

LAW ENFORCEMENT/EMERGENCY MANAGMENT COMMITTEE MINUTES

DATE: February 22, 2019

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

Roll Call: Members of the committee present were: Kirk Lund, Dwayne Morris, Greg David, Brandon White, James Braugler

Others present were: Sheriff Paul Milbrath, Chief Deputy Jeff Parker

Absent: none.

Certification of Compliance with open meetings law: Chief Deputy Parker certified compliance with the open meetings law.

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

Public Comment: None

Approval of the January 25, 2019 meeting minutes: A motion was made by Kirk Lund, and seconded by Brandon White that the January 25, 2019 minutes be approved as printed. Motion carried.

Communications:

- The Sheriff's Office has received a number of "thank you's". One was from a citizen regarding the Sheriff's Office's newest dispatcher providing CPR over the phone that ended up helping to save her husband's life. Another was regarding Deputy Heather Larson's kindness and understanding when a family found a loved one deceased and how she handled the situation.

Grants - Update of ongoing or new grants:

- Sheriff Milbrath has applied for a propane grant that includes both last year and the current year for \$6,000.
- Enbridge has a new grant program that will be for the purchase of search and rescue equipment for up to \$7,000.
- Compeer Financial also has a grant program for First Responders that Sheriff Milbrath will be applying for.
- The Sheriff's Office received a \$25,000 Traffic Grant that will be used in conjunction with surrounding municipalities.
- Sheriff Milbrath gave an explanation regarding the competitiveness of the grant process and the different options and strategies taken to receive the grants.

Report from the Sheriff:

- The new mechanic, Steven, is doing very well and next month will be able to install a propane system when the company sends representatives to the Sheriff's Office to help train him in the installation process.
- The Sheriff's Office is one deputy short due to a recent resignation. The Sheriff's Office

conducted a test this past week and will be sending out packets for the hiring process soon.

- There will be two deputies retiring late spring/early summer and two Captains retiring, one in June and one in August this year.
- The Sheriff's Office is one full-time dispatcher short.
- There was a teleconference recently with True North regarding the Communications project. Two meetings will be set up in March with the initial proposals; one will be with Fire, EMS, and municipalities and the second will be with the County Board.
 - This year will be focused on paging and micro wave communications which will be addressed by Fire and EMS as soon as possible
 - This project is not just to fix the issues for now, but to make sure this fixes the issues into the future as well.
- The RFP has been completed for the new Dive Trailer and has been sent out to bidders.
- The RFP has been designed for the storage shed at the Jefferson County Sheriff's Office Training Facility and is getting ready to be sent out to bidders.
- There was money carried over from last year to purchase a drone; since the initial funding was approved, the cost has gone down, and the Sheriff's Office is now able to purchase two drones.
- The Sheriff's Office Snowmobile Unit has been able to get on the trails this year and was successful in making their presence known.
- Sheriff Milbrath reported that one of the Sheriff's Office CSWs (Community Service Worker) has a daughter who is organizing a fundraiser in Fort Atkinson for the Sheriff's Office to purchase books or hygiene products for the jail.
- Sheriff Milbrath noted that he has plaques to hand out to citizens and local organizations for their generous donations made in the past year.

Review monthly bills and financial items (December): – The committee approved the monthly recap reports for December 2018 bills in the amount of \$146,605.95. A spreadsheet summarizing current bills was reviewed by the committee members.

Report on the budget: The Sheriff's Office finished 2018 being \$234,597.21 over budget with the majority of the overage coming from Jail overtime and fuel overage costs. Included in this amount is a carryover for a number of items to be completed in 2019: \$60,000 for the Dive trailer, \$93,000 for the Annex routers, \$30,000 for the storage shed at the Training Facility and \$5,600 for the radio consultant. Chief Deputy Parker stated that this year should be much better from a budget standpoint as the Sheriff's Office is better staffed than it was this past year. Chief Deputy Parker also noted that he is going to request five more state inmates be brought in which would add \$96,000 in revenues.

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: General fund items for the month total \$58,635.65. Payment was made to US Foods for the dishwasher monthly lease payment in the amount of \$135.95 and \$58,499.70 was transferred to the jail medical account to cover the 2018 jail medical contract expenses already paid to Advanced Correctional Medical to balance the jail medical account. The Sheriff's Office received a \$10,800 reimbursement from the inmate commissary account

for six months of 2018 jail inmate instruction expenses approved by Chief Deputy Parker and Sheriff Milbrath.

The jail assessment balance at the end of December is \$209,487.78.

Discussion on potential items for the March 22, 2019 meeting agenda:

- The March 22 meeting will be moved to March 29 in order to make sure all financial data is available.
- An agenda item will be added starting next month: "Update on Communications Project".

Next meeting date: March 29, 2019.

Adjourn: A motion made by Greg David to adjourn at 10:00 a.m., was seconded by Kirk Lund. Motion carried.