

COUNTY BOARD COMMITTEE MINUTES

COMMITTEE: LAW ENFORCEMENT/ EMERGENCY MANAGEMENT COMMITTEE

DATE: May 22, 2015

Meeting called to order by Dwayne Morris at 8:32 a.m. Members of the committee present were: Dwayne Morris, Amy Rinard, Mike Wineke, Kirk Lund
Others present were: Sheriff Milbrath, Chief Deputy Parker, Corp. Counsel Blair Ward, M.E. Nichol Wayd, Captain Wallace

Absent: Al Counsell

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: The April 23, 2015 meeting was cancelled so no minutes were approved.

Communications: None

Discussion and action as it relates to the Medical Examiner's policy and fee administration:

- Nichol Wayd, M.E. has been going through the records for Jefferson County and has found that the county has been funding the county cremation cases.
- County cremation cases are classified as those where the deceased or the family have no funds for the disposition of the decedent.
- The county has funded these since 2012 and Human Services funded them before that.
- She wants to set aside in her budget enough funds to pay for two such cremations a year but may not need the funds for both.
- Most of the time, the deceased was also receiving state assistance (Medicaid/Medicare) and the funeral home will receive up to \$2,500 for funeral/burial (\$1,500) and cemetery/crematorium (\$1,000) assistance (Wisconsin Funeral and Cemetery Aids Program (WIFCAP).
- In county cases when the individual is indigent or on state assistance, the death certificate (\$25) and cremation permit (\$200) fees have been waived. She is proposing to continue this practice.
- She will ask for documentation from funeral homes that the deceased had state assistance or no financial assets as justification for waiving the fees.
- A bill has been introduced that will require counties to waive fees if the deceased is indigent and/or on state assistance and also will not allow raises in fees for two years.
- Establishing a policy for waiving fees in these instances and other actions or duties that the Medical Examiner's office does is a primary goal as there are no written policies at this time. However, there is a written fee schedule.
- Bodies that have been unclaimed for a proposed set time period would also be cremated. This would not include those that are part of an ongoing or sensitive case. If

- the individual has family, the cremated remains would be given to the family if they wish to have them.
- Nichol is also looking at options in regard to burial of the cremated remains if they are not given to family, the family does not want them or they have no family.
 - She will be looking to contract the cremations the county may have to do and will send letters to them with a cap of \$500 (including transport). She does have a person that she's worked with before who has offered to do them for \$400, plus he also currently does transports (to autopsies, to funeral homes) for her here in Jefferson County.
 - Corp Counsel Blair Ward talked a bit about the differences with policy and budgetary items in the information Nichol was giving. He recommended that the current medical examiner's fee schedule be amended to contain a statement about waiving fees and reporting it to the LEEM committee when it does happen. Policy should also be drafted for the supporting criteria for waiving fees.
 - Nichol also talked about the charges for toxicology and autopsy reports as well as who is able to get the reports free and who is charged for them. There is a standard fee for these two reports (includes both reports) at this time but she would like to revamp this fee structure.
 - Nichol will meet with Corp Counsel and will work on putting together the documentation that seems to be needed and will bring the information back to the committee when it is completed.

Grants - Update of ongoing or new grants:

- The Sheriff received a call from Tyson indicating that they had received the small grant (\$1,550) he applied for. The Sheriff's Office would not qualify for any of Tyson's larger grant.
- Representatives from Tyson will be here today to present the check.
- The grant funds will be used to purchase a suitcase lighting system for investigations that have low light or night conditions.
- The Sheriff will be writing the Enbridge grant again this year as well and hopes to use those funds, if awarded, for a back-up generator to be installed at the new Sullivan tower site. Because the site is playing more of a role in the network and is relatively remote, making it more difficult to get to when weather is bad, the generator will be a significant need to keep things running.
- The K-9 unit received a donation for \$500 from the Fort Wisconsin Club and the Fort Generals baseball team also sent a \$250 donation to the K-9 unit as well.
- All of the funds specifically donated to the K-9 unit are used for that program.
- Chief Deputy Parker said the Click It or Ticket grant this week. This is a grant that enforces seat belt use.
- The traffic enforcement grants are also in full swing. Motorcycle and patrol squads are being dedicated to traffic grant enforcement.

Report from the Sheriff:

- The Sheriff's Office personnel who were involved in Law Day received thank you letters
- Chief Deputy Parker received kudos for his press release regarding the Dwyer case.
- Deputy Riesen and Dispatcher Shanahan were thanked for the work they did on a case by a citizen.
- The 9mm Smith and Wesson duty weapons have all been distributed to officers now.

- The deputies have been trained on Narcan and it is in the squads to hopefully help deal with the overdoses that have become more frequent.
- A number of the body cameras are up and running.
- The Sheriff's Office is working with the Health Department about the nursing staff in the jail. They are looking at alternatives and cost effective measures to provide jail medical coverage when the Health Department is understaffed.
- A new fence has been put up around the propane tank. The tank will likely be repainted again as the paint is bubbling up and peeling off.
- Sheriff Milbrath noted that the Sheriff's Office is fortunate to have some really great community partners. Me & My Pet in Fort Atkinson has been supplying dog food for the K-9's. Steve Sterwald of Steve's Towing fixed the forklift that is at the Drug Task Force Annex. He did a lot of work on it and a good portion of it was at his expense.
- Three deputies have recently been hired. One of them will be going to the academy beginning on June 1st. The other two are already certified and will start with the Sheriff's Office between June 10th and 14th.
- MATC will be keeping the 520 hour academy until the beginning of 2016. The new academy will be 720 hours which will mean a longer time away from employment if we have to send someone to it. The Department of Justice will pay for the tuition to attend (both the academy and jail school) but the agencies pay wages while they are going to school.

Debrief by Supervisor Todd Lindert on 911 and Fire / EMS paging projects:

- The 2014 radio console/paging project was carried over to 2015.
- The new consoles are on order and will be set up by Gen Comm before coming here.
- Connections between the equipment room and dispatch are being evaluated.
- Software for the digital recorder is on order to allow recording from a remote network connection.
- The link between Watertown and Jefferson County 911 centers is being worked on and licensing has been filed with the FCC.
- A different microwave path was needed between the two sites due to some obstruction so the new path will be from Jefferson to Sullivan to Watertown. This path already exists so there will be no new equipment needed.
- The existing microwave equipment from the Jefferson to Watertown link will be stored and likely reallocated to a possible future link with Lake Mills.
- Bids for the 911 phone system replacement project (2015 budget) were able to be placed through yesterday (May 21) and five bids were received.
- The bids will be opened next week (Tuesday, May 26) and will be reviewed. If necessary, bidders may be asked to come in to explain their bid, showcase their products and answer any questions.
- Target date for completion is early fall.

Debrief by Captain Wallace on jail camera system:

- The current jail camera system is dying a slow death. The only way they can find parts for it now is to go on e-bay and hope they find something.
- They contacted the company out of Texas that put the camera system in the courthouse and hired them as a consultant to come in and inspect the facility. They will also assist in preparing an RFP to put out for bids possibly by the middle of June and hopefully will select the winning vendor around mid July.

- They hope to have the project done by the end of August.
- This project would increase the number of cameras in the jail and coverage would be much better. It would also include additional perimeter cameras outside the jail.
- The technology is much better with the newer cameras.
- This project will be funded through the jail assessment fund and will likely cost somewhere between \$150,000 and \$175,000. The cost will mostly be labor for pulling wires through the jail facility.

Review monthly bills and financial items: – The committee approved the monthly recap reports for March bills in the amount of \$91,961.26 and April bills in the amount of \$172,945.89. A spreadsheet summarizing current bills was reviewed by the committee members.

Report on budget:

- At the end of April expenditures and revenues should be at 33.3% of the budget. Through the first four months, expenditures are at 29.3% and revenues are at 32.46%.
- Sheriff's Office total operating (without capital items) is \$403,680 under budget at the end of April.
- Wages and benefits are \$24,025 under budget so far. Dispatch expenses are at 33.75% but all other units are under the budget projection.
- Adjustments were made last year for the 2015 budget to make the projection more realistic.

Proposed 2016 capital projects for the budget:

- Vehicles and propane systems.
- Will talk about this again next month for any possible projects.

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

They are looking at switching commissary vendors from Stellar to Swanson. Swanson has wireless ordering capability which could also be used to benefit inmate medical accounts.

Jail assessment fund items: General fund items for the month totaling \$4,742.84. This total includes \$3,342 for the Literacy Council (jail literacy programs) and \$1,400.84 for miscellaneous jail supplies and maintenance. The balance in this account is \$259,179.92.

Agenda Items:

Revisit 2016 capital budget items.

Adjourn

Next meeting date is June 26, 2015

A motion made by Amy Rinard to adjourn at 10:32 a.m., was seconded by Kirk Lund. Motion carried. (All-Ayes)

Motions Carried: 1 Lost: 0 .