

UNAPPROVED MINUTES

Clark County Law Enforcement/Emergency Management Committee

The meeting was held on February 21, 2019 in the LEC Training Room (309) at the Clark County Courthouse in Neillsville.

Chairman Jalling called the meeting to order at 1:57 PM.

Roll Call

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

Committee Members Absent: None.

Attendance

Others in attendance some time during the meeting were as follows: Sheriff Haines, Chief Deputy Hirsch, Emergency Management Director Ross, Jail Captain Tessman, Page Forward Instructor Darlene Bucheger, Page Forward Instructor Dennis Bucheger, Page Forward Instructor Keller, County Attorney Brunette, and Chaplain Matthews.

Volunteer General Educational Development (GED) instructors report

The Page Forward instructors informed the committee that the volunteer literacy program currently has 30 instructors with five (5) instructors serving the jail. The program is actively serving 25 inmates now and tutored 44 students in 2018. They also stated that the Page Forward program also offers tutoring to inmates with adult basic education/computer needs including Microsoft Word and Microsoft Excel.

At 2:10 PM, Jail Captain Tessman, Page Forward Instructor Dennis Bucheger, Page Forward Instructor Darlene Bucheger, and Page Forward Instructor Keller left the meeting.

Chaplaincy Program

Chaplain Matthews discussed the chaplaincy program in which the Clark County Sheriff's Office is starting to implement for our office as well as other law enforcement and emergency services departments within the county.

Minutes

Motion by Doris Bakker, seconded by Frieda Rollins to approve the minutes of the January 17, 2019 meeting. Voice vote taken with all "aye"; motion carried.

Voucher Entries

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

Journal Entries

Motion by Frieda Rollins, 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 DuWayne Trunkel to approve the credit card expenditures as presented. Voice vote taken with all “aye”; motion carried.

Radio Estimate for UTV

Motion by Doris Bakker, seconded by Frieda Rollins to approve the purchase of the mobile radio for the UTV in the amount of \$1,312.25 from RACOM. Voice vote taken with all “aye”; motion carried.

Monthly Division Reports

Chief Deputy Hirsch shared the monthly division reports for the jail.

Sheriff Haines shared that the detective bureau as of January 1, 2018 until Year to Date (YTD) has 141 open cases out 373 total cases.

Emergency Management Report

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

- Fiscal Year (FY) 2019 Emergency Management Performance Grants (EMPG)/Emergency Planning & Community Right-to-Know Act (EPCRA) Plan of Work
- Fiscal Year (FY) 2018 Emergency Management Performance Grants (EMPG)/Emergency Planning & Community Right-to-Know Act (EPCRA) Plan of Work
- EPCRA Plan Updates
- Emergency Services Association
- Mutual Aid Box Alarm System (MABAS)
- All Hazard Mitigation Plan Update
- Exercises
- Training

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: No full time openings at this time.

Telecommunications: Telecommunications Captain position opening- in hiring process.

Detective: Detective Captain position opening-in hiring process.

Corrections: One (1) male corrections opening and one (1) female corrections opening- in hiring process.

Conferences/Trainings

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

At 3:18 PM, Chaplain Matthews left the meeting.

Wellness Training

Motion by DuWayne Trunkel, seconded by Doris Bakker to allow the EAP (Employee Assistance Program) to pay for half of Sheriff's Office employees' Wellness Training in Abbotsford hosted by Colby-Abby Police Department. Voice vote taken with all "aye"; motion carried.

At 3:21 PM, County Attorney Brunette joined the meeting.

Hiring Process

County Attorney Brunette discussed the Civil Service ordinance proposal for the hiring process.

Detective Captain Position

Motion by Doris Bakker, seconded by DuWayne Trunkel to waive the promotion process per the civil service ordinance (section 24-53) for the hiring of the Detective Captain position and to forward the candidate as discussed to the sheriff for appointment. Voice vote taken with all "aye"; motion carried.

Per County Attorney Brunette, the section that support the waiver of the promotion process Section 24-56 (Sub B), as well as Section 24-48.

Motion by DuWayne Trunkel, seconded by Gordon Haselow to submit the remaining candidate from the December 10, 2018 interviews to the Sheriff for appointment for the open Detective position based on the Union's agreement to waive the posting for that position. Voice vote taken with all "aye"; motion carried.

Motion by Gordon Haselow, seconded by Frieda Rollins to submit the remaining candidates from the January 14, 2019 interviews to the Sheriff for appointment for the open Patrol Deputy position based on the Union's agreement to waive the posting for that position. Voice vote taken with all "aye"; motion carried.

Telecommunications Captain Position

Chief Deputy Hirsch discussed the current process of the Telecommunications Captain position.

At 4:39 PM, County Attorney Brunette left the meeting.

Office Space Reorganization

Sheriff Haines discussed the reorganization of offices within the Clark County Sheriff's Office.

Motion by Frieda Rollins, seconded by Gordon Haselow to approve the purchase of the six (6) C-Block jail cameras from Com-Tec for the jail camera upgrade not to exceed \$40,000. Voice vote taken with all "aye"; motion carried.

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

At 5:09 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.

At this time, Chairman Jalling asked that only the committee members, Sheriff Haines, Chief Deputy Hirsch, and Administrative Assistant Ashbeck be in attendance.

***At this time, the following left the meeting:
Emergency Management Director Ross.***

At 5:16 PM, Committee Member Haselow left meeting.

At 5:51 PM, motion by Doris Bakker, seconded by Frieda Rollins 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.

Meeting Date(s) and Time(s)

The special meeting is scheduled for Telecommunications Captain interviews and Corrections Deputy interviews for March 19, 2019 at 2 PM in the LEC Training Room (309) at the Clark County Courthouse in Neillsville.

The next regularly meeting is scheduled for March 20, 2019 at 2 PM in the LEC Training Room (309) at the Clark County Courthouse in Neillsville.

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:

- Approval to Sell Squads
- Closed Session for Jail Tour
- Hiring Process
- Telecommunications Captain Interviews
- Corrections Deputy position(s) Interviews
- Sheriff Report

Public Comment

Chief Deputy Hirsch discussed the 10-33 Military Program in which law enforcement can utilize military equipment.

Adjournment

Motion by DuWayne Trunkel, seconded by Frieda Rollins to adjourn. Voice vote taken with all "aye"; motion carried. Meeting adjourned at 6:02 PM.

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