

Port Washington, WI
February 16, 2010

The Public Safety Committee met in Room 240 at the Justice Center.

Present: Supervisors Nelson, Walker, Buntrock, Szatkowski, and Wirth. Staff: County Administrator Meaux, Sheriff Straub, Captains Guss and Johnson, Emergency Management Director Owen, Communication Services Manager Mesich and County Clerk Winkelhorst.

Call to Order/Proper Notice/Adoption of Agenda: Meeting called to order by Chairperson Nelson at 9:00AM. Assurance that the meeting was properly noticed, so noted by Ms. Winkelhorst. Motion made by Supervisor Wirth, seconded by Supervisor Buntrock to adopt the agenda as revised. All members present voting aye. Motion carried. (5-0)

Public Comments/Correspondence/Communications: There were none.

Approve Minutes from the December 15, 2009 and January 7, 2010 Meetings: Motion made by Supervisor Walker, seconded by Supervisor Szatkowski to approve the December 15, 2009 and January 7, 2010 minutes as submitted. All members present voting aye. Motion carried. (5-0).

Chairperson Nelson requested to move ahead in the agenda, there were no objections.

Coroner:

Management/Financial Report: Included in the packet. There were no further questions.

District Attorney:

Management/Financial Report: Included in the packet. There were no further questions.

Sheriff's Department:

Action Items:

Review/Approve Amending County Ordinances 8.32 & 8.33: This reflects changes made to the Wisconsin State Statutes. Supervisor Szatkowski noted a scrivener's error.

Motion made by Supervisor Buntrock, seconded by Supervisor Walker to approve amending the County Code of Ordinances to reflect the Wisconsin State Statute change. All members present voting aye. Motion carried. (5-0)

Review/Approve Amending Sheriff's Dept. Personnel Policy 1.02, 1.03, 1.05, 1.06 & 1.07: Sheriff Straub reviewed the changes, noting that in 1.02(1)(a)7 oral interviews were "*conducted*" by this committee but over the last several years, at the request of the committee, oral interviews are now "*as directed by*" this committee. This change in verbiage is so noted.

Supervisor Buntrock questioned the verbiage on 1.06(2) (a) which reads "...have a minimum of eight years of full-time continuous duty with *the department*...". Would the verbiage "*the department*" create a problem if looking outside the office for a Captain? Discussion. Supervisor Buntrock offered an amendment to change "*the department*" to "*a law enforcement agency*".

Motion made by Supervisor Walker, seconded by Supervisor Szatkowski to approve the changes in the Sheriff's Department Personnel Policy as presented and to include the amendment to 1.06(2)(a) reflecting the verbiage as stated. All members present voting aye. Motion carried. (5-0)

9:05AM Clerk of Courts Schmidt joined the meeting.

Chairperson Nelson reverted back to the order of the agenda.

Clerk of Courts:

Action Items:

Review/Approval to Fill Three Vacant Positions in Clerk of Courts:

Office Assistant III, Part-time, 20 hrs weekly, OPEIU Pay Grade 5: Mr. Schmidt explained that this position has been vacant since October when the incumbent took a position in another department. At that time Mr. Schmidt agreed to utilize available staff from other departments until year-end. This position is one of two part-time positions. The current incumbent of the other part-time position has expressed an interest in acquiring more hours. Mr. Schmidt would like to give this person 10 more hours but does not want to dismiss the fact that these are two separate part-time positions and if the current incumbent would leave, then it would remain two part-time positions at 20 hours weekly each.

If the current part-time position is increased to 30 hours, then the part-time vacant position would remain vacant. However, the Policy & Procedure Manual states that if a position is left vacant more than one year, the position would then be eliminated. Mr. Meaux stated that this could be reviewed in the budget which would allow time for Mr. Schmidt to assess the needs of the department. Discussion.

Motion made by Supervisor Buntrock, seconded by Supervisor Szatkowski to approve authorizing the request to fill the Office Assistant III, part-time position at the 20 hours weekly, pay grade 5. Further discussion.

Motion made by Supervisor Wirth, seconded by Supervisor Buntrock to amend the motion to authorize the request to under fill at 10 hours weekly. All members present voting aye. Motion carried. (5-0)

The vote was then taken on the motion, as amended. All members present voting aye. Motion carried. (5-0)

Mr. Schmidt requested to change the order of the next two agenda items. There were no objections.

Judicial Secretary, Full-time, 37.50 hrs weekly, OPEIU Pay Grade 8: Mr. Schmidt explained that this position is vacant due to a retirement. This position is selected by the Judge.

Motion made by Supervisor Wirth, seconded by Supervisor Szatkowski to approve the request to fill the Judicial Secretary position, full-time, 37.50 hours weekly at a pay grade 8. All members present voting aye. Motion carried. (5-0)

Judicial Clerk, Full-time, 37.50 hrs weekly, OPEIU Pay Grade 7: Motion made by Supervisor Szatkowski, seconded by Supervisor Buntrock to approve the filling of the Judicial Clerk position, full-time, 37.50 hours weekly at a pay grade 7. All members present voting aye. Motion carried. (5-0)

Review/Approve Replacement of Video Conferencing System:

Demonstration in Branch 1 Courtroom 246: Mr. Schmidt explained that currently there are two separate units. One does not work and the other one needs repair. The system is outdated and no parts are available. Mr. Schmidt would like to replace this system in all four courtrooms with newer technology that would last for many years.

In response to a question from Supervisor Buntrock, this is not statutorily required and there are no funds provided for in the budget.

Mr. Meaux stated that there are four issues to look at 1) the need; 2) the use as defined by staff, Sheriff, Judges etc; 3) what the technology solution is; and 4) the financing. An assessment would need to be done on all four levels before a course is determined.

The estimated cost is \$280,000. Mr. Mesich has looked at grant opportunities but nothing was viable. The original grant was no longer available.

The cost savings would be realized through the Sheriff's Department. Sheriff Straub spoke on the cost of transporting inmates for court appearances. It is used internally and there is a security risk savings and time and effort savings. The system would potentially pay for itself over a period of possibly 3-5 years.

9:35AM Judge Malloy and District Attorney Gerol joined the meeting.

Judge Malloy stated that all three Judges use the system but each determines what situation they would use it for. The big savings is when a hearing can be conducted remotely from another municipality throughout the state or out of state.

Mr. Gerol further explained how the system is used for witnesses out of state when dealing with identity fraud cases. The law enforcement of that state must have infrastructure to mesh with ours. If not, the private sectors court reporting firms tend to have technology and are able to assist the law enforcement for that state.

Mr. Mesich explained that the proposed system is currently being used statewide over the Badger network and the PolyCom system is the most common in the industry. As far as backend infrastructure, connecting to other states and sites, the State of Wisconsin maintains that through a contract with AT&T. Ozaukee County, therefore, would not incur fees for maintenance. Discussion on the costs.

9:50AM Committee moved to Branch 1, Courtroom 246 for a demonstration of the current system.

10:00AM Reconvened in Room 240

Chairperson Nelson stated that this would need to be prioritized over a couple of budget cycles. Savings would need to be quantified. Sheriff Straub explained that the department is already experiencing savings and any additional savings would be small. The cost of not having the system would need to be reviewed.

Chairperson Nelson directed the County Administrator to put together a task force to detail and quantify the issues. The task force should include Mr. Meaux, Chairperson Nelson, Supervisor Wirth, Sheriff Straub, Mr. Schmidt, Mr. Gerol and Mr. Mesich.

No action will be taken at this time. More information will be forthcoming monthly for discussion until action is needed.

Management/Financial Report: Information included in the packet. There were no further questions.

Review/Approve Creation of an Eligibility List for Dispatcher: Captain Guss explained that this will establish an eligibility list for dispatchers to streamline the hiring process once a vacancy occurs. The committee does not have to approve the list.

Motion made by Supervisor Buntrock, seconded by Supervisor Szatkowski to approve the creation of an eligibility list for Dispatcher. All members present voting aye. Motion carried. (5-0)

Review/Approval to Fill Vacant Office Assistant III, Part-time 27.50 hrs/wkly, OPEIU Pay Grade 5: Sheriff Straub explained that the vacancy is the result of a long-term disability. The position was reduced from full-time to part-time during the budget process. He would like to move forward to hire a replacement. Discussion.

Motion made by Supervisor Szatkowski, seconded by Supervisor Walker to approve the request to fill the Office Assistant III position, part-time 27.50 hours weekly, pay grade 5. All members present voting aye. Motion carried. (5-0)

Review/Approve Budget Amendments:

Sheriff's Office – OJA Citizen Reporting Grant: Captain Johnson explained that this grant was approved at the end of the year but is not a carryover, therefore, it is an increase in revenue to the budget. Discussion on the procedure of grants at year-end.

Motion made by Supervisor Szatkowski, seconded by Supervisor Buntrock to approve the budget amendment for the amount of \$24,500. All members present voting aye. Motion carried. (5-0)

Sheriff's Office – SWAT Vehicle Grant: Captain Guss explained that the request is for preapproval of acceptance of the Milwaukee Urban Area Security Initiative (UASI) Grant in the amount of \$210,000 to purchase and equip a new SWAT Tactical Response vehicle. The grant has been approved for Ozaukee County by the UASI group. It is expected that the grant will arrive in 3-4 weeks. There is no match by the County.

Captain Guss further explained the need for approval prior to the arrival of the grant. He has been in the process with the same vendor where the command vehicle was purchased, to secure one of two vehicles left on the lot which is identical to the command vehicle with the type of engine that is no longer manufactured by Chevrolet. Involvement in the process at this time will allow negotiation of a better price.

Motion made by Supervisor Wirth, seconded by Supervisor Buntrock to approve the acceptance of the UASI Grant in the amount of \$210,000 prior to receiving the grant. All members present voting aye. Motion carried. (5-0)

Emergency Management: Captain Johnson explained the change in the budget amendment that was corrected from what was received in the packet.

Mr. Owen explained that \$38,500 is a Hazardous Material Emergency Preparedness (HMEP) Grant award. This grant opportunity will provide a means to review the Hazmat team plans, policies and procedures on how they work at a scene of an alarm. That information is documented on all actions appropriately and that they conform to all the professional standards that are required.

Mr. Owen made application for this grant several months ago and it was returned for reconsideration. The State looks favorably on this project and requested Ozaukee County to consider making this a regional project. Mr. Owen increased the grant from \$14,500 to \$38,500 to spearhead the regional effort. As part of a condition of this grant, anything developed for this grant must say "This was developed by Ozaukee County for use on a regional basis under the grant provided to us from US Department of Transportation".

The other amounts included in the budget amendment were approved at the end of the year but is not a carryover, therefore, it is an increase in revenue to the budget.

Supervisor Szatkowski complimented Mr. Owen on his ability to procure these grants and a leadership position for Ozaukee County in southeast Wisconsin.

Motion made by Supervisor Walker, seconded by Supervisor Szatkowski to approve the budget amendment request in the total amount of \$147,694. All members present voting aye. Motion carried. (5-0)

Review/Approve 2009 Budget Carryovers: Captain Johnson explained the change in the budget amendment that was corrected from what was received in the packet. These amounts are for items purchased, projects in progress, or expenditures in 2009 that were not received or completed.

Motion made by Supervisor Wirth, seconded by Supervisor Buntrock to approve the request for 2009 budget carryovers for a total amount of \$30,454. All members present voting aye. Motion carried. (5-0)

Management/Financial/Informational Reports:

Sheriff's Report: Nothing further to report. Information included in the packet.

Management/Financial Reports: Sheriff Straub reported that the pay to stay fee and the pharmaceutical pay plan has been implemented. It was expected to achieve a 30% recovery, with the first two months showing approximately 21%.

December 2009 & January 2010 Training and Conference Report Approval: Conference reports were submitted and approved.

Emergency Management Director's Report: Mr. Owen followed up with information requested by Supervisor Wirth at the December meeting pertaining to emergency snowmobile use during a snowstorm. During the snowstorm in late November, the Wisconsin Department of Natural Resources had 91 snowmobiles available with Wardens to assist local jurisdictions in need. Information was also requested regarding emergency shelters. The current shelter list was revised in December 2009 and did include Concordia College with the capability of housing 1,240 individuals and feeding 696 and Grafton High School can house 1,013 and feed 460.

A flood fighting class will be held in Ozaukee County to address those needs in March. 10 have registered from the municipalities in the County.

A Long-Term Power Outage Regional Planning Workshop will be held on March 17 at Country Inn & Suites in Port Washington. This was a part of a grant opportunity.

Annual State Jail Inspection Report: Captain Johnson reported that the inspection went very well with only two minor issues that needed to be addressed. Those have been taken care of.

Supervisor Szatkowski asked if a Citizens Police Academy has ever been implemented. Sheriff Straub stated that through the prioritization process of identifying mandated and non mandated functions over the years, programs such as that have been eliminated through budget cuts. He further stated that it had a very positive impact on the citizens as well as the staff. Discussion.

Next Meeting Date: Tuesday, March 16 at 9:00 AM

Adjournment: Motion made by Supervisor Buntrock, seconded by Supervisor Szatkowski to adjourn. All members present voting aye. Motion carried. (5-0)

Meeting adjourned at 11:02AM

Julianne B. Winkelhorst, County Clerk