconded. Motion carried.

**Grants – Status of ongoing or new grants:**

Sheriff Milbrath said the 2011 propane systems have finally been installed. He added that due to the fact that we had so much trouble getting the propane systems last year, the sheriff's office may get funding for the 2012 propane systems as well (should know within the next month or so). Having the mechanic trained to install the systems is cost saving to the county and his wages for time installing the systems are reimbursable under the grant. The grant is also allowing for painting of the big propane tank at the Highway Shop. That will be done when it gets warm enough.

The COPS grant has been released again. The Sheriff's Office did not qualify last year but new information is being added this year. The current round of COPS grants are open to those agencies that applied last year but did not receive any grant funding. If the Sheriff's Office receives at least one position from the grant, it will pay up to 75% of the wages and benefits for a newly hired deputy for three years (*each* position is capped at \$125,000.00 over the three years). The newly hired deputies must be military veterans. Last year the Sheriff's Office asked for four positions to try and bring back the four deputy positions which were eliminated several years ago.

**Report from the Sheriff:**

In looking over the budget figures, the Sheriff's Office came in at about 9/10ths of 1% over budget. Workers Compensation was the culprit that created most of the overage in the budget. About \$104,000 was put aside for the knee and neck injuries. It looks like the knee injury is being denied by the independent medical exam and the neck injury examination is coming up in March. The figures for Worker's Comp. should come down. Uniform allowance payments also contributed and that allocation process has been pinned down to the year it is actually meant for. In addition, if the 2011 propane systems had shown up even in June or July (6 months before they actually arrived), the fuel budget would have been significantly less.

The new hires are doing well and some that we thought would have to be recertified (sent through the academy again) have not had to do that due to a change in status of the length of certification that was brought about by the state (went from 2 years to 3).

At the Badger State Sheriff's Association conference they discussed a cognitive testing procedure that is going on statewide. It is a kind of hiring program. The agencies don't deal with the testing process anymore, it is done by a company and the tests are held at some of the technical colleges or other colleges. Everything is done there and the individual taking the test can indicate on the application where they would like to work. The Sheriff was able to spend some time reviewing it

and it looks to be a very good test. The test also has an integrity factor. Backgrounds may not catch some of it. Agencies can stipulate which individuals they would like to have referred according to their test score limits. It is at no cost to the Sheriff's Office except if the decision is made to advertise.

**Review monthly bills and financial items:** – The committee approved the monthly recap report for December bills in the amount of \$202,647.11. 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.

**Jail assessment fund items:** Year end transfer and general fund items for the month totalled \$80,255.67. About \$75,000 of that was a transfer for jail medical expenses. Drawer slides for the kitchen were \$1,419.50.

The Sheriff mentioned that he is going through FEMA training to be a backup for Donna (Emergency Management). Right now there really is no backup for her. It is not common for the Sheriff to be a backup for Emergency Management when that department is within the Sheriff's Office. It is not recommended but works for this county.

**Discussion and possible action on the purchase of new propane systems:**

Gary Petre received a purchase order from the Sheriff's Office for five 2012 propane systems in the approximate amount of \$30,000. The county's purchasing ordinance requires county board approval of equipment purchases over \$25,000. A resolution will need to go to county board regarding the purchase.

Pam Rogers made a motion to approve the purchase of propane systems for approximately \$30,000 and to bring the resolution before the county board. Glen Borland seconded. Motion carried.

Brief discussion came up with regard to possibly changing the next meeting date but none of the alternate dates worked for everyone so the date will remain as originally scheduled – March 23, 2012.

A motion made by Pam Rogers to adjourn at 9:34 a.m., was seconded by Glen Borland. Motion carried.

Motions Carried:   6   Lost:   0  .

Signed \_\_\_\_\_