

**MINUTES OF THE ONEIDA COUNTY
PUBLIC SAFETY COMMITTEE MEETING
SEPTEMBER 17, 2014**

COMMITTEE MEMBERS PRESENT: Chairperson Mike Timmons, Bob Metropulos, Billy Fried, Scott Holewinski and Mitch Ives.

OTHERS PRESENT: Mike Steffes (Rhineland Police Chief), Lisa Charbarneau (Human Resources Director), Sheriff Hartman, Chief Deputy Hess, Lloyd Gauthier (Patrol Lieutenant), Ken Kortenof (Support Services Administrator/Emergency Management Director), Jill Butzlaff (Management Services Administrator), Brian Desmond (Corporation Counsel), Larry Mathein (Medical Examiner), Denise Briggs (District Attorney), Kathy Belliveau (Branch I), Deb Shawl (Branch II) and Dawn Robinson, Committee Secretary.

CALL TO ORDER

Vice Chairman Metropulos called the meeting to order at 9:00 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.

The Committee agreed to move around on the agenda.

APPROVE AGENDA

MOTION: To approve the Agenda (Holewinski/Ives, PASSED).

APPROVE PREVIOUS MEETING MINUTES

MOTION: To approve the August 20, 2014 Public Safety Committee Meeting Minutes (Ives/Metropulos, PASSED).

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 (Ives/Holewinski, PASSED).

9:08 a.m. The Committee took a brief break to allow time for the Chairman to arrive before proceeding with agenda items.

9:14 a.m. The Committee reconvened, the Committee Chairman is present.

DEPARTMENT ITEMS:

Circuit Court Branch I/Circuit Court Branch II

Judicial Assistants Job Description

The Human Resource Director provided copies of the current job description with highlights reflecting new language and strike-throughs reflecting removed verbiage, Exhibit #1. The Committee inquired if the emailed job description received was current, Exhibit #2. The Human Resource Director explained the emailed copy is a finished/clean copy.

The Human Resources Director explained the job description was updated reflecting current duties and responsibilities performed, including the additional workload of the Family Court Commissioner. Judicial Assistants would remain in the same pay grade.

The Human Resources Director indicated the Family Court Commissioner (FCC) duties performed by Judicial Assistants is included in the Family Court Commissioners contract and stated the contract would need to be adjusted accordingly.

Both Judicial Assistants have been performing FCC duties for a year, indicated it is not feasible for the FCC to schedule appointments due to the FCC having scheduled hours in other counties and not having access to the scheduling calendar. Citizens call the Courthouse to schedule appointments.

MOTION: To approve the Judicial Assistants Job Description and forward request onto the Labor Relations/Employee Services Committee for consideration (Holewinski/Metropulos).

Discussion on motion:

The Committee asked which Committee reviews the FCC Contract? The Human Resource Director indicated the Labor Relations/Employee Services Committee does and affirmed she could provide the Public Safety Committee with an update.

Excessive workload, time involved with scheduling and receiving FCC calls and at times, Judicial Assistants are unable to get Court work completed were addressed. A separate FCC line has been established for Judicial Assistants to cover, answer questions and schedule appointments.

MOTION: To approve the Judicial Assistants Job Description and forward request onto the Labor Relations/Employee Services Committee for consideration (Holewinski/Metropulos, PASSED).

Bills, vouchers and line item transfers for Circuit Court Branch I and Branch II
Bills, vouchers and line item transfers were approved under #5 of the Agenda.

Corporation Counsel

2015 Department Budget

Corporation Counsel provided copies of the department budget, Exhibit #3 and indicated, under Legal Services, the department was not requesting money for next year.

There was discussion regarding Library Law Books, updates to those books and electronic researching.

MOTION: To approve the 2015 Corporation Counsel Budget (Metropulos/Ives, PASSED).

Bills, vouchers and line item transfers for Corporation Counsel

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

Medical Examiner

Bills, vouchers and line item transfers for Medical Examiner

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

Sheriff's Office

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

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

Copy Machine

The Sheriff indicated the following; the copy machine meets the departments' needs, the cost of the copy machine comes out of the Building & Grounds Budget and the Building & Grounds Committee approved the purchase of the copy machine contingent upon the Public Safety Committee approving the request.

Copy machine placement was discussed and the Sheriff's Office pays for the Maintenance Contract.

MOTION: To approve the purchase of a copy machine through the Building & Grounds Department (Metropulos/Holewinski, PASSED).

Patrol Deputy Vacancy

A Deputy resigned and the Sheriff requested filling the position.

There were discussions regarding time it takes to fill a position, number of Deputies in training, upcoming retirements, filling a vacant Detective Sergeant position and millennial statistics before changing careers.

MOTION: To approve filling the Patrol Deputy Vacancy as presented and forward request onto the Labor Relations/Employee Services Committee (Holewinski/Metropulos, PASSED).

Armored Rescue Vehicle

The Sheriff referred to last month's discussion regarding the Capital Improvement Plan which listed the Armored Rescue Vehicle and how much the County would be paying for a replacement vehicle in 4-5 years (\$275,000) verses acquiring a State grant and pay for a portion of the cost (\$160,000) within a short time frame. The Sheriff was notified the one-time grant was available only to Oneida County with the money to be spent by June 2015.

There were discussions regarding planning to replace emergency equipment, issues with the current vehicle breaking down and the age of the current vehicle if replaced in 4-5 years.

The Sheriff explained the current vehicle would be stored in another County with that County maintaining the vehicle as a backup and as a second vehicle out if needed.

The Patrol Lieutenant explained the following; ensuring the safety of law enforcement personnel during highly critical events, new technology and features, built for off-road and more conducive to work environment and road conditions in our area, rescue vehicle used to remove citizens from harms way, can fit a full size gurney in back of it and referenced several national and local incidents as examples where the new technology and an armored vehicle are utilized. The vehicle has been used both in County and out of County and, Marathon County is the closest county that has an Armored Rescue Vehicle. It was stated, a loss of a Deputy outweighs the cost of an Armored Rescue Vehicle.

The following were discussed; Counties paying for use of vehicle during events, Special Response Teams, using other budget monies for purchase, ComTech upgrade and New World Project.

The Committee wondered if the Administration Committee had reviewed Capital Improvement Projects yet.

MOTION: To approve the purchase of the Armored Rescue Vehicle as presented and forward request onto the Administrative Committee for approximately \$161,000 which has to take place before June 2015 and if not purchased by June 2015, the full cost of vehicle would be approximately \$275,000 (Holewinski/Metropulos, PASSED)

Oneida County E911 Center Upgrade

The Support Services Administrator provided the Mod-U-Com Radio-Phone System Update, Exhibit #4.

Frontier provides telephone service to the modum (telephone lines transferred to 911 format) and there have been configuration costs with Frontier and New World.

The Administrator referred to the colored picture, explained how the system works and explained how Dispatchers had performed tasks before. Mod-U-Com Radio-Phone System is a software based system that operates both screens (one screen is telephone and one screen is radio). The Administrator demonstrated how dispatchers previously answered and handled calls verses using a touch screen.

Last upgrade is the Mod-U-Com SIP Card that brings in caller ID for non-emergent 911 calls. The Administrator is waiting to see how the feature works in another county before continuing with the project. Overall, the project has been successful, no action needed.

Field Training Officer Compensation

The Sheriff provided a copy of the Patrol Deputies union contract, Section 7.08 Special Activity Compensation, Exhibit #5. This section includes Field Training Officers for compensation.

With the amount of turnovers in the Jail and in Dispatch, it's been brought to the Sheriff's attention that those Field Training Officers (FTO's) do not receive compensation or recognition. The Sheriff explained an FTO goes above and beyond normal duties and are the best people to train new hires. The reason for bringing this forward to the Committee is to recognize other Division FTO's (Administration, Jail and Dispatch).

A Committee member agreed with Jail and Dispatch but questioned the Administration FTO as, other departments in the County do not receive pay for training new hires. The Committee member asked if Administration was Management and expressed concern with the impact for courthouse departments. The Sheriff explained Administration FTO pertains to the Management Services Division for coaching, mentoring and correcting mistakes of new hires and, the Sheriff proposed non-fiscal options for recognizing and compensating FTO's (vacancy review monies, bank hours and use those hours with no fiscal impact or give a stipend). The Human Resource Director supports the request.

The Committee Chairman agreed FTO Compensation would extend outside of the Sheriff's Office with other county departments when there is a new employee. There were discussions regarding fiscal impacts (i.e. department budget or general appropriations budget), proposal options and acknowledgements.

A Committee member indicated he agrees with acknowledgement and compensation without any fiscal impacts.

MOTION: To approve the Field Training Officer Compensation request and forward onto the Labor Relations/Employee Services Committee as presented with no additional costs to the budget (Holewinski/Metropulos, PASSED).

Consolidation/Merger

The Support Services Administrator/Emergency Management Director and the Chief Deputy addressed this item.

The previous resolution indicated the Consolidation/Merger would be reviewed and addressed in 20-months (trial period) which is in January 2015. At that time, the Public Safety Committee would review the advantages and disadvantages of the merger and make a final recommendation/approval and then forward a resolution onto the County Board of Supervisors to finalize the consolidation/merger of both departments.

The Support Services Administrator/Emergency Management Director stated the consolidation is going well, didn't see any down-sides and have additional backup of personnel and equipment during emergencies.

The Chief Deputy stated there are no negative aspects of the consolidation and reiterated there is backup during emergency events and referred to the recent Severe Thunderstorm event.

Ambulance calls were briefly addressed.

10:16 a.m. Committee Member Fried attended the meeting.

Ambulance contracts were briefly discussed which had no impact on the merger. There were discussions regarding the resolution to finalize the merger and the Committee didn't hear any negatives.

The Support Services Administrator/Emergency Management Director stated the Emergency Management Program Assistant stepped up to help the merger be successful and stated both departments are working together as a group with the assistance of the Dispatch Manager and the Management Services Administrator.

The Support Services Administrator/Emergency Management Director will need to rewrite/update Chapter 6 of the County Code with assistance of Corporation Counsel. There were discussions regarding updating Chapter 6, the process of the resolution and County Board action.

No action needed at this time.

Oneida County E911 Dispatch Center Call Volume and Jurisdictions

The Support Services Administrator/Emergency Management Director indicated this was a group effort between Dispatch and the Management Services Director to gather this information.

The 2013 Oneida County 911 Dispatch Statistics, Exhibit #6 cites municipalities, number of 911 calls and the percentage of calls, not including Minocqua or Woodruff since Minocqua Police Department dispatches 24/7 to both municipalities.

The Chief Deputy explained all cellular 911 calls come into Oneida County Dispatch and Minocqua/Woodruff calls are transferred to Minocqua Dispatch. The Support Services Administrator explained information was pulled from the CAD System and the information on the Exhibit are Calls for Service (911 calls) requiring action to be taken.

A Committee member asked if there was a Rhinelander call, who receives the request? The Support Services Administrator explained either Rhinelander Fire or Rhinelander Police Department received the call and explained there could be numerous calls associated with one incident/accident. The Chief Deputy stated an amount of 911 calls received are not actual 911 emergencies.

There were discussions regarding what type of calls are received, receiving multiple calls for one incident/accident and the Mod-U-Com System having the ability to extract the information. Mod-U-Com System went live in July. The numbers on the Exhibit do not reflect dispatch calls with deputies out in the field.

There were discussions regarding Rhinelander having the highest percentage of Calls for Service, working relationships between the County and the City of Rhinelander, Rhinelander residents paying both the City and the County's Ambulance Services and Oneida County dispatching for Three Lakes.

A Committee member suggested adding the following onto the 2013 Oneida County 911 Dispatch Statistics handout; list both Minocqua and Woodruff municipality statistics and list the number of residents for each municipality. The Support Services Administrator will email the revised Dispatch Statistics document to Committee members.

There was discussion regarding the types of calls Oneida Dispatch receives. The Management Services Administrator explained if a call source is not entered, then the printout shows all type of calls received. More discussion occurred regarding 911 calls and non-emergent calls.

The Committee appreciated the presentation.

2015 Department Budgets

The Emergency Management Budget was presented, Exhibit #7.

The Support Services Administrator/Emergency Management Director explained blue-colored items reflect a positive variance and red-colored items reflect a negative variance with an increase in personnel expenses.

The Director indicated last year \$80,000.00 was taken from the Ambulance Subsidy Continuing Appropriation Account and used to offset the ambulance budget. That would be possible for 2015 ambulance budget as well. The Director warned the Committee the money will eventually run out and additional levy money may be needed.

The following were explained; process of budgeting for hospital subsidies dollars, Medicare/Medicaid Reimbursements, tax levy, possibly raising ambulance rates, projecting for aging population and estimating revenue based on historical data.

Emergency Management is requesting an increase of \$4,636.00 in the budget due to personnel expenses.

A Committee member suggested having a zero budget increase by taking \$5,000.00 in addition to the \$80,000 from the Ambulance Continuing Appropriation Account and applying toward the 2015 budget.

MOTION: to approve the 2015 Emergency Management Budget and provide \$85,000 out of the Continuing Appropriations Account Ambulance Subsidy to offset the budget (Holewinski/Metropulos).

Discussion on motion:

There were discussions regarding variances, number of ambulance runs and levy limits.

MOTION: to approve the 2015 Emergency Management Budget and provide \$85,000 out of the Continuing Appropriations Account Ambulance Subsidy to offset the budget (Holewinski/Metropulos, PASSED).

Sheriff's Office Budget:

Sheriff Hartman, the Chief Deputy and the Management Services Administrator presented the Sheriff's Office Budget, Exhibit \$8.

A question was asked how the budget would appear once consolidation/merger was finalized. The Sheriff explained there would be one budget with separate sections and separate line items.

The Sheriff provided a history of the department's budget being reduced over numerous years and stated, there is not much left to cut.

The Sheriff's Office is requesting an increase of \$49,002.00 for non-personnel expenses this year.

The Chief Deputy and the Management Services Administrator met with each Division Manager, went through the budget line-by-line to reduce costs or cut funding in areas to get in at a zero budget increase. The Chief Deputy referred to the *Summary of Non Personnel/Revenue Changes 2015* document identifying reductions to the budget. Parenthesis identifies a decrease. There were questions and discussions.

The Chief Deputy indicated the Fuel & Mileage budget was adjusted to reflect realistic numbers based on a five-year average.

A Committee member stated personnel expenses should be decreasing due to retirements and new employees starting at lower wages. The Management Services Administrator explained the Finance Director adjusts wages as staffing changes are made but does not include vacant positions. There were discussions and questions regarding health insurance costs.

Squad/vehicle replacements, mileage, alternative fuels and take-home squads were discussed. The Chief Deputy explained the ten-year vehicle replacement projection based on mileage and Deputy's begin their shift when leaving home.

A Committee member questioned health insurance expenses. Why expenses went down for one county department and other departments have gone up. The Emergency Management Director left the room to ask the Finance Director if she could attend the meeting to answer the question.

The Sheriff reiterated his concern regarding the County's expectation to reduce his budget every year.

The Finance Director attended the meeting and explained the difference in insurance costs from one department to another is due to a 10% reduction in insurance premium costs last year and due to changes in plan coverage and the number of retirees. The Finance Director stated the Sheriff's Office is paying health insurance premiums for both a retiree(s) and new hires.

The Finance Director addressed the general fund and explained any money not used in a line item (ex. Fuel) goes back to the general fund or, may be transferred to cover other line item areas within the department budget.

There were discussions regarding the following; revenue changes for E911, rent on tower sites, reduction to recreation budget and reduced monies received for the Rhinelander High School Liaison Officer for over-time expenses.

The Committee stated they want to compare last years approved budget numbers to this years budget numbers and acknowledged they are unable to due to personnel expenses being adjusted on the spreadsheets. There was discussion regarding adjusted personnel expenses.

Committee member Fried stated if radio project monies are not used and are designated to be transferred to the general fund to instead, use those monies towards the Sheriff's Office capital improvement projects rather than being returned to the County's general fund.

There were discussions regarding the following; Phase 3 Radio Project, replacement of radios due to life expectancy, no budgeted monies for radios, purchasing tasers and allocated monies towards ComTech Project.

The Committee noted if calculating personnel expenses are done consistently every year (not calculating adjustments to personnel expenses), the Sheriff's Office increased their budget from last year by a one-half percent.

MOTION: To approve the 2015 Sheriff's Office Budget as presented (Fried/Metropulos).

Discussion on motion:

There was discussion regarding capital project monies to purchase tasers.

MOTION: To approve the 2015 Sheriff's Office Budget as presented (Fried/Metropulos, PASSED).

SCHEDULE COMMITTEE MEETING DATE(S)

The next meeting was scheduled for October 16, 2014 at 9:30 a.m.

Medical Examiner

Contract for Medical Examiner Services-Vilas County

The Medical Examiner (ME) explained he was approached by the Vilas County Board Chairman regarding establishing a Medical Examiner Position, Vilas would have to develop a resolution to go before the County Board before the November election. This apparently has support from the Vilas County Finance Committee and Vilas has requested to meet with the ME to discuss contracting for services similar to Forest County.

The ME addressed the following; benefits of utilizing trained Oneida County Investigators, utilizing Vilas County Investigators, workload increase, cost savings, revenues generated, accountability, improved ME Department reputation and a one-year contract to reviewed annually.

MOTION: To approve the Medical Examiner and Corporation Counsel to pursue the Vilas County request for Medical Examiner Service and contract for services in similar fashion as Forest County (Holewinski/Metropulos).

Discussion on motion:

There were discussions regarding; services, workload, monies and personnel not requesting raises.

MOTION: To approve the Medical Examiner and Corporation Counsel to pursue the Vilas County request for Medical Examiner Service and contract for services in similar fashion as Forest County (Holewinski/Metropulos, PASSED).

Acquiring a Sheriff's Office vehicle and transportation savings were discussed.

The Committee may consider a motion to adjourn into closed session pursuant to section Sec. 19.85(1)(e)(g), Wis Stats., for: Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (TOPIC: Negotiation Strategy for Vilas County Contract)

No closed session action was needed.

Return to Open Session. Announcement of any action taken in closed session (to the extent that such announcement would not contradict the reasons for the closed session)

No closed session action was needed.

PUBLIC COMMENTS

No public comment was given.

ITEMS FOR FUTURE AGENDAS

Develop agenda at Emergency Management Director's discretion.

ADJOURN

12:10 p.m. MOTION: To adjourn the meeting (Metropulos/Fried, PASSED).

Mike Timmons, Chairman

Dawn Robinson, Committee Secretary

Bob Metropulos, Vice-Chairman