

**MINUTES OF THE ONEIDA COUNTY  
PUBLIC SAFETY COMMITTEE MEETING  
FEBRUARY 21, 2013**

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

**COMMITTEE MEMBERS ABSENT:**

**OTHERS PRESENT:** Marcus Neemann (River News), Sheriff Hartman, Chief Deputy Sweeney (Sheriff's Office), Brian Desmond (Corporation Counsel), Larry Mathein (Medical Examiner), Bonnie Wilcox (District Attorney), Amy Franzen (Register in Probate), Ann Prom (Family Court), Kathy Belliveau (Branch I), Deb Shawl (Branch II), Brenda Behrle (Clerk of Circuit Courts), Otana Lavender (Clerk of Circuit Courts), Ken Korten Hof, 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 (Hintz/Timmons, PASSED).

**APPROVE PREVIOUS MEETING MINUTES**

MOTION: To approve the January 17, 2013 Committee Meeting Minutes (Martinson/Fried, PASSED).

**SCHEDULE COMMITTEE MEETING DATE(S)**

The next meeting was scheduled for March 11, 2013 at 9:30 a.m.

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

Bills, vouchers and line item transfers were presented, Exhibits #1-#4.

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

**DEPARTMENT ITEMS:**

**Circuit Court Branch I & Circuit Court Branch II**

*Employee Service Award*

Judge Bloom recognized Kathy Belliveau for 10-years of service and Deb Shawl for 20-years of service.

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

The budget, line item transfers and vouchers were explained, Exhibit #5.

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

*2012 Budget Closeout for Circuit Court Branch II*

The budget and line item transfers were explained, Exhibit #6.

MOTION: To approve the 2012 Budget Closeout for Circuit Court Branch II (Hintz/Martinson, PASSED).

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

The budget, line item transfers and vouchers were explained, Exhibit #7.

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

**District Attorney**

*2012 Budget Closeout*

The budget and line item transfers were explained, Exhibit #8.

MOTION: To approve the 2012 Budget Closeout for District Attorney's Office (Fried/Hintz, PASSED).

*Bills, vouchers and line item transfers for District Attorney*

The budget, line item transfers and vouchers were explained, Exhibit #9.

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

**Clerk of Circuit Courts**

*Employee Service Award*

The Clerk of Circuit Courts recognized Otona Lavender for 10-years of service.

*Clerk of Circuit Court 2013 Regional Specialty Seminar:*

The State offers regional seminars for clerks to attend and type of seminars were cited and explained. The Clerk of Circuit Courts has a staff member who is interested in attending a seminar in Madison.

MOTION: To approve attendance at the Clerk of Circuit Court 2013 Regional Specialty Seminar (Martinson/Fried).

Discussion on motion:

Seminar expenses and budget were discussed. The Clerk affirmed expenses were budgeted.

MOTION: To approve attendance at the Clerk of Circuit Court 2013 Regional Specialty Seminar (Martinson/Fried, PASSED).

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

The budget, line item transfers and vouchers were explained, Exhibits #10 and #11.

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

**Corporation Counsel**

*Update: Children and the Law*

Corporation Counsel referred to Exhibits #12 and #13 that were provided, explained the previous Committee authorized the Assistant Corporation Counsel to sit on a State Committee to review statutes, etc. and work on a writing newsletter article.

The Assistant Corporation Counsel became the Director of the State Bar Children and Law Section, which required a lot of time and occasional travel. A DRAFT newsletter article was written with a lot of pertinent information. Assistant Corporation Counsel was approached by Ms. Sowinski (from the Milwaukee District Attorney's Office) to co-author an editorial pertaining to the use of jury trials in CHIPS (Children in Need of Protection and Services) or JIPS (Juvenile in Need of Protection and Services) cases. The editorial cites and explains Judges should make decisions in cases rather than having a jury do so and has been forwarded onto legislators for a decision. It was noted, cases are difficult on all parties but are especially difficult on the children. Information was provided on the following: guardian of litem, foster care, guardianship, visitation, termination of parental rights, adoption, processes of each, decision deadlines and the number of cases in Oneida County. There was discussion.

Assistant Corporation Counsel thanked the Committee for allowing him the opportunity to serve on the State Committee.

*Bills, vouchers and line item transfers for Corporation Counsel*

The budget, line item transfers and vouchers were explained, Exhibits #14 and #15.

MOTION: To approve line item transfers for Corporation Counsel (Hintz/Martinson, PASSED).

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

**Sheriff's Office**

*It is anticipated that a motion will be made, seconded and approved by roll call vote to enter into closed session pursuant to and Section 19.85(1)(g), "conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved." Topic: Kibler Notice of Claim.*

10:17 a.m. MOTION: To go into closed session pursuant to Section 19.85(1)(g) (Martinson, Hintz) on a roll call vote: Martinson 'aye', Timmons 'aye', Fried 'aye', Hintz 'aye', Metropulos 'aye'.

*Return to open session*

10:42a.m. MOTION: To return to open session (Timmons/Fried) on a roll call vote: Martinson 'aye', Timmons 'aye', Fried 'aye', Hintz 'aye', Metropulos 'aye'.

The Chairman stated no motion was made in closed session.

*Vacancy Review-Jail Administrator*

Committee member Timmons recommended addressing all vacancy reviews together.

Due to the untimely loss of the Jail Administrator, the Chief Deputy would like to recruit for the position and forward request onto LRES for consideration. The Chief Deputy informed the Committee the Assistant Jail Administrator is performing additional duties and requests a transition salary.

MOTION: To forward the Jail Administrator Vacancy Review onto LRES for consideration (Fried/Timmons, PASSED).

*Vacancy Review-Corrections Officer & Vacancy Review-Patrol Sergeant*

The Chief Deputy provided a Summary of Vacancies, Exhibit #16 and explained a Corrections Officer accepted a position with Land Records. The Sheriff's Office would like to recruit for a Correctional Officer, a Patrol Sergeant Officer and a Deputy Sheriff position.

A Committee member stated only the Corrections Officer position was listed on the agenda. The Chief Deputy explained the recruitment and replacement of the Sergeant created a Deputy Sheriff vacancy. There was discussion regarding the Deputy Sheriff topic, non-represented position verses a union position, jail structure, capacity and inmate classifications.

MOTION: At the request of the Sheriff's Office to forward vacancy reviews for the Corrections Officer, the Patrol Sergeant and the Deputy Sheriff onto LRES as needed (Fried/Timmons, PASSED).

*Sheriff's Office and Emergency Management Department Consolidation*

Sheriff Hartman was present, had an opportunity to review the consolidation proposal, fully supports the plan going forward, indicated other Emergency Management Departments are under their Sheriff's Office and stated it is better to share equipment and manpower under one structure.

The Oneida County Sheriff's Office march 2013-DRAFT #5 Organizational Structure/Chart was presented, Exhibit #17. The Emergency Management Director would remain as is, would continue to have the Emergency Management Program Assistant, would now oversee the E911 Center and would now have a Network Support Person. The Emergency Management Director stressed he did want to diminish the Emergency Management Program and informed the Committee his time would be spent towards the Communications Division. The Emergency Management Director currently maintains some equipment but a Technician would perform more of those duties.

The Chief Deputy explained he met with the Buildings & Grounds Department regarding a cost savings of hiring a half-time employee to back fill the Network Support Position (communications support) and reinvest funds back into Building & Grounds budget. The Chief Deputy stated a support person is needed in order to keep equipment maintained and running well.

The Chairman asked if this is an efficiency merge. The Emergency Management Director explained both departments work together, some Sheriff's Offices have Emergency Management Divisions under them but his merger is more complicated because both the Ambulance Service and the HazMat Team fall under the Emergency Management Department.

The Chairman asked where the Emergency Management Program Assistant falls within the proposed organizational structure. The Emergency Management Director explained the merger would be a workable system if the organizational structure remains the same as presented today, affirmed it is a necessity to keep the Program Assistant as is (performing same duties and functions) in order to make the merger possible and to allow the Director the time necessary to perform E911 Center duties.

The Chief Deputy indicated a Civilian Support Person would be hired to run the E911 Center and mentioned at this time, the Sheriff's Office is not looking to hire a Lieutenant Position and a Secretary Position. The Chief Deputy explained when Lieutenant Wood announced his retirement, the Sheriff's Office began looking at efficiency and added during an emergency, the Sheriff's Office and Emergency Management work together. The Chief Deputy asked the Committee for their support to develop job descriptions with the Human Resource Director and added a plan will be developed if the merger does not work and the two departments need to remain separate.

A Committee member reiterated concerns of the Transition Committee giving direction to look into a department merger rather than including the Committee of Jurisdiction in the process.

Another Committee member stated if the department heads agree with the possible merger, than he supports it and asked if a cost analysis would be performed. The Chief Deputy indicated the Human Resource Director would be involved with reorganization. A question was asked if the Emergency Management Director was qualified to take over and oversee the E911 Center. The Emergency Management Director stated his qualifications and the Chief Deputy agreed the Director is qualified for the position.

Another Committee member suggested having a timeframe established to review how the merger is working. The Chief Deputy agreed with a review timeline, addressed moving budgets around and changing job descriptions, developing resolution language that if the merger does not work it would end at the end of the next budget process. The Chief Deputy stated the merger would need to be in place for eighteen-months in order to test the system and suggested ending the merger on the first term of 2015. The Chief Deputy stated the department would be reinvesting savings back into the budget

and mentioned the proposed merger would be addressed at the April County Board of Supervisors meeting.

MOTION: To approve the proposed merger as presented and bring back the final product to the Committee for review and possible action (Timmons/Martinson, PASSED).

11:42 a.m. Committee member Fried was excused to attend another meeting.

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

The budget, line item transfers and vouchers were explained, Exhibit #18.

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

**Emergency Management**

*2012 Ambulance Budget Summary*

Copies of the 2012 Oneida County Ambulance Service Summary Report were provided, Exhibit #19. The Summary report identifies locations, equipment and budget. The Emergency Management Director explained the variance amount, additional operating costs in 2012.

There was discussion regarding inspections, rotating and retiring ambulances from the fleet. The Director explained the procedure.

A Committee member explained the former Emergency Management Committee would receive ambulance bills and maintenance reports at their monthly meeting. Now that Committees have been combined, the Director continues to receive and continues to review all information instead of presenting ambulance reports to the Committee.

*Computer/HazMat Grant*

This is an annual HazMat Grant for operation/equipment expenses in the amount of \$10,000 with the County's match (\$2,500) budgeted.

ADDED MOTION: To approve the Computer/HazMat Grant, not to exceed \$12,500 (Martinson/Hintz, PASSED).

There was discussion regarding ambulance repairs performed by the Highway Department and fuel amounts. The Emergency Management Director explained ambulance fuel costs are part of hospital subsidies and, the Highway Departments monthly bills reflect fuel usage for Emergency Management and/or the HazMat vehicles.

*Bills, vouchers and line item transfers for Emergency Management*

The budget, line item transfers to closeout the 2012 Budget and vouchers were explained, Exhibits #20 and #21.

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

**PUBLIC COMMENTS**

No public comment was given.

**ITEMS FOR FUTURE AGENDAS**

Possible merger updates. A Committee member stressed, in order for the Emergency Management Department to continue being effective and assisting first responder agencies, the organizational structure presented today needs to remain the same as presented.

**ADJOURN**

**11:25 a.m.** **MOTION:** To adjourn the meeting (Timmons/Hintz, PASSED).

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Bob Metropulos, Chairman

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Dawn Robinson, Committee Secretary