

## COUNTY BOARD COMMITTEE MINUTES

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

**DATE:** February 24, 2017

Meeting called to order by Dwayne Morris at 8:32 a.m. Members of the committee present were: Kirk Lund, Dwayne Morris, Michael Wineke, Dick Schultz, Ed Morse  
Others present were: Sheriff Milbrath, Chief Deputy Parker, Corp Counsel Blair Ward, County Admin Ben Wehmeier, HR Director Terri Palm-Kostroski

Absent: None

**Compliance with open meetings law:** Corp Counsel Blair Ward assured compliance.

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

**Public Comment:** None

**Approval of minutes:** A motion was made by Michael Wineke, and seconded by Kirk Lund that the December 16, 2016 minutes be approved as printed.

### **Communications:**

- Sheriff Milbrath passed around commendations from both Sergeants and citizens that various deputies have received over the past couple months.
- Corp Counsel Blair Ward expressed his gratitude in the Active Shooter training that had occurred at the Courthouse recently. Dwayne Morris also stated that he had been through the training twice and how great the training was.

### **Discussion and possible action on Waterloo Tower contingency request:**

- Sheriff Milbrath spoke of the Waterloo Tower site pole that is in need of replacement.
- The cost to replace this tower site is between \$21,000-\$24,000, which includes a generator for approximately \$1,800. This would be a long term fix. The Sheriff's Office is looking for the committee's approval to move forward with this request for funds to replace.
- Sheriff Milbrath explained that with the initial bid, if something were to happen to the tower, the county would be liable for any damages. The insurance company would not cover the costs associated with the damages as it wouldn't have been the proper tower. It was then decided to get the additional funding to replace the tower. The new tower will allow for future growth and addition on the tower because it will be so much stronger.
- Ed Morse asked if the Sheriff's Office had looked at placing communication equipment on an existing structure. Sheriff Milbrath stated that yes, the Sheriff's Office had looked into that – they actually checked with putting it on the Waterloo water tower. However, due to the set-up of the water tower, in order to get the communications tower set up, they would have to drain the water tower to weld and do the necessary work. Then anytime there was an issue, the water tower would again have to be drained.
- Other options would have cost about the same, and there would have been additional ongoing costs as well.

- Dwayne Morris then proposed the Law Enforcement Committee support the Sheriff's request for contingency funds to replace the Waterloo Communications Tower. Kirk Lund moved to make this a motion with Dick Schultz seconding.

**Discussion and possible action on a change to the Civil Service Ordinance – duration of employment eligibility list:**

- This was put on the agenda to bring to the committee's attention the issue of the limited amount of eligible candidates for hiring. The Sheriff's Office is looking at going to an ongoing hiring system where the person could either go online or come to the Human Resources office to fill out the application and then be able to take the application test immediately.
- Right now there is only one time during the year that the Sheriff's Office runs the testing process, therefore missing some excellent candidates. The hope is to be able to attract a larger pool of candidates and be able to have top students apply and be able to hire them much quicker.
- Chief Deputy Parker explained that the Sheriff's Office wants to make sure that the hiring process is transparent and that everyone involved is aware of the options the Sheriff's Office is considering.
- The ordinance right now does not mention anything about the hiring process. The Sheriff's Office has started looking into different options for testing – there is a company called EMPCO that does public service testing. This would allow candidates the opportunity to test at any time and the Sheriff's Office would then be able to look at these candidates at any time there is an opening.
- Dick Schultz asked about recruiting early (high school). Chief Deputy Parker stated that we do have different options such as JCEC, CPA, ride-alongs and internships that give people the ability to see what the deputies do and to give them the opportunity to give them a "foot in the door".

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

- Grants haven't picked up yet. There are a couple small ones, such as one with the county roads that we can hopefully get.
- Sheriff Milbrath stated that because of the great job we have done over the past couple years with traffic grants, we may have to wait a year or two before we are able to get another one.

**Report from the Sheriff:**

- Sheriff Milbrath has spoken with a company from the area that is willing and able to assist with a communications tower and also to install it.
- The Sheriff's Office will have two more retirements coming up, Deputy Griffie in May and Deputy Mike Meyers in the next couple months.
- Sheriff Milbrath has been working to get a new night vision and thermal imager. There is a 10-33 program that he is working with to possibly get new equipment which would cost \$300 per year. This equipment is very expensive so this would be a very good program to get.
- Peters Brothers trucking just donated \$1700 worth of mushrooms – sliced, portabella, and buttons.
- The propane installers are coming on Monday to install the propane systems. They will be installing on two squads per day.
- Open records were taking 2-3 months to complete, they are now down to 1 week turn

around.

**Review monthly bills and financial items (November & December):** – The committee approved the monthly recap reports for November 2016 bills in the amount of \$134,646.02 and December 2016 bills in the amount of \$158,636.28. A spreadsheet summarizing current bills was reviewed by the committee members.

**Report on budget:**

- Chief Deputy Parker spoke about the carryover requests that have been submitted. Some of the things the Sheriff's Office carried over were: \$7000 for tactical vests, \$1500 for less lethal launchers, \$48,000 for six propane systems, and \$36,000 that was received from the insurance company for the replacement of a Tahoe.
- The Sheriff's Office ended up being over budget in 2016 by \$10,381.23. With the budget being around \$12-\$13 million, this was a very good year.
- County Admin Ben Wehmeier helped to redistribute some of the Worker's Comp claims by flexing them to 2017 from the reserve account to help with last year's numbers.

**Review monthly jail and patrol activity reports:** Jail reports were reviewed to include the booking report, inmate phone card usage, commitments, and state billing. The patrol activity reports were not available. The patrol secretary will generate a report each month regarding how many citations each deputy gave out for the month which allows for silent accountability for a 30 day period.

**Jail assessment fund items:** An extra \$1,459.80 was needed for the revamp of the scullery due to unforeseen issues that came up while the maintenance was being performed.

General fund items for the month totaling \$52,566.45 which included \$570.50 to National Business Furniture for office chairs for the jail, \$550 to Haiges Machinery Inc for service/maintenance on washers and dryers, \$50,000 to Advanced Correctional Healthcare for the charge part of 2016 jail medical contract expenses to jail assessment, and \$2,500 credit from Jefferson Co Literacy Council for the jail assessment reimbursed by inmate commissary account for part of 2016 jail inmate instruction expenses. It also includes 2017 expenses of \$3,600 to Jefferson Co Literacy Council for jail inmate instruction for January and February and \$345.95 to ZBM for jail upkeep supplies for January.

The jail assessment balance at the end of December is \$143,511.85.

**Agenda Items:** None.

**Adjourn**

Next meeting date is March 24, 2017.

A motion made by Dick Schultz to adjourn at 9:55 a.m., was seconded by Kirk Lund. Motion carried.

Motions Carried: 5 Lost: 0.