

UNAPPROVED MINUTES

Clark County Law Enforcement/Emergency Management Committee

The meeting was held on January 21, 2016 in Room 307 at the Clark County Courthouse in Neillsville.

Chairman Jalling called the meeting to order at 12:59 PM.

Roll Call

Committee Members Present: Roll call taken with the following members present: Doris Bakker, Gordon Haselow, Scott Jalling, Dale Mitte, and Frieda Rollins.

Committee Members Absent: None.

Attendance

Others in attendance some time during the meeting were as follows: Chief Deputy Hirsch, Jail Captain Englebretson, Patrol Captain Kreitlow, Personnel Manager Langreck, Forestry and Parks Director Dailey, and Emergency Management Director Ross.

Closed Session – WI Statute § 19.85(1) (f)

At 1:01 PM motion by Doris Bakker, seconded by Gordon Haselow that the committee may go into closed session in accordance with WI Statute § 19.85(1) (f) considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Topic: Specific personnel issues in the Clark County Sheriff's Office. Roll call vote taken with all "aye"; motion carried.

***At this time, Chairman Jalling asked that only the following be in attendance:
Committee members and Personnel Manager Langreck.***

***At this time, the following left the meeting:
Chief Deputy Hirsch, Patrol Captain Kreitlow,
and Administrative Assistant/Supervisor Mnichowicz.***

At this time, Supervisor Bakker became recording secretary.

At 1:29 PM motion by Doris Bakker, seconded by Dale Mitte to reconvene into open session. Roll call vote taken with all "aye", motion carried.

At this time, Personnel Manager Langreck left the meeting.

Closed Session – WI Statute § 19.85(1) (c)

At 1:30 PM motion by Frieda Rollins, seconded by Gordon Haselow that the committee go into closed session in accordance with WI Statute § 19.85(1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Topic: Corrections Sergeant position. Roll call vote taken with all “aye”; motion carried.

At 1:30 PM, Personnel Manager Langreck joined the meeting.

At 1:33 PM, Chief Deputy Hirsch joined the meeting.

At 1:35 PM, Chief Deputy Hirsch left the meeting.

At 1:40 PM, Jail Captain Englebretson joined the meeting.

At 1:59 PM, Jail Captain Englebretson left the meeting.

At 2:37 PM motion by Frieda Rollins, seconded by Gordon Haselow to reconvene into open session. Roll call vote taken with all “aye”, motion carried.

The committee may go in and out of closed session, take any action deemed appropriate from closed session, and may return to open session to continue transacting business.

At this time, the following people joined the meeting:

Chief Deputy Hirsch, Patrol Captain Kreitlow, and Administrative Assistant/Supervisor Mnychowicz.

At this time, Administrative Assistant/Supervisor Mnychowicz became recording secretary.

Corrections Sergeant Position

Motion by Dale Mitte, seconded by Frieda Rollins to offer the open corrections sergeant position to the next candidate on the as discussed in closed session. Roll call vote with all “aye”, motion carried.

At this time, Emergency Management Director Ross joined the meeting.

Unemployment

Personnel Manager Langreck discussed how unemployment hours and compensation works within Clark County.

At 2:43 PM, Jail Captain Englebretson joined the meeting.

Minutes

Motion by Frieda Rollins, seconded by Gordon Haselow to approve the minutes of the December 18, 2015 meeting. Voice vote taken with all “aye”; motion carried.

Minutes

Motion by Dale Mitte, seconded by Frieda Rollins to approve the minutes of the January 14, 2016 meeting. Voice vote taken with all “aye”; motion carried.

At 2:45 PM, Forestry and Parks Administrator Dailey joined the meeting.

Recreational Deputy Position

Forestry and Parks Administrator Dailey and Committee member Mitte discussed their concerns for this appointed position.

Chief Deputy Hirsch will update the committee after talking with Corporation Counsel Brunette about possibly establishing a job description for this position.

At 3:07 PM, Personnel Manager Langreck left the meeting.

At 3:14 PM, Forestry and Parks Administrator Dailey left the meeting.

Voucher Entries

Motion by Dale Mitte, seconded by Doris Bakker to approve the voucher entries as presented. Voice vote taken with all “aye”; motion carried.

Journal Entries

Motion by Doris Bakker, seconded by Frieda Rollins to approve the journal entries as presented. Voice vote taken with all “aye”; motion carried.

County Credit Card Monthly Billing

Motion by Dale Mitte, seconded by Gordon Haselow to approve the credit card expenditures as presented. Voice vote taken with all “aye”; motion carried.

Emergency Management Report

Emergency Management report was presented by Emergency Management Director Ross highlighting the following areas:

- Fiscal Year Emergency Management Performance Grants (EMPG)/Emergency Planning & Community Right-to-Know Act (EPCRA) Plan of Work
- All Hazards Mitigation Plan Update
- Mutual Aid Box Alarm System (MABAS)

- Exercise/Training
- Fiscal Year 2015 Assistance to Firefighters Grant
- Emergency Services Association
- Training/Meeting dates outside of Clark County

Communications Project

Communications Project report was presented by Emergency Management Director Ross highlighting the following areas:

- Vehicular Repeater Project
- Tower site acquisition
- Grant funding
- Project Funds Expended to Date

E-911 Project

Emergency Management Director Ross updated the committee members on the project.

E-911 Managed Service/Monitoring

Emergency Management Director Ross discussed the grand total amount of the E-911 project.

Motion by Gordon Haselow, seconded by Doris Bakker to approve the amended estimate on the E-911 equipment in the amount of \$22,690.00 and allow Chief Deputy Hirsch to take the estimate to the Finance Committee. Voice vote taken with all "aye"; motion carried.

Discussion with Finance Committee on the telecommunications division

Chairman Jalling discussed the agenda item will be postponed until the election for County Board in the spring.

2016 Emergency Planning & Community Right-to-Know Act (EPCRA) Computer and HAZMAT Equipment grant

Motion by Frieda Rollins, seconded by Dale Mitte to allow Emergency Management Director Ross to apply for the grant. Voice vote taken with all "aye"; motion carried.

Personnel Wage Rate Forms

The committee reviewed the personnel wage rate changes that were filed with the Personnel Committee as presented in written format.

Patrol Deputy Position(s)

Motion by Dale Mitte, seconded by Frieda Rollins to submit the five (5) eligibility pool candidates to the Sheriff for appointment for one (1) open Patrol Deputy position with the approval of the WPPA. Voice vote taken with all “aye”; motion carried.

Positions and/or Openings in all Clark County Sheriff’s Office Divisions

Chief Deputy Hirsch discussed the following:

Patrol: Three (3) Patrol Deputy openings.

Telecommunications: No full-time openings at this time.

Corrections: One (1) Jail Sergeant position opening.

Detective: No openings at this time.

Patrol Deputy Reserve

Motion by Dale Mitte, seconded by Gordon Haselow to approve the tentative offer of employment for the patrol deputy reserve as discussed, contingent on successful completion of the background investigation. Voice vote taken with all “aye”; motion carried.

Telecommunications Reserve

Motion by Dale Mitte, seconded by Doris Bakker to approve the tentative offer of employment for the telecommunications reserve as discussed, contingent on successful completion of the background investigation. Voice vote taken with all “aye”; motion carried.

Jail Nurse

Chairman Jalling discussed the Public Health’s contract with the Clark County Sheriff’s Office.

Updated Work Rules for the Telecommunication and Correction Divisions

No changes to discuss.

Flex Time for Exempt Department Heads (ED Positions)

Motion by Dale Mitte, seconded by Gordon Haselow to approve flex time for the exempt department heads in the ED positions – Chief Deputy, Patrol Captain, and Jail Captain in the Sheriff’s Office and Emergency Management Director in the Emergency Management Department. Voice vote taken with all “aye”; motion carried.

2016 Budget Line Overview

Chief Deputy Hirsch and Emergency Management Ross reviewed the 2016 budget and revenue lines with the committee.

Meeting Date(s) and Time(s)

The next regularly meeting is scheduled for February 18, 2016 at 2:30 PM in Room 307 at the Clark County Courthouse in Neillsville.

A tentative meeting for Patrol Deputy interviews is scheduled for February 25, 2016 at 1:00 PM in Room 307 at the Clark County Courthouse in Neillsville.

Quarterly K-9 Officer's Report

Chief Deputy Hirsch shared the written K9 report with the committee members.

Quarterly K-9 Financial Report

Chief Deputy Hirsch shared the written K9 financial report with the committee members.

Monthly Division Reports

Jail Captain Englebretson shared the following with committee members:

- Total inmate housing is 72
 - 55 male
 - 17 female
 - 20 with Huber privileges, with 10 working
 - 14 out-of-county inmates
 - Eight (8) from Monroe
 - Six (6) from Trempealeau

Significant Overtime Investigations

Chief Deputy Hirsch shared this report with the committee members.

Conferences/Trainings

The committee reviewed the conferences/trainings attended by the office personnel.

Computer Issues

Patrol Captain Kreitlow and Jail Captain Englebretson discussed the on-going issues within the Clark County Sheriff's Office.

Clarification on reserve hours

Jail Captain Englebretson informed the committee what clarifies as reserve hours versus full-time hours to receive County benefits.

Agenda Items for Upcoming Meeting(s)

The committee would like the following added to the agenda for the next Law Enforcement/Emergency Management Committee meeting:

- Recreational Deputy position
- Patrol Deputy position(s) and/or interviews-Closed
- Corrections Deputy position-Closed
- Specific Personnel Issues within the Clark County Sheriff's Office-Closed

Public Comment

Nothing at this time.

Adjournment

Motion by Dale Mitte, seconded by Gordon Haselow to adjourn. Voice vote taken with all "aye"; motion carried. Meeting adjourned at 5:03 PM.

*Submitted by:
Heidi M. Mnichowicz
Administrative Assistant/Supervisor
Clark County Sheriff's Office*