

COUNTY BOARD COMMITTEE MINUTES

COMMITTEE: LAW ENFORCEMENT/ EMERGENCY MANAGEMENT COMMITTEE

DATE: December 27, 2013

Meeting called to order by Paul Babcock at 8:30 a.m. Members of the committee present were: Paul Babcock, George Jaeckel, pam Rogers, Ed Morse, Dwayne Morris
Others present were: Sheriff Milbrath, Chief Deputy Parker

Absent: None

Compliance with open meetings law: Chief Deputy Parker assured.

Approve agenda: Agenda approved as presented.

Approval of minutes: A motion was made by Ed Morse, and seconded by George Jaeckel that the November 22, 2013 minutes be approved as printed. Motion carried.

Public Comment: None.

Communications: None.

Discussion and recommendation regarding CIS server and equipment: Chief Deputy Parker explained that this CIS server is for the Sheriff's Office Records Management System (RMS). CIS is the software for the RMS throughout the entire Sheriff's Office. The equipment has been ordered and the budgeted funds will be carried into 2014. Arrival of the server is projected at early 2014. Then MIS and the installation company will replace the old, outdated server with the new one. The server is housed in an air conditioned room just off the dispatch center.

Grants – Status of ongoing or new grants: Sheriff Milbrath said that there are no new anticipated grants at this time but a new grant cycle will be starting shortly. The Sheriff's Office will continue an eligibility with the Wisconsin Propane Council grant if any vehicles are able to be converted. However, the Sheriff's Office is not getting any new squad vehicles this year. They will be applying for several smaller grants during the year (from \$500 to \$1000 each). These grants are not a lot of work and are somewhat competitive, such as the Enbridge grant. It's too early to know what grants will be available yet but several have been rumored, including some DOT/BOTS traffic safety grant funding.

Report from the Sheriff: Sheriff Milbrath reported that they are losing a couple full-time dispatchers soon and are in the process of hiring. Courtney Bauer, who has been a dispatcher for almost two years has been accepted by Waukesha County in a deputy position, so will be leaving shortly after the New Year. She has a lot of education and background in that field. Another dispatcher who just had a baby, Julie Noll, has accepted a clerk/support position working day shift (she currently works 3rd shift). The Sheriff also mentioned that the Sheriff's Office did win an award from Wisconsin Clean Cities/Wisconsin Department of Energy in regard to the agency's use of propane as well as being a leader in this area of alternate fuels. Articles have been written and have appeared in several magazines about the Jefferson County Sheriff's Office use of propane as well. The Sheriff addressed the tower site in the Sullivan area and has talked to the owner who has gotten everything resolved with Charter. Apparently if the tower is under government use, it

requires stricter regulation and needs to be inspected. Visually the tower looks good and the Sheriff was able to dig into records and find the original specifications and measurements from more than 20 years ago which couldn't be found online. It saved a lot of money in regard to the inspection as they won't have to spend a lot of time climbing, checking footings, etc. Information is still being gathered from the inspection company as to the cost of the inspection. The county will be leasing the tower and will put up a building eventually on the site as well. Language will need to be included in the contract regarding the owner's ability to lease to others. The Citizens Police Academy just graduated this month. Many positive comments came from the students and several small donations came from the group to help keep the program running for others. He encourages all of the committee members that haven't been through the CPA to do so.

Chief Deputy Parker said the annex building project has been completed. An inspection will be done to make sure everything has been done as agreed. Other than some minor things while working on the building, it went very well. Pam Rogers asked about the need for more storage that was discussed previously. Chief Deputy Parker said they have contacted an individual that owns a large storage building off of Collins Road on Industrial Drive (between the Jefferson Bus Company and the County Park's Department building). It was originally built for storage and servicing of semi-trucks. It has four, large, overhead doors on each end. In contacting Mr. Foskett, he gave a figure of about \$175,000 to buy the building which is a very good price and an excellent location. He went on to say that backgrounds are being done on some deputy candidates. Civil Service interviews will be in January. One of the Sheriff's Office jail deputies left recently for an IT position at Trek and another will likely be putting in his resignation to pursue another law enforcement opportunity that is closer to his family. Those two positions will be filled. The Sheriff's Office has been without a part-time custodial staff for several months and have been using ZBM for limited custodial services. The Chief has asked them to put together a cost of hiring a couple of their workers for these positions before putting out for applicants. He said he would bring this proposal to the committee for discussion at the next meeting. (NOTE: After this meeting it was decided that the Sheriff's Office would continue to use part-time county personnel to fill these two custodial positions so ZBM will not be contracted for this.) The Chief went on to say that he will be bringing a couple items to the committee in 2014. The items will be jail assessment items for the kitchen. One is a dishwasher which is about 22 years old (about \$14,000) and another item is a big tipping skillet which is also very old (about \$14,000 also). A closed circuit television system is in the works for around the courthouse. The Sheriff's Office needs to replace the camera system in the jail (very old and there are not enough of them) as well so they are looking at doing both projects together. This will save quite a bit of money. The jail camera system will also be a jail assessment item but it will be very expensive to replace (\$80,000 to \$100,000). It is needed for jail security and has been an item the jail inspector has been noting this need for replacement for several years. Discussion was had about the jail assessment fund, what it is able to be used for and how it retains funding.

Review monthly bills and financial items: – The committee approved the monthly recap reports for November bills in the amount of \$166,937.32. A spreadsheet summarizing current bills was reviewed by the committee members.

Report on 2013 budget: Chief Deputy Parker said that at the end of November (91.66% of the budget year) the Sheriff's Office is operating at about 88.64%. There is a slight anomaly because the CIS server funding (\$165,000) has not been taken out to be carried over yet. Overtime is still a major issue. That account is on track to be about \$125,000 over budget. The Patrol Division will be about \$38,500 over, Support Services about \$9,400 over, and the Jail Division is looking to be

about \$77,000 over budget. The Chief said that for 2014 he added \$165,000 into the overtime budget. Hopefully by the end of 2014 there will not be an issue with overtime being over budget. Statutes require mandated staffing levels according to the inmate populations and our day shift right now is made up of mostly veteran deputies that have a lot of vacation/holiday time to take, causing some of the overtime, as well as deputies that resigned leaving vacancies. While new deputies are trained, it also leaves the staff short. Right now the law labor union is grieving a decision the Chief made a couple months ago to use the sergeants as part of the work force down there when someone calls in sick with less than 48 hours and the staffing level is less than mandated. The union says that overtime should be offered to the deputies and management says they have the right to dictate what staffing levels are. The Sheriff added that they do have the authority according to the census. The Chief said they did all the creative things they could think of to reduce overtime. He added that they will be putting together a subcommittee after the first of the year to evaluate the current schedule (5 on, 2 off, 5 on, 3 off) to see if there are better alternatives in order to have more deputies available on shifts. The fuel budget should be right on. The only other item that went a bit above budget was the water usage in the jail. Gas and electric were fine.

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

Jail assessment fund items: General fund items for the month totaling \$4,144.61.

Convene in closed session pursuant to §19.85(1)(e) Wisc. Statutes to discuss labor negotiations: No closed session this month due to no activity.

Adjourn

Next meeting date is Friday, January 24, 2014 (Emergency Management).

A motion made by Pam Rogers to adjourn at 9:28 a.m., was seconded by George Jaeckel. Motion carried.

Motions Carried: 2 Lost: 0 .

Signed _____