

LAW ENFORCEMENT/EMERGENCY MANAGEMENT COMMITTEE MINUTES

DATE: September 25, 2020

Call to Order: Meeting called to order by Dwayne Morris at 8:30 a.m.

Roll Call: Members of the committee present were: Kirk Lund (via ZOOM), Dwayne Morris, David Drayna, Brandon White (via ZOOM), Mary Roberts (via ZOOM)

Others present were: Sheriff Paul Milbrath, Chief Deputy Jeff Parker, County Administrator Ben Wehmeier

Absent: none.

Certification of Compliance with open meetings law: County Administrator Ben Wehmeier certified compliance with the open meetings law.

Approval of the agenda: The agenda was approved as presented.

Public Comment: None

Approval of the August 28, 2020 meeting minutes: A motion was made by Kirk Lund, and seconded by David Drayna that the August 28, 2020 minutes be approved as printed. Motion carried.

Communications: Sheriff Milbrath stated that the Sheriff's Office has received a number of cards, phone calls and messages on social media thanking the deputies for their service and help on certain incidents.

Grants - Update of ongoing or new grants:

- Chief Deputy Parker stated that the Sheriff's Office is finishing up the fall Bureau of Transportation-Safety grant.
- The Sheriff's Office has applied for a \$50,000 traffic safety grant for 2021 and will find out if it was awarded the first week of October.
- Sheriff Milbrath stated that a grant has been received from CHP for a propane pump that has been installed.
- Through the CARES Act, the Sheriff's Office will be able to order a remote dispatch console which will enable them to perform their duties remotely in case of an outbreak of sickness or if needed to be in the field.
- Sheriff Milbrath has applied for an Enbridge grant to obtain an outdoor lighting system that will be able to be used at crime scenes at night. This would cost the Sheriff's Office \$3200 for 4 LED lighting systems.
- Sheriff Milbrath is working on a grant through DOT for checking vehicles that should be equipped with alcohol sensing devices to ensure the individuals are following through with their sentencing requirements.

Report from the Sheriff:

- The Sheriff's Office 2020 Ford Explorer has been returned from North Carolina and the new propane system has been installed. This system is a direct injection (DI) and will need to have some of the part mass-produced through templates. Once these parts have been produced (2-3 weeks), the company will return to the Sheriff's Office to train our mechanic on the installation process.
- The deputy hiring process continues to move forward; we are filling our last (2) positions. We will be hiring one male and one female applicant. The male applicant is finished with his entire process and starts on Monday, October 5. We are finishing the process with the female applicant.
- The Sheriff's Office had a swearing-in ceremony for the most recent 13 deputies hired and the new K-9 Ruben on September 9. The ceremony was held at the Activity Center which allowed for social distancing and was well attended by family and friends of the deputies.
- The Sheriff's Office has hired two full time dispatchers, Catrina Firary and Jonathan MacMartin, both of whom will start on October 5. One will be replacing the opening that has existed for almost a year. The other will be replacing the opening that is going to be vacated by full time employee Samantha Gukich who will be working part-time hours for us.
- Southern Health Medical Contract Update – Captain Gray has met with Southern Health Partners in person and via phone conversations. Things have been going very smoothly with the transition. We have our Monday – Friday dayshift RN selected Kathi Brost, Kathi used to work in the jail as a County employee. An LPN Monday – Friday dayshift has been chosen. They are still working on candidates for the P.M. LPN nurse position, and the mental health position. The Doctor position has been filled as we will be using the same doctor as Walworth County does. The first date with Southern Health is October 15th, 2020.
- Retention for 2021 looks pretty solid; at the most 2-4 retirements, possible one from the kitchen.
- Update on mask update – no problems to report, our County has not received complaints coming into the dispatch center regarding violators.
- Chief Deputy Parker stated that the Sheriff's Office is looking at increasing some jail and civil process fees as there have been no increases in numerous years. This would bring Jefferson County in line with the State average fees charged. A motion was made by Mary Roberts and seconded by David Drayna to recommend to Finance to accept the increase of fees for 2021 in the Jefferson County Jail and Civil Process Divisions.
- The Sheriff's Office has looked into getting new polo uniform shirts for dispatch through a new manufacturer that is better quality and actually a cheaper shirt.
- Kathy's Kitchen has donated approximately \$2,000 of food to the Sheriff's Office Jail.
- Taste on 26 in Johnson Creek, which closed due to the coronavirus, has donated \$926 of food to the Jail.
- The family of the late Sgt. Borth is attempting to raise money to purchase a new K9 to be named Butch.
- The Lettsew Foundation, a countywide program that raises money for any municipalities and agencies in the county, is also working on raising money for K9 Butch.
- The Sheriff's Office is nearing the final stage of the policy and procedures review within the Sheriff's Office. Once completed, these will be available online.

Update on Communications Project:

- Jefferson County is in negotiations regarding the land to be used to construct the new towers.
- Edge consulting continues to visit sites to ensure they will meet the requirements for the new equipment.
- County Administrator Ben Wehmeier stated that a lot of the equipment has arrived and will start to be installed shortly.

Review monthly bills and financial items (August): – The committee approved the monthly recap reports for August 2020 bills in the amount of \$204,366.90. A spreadsheet summarizing current bills was reviewed by the committee members.

Report on the budget: At the end of August, the Sheriff's Operational budget is \$134,145.72 under budget at around 65% and should be at 66.66%. Expenditures are at 64.81%. The Sheriff's Office is expecting \$88,000 from state inmate board billing.

Review monthly jail and patrol activity reports: Jail and patrol activity reports were not available.

Discussion and Possible action on approving jail assessment fund purchases:

The Committee received a report on jail assessment fund purchases for the month totaling \$2,538.57. Payment was made to US Foods for the dishwasher monthly lease payment in the amount of \$135.95 for July and to IWM Corporation for 60% of the cost for the cooling tower treatment in the amount of \$2,402.62.

The jail assessment balance at the end of August is \$257,141.93.

Discussion on potential items for the October 23, 2020 meeting agenda: None.

Next meeting date: October 23, 2020. (Emergency Management)

Adjourn: A motion made by Mary Roberts to adjourn at 9:45 a.m., was seconded by Kirk Lund. Motion carried.