

**MINUTES OF THE ONEIDA COUNTY  
PUBLIC SAFETY COMMITTEE MEETING  
MAY 16, 2012**

**COMMITTEE MEMBERS PRESENT:** Chairperson Bob Metropulos, Dave Hintz, Billy Fried, Jack Martinson and Mike Timmons.

**OTHERS PRESENT:** Chief Deputy Sweeney (Sheriff's Office), Brian Desmond (Corporation Counsel), Larry Mathein (Medical Examiner), Gary Baier (County Board Supervisor/Town of Nokomis Chairman), Bob Troutman (Tomahawk Fall Ride), Karilyne Roberts (Hodag Country Festival), Gerry Van Harpen (Hodag Country Festival), Lloyd Gauthier (Sheriff's Office), Karl Jennrich (Planning & Zoning Director), Todd Troskey (Public Health Sanitarian), Jodi McKinney (Public Health Sanitarian), Brenda Behrle (Clerk of Courts), Jill Butzlaff (OCSO Office Manager), Ken Korten Hof, Emergency Management Director and Dawn Robinson, Program Assistant.

**CALL TO ORDER**

Chairman Metropulos 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 (Hintz/Martinson).

AMENDED MOTION: To approve the Agenda and allow the Chairman to move around on the agenda as needed, both Hintz and Martinson agreed, all ayes.

*Agenda Distribution Preference for Committee Members:*

Committee members decided to have agendas and minutes emailed to them. Martinson will also receive agenda and minutes mailed due to dial up Internet access.

**APPROVE PREVIOUS MEETING MINUTES**

The Oneida County Board of Supervisors passed Resolution #37-2011, effective April 2012, to consolidate committees. The Public Safety Committee is a consolidation of the former Large Assembly Committee, the Law Enforcement & Judiciary Committee and the Emergency Management Committee.

*Large Assembly:*

The Committee Chairman sought advice from Corporation Counsel, who was in the room, regarding how to approve meeting minutes with the new committee. It was noted only Metropulos represented the former Large Assemble Committee. The Chairman was advised motions are conducted as normal.

MOTION: To approve the July 20<sup>th</sup>, 2011 Large Assembly Committee Meeting Minutes (Metropulos/Timmons, PASSED).

*Sheriff's Office/Law Enforcement Departments:*

It was noted Metropulos and Fried represented the former Law Enforcement & Judiciary Committee.

MOTION: To approve the April 4, 2012 Law Enforcement & Judiciary Committee Meeting Minutes (Fried/Metropulos, PASSED).

*Emergency Management:*

It was noted Timmons and Martinson represented the former Emergency Management Committee.

MOTION: To approve the March 28, 2012 Emergency Management Committee Meeting Minutes (Martinson/Timmons, PASSED).

**SCHEDULE COMMITTEE MEETING DATE(S)**

The next meeting was scheduled for June 20, 2012 at 11:00 a.m.

*How often per month, start time, and site location(s):*

There was discussion regarding the frequency of meeting, start time and site locations.

The Committee decided to conduct one meeting per month, the third Wednesday of each month starting at 9:30 a.m.

Corporation Counsel suggested conducting meetings at the Courthouse since the Committee oversees numerous departments located within the courthouse, easier for departments to submit vouchers, etc. The Committee agreed majority of meetings would be scheduled at the courthouse with a couple meetings (per year) scheduled at the Law Enforcement Center.

*Scheduling agenda items:*

There was discussion regarding what departments to list first on agendas and whether departments had visitors present or had pressing topics to cover in order to save time.

The Committee agreed on the following to save time: outlying departments such as the Sheriff's Office and Emergency Management be at the top of the agenda since they are located at a different building and travel to meetings with the remaining courthouse departments placed on the agenda and, possibly be telephoned before their agenda item is up.

**VICE CHAIRPERSON**

The Chairman asked three times for Vice-Chair nominations. Martinson nominated Timmons, no other nominations were made.

MOTION: To approve Mike Timmons as the Vice Chairman of the Public Safety Committee (Martinson/Fried, PASSED).

**LARGE ASSEMBLY**

*Hodag Country Fest Large Assembly Permit:*

Van Harpen and Roberts from the Hodag Country Festival were present and provided Committee members with a brochure of this years country festival activities.

The County Clerk explained the previous Large Assembly Committee met once per year and addressed both Large Assembly Permits for the Hodag Country Festival and the Tomahawk Fall Ride.

The County Clerk went through the Hodag Country Festival's Large Assembly Permit to verify information. There were no changes to last year's application. The Festival has approximately 25,000 people in attendance. The County Clerk requested a copy of Insurance.

There was discussion regarding revisions that were made to last year's application process.

The Planning & Zoning Director mentioned Festival Organizers installed new holding tanks.

The Public Health Sanitarian (McKinney) noted Public Health and Festival Organizers work together for temporary campground and food inspections. Food vendors submit their applications to the Health Dept prior to the event so the Sanitarians know which food vendors will be at the festival before it begins.

The question was asked if there were any past issues with the festival. The Public Health Sanitarian presented the Committee with a copy of the 2011 Country Festival Findings and Recommendations, Exhibit #1, and cited recommendations (hand washing stations, sanitary dump station, urinal troughs and hilltop showers). Festival organizers had recommendations fixed/completed. The Public Health Sanitarian had no concerns.

The question was asked if there were any past issues/concerns involving public safety. Lieutenant Gauthier (Oneida County Sheriff's Office) explained there is a good working relationship between the Sheriff's Office and Festival organizers and both continue to work close together. Lieutenant had no concerns.

The Chief Deputy (Oneida County Sheriff's Office) stated the festival is a family owned business that work well with the Sheriff's Office and provides good communications.

MOTION: To approve the Hodag Country Festival Large Assembly Permit (Hintz/Timmons, PASSED).

*Tomahawk Fall Ride Large Assembly Permit:*

Rob Troutman is present and explained Troutman explained this is an annual benefit ride for Muscular Dystrophy.

The County Clerk presented Committee members with a copy of the Tomahawk Fall Ride Large Assembly Permit Application and stated the application has not changed

from last year. However, there is a new lease agreement. The event has approximately 2,000-4,000 people in attendance.

Troutman explained the lease agreement pertains to the land in which, the event provides lawn tractor races and music entertainment on, in the Town of Nokomis.

The Public Health Sanitarian (Troskey) provided the Committee with the 2011 Fall Ride body art, campground, and food inspection findings, Exhibit #2 and stated body artists need to submit their applications as soon as possible. The Sanitarian asked the Committee if each member, or only the Committee Chairman, should receive the 2012 findings. The Committee agreed the letter should be forwarded onto the Committee Chairman.

The County Clerk stated the Large Assembly Permit Application is a different application from the Public Health Department applications.

The question was asked who is accountable for vendors, vendors themselves or the event organizer. The Public Health Sanitarian explained Public Health has statute authority to issue citations to vendors for anything covered under both the State Statute Chapter 254 (State Environmental Health Statute) and under Oneida County Public Health Ordinance 11.13. Troutman is accountable for the temporary campground permit (mandated by the State) and, each vendor is accountable for his or her temporary food or temporary body art permit.

The question was asked if there is a weather action plan in place. The Emergency Management Director explained there are plans in place for both event organizers that meets requirements and added the department works well with both.

The question was asked what is the number of event attendees that prompts a Large Assembly Permit to be obtained. The Emergency Management Director explained last year the ordinance was revised and states if there are 1,000 people in attendance, a Large Assembly Permit is required.

A question was asked if there could be any improvements. Troutman said everything is working well and it is convenient to have EMT's and Fire onsite.

Safety was a question. Lieutenant Gauthier explained the Sheriff's Office is successful in obtaining a DOT grant to put additional squads on the road as well as patrolling the campground area. Lieutenant Gauthier stated the Sheriff's Office works directly with Troutman and noted there are very few problems with the event.

The Nokomis Town Chairman informed the Committee the Town conducted meetings right away at their fire station, with Emergency Management, when the event was first proposed and had good communications that aided in developing an emergency weather plan. The Chairman added Law enforcement and Public Health Departments make the event easier to operate and stated this is a wonderful event bringing in large amount of money into the community and surrounding communities. The Emergency

Management Director affirmed there is a disaster plan for weather related events in place with organizers and ground crews having copies of the plan.

MOTION: To approve the Tomahawk Fall Ride Large Assembly Permit (Timmons/Hintz, PASSED).

**DEPARTMENT ITEMS:**

**Corporation Counsel**

*West Law contract-addition of Judges to the service plan:*

Corporation Counsel and Clerk of Circuit Court were present.

Corporation Counsel explained both Judges currently use Lois Law as their Internet legal research site. Since the county currently has a monthly subscription to West Law and to save costs, both Judges agree to use West Law instead of Lois Law. It would cost the county an additional \$95.00 per month to add both Judges. Corporation Counsel did not see a problem with adding both Judges, noted West Law costs are less expensive than signing up for Lois Law and Judges would be responsible for any expenses outside the plan.

Clerk of Circuit Court explained her department is obligated to pay for research material for the Judges and the additional cost would be taken out of the Law Library Budget. There was discussion regarding the budget and the possibility of requesting contingency funds.

There was discussion regarding who has access to West Law and how it is monitored.

MOTION: To add both Judges to the West Law Contract (Hintz/Martinson, PASSED).

**Medical Examiner**

*Contract with Forest County:*

The Medical Examiner and Finance Director were present.

The Medical Examiner (M.E.) explained the Forest County Intergovernmental Agreement (Contract) expires July 1, 2012 and the new contract is for a two-year term providing all Medical Examiner services. The M.E. presented the DRAFT Intergovernmental Agreement, Exhibit #3.

The M.E. explained the draft document, discussed resources without incurring additional costs, assured the Committee he is improving relationships with Forest County and recommended approval of the Intergovernmental Agreement.

The Finance Director provided the Oneida County Analysis of Medical Examiner document, Exhibit #4. The Finance Director explained statistics, stated Forest County should be responsible for some indirect expenses, addressed the purchase of the 2011 department vehicle and informed the Committee she depreciated the vehicle instead of charging it out at one time. A question was asked if this is a flat fee and the Finance Director replied yes.

The M.E. stated the vehicle is being used to travel but not used for transports. The vehicle has no partitions between live occupants and non-live occupants and at times, may not be appropriate.

There was discussion regarding cremation. Before someone can be cremated, State law requires a permit to be completed, the M.E. is required to conduct a mini-investigation on the deceased and the M.E. is required to sign the cremation permit.

There was discussion regarding if the flat fee in the contract covers additional costs associated with autopsies, etc. The M.E. stated additional costs were taken into consideration when drafting the contract and affirmed the cost is right where it needs to be. It is the M.E. who determines if an autopsy is required or not, families can request one but if the M.E. does not feel one is needed, the family can pay for one. Other than children, there are no mandated autopsies.

A question was asked regarding the contract only increasing less than 1% in fees from the first year to the second year. The Finance Director agreed with the increase as presented. The M.E. explained contract increased \$750.00 for first year and another \$750.00 for the second year.

MOTION: To approve the Intergovernmental Agreement with Forest County (Martinson/Hintz, PASSED).

Corporation Counsel has the original agreement that needs to be signed.

*Overview of Operations:*

The Medical Examiner (M.E.) provided Section 11-Policy And Procedures for Reporting Deaths, Exhibit #5 explaining what the Medical Examiner Office does. This info is directly from state statutes.

The M.E. explained that a Coroner is an elected position with no educational requirement, a Medical Examiner is a position appointed by the County Board of Supervisors and in most counties, requires some levels of education. The M.E. informed the Committee there are some judgment calls, some cases mandated to investigate, some cases that may be investigated and some cases where nothing is needed. Things are not cut and dry as they may seem and may need discretion.

Oneida County requires a Medical Examiner to hold a minimum of a certification with an accredited agency. Oneida County Medical Examiner's Office has four investigators that look into all reportable deaths, are required to be notified of certain cases and some investigations require traveling (99% of the time).

The M.E. cited his background, education and credentials and stated he previously worked for the Oneida County Medical Examiner's Office from 2003 through 2009. There was discussion on how the department operates financially. The M.E. has a budget, works closely with those numbers, and presents the next year's budget to

Committee of Jurisdiction, this Committee. The M.E. is looking at changing how to finance the department, evaluate incurring costs and look into ways to trim the budget.

There was a question about software. The Medical Examiner's Office has four laptops that are brought into the office, linked into an in-house based system so information can be shared with investigators so they can work on cases at home. The M.E. is looking into options to streamline the whole reporting process.

There was a question if information could be shared with a Town Supervisor on behalf of the family who lost a loved one during an incident or, would that be considered a privacy issue. The M.E. indicated his office works closely with law enforcement and informal general information may be shared but the Medical Examiner's Office would check with law enforcement to verify what information could be shared. Law Enforcement makes public statements.

There was discussion regarding installing a partition in the M.E. vehicle. Unfortunately it would not be a feasible option due to length of space. Currently the Medical Examiners Office has contracts for transportation.

The Committee thanked the M.E. for running the office smoothly and appreciated his candor to explain policy and procedures.

### **Sheriff's Office**

*Grant Adjustment Northwest Community Policing Grant:*  
Chief Deputy and Office Manager were present.

The Chief Deputy introduced the Office Manager, confirmed her knowledge of Committee functions (agendas and minutes), cited her duties/responsibilities and open records expertise, mentioned she would be the Liaison to the Committee for the Sheriff's Office and offered to back up the Committee Secretary.

The Chief Deputy indicated if he and/or the Sheriff were not in attendance, it is because they are attending to business or attending another meeting. The Chief Deputy stated this Committee has a good mix of people that have common ground and work closely together. The Chief Deputy invited Committee members to meet the Sheriff's Office Command Staff and cited weekly Management meetings.

The Chief Deputy explained besides the Sheriff's Office in Rhineland, there is an outlying office in the Town of Woodruff that covers Lake Tomahawk, Hazelhurst, Minocqua and Woodruff areas as well as works on various calls with Tribal Police in Lac Du Flambeau. The Chief Deputy provided a Memorandum regarding NW (North West) Community Policing Grant, Exhibit #6. The memorandum cites the Wisconsin Attorney General located additional resources to allocate an additional \$9,550.00 to the Oneida County Sheriff's Office to fund a position of Deputy Sheriff. With this additional funding, the total grant funding received in 2012 is \$28,817.

The Chief Deputy explained casino profit money, how it is appropriated, how funds are earmarked and where. The Chief Deputy explained revenue from housing state prisoners, stated the Oneida County Jail kept some McNaughton inmates and indicated revenue monies have been used in the general fund to pay off county debt.

A Committee member requested the Rhinelander Police Department Dispatch Contract to be addressed at the next meeting and, asked the Office Manager about the status of the Sheriff's Office technology projects. The Office Manager indicated an update would be provided to the Committee. Technology was discussed. The Chief Deputy mentioned the Sheriff's Office is being as efficient as possible with a limited work force and hopes the Committee will continue to support Technology.

There were discussions regarding budget, dispatching and revenue. The Chief Deputy indicated there is no state statute saying the County has to dispatch for a City.

### **Emergency Management**

#### *2011 Annual Report:*

The Emergency Management Director was present, introduced the Program Assistant and presented the department's annual report, Exhibit #7. The Emergency Management Director would like to forward the annual report onto the County Board of Supervisors for approval, at their June meeting.

There was discussion regarding including safety performance into future annual reports and, housing HazMat vehicles and equipment at the River Street Building. River Street building upgrades and improvements were discussed.

**MOTION:** To forward the Emergency Management 2011 Annual Report onto the County Board of Supervisors (Fried/Martinson, PASSED).

#### *Overview of Operations:*

The Emergency Management Director presented each Committee member with an informational binder explaining department programs in depth, where the department was in the past and where it is now. Sections of the binder address the following; DID, Emergency Services, Emergency Management Program, Ambulance Service, Public Safety Radio System, HazMat Team, EPCRA Program, LEPC Committee, Long Range Plan, Budget Information, Department Policies & Procedures (including six-months of Committee meeting minutes), Chapter 6 County Code and Chapter 323 governed by the State of Wisconsin.

The Committee asked what is the hottest issue within the program and the Emergency Management Director explained it would be the Ambulance Program. The Director addressed Transition Committee concerns and discussions.

**BILLS, VOUCHERS AND LINE ITEM TRANSFERS FOR PUBLIC SAFETY DEPARTMENTS** (Corporation Counsel, Medical Examiner, Clerk of Courts, Register in Probate, District Attorney, Family Court Commissioner, Circuit Court Branch I, Circuit Court II, Sheriff's Office and Emergency Management)

There was discussion regarding streamlining how bills, vouchers and line items transfers are brought to the Committee, how they are signed and if department heads should be present to address any questions and/or concerns Committee members have regarding them. The Committee agreed each department should present their bills to the Committee individually to answer any questions the Committee may have and then each department would take their bills, vouchers and line item transfers to the Finance Department.

The Emergency Management Director suggested presenting the idea at the Department Head meeting.

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

#### **PUBLIC COMMENTS**

No public comment was given.

#### **ITEMS FOR FUTURE AGENDA**

Address the Rhinelander Police Department Dispatch Contract.

#### **ADJOURN**

**11:45 a.m.** MOTION: To adjourn the meeting (Hintz/Martinson, PASSED).

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Bob Metropulos, Chairman

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Dawn Robinson  
Committee Secretary