

**MINUTES OF THE ONEIDA COUNTY
PUBLIC SAFETY COMMITTEE MEETING
MARCH 11, 2013**

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

OTHERS PRESENT: Hayley Tenpas (WJFW TV 12), Lisa Charbarneau (Human Resource Director), Sheriff Hartman, Chief Deputy Sweeney (Sheriff's Office), Brian Desmond (Corporation Counsel), Larry Mathein (Medical Examiner), Michael Schiek (District Attorney), Bonnie Wilcox (District Attorney), Amy Franzen (Register in Probate), Ann Prom (Family Court), Kathy Belliveau (Branch I), 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 (Fried/Hintz, PASSED).

APPROVE PREVIOUS MEETING MINUTES

MOTION: To approve the February 21, 2013 Committee Meeting Minutes (Timmons/Martinson, PASSED).

SCHEDULE COMMITTEE MEETING DATE(S)

The next meeting was scheduled for April 2, 2013 at 9:30 a.m.

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

Exhibit #1 and Exhibit #2 were presented.

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

DEPARTMENT ITEMS:

District Attorney

Summer Intern Position

UW Madison second-year law students can apply for a ten-week summer intern position with Oneida County. The student receives \$2,500 from UW Madison and receives \$2,500 from Oneida County. No applications were submitted by second-year law students and the application process has been closed. However, a first-year student has expressed interest in the position. The District Attorney proposed paying the first-year student \$2,500 for a ten-week period (not match by the university) paid by the

County and explained, the internship would allow a local attorney to participate in the program. There was discussion.

MOTION: To support the District Attorney's proposal to hire a first-year law student for the summer intern position at a cost of \$2,500 for a ten-week period (Hintz/Martinson, PASSED).

There was discussion regarding the amount of paper documents reviewed by the Committee.

Circuit Court Branch I

2012 Budget Closeout and Bills, vouchers and line item transfers for Circuit Court Branch I and Circuit Court Branch II

The budget closeout was presented, reviewed and explained, Exhibits #3-#5.

MOTION: To approve the 2012 Budget Closeout for Circuit Court Branch I and, bills, vouchers and line item transfers for Circuit Court Branch I and Circuit Court Branch II (Martinson/Hintz, PASSED).

Register in Probate

2012 Budget Closeout and Bills, vouchers and line item transfers Register in Probate

The budget closeout was presented, reviewed and explained, Exhibit #6 and Exhibit #7. The Registrar indicated thermal printer receipts were purchased to reduce expenses.

MOTION: To approve the 2012 Budget Closeout and, bills, vouchers and line item transfers for Register in Probate (Timmons/Fried, PASSED).

2013 WI Juvenile Court Clerk Association Conference and 2013 WRIPA Spring Educational Conference

WI Juvenile Court Clerk Association Conference expenses are paid by the STATE and the WRIPA Spring Educational Conference is held in Eagle River.

MOTION: To approve attendance at the 2013 WI Juvenile Court Clerk Association Conference and approve attendance at the 2013 WRIPA Spring Educational Conference (Hintz/Martinson, PASSED).

Sheriff's Office

2012 Budget Closeout

The budget closeout was presented, reviewed and explained, Exhibit #8 and Exhibit #9.

The Chief Deputy complemented both the Sheriff's Management Team and the Office Manager for controlling costs.

There were discussions on the following: tourism and recreational services, contracted services, housing state and federal prisoners, fuel costs and monitoring budget expenses.

Committee member Hintz explained the Administration Committee would be analyzing budgets and determine if there are any priorities when developing the next year's budget to prevent last minute adjustments.

MOTION: To approve the 2012 Budget Closeout (Timmons/Fried, PASSED).

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

The Chief Deputy summarized bills, vouchers and line item transfers, Exhibit #10.

There were discussions regarding: collection agencies, possibly higher debt collection rates, pay-to-stay debt, tax intercepts and payment plans.

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

Sheriff's Office and Emergency Management Department Consolidation

A DRAFT Cost Analysis was presented, Exhibit #11.

The Human Resource Director explained due to Lieutenant Wood's retirement, department consolidation, cross training positions, reorganization structure, reassignment of administration division clerical staff duties and reclassifications were reviewed and compared to courthouse positions. The Human Resource Director recommended and proposed wage increases for positions listed on the DRAFT Cost Analysis exhibit. The Radio Technician and the E911 Manager positions are newly created.

The Emergency Management Director indicated the County needs a full-time Radio Technician to maintain and operate the County's complex radio system and noted the County previously did have a full-time Radio Technician.

There was discussion regarding reorganization position titles, proposed action, reclassification grade levels, current and proposed wages and fiscal impacts cited on the DRAFT exhibit.

There was discussion regarding the organizational structure of the E911 Manager, fringe benefits and pager pay.

The Human Resource Director explained the Sheriff's Office Secretary position (front desk) is currently vacant and at this time, is evaluating the position but does not want to eliminate the position at this point.

The Human Resource Director indicated the Sheriff's Office and the Emergency Management Director did not have an opportunity to review the DRAFT proposal before the meeting since the document was completed today, some adjustments may be needed upon review. Overall, the County will be saving \$35,000.

The Chief Deputy hoped the savings would be reinvested back into public safety for fuel, bullets, etc. and added, staff have driven the consolidation proposal. The Human Resource Director explained the consolidation proposal would provide backup to the Emergency Management Director and to the Program Assistant in the event of a disaster.

If the Public Safety Committee supports the proposal, then the consolidation request will be forwarded onto the LRES Committee and if approved, a joint resolution will be developed, brought back to the Public Safety Committee for approval, forwarded back to the LRES for consideration and listed on the April County Board of Supervisors Agenda.

MOTION: To approve the Sheriff's Office and Emergency Management Department Consolidation Cost Analysis and forward proposal onto the LRES Committee for consideration (Fried/Hintz, PASSED).

Emergency Management

Homeland Security Damage Assessment Equipment Grant

Oneida County has been listed as a fiscal agent to receive a \$2250.00 grant to purchase five Damage Assessment Collection devices. The devices would be stationed at the Emergency Management Regional Office in Wausau to be used by the North East Region. The Emergency Management Director explained a damage assessment app was developed by FEMA for damage collection.

MOTION: To approve the Homeland Security Damage Assessment Equipment Grant (Timmons/Martinson, PASSED).

Bills, vouchers and line item transfers for Emergency Management Exhibit #12 and Exhibit #13.

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

PUBLIC COMMENTS

No public comment was given.

ITEMS FOR FUTURE AGENDAS

Develop agenda at Emergency Management Director's discretion.

ADJOURN

11:00 a.m. MOTION: To adjourn the meeting (Hintz/ Martinson, PASSED).

Bob Metropulos, Chairman

Dawn Robinson, Committee Secretary