

# UNAPPROVED MINUTES

## Clark County Law Enforcement/Emergency Management Committee

The meeting was held on Tuesday, May 17, 2016 in Room 307 at the Clark County Courthouse in Neillsville.

Chairman Jalling called the meeting to order at 12:58 PM.

### Roll Call

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

Committee Members Absent: Dale Mitte.

### Attendance

Others in attendance some time during the meeting were as follows: Chief Deputy Hirsch, Corporation Counsel Brunette, Detective Bourget, Emergency Management Director Ross, and Jail Captain Englebretson.

### Administrative Coordinator

Corporation Counsel Brunette presented and discussed the proposal of the Administrative Coordinator position for Clark County.

*At 1:04 PM, Jail Captain Englebretson joined the meeting.*

*At 1:29 PM, Corporation Counsel Brunette left the meeting.*

### Training Presentation

Detective Bourget presented the information in which he learned while attending the Cellebrite software training.

*At 1:30 PM, Emergency Management Director Ross left the meeting.*

*At 1:32 PM, Emergency Management Director Ross joined the meeting.*

*At 1:41 PM, Detective Bourget left the meeting.*

### Minutes

Motion by Gordon Haselow, seconded by Frieda Rollins to approve the minutes of the April 22, 2016 meeting. Voice vote taken with all "aye"; motion carried.

## **Voucher Entries**

Motion by Frieda Rollins, 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.

## **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)
- Mutual Aid Box Alarm System (MABAS)
- Exercise/Training
- Outreach/Education
- West Central Regional Interoperability Council
- Fiscal Year (FY) 2015 Assistance to Firefighters Grant
- 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 stated that the E-911 System seems to be working well with no complaints.

## **Emergency Medical Dispatch (EMD)**

Emergency Management Director Ross discussed the received quotes for the Emergency Medical Dispatch (EMD). He also stated that it will be at least four (4) months until the project is completely finished.

## **Personnel Wage Rate Forms**

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

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

Patrol: One (1) deputy still in training, no full-time openings.

Telecommunications: One (1) reserve deputy in training. No full-time openings.

Corrections: No full-time openings.

## **Telecommunications Reserve**

Motion by Frieda Rollins, seconded by Gordon Haselow to approve the Reserve Telecommunicator candidate as discussed. Voice vote taken with all "aye"; motion carried.

## **Telecommunicator Reclassification**

Motion by Gordon Haselow, seconded by Frieda Rollins to approve the reclassification of the telecommunications division and forward to Personnel. Voice vote taken with all "aye"; motion carried.

***At 2:22 PM, Emergency Management Director Ross left the meeting.***

***At 2:24 PM, Emergency Management Director Ross joined the meeting.***

## **Community Services Billing**

Jail Captain Englebretson discussed the revision of the Community Services contract with the committee members.

Chairman Jalling stated to put this item on the next month's agenda for follow-up.

## **Meeting Date(s) and Time(s)**

The next regularly meeting is scheduled for June 9, 2016 at 2:00 PM in Room 307 at the Clark County Courthouse in Neillsville.

***At 2:57 PM, Committee Member Rollins left the meeting.***

## **Monthly Division Reports**

Jail Captain Englebretson shared the following with committee members:

- Total inmate housing is 60
  - 53 male
  - Seven (7) female
  - 18 with Huber privileges, with 11 working
  - Zero (0) Extended Supervision
  - Two (2) out-of-county inmates from Trempealeau

## **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.

## **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:

- Emergency Medical Dispatch (EMD)
- Community Services Billing
- Telecommunicator Reclassification

## **Public Comment**

Jail Captain Englebretson informed the committee that the Clark County Jail passed their jail inspection earlier this morning.

Emergency Management Director Ross stated that there will likely be more Emergency Management Services/Fire employees/representatives at the joint meeting with the Finance committee on May 24, 2016.

## **Adjournment**

Motion by Doris Bakker, seconded by Gordon Haselow to adjourn. Voice vote taken with all "aye"; motion carried. Meeting adjourned at 3:39 PM.

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