

**MINUTES OF THE ONEIDA COUNTY
PUBLIC SAFETY COMMITTEE MEETING
SEPTEMBER 12, 2012**

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

OTHERS PRESENT: Scott Moller (District Attorney's Office), Holly Schepp (UW Extension), Terry Williams (Rhineland Fire), Tom Waydick (Rhineland Fire), Sheriff Hoffman, Chief Deputy Sweeney (Sheriff's Office), Jill Butzlaff (Sheriff's Office), Brian Desmond (Corporation Counsel), Larry Mathein (Medical Examiner), Ann Prom (Family Court), Brenda Behrle (Clerk of Courts), Kathy Belliveau (Branch I), Deb Shawl (Branch II), Ken Korten Hof, Emergency Management Director and Dawn Robinson, Committee Secretary.

CALL TO ORDER

Chairman Metropulos called the meeting to order at 10:30 a.m. at the Oneida County Courthouse, County Board Room, 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 and allow the Chairman to move around on the agenda (Martinson/Hintz, PASSED).

APPROVE PREVIOUS MEETING MINUTES

MOTION: To approve the August 15, 2012 Committee Meeting Minutes (Timmons/Martinson, PASSED).

SCHEDULE COMMITTEE MEETING DATE(S)

The next meeting was scheduled for October 17, 2012.

BILLS, VOUCHERS AND LINE ITEM TRANSFERS FOR PUBLIC SAFETY DEPARTMENTS WITH NO AGENDA ITEMS

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

TEENS ACTIVE IN GOVERNMENT (TAG):

The interim TAG Coordinator introduced herself, provided a brochure, Exhibit #1, and stated the purpose of the group, "The purpose of TAG is to engage students in a civic education process by which they will serve as a youth member of the Oneida County Board of Supervisors'. Each TAG representative would serve a one-year term and asked the Committee's permission to have a representative serve on the Public Safety Committee. Committee members agreed.

MOTION: To allow a TAG Representative to serve on the Public Safety Committee (Hintz/Martinson, PASSED).

Committee member Hintz shared a document prepared by the Finance Director, Preliminary Analysis of 2013 Budget Process Prior to Dept Budget Submission, Exhibit #2. Levy limits and cost of living wage adjustments were discussed. If only the Protected Status county employees (union employees) received a 1% cost of living wage increase, it would cost the county \$530,000 in levy costs for the next budget year. If each county employee received a 1% cost of living wage increase, it would cost the county an additional \$125,000 increase in levy costs for the next year budget process.

Sheriff's Office

2013 Sheriff's Office Budget:

The Office Manager provided the department's budget, Exhibit #3.

The Sheriff stated the following; every attempt was made to provide a realistic budget, asked the Committee to recognize public safety and service to the community, working with the Secretary of Corrections to utilize the county Jail in housing State inmates, invested money into risk management to provide employees with safe working environment, created a long term plan for armored rescue truck forfeiture, addressed tourism/economy and demand for recreational officers, cited the number of lakes and acres of forest lands for recreational use, and discussed enforcement of controlled substance laws within budget, no special project funds requested in 2013 and, provided 2012 phase updates of radio equipment. The Sheriff thanked County Board Members for their support and complimented county employees for their work.

The Chief Deputy complimented the Office Manager for auditing and preparing monthly cost centers as well as preparing the 2013 Budget. The Chief Deputy stated the 2013 Budget is Program-based, indicated the first two pages are programs the Sheriff provides and provided a brief explanation of each page of the budget. The Chief Deputy noted realistic revenues are listed to prevent shortfalls.

There was discussion regarding revenue shortfall is housing State prisoners. The Chief Deputy explained without a contract in hand or without a formal document, funds are unknown. On an average, the Jail houses one hundred prisoners per day. The Chief Deputy appreciates the County Board recognizing public safety as a priority in providing an affective service.

There was discussion regarding inmates paying to be housed while in Jail. The Chief Deputy stated the Sheriff's Office has increased debt collection revenues by intercepting tax refunds, etc. and explained those collected funds go into the County's General Fund.

There was brief discussion regarding Animal Control and the investigation of in-humane treatment of animals. The State Statute requires the Sheriff to board animals and the Chief Deputy provided information and the history of the Humane Shelter.

MOTION: To accept the 2013 Sheriff's Office Budget (Martinson/Timmons).

Discussion on motion:

There was brief discussion regarding dispatching to other areas within the County. The Chief Deputy stated dispatching operations remain the same as last year.

MOTION: To accept the 2013 Sheriff's Office Budget (Martinson/Timmons, PASSED).

School Resource Officer:

The Chief Deputy provided the Deputy Sheriff-James Williams Junior High School and 2013 Budget Memorandum and Fiscal Impact, Exhibit #4.

The Chief Deputy explained government subsidizes a School Resource Officer (and does not charge the School District for the full cost amount) since the Officer provides the community with a value. However, remaining cost is placed on the Rhinelander School Districts tax levy. This year the position is estimated at \$63,000.00. The Chief Deputy recommends continuing the program.

Committee member Fried indicated he asked for more specific information on the School Resource Officer position, stated it is clear the Rhinelander School District pays for the time the Deputy is at the school and added the position was approved at today's LRES (Labor Relations & Employee Services) Committee meeting.

Informational document, no action taken.

Bills, vouchers and line item transfers for Sheriff's Office:

The Committee agreed to have each department provide copies of Voucher Summary Signature Sheet in addition to, the original signature sheet.

MOTION: To approve bills, vouchers and line item transfers for Sheriff's Office (Hintz/Fried, PASSED).

Corporation Counsel

It is anticipated that a motion will be made, seconded, and passed on Roll Call vote to enter closed session pursuant to WI Stats Section 19.85(1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee. A motion will be made, seconded and passed on Roll Call vote to return to open session. Topic: Set goals for performance review (Corporation Counsel)

MOTION: To go into Closed Session pursuant to WI Stats Section 19.85(1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee' (Martinson/Hintz, Roll Call Vote: Hintz 'aye', Fried 'aye', Martinson 'aye', Metropulos 'aye' and Timmons 'aye', PASSED).

MOTION: To return to Open Session (Timmons/Fried, Roll Call Vote: Hintz 'aye', Fried 'aye', Martinson 'aye', Metropulos 'aye' and Timmons 'aye', PASSED).

MOTION: To approve the Goals Planning Template as presented amending Goal #3 to expand to the information presented to Corporation Counsel (Fried/Timmons, PASSED).

Bills, vouchers and line item transfers for Corporation Counsel:

MOTION: To approve bills, vouchers and line item transfers for Corporation Counsel (Martinson/Fried, PASSED).

District Attorney

Bills, vouchers and line item transfers for District Attorney's Office:

MOTION: To approve bills, vouchers and line item transfers for the District Attorney's Office (Fried/Hintz, PASSED).

2013 District Attorney Budget:

The Assistant District Attorney (DA) provided the department budget, Exhibit #5.

The Assistant DA explained the victim witness reimbursement from the State decreased, the rest of the budget remains the same, no increase to budget.

There were discussions and questions regarding an increase to the DA's budget (approximately \$34,000).

11:40 a.m. the Committee took a five-minute break to allow the Assistant DA to ask the Secretary to attend the meeting to explain the budget question.

11:45 a.m. the Committee reconvened.

The Finance Director took a brief break from another Committee meeting to answer the Public Safety Committee members question on the DA's budget.

The Finance Director explained the 2013 Requested Column should have reflected a negative \$14,000 in non-personnel expenses and a positive \$14,000 in personnel costs, creating a \$28,000 swing. The correct 2013 Requested Column number should be reduced from \$232,834.00 to \$204,834.00. The Finance Director agreed there is a zero percent increase.

MOTION: To approve the 2013 District Attorney Budget to be corrected by the Finance Director (Fried/Martinson, PASSED).

Criminal Diversion Program:

The Assistant DA explained the Criminal Diversion Program is to divert some cases out of the criminal system (example: Operating After Revocation, Domestic Abuse, etc.) and into other ways (example: Deferred Prosecution Agreement, plea bargain, etc.), offering flexibility, funded by user fees. There was discussion regarding funding and if the Criminal Diversion Program is similar to the Restorative Justice Program. The Assistant DA is requesting permission to talk to service providers. History of previous program was discussed.

MOTION: To direct the District Attorney's Office to pursue outside services that may benefit the County and bring the topic back to the Committee at the appropriate time (Fried/Timmons, PASSED).

Circuit Court Branch I

2013 Circuit Court Branch I Budget:

The Judicial Assistant presented the department budget, Exhibit #6, and indicated Guardian Ad Litem costs are estimated to increase.

MOTION: To approve the 2013 Circuit Court Branch I Budget (Hintz/Fried, PASSED).

Bills, vouchers and line item transfers for Circuit Court Branch I:

MOTION: To approve bills, vouchers and line item transfers for Circuit Court Branch I (Fried/Martinson, PASSED).

Circuit Court Branch II

2013 Circuit Court Branch II Budget:

The Judicial Assistant presented the department's budget, Exhibit #7, and stated the department eliminated \$5,000 from their budget, due to a decrease in Guardian ad Litem expenses and savings due to the Public Defenders Office raising the poverty guidelines for Public Defender appointments.

MOTION: To approve the 2013 Circuit Court Branch II Budget (Hintz/Martinson, PASSED).

Bills, vouchers and line item transfers for Circuit Court Branch II:

MOTION: To approve bills, vouchers and line item transfers for Circuit Court Branch II (Timmons/Martinson, PASSED).

Emergency Management

Ambulance Service to the Jail:

The Emergency Management Director explained this issue is brought to the Committee because the County Jail is located in the City of Rhinelander, which is primarily covered by the City's Ambulance Service.

The Director informed the Committee, if an inmate requires ambulance transport, the Sheriff is responsible to cover the cost if the patient, or his/her insurance doesn't pay. If the jail used the County Ambulance Service, the costs recovered by the inmate or paid by the Sheriff, would offset the overall costs of the County Ambulance Service, saving the County money.

According to the State Ambulance Director, the Jail may use the County Ambulance Service for non-emergency transports. Transports requiring an emergent response should be requested through the 911 Center and handled by the City Ambulance Service.

911 Calls were explained and discussed.

MOTION: To allow the Jail to use the County Ambulance Service as an option for transporting inmates (Martinson/Fried).

Discussion on motion:

The Assistant Rhinelander Fire Chief addressed non-emergency responses and transports verses responses and transports paged through the 911 System (lights and sirens).

There were discussions regarding what the Sheriff is responsible to cover, how many times an ambulance responded to the Jail this year and what level of responses were necessary (emergent or non-emergent).

The Assistant Chief explained the City Ambulance Billing Procedure (bill Patient first, if Patient cannot pay then the Jail is billed).

There was discussion regarding transporting inmates in a squad car to the Hospital and potential liability.

The Rhinelander Fire Chief stated the previous Emergency Management Committee, the City of Rhinelander Mayor and the City Administrator met regarding the City Ambulance Service responding to all calls within City limits.

The Emergency Management Director stated because the previous Emergency Management Committee addressed citywide ambulance response, that is why this change is being addressed with the Public Safety Committee.

MOTION: To allow the Jail to use the County Ambulance Service as an option for transporting inmates (Martinson/Fried, PASSED).

It is anticipated that a motion be made, seconded, and passed on Roll Call vote to enter into closed session pursuant to WI Stats Section 19.85(1)(e) "Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session." A motion will be made, seconded and passed on Roll Call vote to return to open session. Topic: Ambulance Contract RFP.

MOTION: To go into closed session pursuant to WI Stats Section 19.85(1)(e) 'Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session' (Fried/Timmons, Roll Call Vote: Hintz 'aye', Fried 'aye', Martinson 'aye', Metropulos 'aye' and Timmons 'aye', PASSED).

MOTION: To return to Open Session (Timmons/Fried, Roll Call Vote: Hintz 'aye', Fried 'aye', Martinson 'aye', Metropulos 'aye' and Timmons 'aye', PASSED).

MOTION: To maintain the County Ambulance Service with Ministry Health Care and pursue a five-year contract (Timmons/Martinson, PASSED unanimously).

2013 Emergency Management Budget:

The Emergency Management Director provided the department budget, Exhibit #8. The Director explained the following; ambulance fleet will eventually be reduced by one

vehicle, requesting additional money for ambulance repairs, hospitals reduced the hospital subsidy amounts and additional ambulance revenues are budgeted from contracted Towns outside the County. The HazMat Budget and EPCRA (Emergency Planning and Community Right-to-Know Act) budgets merged into one budget. The Director explained ambulance service is outside the County levy limits. The Emergency Management, budget request is reduced by \$10,000 due to Health Insurance coverage adjustment, and \$1,375 LTE (Limited Term Employee) wages.

A Committee member explained the County is allowed to levy for ambulance service costs because it is outside the levy limits.

There was discussion if statutorily, Townships are responsible for providing ambulance service. The Emergency Management Director answered yes, Townships are responsible to provide ambulance service, Counties and Cities are not. The Emergency Management Director explained in the past, there was a private ambulance service that due to operations, the County decided to take over and provide a countywide ambulance service on behalf of Townships. The County provides and staffs 24/7 ambulance service.

The Medical Examiner (who is also the Little Rice Fire Chief) affirmed Townships are required to provide ambulance service and added the Emergency Management Director has a plan in place on how to cover ambulance areas.

MOTION: To approve the 2013 Emergency Management Budget (Martinson/Fried, PASSED).

Bills, vouchers and line item transfers for Emergency Management:

MOTION: To approve bills, vouchers and line item transfers for Emergency Management (Hintz/Timmons, PASSED).

Medical Examiner

Wisconsin Coroners & Medical Examiners Association (WCMEA) Fall Conference:

The Medical Examiner (ME) provided Conference information to the Committee and stated the ME is required to obtain a number of continuing education hours.

Out of State Travel for 4th Annual Fall Death Investigation & Forensic Science Seminar:

The ME indicated the Seminar is held in Sandy, Utah November 14-16, 2012, seminar covers numerous types of recreational deaths and affirmed expenses are budgeted.

MOTION: To approve the Medical Examiner's travel request (Hintz/Martinson, PASSED).

A question was asked if Forest County pays any conference expenses. The ME explained Forest County contracts Oneida County for service and pays for portions of the ME's budget. The ME works for Oneida County.

Bills, vouchers and line item transfers for Medical Examiner:

MOTION: To approve bills, vouchers and line item transfers for Medical Examiner (Timmons/Fried).

Discussion on motion:

Fuel costs and cremation procedures for ME's were discussed. The ME stressed his department is transparent and welcomes Committee members to contact the department with any questions.

MOTION: To approve bills, vouchers and line item transfers for Medical Examiner (Timmons/Fried, PASSED).

Medical Examiner Office Re-Organization:

The ME provided a Memorandum to the Public Safety Committee from the Human Resource Director regarding the Medical Examiner Position, Exhibit #9.

The Human Resource Director met with the Finance Director to discuss if the ME was compensated adequately and looked at past information with previous ME. A Time Log Study was conducted and the Finance Director was surprised with the amount of calls the ME received in the middle of the night, etc. There was discussion between both the HR Director and the Finance Director regarding increasing the position to either 75% or 100%. The HR Director took into consideration the Time Log Study and the fact that the ME does not receive a per diem for phone calls. The ME would be required to keep a Time Log for the next year and then the position would be re-evaluated. The HR Director asked the Committee to approve the ME Position to 100%.

The LRES Committee requested a wage study be conducted on the ME as well as hourly positions countywide (except for Deputies) and look at data in the toolbox the Governor provided. There was discussion regarding grade level and reclassification.

A Committee member asked what grade level the ME should be placed at and the HR Director stated currently, the ME is at a Grade 9 and should be placed at a Grade 13. The HR Director affirmed for now, the ME will remain at a Grade 9 and requests the position to be increased to 100%. There was discussion.

MOTION: To approve the Medical Examiner's Position to 100% and forward request to the LRES Committee (Martinson/Timmons).

Discussion on motion:

Concern was expressed regarding where the money would come from and setting a precedent.

MOTION: To approve the Medical Examiner's Position to 100% and forward request to the LRES Committee (Martinson/Timmons, PASSED).

2013 Medical Examiner Office Budget:

The ME provided the department budget, Exhibit #10 and mentioned he had built a divider for his vehicle to transport deceased individuals. The ME reduced phone expenses by eliminating department cell phones, explained the cost of autopsy's,

referred to funeral home transports and charges, reduced central purchasing budget, reduced training and conference fees, reduced meals & lodging, looking into different ITS Software and added, fuel expenses were increased.

MOTION: To approve the 2013 Medical Examiner Office Budget (Hintz/Timmons, PASSED).

There was discussion regarding the County Highway Department maintaining the ME's vehicle (oil changes, etc.) verses doing the work himself.

PUBLIC COMMENTS

No public comment was given.

ITEMS FOR FUTURE AGENDAS

Develop agenda at Emergency Management Director's discretion.

ADJOURN

1:31 p.m. MOTION: To adjourn the meeting (Hintz/Timmons, PASSED).

Bob Metropulos, Chairman

Dawn Robinson, Committee Secretary