

UNAPPROVED MINUTES

Clark County Law Enforcement/Emergency Management Committee

The meeting was held on February 18, 2016 in Room 307 at the Clark County Courthouse in Neillsville.

Chairman Jalling called the meeting to order at 2:28 PM.

Roll Call

Committee Members Present: Roll call taken with the following members present: Doris Bakker, Gordon Haselow, Scott Jalling, Dale Mitte (joined at 3:13 PM), and Frieda Rollins (left at 5:05 PM).

Committee Members Absent: None.

Attendance

Others in attendance some time during the meeting were as follows: Chief Deputy Hirsch, Corporation Counsel Brunette, Jail Captain Englebretson, Emergency Management Director Ross, Patrol Captain Kreitlow, Personnel Manager Langreck, and Volunteer General Educational Development (GED) Instructors Dennis and Darlene Bucheger.

Volunteer General Educational Development (GED) Instructors Report

Volunteer General Educational Development (GED) Instructors Dennis and Darlene Bucheger informed the committee on the Page Forward Volunteers for Literacy in Clark County, explaining that they had 16 students with three (3) graduates in 2015. All GED practice and testing are now done on computer and all computers were acquired by local grants. Page Forward collaborated with the Neillsville Technical College in 2015, free of charge, for the jail to receive the iPathways GED learning program and the Teknimedia computer skills programs. They expressed that without the cooperation and support of the jail staff, their volunteer work would not be possible.

At 2:41 PM, Volunteer General Educational Development (GED) Instructors Dennis and Darlene Bucheger.

At 2:42 PM, Patrol Captain Kreitlow left the meeting.

At 2:45 PM, Jail Captain Englebretson joined the meeting.

Minutes

Motion by Doris Bakker, seconded by Frieda Rollins to approve the minutes of the January 21, 2016 meeting. Voice vote taken with all "aye"; motion carried.

Voucher Entries

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

Journal Entries

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

County Credit Card Monthly Billing

Motion by Doris Bakker, seconded by Gordon Haselow to approve the credit card expenditures as presented. 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.

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

At 2:59 PM, motion by Doris Bakker, seconded by Frieda Rollins 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.

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, Chairman Jalling asked that only the following be in attendance:
Committee members, Corporation Counsel Brunette, and Personnel Manager Langreck.***

***At 2:59 PM, the following left the meeting:
Chief Deputy Hirsch, Jail Captain Englebretson,
and Administrative Assistant/Supervisor Mnichowicz.***

At this time, Supervisor Bakker became recording secretary.

At 3:02 PM, Corporation Counsel Brunette and Personnel Manager Langreck joined the meeting.

At 3:13 PM, Committee Member Mitte joined the meeting.

At 4:05 PM, motion by Frieda Rollins, seconded by Gordon Haselow to reconvene into open session. Roll call vote taken with all "aye", motion carried.

***At 4:10 PM, the following people joined the meeting:
Chief Deputy Hirsch, Jail Captain Englebretson, Patrol Captain Kreitlow, Emergency Management Director Ross, and Administrative Assistant/Supervisor Mnichowicz.***

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

Recreational Deputy Position

Patrol Captain Kreitlow discussed the job description for the recreational deputy position that was reviewed by the Forestry and Parks department. He also stated that the recreational deputy position is hired as a patrol deputy and then appointed by the Sheriff for recreational duties.

At 4:31 PM, Corporate Counsel Brunette and Personnel Manager Langreck left the meeting.

Emergency Management Report

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

- Fiscal Year (FY) 2016 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 (FY) 2015 Assistance to Firefighters Grant
- Neillsville LG Repeater
- Training/ Meeting dates outside of Clark County

Communications Project

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

- Tower Site acquisition
- Grant funding
- Project funds Expended to Date

Vehicular Repeater Project

Motion by Dale Mitte, seconded by Gordon Haselow to approve Emergency Management Director Ross to pay voucher # 6P0007 to RACOM Corporation in the amount of \$43,061.19 for the 14 vehicular repeaters, equipment, and installation. Voice vote taken with all "aye"; motion carried.

Motion by Doris Bakker, seconded by Dale Mitte to approve the rework of the current eight (8) vehicular repeaters with RACOM Corporation. Voice vote taken with all "aye"; motion carried.

E-911 Project

Emergency Management Director informed the committee that there was a walk-through with IES, the maintenance department and the IT department last week in regards to the E-911 Project. The equipment is currently housed by the Clark County Jail on 3rd floor, but will be eventually moved to the server room by the County Clerk's office. Minor work needs to be done to make this change.

Emergency Management Director also informed the committee that the maintenance agreement was drafted and sent to IES, and they accepted the terms with minor changes. Chairman Jalling stated to put the agreement on the February 25, 2016 meeting agenda for a motion to accept.

Emergency Medical Dispatch (EMD)

Chairman Jalling summarized the motion made for the Emergency Medical Dispatch (EMD) to be presented to the full County Board at the end of March.

Positions and/or openings in all Clark County Sheriff's Office divisions

Patrol: Two (2) Patrol Deputy openings, including the Recreational Deputy duties.

Telecommunications: No fulltime openings at this time.

Corrections: One (1) Corrections Sergeant opening; one (1) Corrections Deputy opening.

Resignation in the Clark County Sheriff's Office

Motion by Dale Mitte, seconded by Frieda Rollins to accept Corrections Deputy Gardner's fulltime resignation and to authorize Chief Deputy Hirsch to fill the position per the Civil Service ordinance. Voice vote taken with all "aye"; motion carried.

Motion by Doris Bakker, seconded by Dale Mitte to accept the change of status of Corrections Deputy Gardner's request from fulltime to reserve. Voice vote taken with all "aye"; motion carried.

Corrections Sergeant Position

Motion by Dale Mitte, seconded by Frieda Rollins to post an internal posting of the night corrections sergeant position and to authorize Chief Deputy Hirsch to fill the position per the Civil Service ordinance. Voice vote taken with all “aye”; motion carried.

Meeting Date(s) and Time(s)

The next regularly meeting is scheduled for March 17, 2016 at 1:00 PM in Room 307 at the Clark County Courthouse in Neillsville.

At 5:05 PM, Committee Member Rollins left the meeting.

Monthly Division Reports

Jail Captain Englebretson shared the following with committee members:

- Total inmate housing is 68.
 - 54 male
 - 14 female
 - 18 with Huber privileges, with 14 working
 - One (1) Extended Supervision
 - 14 out-of-county inmates
 - Six (6) from Trempealeau
 - Eight (8) from Monroe

Conferences/Trainings

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

Computer Issues

Chief Deputy Hirsch discussed the computer issues within the Clark County Sheriff’s Office.

Motion by Dale Mitte, seconded by Doris Bakker to send the Executive Committee a request to address and correct the ongoing computer issues in a timely fashion within the Clark County Sheriff’s Office.

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:

- Update on the recreational deputy position
- Maintenance Agreement for E-911 Project
- Corrections sergeant position
- Annual Jail Tour

Public Comment

Nothing at this time.

Adjournment

Motion by Dale Mitte, seconded by Doris Bakker to adjourn. Voice vote taken with all "aye"; motion carried. Meeting adjourned at 5:29 PM.

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