

**MINUTES OF THE ONEIDA COUNTY  
PUBLIC SAFETY COMMITTEE MEETING  
January 17, 2013**

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

**COMMITTEE MEMBERS ABSENT:** Dave Hintz was excused.

**OTHERS PRESENT:** Ken Krall (WXPR), Marcus Nesemann (River News), Chief Deputy Sweeney (Sheriff's Office), Brian Desmond (Corporation Counsel), Larry Mathein (Medical Examiner), Michael Schiek (District Attorney), Bonnie Wilcox (District Attorney's Office), Ann Prom (Family Court Commissioner's Office), Kathy Belliveau (Branch I), Brenda Behrle (Clerk of Courts), Ken Kortenhof, Emergency Management Director and Dawn Robinson, Committee Secretary.

**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 (Martinson/Fried, PASSED).

**APPROVE PREVIOUS MEETING MINUTES**

MOTION: To approve the December 12, 2012 Committee Meeting Minutes (Timmons/Martinson, PASSED).

**SCHEDULE COMMITTEE MEETING DATE(S)**

The Committee scheduled February 21, 2013 at 9:30 a.m. and, March 11, 2013 at 9:30 a.m.

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

The following Voucher Summary Sheets were presented: Exhibit #1 Corporation Counsel, Exhibit #2 Circuit Court Branch I, Exhibit #3 Circuit Court Branch II and Exhibit #4 Register in Probate.

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

MOTION: To approve bills, vouchers and line item transfers for Family Court Commissioner (Fried/Timmons, PASSED).

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

**DEPARTMENT ITEMS:**

**Medical Examiner**

*Bills, vouchers and line item transfers for the Medical Examiner's Office*  
Exhibit #5.

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

*Autopsy Update*

The Medical Examiner (ME) cited 2011 caseloads for Oneida and Forest Counties, informed the Committee that so far in 2012, Oneida has 138 cases and Forest has 32 cases. Statutorily, autopsies are required for in-custody death investigations and certain childhood deaths or when appropriate to determine the manner in which the death was caused (suicide, homicide, etc.). The ME explained the autopsy process, timeframe for obtaining test results, legalities, baseline costs and roles/decisions made by a ME verses a Coroner.

There were discussions regarding who (other than the ME) can request autopsies and who pays for the service. The ME informed the Committee family, doctors, etc. are contacted to aid in determining the cause of the incident.

There was additional discussion regarding escorting a deceased individual to Fond du Lac for further testing results/examination. The ME explained when possible, a funeral home or livery service is utilized prior to his office. The importance of chain-of-custody was explained. Law Enforcement assists with transportation in certain cases.

The ME is a statutory position and answers to the Public Safety Committee/County Board of Supervisors. Forest County contracts with Oneida County for ME services. If Forest County had concerns/issues, Forest would contact Oneida County. The ME does not answer to the Forest County Board of Supervisors.

**District Attorney**

*Introduction of New District Attorney*

Michael Schiek was introduced to the Committee. Schiek was a Defense Attorney and a special prosecutor.

The Ethics Committee stated as long as Schiek was not involved with cases he previously worked on, the Assistant District Attorney could. Schiek explained cases he personally handled were diverted outside of the District Attorney's Office. Schiek promotes an open door policy and welcomes anyone to stop in.

*Bills, vouchers and line item transfers for District Attorney*  
Exhibit #6.

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

## **Clerk of Courts**

### *LTE Request for Family/Medical Leave*

LTE Deputy Clerk Staffing Request, Exhibit #7, was presented for March 1, 2013-May 1, 2013 to cover for a family leave absence (maternity leave).

The department does not have LTE funds available in the budget; however, if an employee decides to take any unpaid leave, those dollars would be available to use towards LTE; remaining dollars would come from other areas in the budget or supplemented from the contingency fund. An LTE position during the eight-week period will cost approximately \$4800.00. The Clerk of Courts has discussed and has worked with both the Human Resource Director and the Finance Director regarding the expense coverage. The Finance Director indicated that is what the contingency funds are for, unexpected/unplanned leaves.

LTE Deputy Clerk Staffing Request, Exhibit #8, was presented for June 3, 2013-August 5, 2013 to cover for a medical leave absence (surgery).

The Clerk of Courts hopes to hire one LTE person to cover both positions. There was discussion regarding timeframe in which a LTE person is hired and in place before the departments first staff person begins maternity leave (March 1, 2013).

MOTION: To approve both LTE Deputy Court Clerk staffing requests in the amount of \$9,688.50 (Martinson/Timmons, PASSED).

### *2013 Clerk of Circuit Court Institute*

The 2013 Clerk of Circuit Court Institute Annual Conference is scheduled for February 13<sup>th</sup>-15<sup>th</sup>, 2013 in Wisconsin Dells. The Clerk of Courts cited workshops and affirmed the conference is helpful, informative and provides an opportunity to network and learn from others.

MOTION: To approve the Clerk of Circuit Courts to attend the 2013 Clerk of Circuit Court Institute Conference (Timmons/Martinson, PASSED).

### *Payment Plan Fee*

The Clerk of Courts explained the department would like to offer individuals an opportunity to enter into a payment plan. This has been discussed with both judges and a process is being put in place. According to Wisconsin State Statutes, a fee may be collected not to exceed \$15. The department is looking at charging \$10.

A procedure would be established to monitor payment plans and an individual would be required to sign an agreement to pay a specific dollar amount. Little revenue would be generated and payment plan fees may be waived depending upon each individual financial situation. By implementing a payment plan, caseloads would be reduced. If an individual fails to abide by the payment plan, the collection process begins.

*Bills, vouchers and line item transfers for Clerk of Courts*

MOTION: To approve bills, vouchers and line item transfers for Clerk of Circuit Courts (Fried/Timmons, PASSED).

**Sheriff's Office**

*Secretary and Lieutenant Vacancy Review*

The Chief Deputy requested the vacancy review be tabled at this time due to possible reorganization/merging of departments.

*Sheriff's Office and Emergency Management Department Consolidation Review*

The Chief Deputy informed the Committee there is no additional information to report at this time, informed the Committee both himself and the Emergency Management Director attended the Oneida County Fire Chief's and Emergency Management Meeting to inform Fire Chief's of the possible department consolidation and seek their input. Possible consolidation was mentioned/discussed at yesterday's Local Emergency Planning Committee (LEPC) Meeting.

The Chairman asked how/where the issue originated from. It was explained, the proposal came out of the Transition Committee. A Committee member indicated he was not informed of a possible department consolidation, stated media has provided stories of the consolidation and affirmed he found out about the possible merger at last month's Public Safety Committee Meeting.

The Chairman stated he, the Committee of Jurisdiction's Chairman, should be represented at Transition Committee meetings.

A Committee member stated the Committee of Jurisdiction should be the first governing body to know about a possible merger and affirmed, decisions should not be made at the Transition Committee level.

The Chief Deputy informed the Committee he supports a strong Emergency Management Program, supports a reliable 911 Program and does not want either program to be diluted. The Chief Deputy indicated it is premature to make decision before the new Sheriff is appointed and discuss his/her position on the matter. The Emergency Management Director stated the Sheriff is not statutorily responsible to oversee the Emergency Management Department.

A Committee member reaffirmed the decision to merge has to come out of the Committee of Jurisdiction, not the Transition Committee.

A Committee member suggested not moving forward until the new Sheriff has been appointed as, the Sheriff may disagree with the consolidation.

The Chairman asked why the Sheriff's Office and Emergency Management should consolidate. The Chief Deputy explained the reason is to save money and improve service without diminishing good programs. The Emergency Management Director affirmed they (Chief Deputy and Director) do not want to reduce their commitment to the

public and asked the Committee if/when an organizational structure is presented, the Committee approve and follow structure as presented. The Chairman stressed he, and the Committee, does not want to lose good employees!

A Committee member restated and affirmed, the Public Safety Committee is the decision making body. The Emergency Management Director explained the Sheriff has to support it, the Public Safety Committee has to support it and the County Board of Supervisors would need to support it, the Public Safety Committee can stop the merger.

The Committee expressed appreciation for the work of both departments, stated the Committee would stand with and support the Department Heads and affirmed, Committee members did not know the Transition Committee was in place.

*Bills, vouchers and line item transfers for Sheriff's Office  
Exhibit #9.*

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

### **Emergency Management**

*Emergency Medical Services (EMS) Funding Assistance Program*

This is an annually grant offered through the State for financial assistance to pay for EMT and Paramedic Refresher Trainings, etc. The Emergency Management Director recommended applying for the grant.

MOTION: To allow the Emergency Management Director to apply for the EMS Funding Assistance Program Grant (Fried/Timmons, PASSED).

*Bills, vouchers and line item transfers for Emergency Management  
Exhibit #10 and Exhibit #11.*

MOTION: To approve line item transfers for Emergency Management (Timmons/Martinson, PASSED).

MOTION: To approve bills and vouchers for Emergency Management (Martinson/Fried, PASSED).

There was discussion regarding the County Highway Department performing routine maintenance on county ambulances and, what type of services requires Roberts Repair.

A Committee member suggested the Transition Committee should work on making things consistent for all departments e.g. voucher summary sheets, etc. and, the Committee complemented the Emergency Management Department on how voucher summary information and copies are presented.

**PUBLIC COMMENTS**

No public comment was given.

**ITEMS FOR FUTURE AGENDAS**

Merger/department consolidation.

**ADJOURN**

**11:02 a.m.** MOTION: To adjourn the meeting (Martinson/Fried, PASSED).

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Bob Metropulos, Chairman

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Dawn Robinson, Committee Secretary