

**MINUTES OF THE ONEIDA COUNTY
PUBLIC SAFETY COMMITTEE MEETING
AUGUST 17, 2017**

COMMITTEE MEMBERS PRESENT: Ted Cushing, Bob Metropulos, Billy Fried, Mitch Ives, Chairman Mike Timmons

COMMITTEE MEMBERS ABSENT: None

OTHERS PRESENT: Jennifer Allen (Branch II), Medical Examiner Larry Mathein, Brian Desmond (Corporation Counsel), Brenda Behrle (Clerk of Courts), Denise Briggs (DA Office), LuAnn Brunette (Building & Grounds), Mark Neuman (OC Jail), Sheriff Grady Hartman.

CALL TO ORDER

Chairman Timmons called the meeting to order at 9:30 a.m. at the Oneida County Courthouse, Committee Room #2, stated the meeting notice had been posted and mailed in accordance with the Wisconsin Open Meeting Law and noted accommodations would be made for handicap accessibility.

APPROVE AGENDA

MOTION: To approve the Agenda, with the change of moving Items 14 & 15 to after Item 5 (Cushing/Fried, PASSED).

APPROVE PREVIOUS MEETING MINUTES

MOTION: To approve the July 20, 2017, Special Public Safety Committee Meeting Minutes (Fried/Metropulos, PASSED).

SCHEDULE COMMITTEE MEETING DATE(S)

The next meeting was scheduled for September 14 at 10:30 a.m. at the Oneida County Courthouse, Committee Room #2.

BILLS, VOUCHERS AND LINE ITEM TRANSFERS FOR PUBLIC SAFETY DEPARTMENTS

MOTION: To approve bills, vouchers, and line item transfers for Public Safety Departments (Metropulos/Cushing, PASSED).

MEDICAL EXAMINER

Request to Establish Chief Deputy Medical Examiner Position

ME Mathein explained that the Chief Deputy Medical Examiner position was eliminated in 2009 due to politics, and at this time, the state requires an ME and an assistant/chief deputy. Mathein explained that the chief deputy is someone who can act officially and has the authority to stand in his place. No one except the ME or Chief Deputy can sign a death certificate, so if Mathein is out, no one will get a death certificate until he is back. Mathein stated that in order to establish some formalities that are needed, this position needs to be re-established. This is a salaried position that shares responsibilities and duties.

Mathein reported that it is impossible to get someone to cover for him if he is out because all the investigators are part-time who all have other jobs. In the last five and a half years, Mathein has taken three (3) three-day vacations. If someone were to cover for him, they would have to take vacation time from their jobs.

Mathein stated he met with Lisa from LRES, they went over the original job description, and tweaked it. The Chief Deputy position would start July 1, 2018, a 975 hours/year position, salaried, with per diems for going out to death scenes. Mathein stated they are looking for a half-time person and currently have someone who may want the position. This person has completed the death investigation school and is working on more training at this time, and has met with LRES to compare insurance, wages, etc. with their current job. This person would be able to roll right into the position. Mathein reported the state has a new mandatory program for drug reporting on deaths with a load increase on this end. Mathein reported he currently is at 10-15 hours of data entry, so there would be no problem with filling the chief deputy's time.

Mathein stated he spoke with Darcy in finance and this position would start at level J-2. If this person were to take the job right now, they would not be using county insurance. The impact for 2018 would be \$12,510.00.

Fried stated we needed this as A) someone else needs to be able to sign certificates and B) Mathein was not able to leave and there is a continual increase of calls.

Ives questioned how we have gotten by all these years without this position. Timmons commented that Mathein has not taken any vacations and has covered the calls.

MOTION: To approve the establishment of a Chief Deputy Medical Examiner Position, part-time, at grade level J2, and forward to LRES for further consideration (Cushing/Metropulos, PASSED).

Fried questioned the revenue source and asked if we could get money from the other counties we contract with. Mathein commented that his department is good on the budget and has given money back to the county (like the Sheriff's Office), stating extra was built in because they are never sure where things are going and what is happening. Mathein stated the position in Vilas County included monies for additional help.

Vilas County Update

Mathein stated Vilas County still has the paperwork, but are not going out for a bid. Everything looks good to them. They cannot act until it gets closer to the actual time. The complete agreement is what we gave them and what the Vilas Coroner gave them. Cushing asked about the start date. Mathein stated January 1, 2019, or the current coroner's end date, whichever comes first. Timmons commented that the committee will be continuously updated on the Vilas information. Fried asked Mathein if he expands into other counties, does that open resources to fill in where you are weak. Mathein stated yes. Fried asked if the Chief Deputy position was needed. Mathein stated yes, there would only be more investigators to cover the area.

This was for information only. No motion needed.

CLERK OF CIRCUIT COURTS

Vacancy Review Appeal (Deputy Clerk – Family)

Behrle informed the committee that the Circuit Court-Family Clerk has given notice and her last day will be September 1, 2017. This position assists both judges and the family court commissioner, and is in court Monday mornings, all day Wednesday, and quite a bit on Thursday. Cushing asked if Behrle had someone in mind to fill the position. Behrle stated no. Behrle reported that she has lost three people in the last three years. One went to the private sector making more money, one left the area due to family, and this person is going to work for the state, working only 30 hours a week for more money and better benefits. Behrle stated she hopes the county will step up to the plate to make it more beneficial for people to stay.

MOTION: To approve the Vacancy Review Appeal for the Circuit Court - Deputy Clerk – Family as presented and forward to LRES (Cushing/Metropulos, PASSED).

Staffing Requests – LTE Scanner/LTE Bailiffs

LTE Scanner: Behrle reported they are still comparing records, destroying files, and remodeling. She is hoping that next year they will be close to being completed with the need for an LTE for scanning.

LTE Bailiffs: Same sum as requested in previous years, \$5,000.00. Amount paid out will depend on the amount of time they are here. Overall it is typically less, but depends on the court caseload. Last year was out of the ordinary with more cases and longer trials.

MOTION: To approve the staffing request for an LTE Scanner and LET Bailiffs for the Clerk of Circuit Court as presented, and forward to LRES (Cushing/Ives, PASSED).

DISTRICT ATTORNEY

Approval for two Administrative Support Personnel to attend the Annual Criminal Law Agency Support Staff Association (CLASS A) Conference in Madison September 20-22, 2017

Denise Briggs from District Attorney's Office reported two employees have always attended this conference. This year's conference will be at the UW-Extension Lowell Center. This is a very informative conference and has great networking with other administrative assistants. Cushing asked if it was in the budget and Briggs reported yes.

MOTION: To approve the attendance of two administrative support personnel to attend the Annual Criminal Law Agency Support Staff Association (CLASS A) Conference in Madison September 20-22, 2017 (Cushing/Metropulos, PASSED).

SHERIFF'S OFFICE

Jail Kitchen/Building & Grounds

Hartman stated Fried asked for an update on the jail kitchen equipment at the last meeting. Jail Captain Mark Neuman and Luann Brunette from Building & Grounds were there to fill him in. Brunette reported that B&G was offering seven capital improvements projects for 2018, above and beyond what was scheduled. The jail kitchen and laundry appliances were one of the projects. The reason for this is the appliances are 18+ years old and experiencing failures. B&G staff is doing the best they can to keep the appliances going. With the increased jail population, the appliances are being worked hard. This new equipment would cost approximately \$165,000.00. One commercial dryer has already been replaced, along with the motor in the dishwasher, with a cost of approximately \$1,000.00 each time there is a repair. Timmons commented that these machines have been here since the building was built and have earned their retirement.

Brunette stated there will be some rearranging in the kitchen to allow for efficiency in how the food is served. Up to this point, there has not been this capacity of inmates at the jail. Hartman stated he was pleased with how Brunette's staff has been able to repair the appliances and keep them running. Ives asked if there was backup equipment. Neuman stated there was no room for backups. Neuman stated when the dishwasher went down, B&G staff looked at it. The dishwasher was leaking water, there was a drain right there, so they just allowed it to leak and did the best they could to keep it running. Neuman stated they could not be without a dishwasher, as they run through 160 trays at least three times a day, plus other dishes, etc. from kitchen staff.

There was discussion on the priority of projects, kitchen equipment suppliers offering leases, evaluation of what needs to be replaced first, and what could be fixed along the way.

This was for information only. No motion needed.

2018 LTE/Staffing Requests

Sheriff Hartman had three staffing requests, all from the Emergency Management side. Hazmat Team – Standard request, 10 members, \$45/day

Cushing commented that he was thinking about the appliances and asked if they were getting beat up because of the extra inmates. Hartman stated yes, but most of it was because of age. Cushing asked if the inmate revenue could be used to replace the appliances. Hartman stated any sheriff's office projects need to be vetted against all county projects.

HazMat Chief – Direct report to Ken Korten Hof. No changes since last year, \$4,180.00 standard position.

Deputy EM Directors: Two people who assist Korten Hof with duties. No different than years past.

Timmons asked if all in budget as normal and Harman said yes, in for 2018.

MOTION: To approve the 2018 LTE/Staffing requests for HazMat Team, HazMat Chief, and Deputy EM Directors as presented and forward to LRES (Cushing/Fried, PASSED).

Detective Sergeant Vacancy Review

Hartman reported that Detective Sergeant Dan Semmerling has requested a demotion back to patrol duty due to personal/family reasons. Hartman stated there were no personnel issues, no investigation, and this was at Semmerling's request. Hartman stated Semmerling is a good deputy and he honored his request. Hartman would like to promote from within to replace the detective sergeant, and the process is to come to the committee and ask that the sheriff's office be able to promote from within.

MOTION: To approve the detective sergeant vacancy review as presented (Fried/Ives, PASSED).

PUBLIC COMMENTS

None.

ITEMS FOR FUTURE AGENDA(S)

Fried asked for a discussion about transportation costs at the Sheriff's Office (mental illness) and if there was any way to contract out the services to lower the cost to the sheriff's office that would be financially beneficial. And also in the same line if this would work for autopsies so you don't have to send your own people. Sheriff Hartman stated he would be happy to talk about that.

ADJOURN

10:18 a.m. MOTION: To adjourn the meeting (Metropulos/Fried, PASSED).

Mike Timmons, Chairman

Andi Seidel, Committee Secretary

Bob Metropulos, Vice-Chairman