

# LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

## AGENDA

311 S. Center Ave – Room C2003

Jefferson, WI 53549

April 25, 2025 at 9:30 am

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Meeting ID: 236 030 545 93

Passcode: ee6ZX6Lu

**Dwayne Morris, David Drayna, Brandon White, Mary Roberts, Karl Zarling**

1. Call to order
2. Roll call
3. Certification of compliance with open meetings law
4. Approval of the agenda
5. Public comment – (Members of the public who wish to address the committee on specific agenda items must register their request at this time)
6. Approval of the March 28, 2025 minutes
7. Update on Hazard Mitigation Plan
8. Update on County Role in Mass Mortality Plans and HPAI Preparedness
9. Scholarships received
10. Pipeline Training
11. Update on Off-Site Facility Plans
12. Update on Flood Mitigation Grant closeouts
13. Review Emergency Management Budget
14. Update on ongoing coordination and plans for flood mitigation properties
15. Discussion on Emergency Operations Center (EOC) Plan
16. Next Meeting date: May 23, 2025 (Sheriff's Office)
17. Adjourn

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

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.

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
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12001 EMPG

20 Emergency Management

12001 411100	-100,808.28	General Property Taxes	0.00	-100,808.28	-25,202.07	0.00	-75,606.21	25.0%
12001 421001	-49,650.00	State Aid	0.00	-49,650.00	0.00	0.00	-49,650.00	.0%
12001 473016	0.00	Local Agency Reimbursement	0.00	0.00	-14.00	0.00	14.00	100.0%
12001 511110	86,636.92	Salary-Permanent Regular	0.00	86,636.92	38,905.67	0.00	47,731.25	44.9%
12001 511210	12,394.75	wages-Regular	0.00	12,394.75	0.00	0.00	12,394.75	.0%
12001 511220	348.30	wages-Overtime	0.00	348.30	0.00	0.00	348.30	.0%
12001 511330	300.00	wages-Longevity Pay	0.00	300.00	0.00	0.00	300.00	.0%
12001 512141	7,283.04	Social Security	0.00	7,283.04	2,881.62	0.00	4,401.42	39.6%
12001 512142	6,844.36	Retirement (Employer)	0.00	6,844.36	2,586.10	0.00	4,258.26	37.8%
12001 512144	16,590.42	Health Insurance	0.00	16,590.42	4,690.75	0.00	11,899.67	28.3%
12001 512145	89.35	Life Insurance	0.00	89.35	9.00	0.00	80.35	10.1%
12001 512151	1,440.00	HSA Contribution	0.00	1,440.00	0.00	0.00	1,440.00	.0%
12001 512173	1,104.00	Dental Insurance	0.00	1,104.00	626.91	0.00	477.09	56.8%
12001 521219	2,837.50	Other Professional Serv	0.00	2,837.50	6,072.42	0.00	-3,234.92	214.0%
12001 531243	100.00	Furniture & Furnishings	0.00	100.00	0.00	0.00	100.00	.0%
12001 531303	0.00	Computer Equipmt & Software	0.00	0.00	23.74	0.00	-23.74	100.0%
12001 531311	40.00	Postage & Box Rent	0.00	40.00	0.78	0.00	39.22	2.0%
12001 531312	50.00	Office Supplies	0.00	50.00	100.99	0.00	-50.99	202.0%
12001 531313	160.00	Printing & Duplicating	0.00	160.00	78.22	0.00	81.78	48.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13								
ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
12001 531314	100.00	Small Items Of Equipment 0.00	100.00	0.00	0.00	100.00	.0%	
12001 531324	97.00	Membership Dues 0.00	97.00	20.00	0.00	77.00	20.6%	
12001 531348	600.00	Educational Supplies 0.00	600.00	0.00	0.00	600.00	.0%	
12001 531351	200.00	Gas/Diesel 0.00	200.00	203.79	0.00	-3.79	101.9%	
12001 532325	450.00	Registration 0.00	450.00	484.00	0.00	-34.00	107.6%	
12001 532335	200.00	Meals 0.00	200.00	0.00	0.00	200.00	.0%	
12001 532336	528.00	Lodging 0.00	528.00	292.03	0.00	235.97	55.3%	
12001 532350	500.00	Training Materials 0.00	500.00	0.00	0.00	500.00	.0%	
12001 533222	200.00	Electric 0.00	200.00	37.40	0.00	162.60	18.7%	
12001 533225	782.04	Telephone & Fax 0.00	782.04	75.84	0.00	706.20	9.7%	
12001 533236	500.00	wireless Internet 0.00	500.00	111.97	0.00	388.03	22.4%	
12001 533237	240.00	Cable Television 0.00	240.00	82.19	0.00	157.81	34.2%	
12001 535242	372.00	Maintain Machinery & Equip 0.00	372.00	63.91	0.00	308.09	17.2%	
12001 535349	500.00	other Supplies 0.00	500.00	0.00	0.00	500.00	.0%	
12001 571004	2,423.00	IP Telephony Allocation 0.00	2,423.00	605.76	0.00	1,817.24	25.0%	
12001 571005	595.00	Duplicating Allocation 0.00	595.00	148.74	0.00	446.26	25.0%	
12001 571009	3,294.00	MIS PC Group Allocation 0.00	3,294.00	823.50	0.00	2,470.50	25.0%	
12001 571010	854.00	MIS Systems Grp Alloc(ISIS) 0.00	854.00	213.51	0.00	640.49	25.0%	
12001 591519	1,804.60	other Insurance 0.00	1,804.60	346.14	0.00	1,458.46	19.2%	
TOTAL Emergency Management	0.00	0.00	0.00	34,268.91	0.00	-34,268.91	100.0%	
TOTAL EMPG	0.00	0.00	0.00	34,268.91	0.00	-34,268.91	100.0%	

12002 EPCRA

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
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20 Emergency Management

12002 411100		General Property Taxes					
	-78,177.90	0.00	-78,177.90	-19,544.49	0.00	-58,633.41	25.0%
12002 421001		State Aid					
	-23,489.00	0.00	-23,489.00	0.00	0.00	-23,489.00	.0%
12002 511110		Salary-Permanent Regular					
	21,659.23	0.00	21,659.23	4,878.23	0.00	16,781.00	22.5%
12002 511210		wages-Regular					
	49,579.01	0.00	49,579.01	0.00	0.00	49,579.01	.0%
12002 511220		wages-Overtime					
	1,393.20	0.00	1,393.20	0.00	0.00	1,393.20	.0%
12002 511330		wages-Longevity Pay					
	75.00	0.00	75.00	0.00	0.00	75.00	.0%
12002 512141		Social Security					
	5,476.42	0.00	5,476.42	349.50	0.00	5,126.92	6.4%
12002 512142		Retirement (Employer)					
	4,719.50	0.00	4,719.50	339.01	0.00	4,380.49	7.2%
12002 512144		Health Insurance					
	4,147.61	0.00	4,147.61	1,172.70	0.00	2,974.91	28.3%
12002 512145		Life Insurance					
	32.69	0.00	32.69	1.35	0.00	31.34	4.1%
12002 512151		HSA Contribution					
	360.00	0.00	360.00	0.00	0.00	360.00	.0%
12002 512173		Dental Insurance					
	1,104.00	0.00	1,104.00	69.66	0.00	1,034.34	6.3%
12002 521219		Other Professional Serv					
	0.00	0.00	0.00	2,063.40	0.00	-2,063.40	100.0%
12002 531243		Furniture & Furnishings					
	100.00	0.00	100.00	0.00	0.00	100.00	.0%
12002 531303		Computer Equipmt & Software					
	0.00	0.00	0.00	23.74	0.00	-23.74	100.0%
12002 531311		Postage & Box Rent					
	10.00	0.00	10.00	0.00	0.00	10.00	.0%
12002 531312		Office Supplies					
	50.00	0.00	50.00	100.98	0.00	-50.98	202.0%
12002 531313		Printing & Duplicating					
	160.00	0.00	160.00	68.21	0.00	91.79	42.6%
12002 531314		Small Items Of Equipment					
	100.00	0.00	100.00	0.00	0.00	100.00	.0%
12002 531321		Publication Of Legal Notice					
	57.37	0.00	57.37	50.80	0.00	6.57	88.5%
12002 531324		Membership Dues					
	25.00	0.00	25.00	20.00	0.00	5.00	80.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
12002 531348	600.00	Educational Supplies 0.00	600.00	0.00	0.00	600.00	.0%
12002 531351	200.00	Gas/Diesel 0.00	200.00	203.81	0.00	-3.81	101.9%
12002 532325	450.00	Registration 0.00	450.00	285.00	0.00	165.00	63.3%
12002 532335	200.00	Meals 0.00	200.00	0.00	0.00	200.00	.0%
12002 532336	528.00	Lodging 0.00	528.00	292.03	0.00	235.97	55.3%
12002 532350	500.00	Training Materials 0.00	500.00	0.00	0.00	500.00	.0%
12002 533225	780.00	Telephone & Fax 0.00	780.00	75.84	0.00	704.16	9.7%
12002 533236	500.00	wireless Internet 0.00	500.00	111.93	0.00	388.07	22.4%
12002 533237	240.00	Cable Television 0.00	240.00	82.20	0.00	157.80	34.3%
12002 535242	372.00	Maintain Machinery & Equip 0.00	372.00	63.91	0.00	308.09	17.2%
12002 535349	500.00	other Supplies 0.00	500.00	0.00	0.00	500.00	.0%
12002 571004	2,423.00	IP Telephony Allocation 0.00	2,423.00	605.76	0.00	1,817.24	25.0%
12002 571009	3,294.00	MIS PC Group Allocation 0.00	3,294.00	823.50	0.00	2,470.50	25.0%
12002 571010	854.00	MIS Systems Grp Alloc(ISIS) 0.00	854.00	213.51	0.00	640.49	25.0%
12002 591519	1,176.87	Other Insurance 0.00	1,176.87	282.84	0.00	894.03	24.0%
TOTAL Emergency Management	0.00	0.00	0.00	-7,366.58	0.00	7,366.58	100.0%
TOTAL EPCRA	0.00	0.00	0.00	-7,366.58	0.00	7,366.58	100.0%

12003 HMPG Flood Mitigation

20 Emergency Management

12003 421099 20505	0.00	Capital State Aid 0.00	0.00	-3,380.11	0.00	3,380.11	100.0%
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YEAR-TO-DATE BUDGET REPORT

FOR 2025 13								
ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
12003 521219	0.00	other Professional Serv 0.00	0.00	975.00	0.00	-975.00	100.0%	
12003 521219 20503	0.00	other Professional Serv 0.00	0.00	30.00	0.00	-30.00	100.0%	
12003 521219 20504	0.00	other Professional Serv 0.00	0.00	3,149.68	0.00	-3,149.68	100.0%	
12003 521219 20505	0.00	other Professional Serv 0.00	0.00	3,371.44	0.00	-3,371.44	100.0%	
12003 521219 20506	0.00	other Professional Serv 0.00	0.00	1,587.78	0.00	-1,587.78	100.0%	
TOTAL Emergency Management	0.00	0.00	0.00	5,733.79	0.00	-5,733.79	100.0%	
TOTAL HMPG Flood Mitigation	0.00	0.00	0.00	5,733.79	0.00	-5,733.79	100.0%	
<b>12005 EM Other Activity</b>								
<b>20 Emergency Management</b>								
12005 421002	-250.00	State Aid Sara Comp & Hazmat 0.00	-250.00	0.00	0.00	-250.00	.0%	
12005 531303	250.00	Computer Equipmt & Software 0.00	250.00	0.00	0.00	250.00	.0%	
TOTAL Emergency Management	0.00	0.00	0.00	0.00	0.00	0.00	.0%	
TOTAL EM Other Activity	0.00	0.00	0.00	0.00	0.00	0.00	.0%	
TOTAL General Fund	0.00	0.00	0.00	32,636.12	0.00	-32,636.12	100.0%	
TOTAL REVENUES	-252,375.18	0.00	-252,375.18	-48,140.67	0.00	-204,234.51		
TOTAL EXPENSES	252,375.18	0.00	252,375.18	80,776.79	0.00	171,598.39		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13							
ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
GRAND TOTAL							
0.00	0.00	0.00	32,636.12	0.00	-32,636.12	100.0%	

\*\* END OF REPORT - Generated by Tracy Neuhauser \*\*

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	9	Y	N
Sequence 3	3	Y	N
Sequence 4	0	N	N

Report title:  
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.  
 Print totals only: N  
 Print Full or Short description: F  
 Print full GL account: N  
 Format type: 2  
 Double space: N  
 Suppress zero bal accts: Y  
 Include requisition amount: N  
 Print Revenues-Version headings: N  
 Print revenue as credit: Y  
 Print revenue budgets as zero: N  
 Include Fund Balance: N  
 Print journal detail: N  
 From Yr/Per: 2020/10  
 To Yr/Per: 2021/ 9  
 Include budget entries: Y  
 Incl encumb/liq entries: Y  
 Sort by JE # or PO #: J  
 Detail format option: 1  
 Include additional JE comments: N  
 Multiyear view: F  
 Amounts/totals exceed 999 million dollars: N

Year/Period: 2025/13  
 Print MTD Version: N  
 Roll projects to object: N  
 Carry forward code: 1

Find Criteria	
Field Name	Field Value
Org	120*
Object	
Project	
Rollup code	
Account type	
Account status	Active



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

**DATE:** 03/28/25

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

**Roll Call:** Members of the committee present were: Dwayne Morris, Brandon White, Mary Roberts, Karl Zarling (Teams)

Others present were: Undersheriff Jerry Haferman Corporation, Chief Deputy Donald Hunter, Sheriff Travis Maze, Corporation Counsel Danielle Thompson, County Administrator Michael Luckey (Teams)

Absent: David Drayna

**Certification of Compliance with open meetings law:** Corporation Counsel Danielle Thompson certified compliance with the open meetings law.

**Approval of the agenda:** The agenda was changed to move Discussion and approval of the Hazard Mitigation Plan update to before Communications so Emergency Management Director Tracy Hameau can leave. Agenda update approved.

**Public Comment:** Anita Martin spoke on the bird flu and how a mass casualty plan has not been made by Jefferson County yet.

**Approval of the February 28, 2025, meeting minutes:** A motion was made by Supervisor White, and seconded by Supervisor Roberts that the February 28, 2025, minutes be approved as printed. Motion carried.

### **Discussion and approval of the Hazard Mitigation Plan update**

- Emergency Management Director Hameau informed the committee that this is just looking to have a motion to send the updated plan to the County Board for approval. A motion was made by Supervisor Zarling and seconded by Supervisor Roberts. Motion carried

### **Communications:**

None

### **Grants - Update of ongoing or new grants:**

- Sheriff Maze informed the committee that the speed and occupant restraint grants are currently running. 401 Citations have been issued with 738 traffic stops.
- The Jefferson County Sheriff's Office is being slotted to get the PSAP Grant for \$36,000 where the department must come up with \$3,600 and this will be used to update the radio system to communicate with the state once their update is completed.

**Discussion and possible action on Sheriff's Office Mobile App**

- Sheriff Maze spoke on this app would be to help the public and inmates get information on warrants, sex offenders, road closures, who is in jail, and put money on inmate jail accounts. The cost would be covered by the commissary fund so there would be no expense to the taxpayers.
- A motion was made by Supervisor Zarling and seconded by Supervisor White to approve of the purchase. Motion carried

**Proclamation of Law Enforcement Memorial Day – May 14, 2025**

- A motion was made by Supervisor Roberts and seconded by Supervisor White to send this to the County Board. Motion carried.

**Report from the Sheriff:**

- Sheriff Maze informed the committee that a \$500 donation has been made from the Fort Wisconsin club to the K-9 unit.
- Currently for Patrol there are 23 fully trained, 2 in training, leaving patrol 7 short. Jail has 24 fully trained, 6 in training, 1 on military with 2 leaving in June, leaving the jail 1 person short. The department is 1 jail sergeant and 1 patrol sergeant short. Dispatch is 3 short however there is 1 starting at the end of march.
- There are 3 new deputies starting in the next couple of weeks with 7 in the background stage and 5 out of those 7 have prior experience.
- The Sheriff's Office is putting on active threat training for all county employees in April and May with another one in fall.
- There are new medical clearance guidelines for the jail so that the county cannot be held liable for certain things.

**Update on Lateral Patrol Transfers**

- Chief Deputy Hunter informed the committee that the department had 1 more deputy start this month so that filled 4 out of the 6 positions so we are still actively looking.

**Review monthly bills and financial items (December-Final, January, February):** – The committee approved the monthly recap reports for December 2025 bills in the amount of \$223,978.94, January 2025 bills in the amount of \$366,340.28 and February 2025 bills in the amount of \$349,162.22. A spreadsheet summarizing current bills was reviewed by the committee members.

**Report on the budget:**

- Chief Deputy Hunter spoke on how the department came in at \$1,997,326.11 under budget last year and as of February the budget is currently at 16.7 % so that is right in line where it is supposed to be.

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

**Discussion and Possible action on approving jail assessment fund purchases:**

- Bills were presented for dish washer lease (01/01/25-01/18/25) for \$128.56, dish washer lease (01/19/25--02/18/25) for \$221.41, dish washer lease (02/19/25-03/18/25) for \$221.41, and Jail inmate instruction for January and February for \$3,600.00 for a total of \$4,171.38.
- A bill for an update and replace the Livescan was presented for a total of \$10,025.00

The jail assessment balance at the end of February is \$208,494.49

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

- Bird Flu Mass Casualty plan

**Adjourn:** A motion made by Supervisor White to adjourn at 9:59 a.m., was seconded by Supervisor Roberts. Motion carried.