

# **LAW ENFORCEMENT/EMERGENCY MANAGEMENT COMMITTEE MINUTES**

**DATE:** January 22, 2021

**Call to Order:** Meeting called to order by Morris at 8:32 a.m.

**Roll Call:** Members of the committee present were: Kirk Lund, (Zoom), Dwayne Morris, David Drayna, Mary Roberts (Zoom)

Others present were: Chief Deputy Jeff Parker, County Administrator Ben Wehmeier, Emergency Management Director Donna Haugom, Program Assistant Haley Hoffman, Todd Lindert, Craig Holler (Zoom), Frankie Fuller (Zoom)

Excused: Brandon White

**Certification of Compliance with open meetings law:** Wehmeier certified compliance with the open meetings law.

**Introduce Haley Hoffman – EM Program Assistant:** Haley Hoffman was introduced to the committee.

**Approval of the agenda:** Agenda item 13 was moved to item 8 spot. The agenda was approved with that change.

**Public Comment:** None

**Approval of the November 20, 2020 meeting minutes:** A motion was made by Drayna, and seconded by Lund. Motion carried.

**Communications:** None.

## **Report on System Mapping – CJCC Coordinator Craig Holler:**

Craig addressed what system mapping is. System mapping is: outlining the local justice system; mapping how an individual would move through the local justice system; looking for ways to improve the local justice system; increasing awareness of how the system works; identifying redundancies to streamline system; and identifying decision-making points within the justice system. This is a nationwide initiative.

## **Report from the Sheriff:**

Chief Jeff Parker gave some updates to the committee. 100% staffing with deputies. Two deputies are enrolled at MATC in the police recruit academy. One Deputy is out on FMLA. One deputy is out due to COVID. Dispatch is in a state of flux due to difficulties in staffing. Positions have been filled but are currently not staffed because the new employees are going through the training program. Kitchen had an opening and is now staffed. Three qualified individuals are being interviewed for the custodial positions. Propane system for squads has been worked out. Getting 2021 squads in early -- within the next several weeks. Chief discussed winners at Chief's and Sheriff Association. Chief discussed mental health professional in the jail who has been a benefit to the inmates. Ben discussed status of updates to Sheriff Department policies.

Chief discussed the specific attention to the use of force policy. Todd Lindert discussed the updates to the communication system. Engineer will be putting together bid packages for shelters for towers – this will come to committee soon. This project is scheduled to finish on time.

**Decision and possible action on approving jail assessment fund purchases**

The Committee received a report on jail assessment fund purchases for the month totaling \$3,871.90. Payment was made to US Foods for the dishwasher monthly lease payment in the amount of \$135.95 for August and \$135.95 for September, and to Jefferson County Literacy Council in the amount of \$3,600 for jail inmate instruction for November and December.

**New laundry trailer Jail Division** - The committee received a request to use monies from the Jail Assessment Fund to assist with the purchase of a 6'x14' Cargo Trailer that would be utilized for inmate laundry transport purposes and would replace the trailer currently in use by the jail. This would primarily be funded with monies from the Inmate Commissary Fund with supplemental monies coming from the Jail Assessment Fund. The total cost of the cargo trailer is \$3,891.00. Responsibility from the Jail Assessment Fund would not exceed \$891.00.

**Jail conference room chairs** - The committee received a request to use monies from the Jail Assessment Fund for a project that will replace the tables and chairs in the four (4) conference rooms in the jail. Right now, tables and chairs are moveable. Requesting system that is stationary and not movable. This system is safer for various reasons. The total cost would not exceed \$7,980.00.

**Kitchen food steamer** - The committee received a request to use monies from the Jail Assessment Fund to assist with the purchase of a Groen Convection Steamer Model HY-6G to replace the existing steamer in the Jail Kitchen. Half of this cost would be covered by the Jail Assessment Fund and the remaining would be covered by carryover monies. The total cost of the steamer is \$16,326.54. Asking for approximately \$8,000 to be carried over from food budget. Responsibility from the Jail Assessment Fund would not exceed \$8,163.27.

The total funds available for Jail Assessment Fund is \$226,000. Jail Assessment funds can be used for equipment improvements related to the jail.

Jail conference room chairs, tables and the kitchen food steamer, new laundry trailer, payment for dishwasher monthly lease, and payment for inmate education will be signed and approved by committee.

There is no need for a vote. Signatures are required to approve the use of the Jail Assessment Funds for the above items.

**Review of Emergency Management budget:**

Overall budget is under \$871.04. There are additional expenditures in the Emergency Management 12001 account associated with COVID. All COVID expenses were charged there.

### **COVID-19 PPE Supplies:**

The Emergency Management Department receives supplies from the state. Surveys go out to long term care facilities, hospitals, Human Services, Lueder House, EMS, fire, law enforcement, and healthcare professionals asking what they need. Survey goes to the State and it provides PPE to the County to distribute. The Fair Park has been a huge help and allows Emergency Management to store and distribute PPE there. This is a main project for Haley.

Also, Donna is working on a fuel plan for Jefferson County looking at where fuel lenders are. Looking at how the County would deal with this if there was a fuel shortage, where the bulk storage is, how to get fuel to Jefferson County, and how the County would ration if it needed to. Working with a lot of gas stations on this.

Ben touched on the other COVID-related duties that EM works on. There are heaters that are being provided to the National Guard members that are doing the testing. The EM office is also working on aspects with the vaccine as well. There are other projects related to COVID.

### **Discussion of Hazardous Materials Incident Contingency Plans 2021 Plan of Work:**

- A. Jones Dairy (Update) – Fort Atkinson – Anhydrous Ammonia 121,500 lbs., Sulfuric Acid 5,102 lbs., Sulfuric Acid 93% 22,500 lbs. – update in progress
- B. Generac Power Systems (update) – Jefferson – Sulfuric Acid 4,700 lbs. – update in progress
- C. Keystone Foods (update) – now Tyson Foods – Jefferson – Anhydrous Ammonia 1,637 lbs., Sulfuric Acid 2,365 lbs., Hydraulic Oil 18,750 lbs. – update in progress
- D. Walmart (update) – Jefferson – Sulfuric Acid 2,625 lbs. – update in progress
- E. Schiller Grounds Care (update) – Johnson Creek – Sulfuric Acid 4,158 lbs. – update in progress
- F. Trek (update) – Johnson Creek – Sulfuric Acid 4,325 lbs. – update in progress
- G. Frontier (update) – Lake Mills – Sulfuric Acid 1,225 lbs. – update in progress
- H. Lakeland Cold Storage (update) – Lake Mills – Sulfuric Acid 4,215 lbs. – update in progress
- I. Perry Way Foods (update) – Watertown – Anhydrous Ammonia 12,464 lbs., Sulfuric Acid 2,837 lbs. – update in progress
- J. Watertown Water Department (update) – Watertown – Chlorine 750 lbs. – update in progress
- K. WIS-PAK of Watertown (update) – Watertown – Anhydrous Ammonia 3,850 lbs., Sulfuric Acid 67,865 lbs. – update in progress
- L. Generac Power (update) – Whitewater – Sulfuric Acid 27,317 lbs. – update in progress
- M. Whitewater Cogeneration Facility (update) – Whitewater – Sulfuric Acid 47,643 lbs. – update in progress

Haley Hoffman provided update sheet to committee regarding the facility, their extremely hazardous substances, and their uses. These updates are harder to do right now since Emergency Management staff is not allowed to go to the facility. Facility staff usually walk

through and show where the chemicals are stored, take pictures, and document how to get to them. These reports go to the State and also first responders.

The Emergency Management Department updates offsites every 4 years, and this list states what businesses are required to provide an update this year. We have been contacting them to let them know that they are due for an update and send them the plan for them to look over and update.

**Discussion on potential items for the next meeting agenda:**

Next meeting was set for February 26, 2021.

**Adjourn:** A motion made by Drayna to adjourn at 9:40 a.m., was seconded by Roberts. Motion carried.