

# Office of the Sheriff – Jefferson County



411 S. Center Avenue  
Jefferson, Wisconsin 53549-1703

**Paul S. Milbrath, Sheriff**

**Jeffrey Parker, Chief Deputy**

Jerry Haferman ★  
Administrative Captain

Duane Scott ★  
Patrol Captain

Paul Wallace  
Jail Captain

## AGENDA

### LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

Jefferson County Courthouse  
320 Main Street, Room 112  
Jefferson, WI 53549

June 28, 2013 @ 8:30 a.m.

**PAUL BABCOCK, CHAIR; GEORGE JAECKEL; PAM ROGERS; DWAYNE MORRIS; ED MORSE**

1. Call to order
2. Roll call
3. Certification of compliance with open meetings law
4. Approve agenda
5. Approval of the May 13, 2013, May 24, 2013 and June 11, 2013 meeting minutes
6. Public comment
7. Communications
8. Review / recommend Jefferson County's Hazard Mitigation Plan Update (EM)
9. Update on mechanic's hoist, jail freezer and annex building project
10. Discussion / possible action on jail office remodel and inmate property storage area using jail assessment funds
11. Review Sheriff's Office vehicle usage report
12. Grants – Update of ongoing or new grants
13. Report from the Sheriff
14. Review monthly bills and financial items
15. Review monthly jail and patrol activity reports
16. Discuss/approve jail assessment fund items
17. Next meeting date is July 26, 2013 (Emergency Management)
18. Adjourn

The committee may discuss and/or take action on any item specifically listed on the agenda.

*Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.*

Business 920.674.7310 ★ Patrol 920.674.7344 ★ Detectives 920.674.7360 ★ Civil Process 920.674.7339 ★ Jail 920.674.7336  
Toll Free: Jefferson County 1.800.675.7310

## COUNTY BOARD COMMITTEE MINUTES

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

**DATE:** May 14, 2013

Meeting called to order by Paul Babcock at 6:30 p.m. Members of the committee present were:  
Paul Babcock, George Jaeckel, Pam Rogers, Ed Morse

Others present were: Sheriff Milbrath, Chief Deputy Parker

Absent: Dwayne Morris

**Compliance with open meetings law:** Compliance was assured.

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

**Public Comment:** None

**Communications:** None

**Review and recommend freezer bid for May County Board action:** The committee reviewed and discussed bids received from Kessenich's, Ltd, and Advantage Refrigeration. Kessenich's bid came in at \$29,354.73 (no shipping or electrical costs) and Advantage Refrigeration submitted a bid of \$35,271.00 (including shipping but not electrical). George Jaeckel made a motion to accept the bid from Kessenich's. The motion was seconded by Ed Morse. Motion carried by unanimous vote.

Next meeting date is Friday, May 24, 2013.

Meeting was adjourned

Motions Carried:   1   Lost:   0  .

Signed \_\_\_\_\_

## COUNTY BOARD COMMITTEE MINUTES

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

**DATE:** May 24, 2013

Meeting called to order by Paul Babcock at 8:31 a.m. Members of the committee present were: Paul Babcock, George Jaeckel, Pam Rogers, Ed Morse, Dwayne Morris  
Others present were: Sheriff Milbrath, Kathi Cauley, John Molinaro, Phil Ristow

Absent: None

**Compliance with open meetings law:** Compliance was assured.

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

**Approval of minutes:** A motion was made by George Jaeckel and seconded by Pam Rogers that the April 26, 2013 minutes be approved as printed. Motion carried.

**Public Comment:** None

**Communications:** None

**Hazmat materials response reimbursement ordinance:** Phil Ristow explained that Level A hazardous material spills are handled by regional Hazmat teams (ERT – Emergency Response Teams) while the Level B spills are usually handled by a local Emergency Response Team (comprised of the Fort Atkinson Fire Dept., Johnson Creek Fire Dept., Lake Mills Fire Dept., and Watertown Fire Dept., in Jefferson County). Level A cleanups are funded essentially by the state. There also is provision in the law to fund Level B responses but that account is commonly not funded, so local teams are generally left to try and collect reimbursement from whoever spilled the material. Sometimes it is collected and sometimes not but there is a process for trying to collect that reimbursement. Part of the reason for the ordinance is dealing with what happens when the spillers don't pay for the costs incurred by the ERT team. Ultimately, getting reimbursement from those individuals/companies will likely involve taking them to court. The proposed ordinance would allow Atty. Ristow to represent the members of the Jefferson County ERT. At this time he does not have the authority to do that. Some issues still need to be resolved for the ordinance. One of those would be setting rates across the board that are equitable for all the agencies. That may end up being the established FEMA rates. After those items are taken care of, the ordinance will be brought back to the committee for review and recommendation. Sheriff Milbrath added that FEMA rates may be too low but they will work on setting consistent and comparable rates for reimbursement.

**Update on purchase of mechanic's hoist:** Sheriff Milbrath said they are moving forward with installing the hoist but did run into some problems. The company that put in the accepted bid contracted out to another company and that company did not realize the space was so limited in the parking garage. The Sheriff said he thought all of the old one was now out of the pit in the garage and they are waiting for the new lift to arrive. He hopes it will be completed in early June.

**Review and make recommendations regarding Outagamie County resolutions:**

1. Outagamie County Resolution-Exempting off-duty officers from current state law prohibiting a licensee from carrying a firearm on school grounds and certain posted private properties.
2. Outagamie County Resolution-Authorizing Lobbyist to request the state legislature re-examine WI State Statute 968.255 regarding strip searches.
3. Outagamie County Resolution-Extending the time period from 12 to 24 months for a county to seek reimbursement for certain expenses it incurs from a person sentenced to a county jail.

The committee reviewed the resolutions. The Sheriff commented that the first resolution involving off-duty officers carrying a weapon in a school zone was probably a good one and is currently being worked on in the legislature.

The strip search resolution is proposing that strip searches can be conducted when a subject is brought into the jail without having to go through the lengthy process that is in place right now to do a search. It was thought to be a valid resolution as well.

The last resolution extending the time period from 12 to 24 months for seeking reimbursement for certain expenses from inmates sentenced in a county jail is definitely a good one. There also is an addition to this bill in the Senate regarding certifying the debt for inclusion in the TRIP program (this is a Department of Revenue program that allows tax refund monies to be used for certified debts such as child support or inmate medical expense, etc.) that was just added. Phil Ristow said that part really was the important piece of the bill. The change allows the county to have more time to sue for judgment if they choose or certify the debt for the TRIP program. Until this modification, the interpretation was to take the debt off the program after the 12 month period. With the modifications, the county should be able to keep debt on TRIP and it provides a longer period to file a judgment if needed. Sheriff Milbrath said he has been speaking to every legislator that he can to pass this new version of the bill.

Pam Rogers made a motion to recommend the resolutions and send them back to the Administration and Rules Committee with a revision to the last resolution regarding putting the certified inmate debt on the TRIP program indefinitely. George Jaeckel seconded. Motion carried.

**Grants – Status of ongoing or new grants:** Sheriff Milbrath said the grant is officially approved from Wisconsin Clean Cities so the Sheriff's Office will be receiving a little over \$23,000 toward the purchase of five propane systems. The systems are ordered and need to be paid for by the end of June as part of the grant requirements.

The Sheriff's Office also qualifies for the Wisconsin Propane Research Council grant and should be receiving \$10,000 from them.

Sheriff Milbrath added that he is still waiting to hear about the grant funding for traffic cones in the amount of \$750.

Chief Deputy Parker has decided he would like the agency to apply for the COPS grant again; however, the Sheriff said that there is not a high probability of getting one of those. There is not much federal money in them anymore, and especially not for smaller agencies. Those grants are sometimes based on size and voting block.

**Report from the Sheriff:** The freezer for the jail that is being put in the garage area was measured wrong and will need to be customized. The freezer will pay for itself in a relatively short time due to bulk cost savings. The kitchen has passed all of its inspections with flying colors as well.

The Law Enforcement Memorial program went very well. Sheriff Milbrath thanked everyone that could make it.

The SimCom exercise that was held at the fairgrounds went extremely well. Sheriff Milbrath said that Todd Lindert, the Sheriff's Office dispatch supervisor, and his group did an awesome job developing the program. It was probably the best SimCom exercises the state has ever had. The exercise in the past became more of a "show and tell" program. This year the agencies had to put their platforms and equipment to the test. It was very challenging. He is waiting for the after action report but has heard nothing but positive comments about the exercise.

Good feedback has been coming for the programs in the jail. In addition, a couple of the inmates are professional painters so they are working on painting the jail. They are doing a really great job.

The propane tank is going to be repainted. It was painted last fall (grant money paid for it) but the paint is bubbling. Stickers for the tank have been provided by United Cooperative. The Sheriff noted that a lot of agencies have been expressing interest in propane and have been coming to see our vehicles. Some articles will be coming out soon in a few publications about our program.

Pam Rogers asked about the Annex Building repairs. Some stop gap fixes have been done but GMA is putting the specs ready to put out for bids. Since all of the investigation has been done and all the problems are known, it should not take too long to get it going.

**Review monthly bills and financial items:** – The committee approved the monthly recap reports for February bills in the amount of \$125,158.51, March bills in the amount of \$319,777.83 and April bills at \$169,371.92. A spreadsheet summarizing current bills was reviewed by the committee members. A question was asked about whether ammunition was in short supply and Sheriff Milbrath said it is rather difficult to get it. They have been able to work with a couple retired deputies who is reloading some of the ammunition for them.

Although the Sheriff did not have the spreadsheet for budget figures, he said the Chief had indicated the Sheriff's Office was pretty much on budget so far. A couple categories are slightly above budget but should even out over the year. Overtime also is slightly high but they are working on it.

**Review monthly jail and patrol activity reports:** Jail and patrol activity reports were reviewed.

**Jail assessment fund items:** General fund items in the amount of \$5,571.92 for the months of February, March and April.

Next meeting date is Friday, June 28, 2013

A motion made by Pam Rogers to adjourn at 9:33 a.m., was seconded by George Jaeckel. Motion carried.

Motions Carried:   3   Lost:   0  .

Signed \_\_\_\_\_

## COUNTY BOARD COMMITTEE MINUTES

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

**DATE:** June 11, 2013

Meeting called to order by Paul Babcock at 6:30 p.m. Members of the committee present were: Paul Babcock, George Jaeckel, Pam Rogers, Dwayne Morris

Others present were: Sheriff Milbrath, Chief Deputy Parker, Phil Ristow

Absent: Ed Morse

**Compliance with open meetings law:** Compliance was assured.

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

**Public Comment:** None

**Communications:** None

**Review and recommend policing contract for the Town of Koshkonong:** The committee reviewed and discussed the contract for the Town of Koshkonong to provide police services within the Town boundaries. Pam Rogers made a motion to forward the contract to the county board for approval. Dwayne Morris seconded. George Jaeckel abstained due to a conflict of interest. Motion carried 3-0.

Next meeting date is Friday, June 28, 2013.

George Jaeckel made a motion to adjourn which was seconded by Dwayne Morris. Meeting adjourned at 6:36 p.m.

Motions Carried:   1   Lost:   0  .

Signed \_\_\_\_\_



# INTRODUCTION

## 1. CHAPTER OVERVIEW

This chapter introduces the need for this plan by making the case that natural disasters have historically caused substantial damage to people and property in Jefferson County and that while it is not possible to prevent natural disasters from occurring, it is possible to better position a community to mitigate the effects of natural disasters. The purpose and scope of this plan are described so that it is clear what this document is intended to do and how it relates to other previous planning efforts and ongoing emergency management activities. The ways in which the general public and local units of government were involved in the preparation, review, and adoption of this plan are documented. A procedure for keeping this document current is described. In the final section, those governmental units adopting this plan are listed.

## 2. PURPOSE

It's fair to say that most people do not think about natural disasters until they are personally affected in some way. When a significant event does strike, the general public most often looks to government at all levels and non-governmental organizations, like the American Red Cross, for assistance. Likewise, local units of government look to state agencies and the federal government for financial help and assistance. Depending on the scale of the natural disaster, assistance can be short-term or on-going over an extended period of time.

Throughout the United States, government's response, and associated costs, has grown significantly. At the federal level, the average annual loss from natural disasters was \$3.3 billion between 1989 and 1993. Between 1994 and 1998, that figure rose to \$13 billion.

In an effort to curb rising costs, the federal government adopted the Disaster Mitigation Act of 2000 (DMA 2000). It amended the Robert T. Stafford Disaster Relief and Emergency Act, which is the primary law at the federal level dealing with disaster planning, mitigation, response, and recovery.

DMA 2000 reinforced the importance of hazard mitigation planning to proactively devised strategies intended to avoid and reduce the negative effects of natural disasters. If a community wants to apply for grant funding from the Pre-Disaster Mitigation (PDM) Program or the Hazard Mitigation Grant Program (HMGP), it must have an approved hazard mitigation plan. If a disaster strikes a community that does not have an approved plan, it can only receive funding through HMGP if it agrees to prepare a plan within one year.

Jefferson County and participating municipalities have prepared this plan to meet this new requirement, and in so doing, help its citizens mitigate the effects of natural disasters.



### Chapter Contents

1. Chapter Overview
2. Purpose
3. Scope
4. Relationship of Mitigation Planning to Other Emergency Management Activities
5. Relationship to Other Plans
6. Plan Preparation, Review, and Adoption
7. Interagency Coordination
8. Plan Maintenance and Amendment
9. Incorporating this Plan into Other Planning Efforts
10. Governmental Units Adopting this Plan