

# UNAPPROVED MINUTES

## Clark County Law Enforcement/Emergency Management Committee

The meeting was held on February 22, 2018 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 Ramberg, Emergency Management Director Ross, Maintenance Supervisor Dillenbeck, and County Board Chairman Hendrickson.

### Jail Kitchen Steamer

Motion by Dale Mitte, seconded by Frieda Rollins to purchase the AccuTemp steamer for the jail kitchen from Metropolitan in the amount of \$6,085.00 which includes shipping and install with the maintenance department modifying the table. Voice vote taken with all "aye"; motion carried.

*At 1:00 PM, Committee Member Mitte joined the meeting.*

*At 1:07 PM, Maintenance Supervisor Dillenbeck left the meeting.*

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

At 1:08 PM, motion by Doris Bakker, seconded by Frieda Rollins 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: Telecommunicator interviews. Roll call vote taken with all "aye"; motion carried.

At 3:26 PM, motion by Doris Bakker, seconded by Dale Mitte 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.

## **Wage Error for three dispatchers**

Chief Deputy Hirsch notified the committee about the 2017 wage errors for the three dispatchers and the outcome of the Personnel Committee's motion on the agenda item.

## **Minutes**

Motion by Frieda Rollins, seconded by Dale Mitte to approve the minutes of the January 18, 2018 meeting. Voice vote taken with all "aye"; motion carried.

## **Voucher Entries**

Motion by Gordon Haselow, seconded by Frieda Rollin to table the voucher entries until next month to get a further explanation. Voice vote taken with Scott Jalling recording a "no" vote; motion carried.

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

At 3:45 PM, motion by Frieda Rollins, seconded by Dale Mitte 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: Telecommunicator interviews. Roll call vote taken with all "aye"; motion carried.

At 3:58 PM, motion by Dale Mitte, seconded by Doris Bakker 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 3:58 PM, Chief Deputy Hirsch and Jail Captain Englebretson left the meeting.***

## **Journal Entries**

Motion by Dale Mitte, seconded by Doris Bakker to approve the journal entries as presented. Voice vote taken with Frieda Rollins recording a "no" vote; motion carried.

***At 4:03 PM, Chief Deputy Hirsch joined the meeting.***

***At 4:05 PM, Jail Captain Englebretson joined the meeting.***

## **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.

## Monthly Division Reports

Chief Deputy Hirsch shared the following with committee members:

- Total inmate housing is 84
  - 71 male
  - 13 female
  - 11 with Huber privileges, with five (5) working
  - Two (2) Extended Supervision
  - 19 out-of-county inmates from Trempealeau County

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

At 4:11 PM, motion by Gordon Haselow, seconded by Dale Mitte 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: Telecommunicator interviews. Roll call vote taken with all “aye”; motion carried.

At 5:05 PM, motion by Dale Mitte, 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.

### **Telecommunicator Position(s)**

Motion by Dale Mitte, seconded by Gordon Haselow to approve the tentative offer of employment for the four (4) open telecommunicator position(s) as discussed in closed, contingent on successful completion of the background investigation. If any of these (4) candidates would decline or fail the background investigation, the current open position could be awarded to the next eligible person based on the standards set forth by the hiring procedure as discussed in closed. Voice vote taken with all “aye”; motion carried.

***At 5:05 PM, Emergency Management Director Ross joined the meeting.***

***At 5:08 PM, Jail Captain Englebretson left the meeting.***

## **Emergency Management Report**

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

- Fiscal Year (FY) 2017 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
- September Flash Flooding
- WI-CAMS
- Mutual Aid Box Alarm System (MABAS)
- Emergency Services Association Atlas Books

## **Communications Project**

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

- Tower Site Work
  - National Guard Tower Site
  - Thorp Water Tower Site
  - Owen Water Tower Site
  - Dorchester Water Tower Site
  - Abbotsford Water Tower Site
  - Colby Water Tower Site
  - Greenwood Tower Site
  - Granton Tower Site
  - Courthouse Site
- Grant Funding
- Other Activities
- Recent Project Funds Expended to Date

### **Change order with Joe Daniels Construction for work at Greenwood and Owen sites.**

Motion by Doris Bakker, seconded by Dale Mitte to approve the changeover #3 in the amount of \$13,313.00 with Joe Daniels Construction. Voice vote taken with all “aye”; motion carried.

### **Agreement with Asbuilt Construction for work at Courthouse tower**

Motion by Dale Mitte, seconded by Gordon Haselow to approve the agreement with Asbuilt Construction for the work at the Courthouse tower in the total amount of \$7,915.00. Voice vote taken with all “aye”; motion carried.

***At 5:18 PM, Patrol Captain Ramberg joined the meeting.***

## **Change order with Baycom for Owen site**

Motion by Dale Mitte, seconded by Frieda Rollins to approve the change order with Baycom in the amount of \$3,426.24 for the Owen site, pending frequency coordination. Voice vote taken with all "aye"; motion carried.

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

Chief Deputy Hirsch informed the committee that the Sheriff's Office is still doing the reviews of EMD calls.

***At 5:24 PM, County Board Chairman Hendrickson joined the meeting.***

## **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 open full time openings.

Telecommunications: Four (4) full time openings-pending background investigations.

Corrections: No open full time openings.

## **Conferences/Trainings**

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

## **Computer Issues**

Nothing new to discuss.

## **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:

- Volunteer General Educational Development (GED) instructors report
- Jail Tour (Closed)

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

The next regularly meeting is scheduled for March 15, 2018 at 1:00 PM in Room 307 at the Clark County Courthouse in Neillsville.

## **Public Comment**

None at this time.

## **Adjournment**

Motion by Doris Bakker, seconded by Dale Mitte to adjourn. Voice vote taken with all "aye"; motion carried. Meeting adjourned at 5:39 PM.

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