

**MINUTES OF THE ONEIDA COUNTY  
PUBLIC SAFETY COMMITTEE MEETING  
MAY 28, 2015**

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

**COMMITTEE MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Sheriff Hartman, Chief Deputy Hess, Brian Desmond (Corporation Counsel), Larry Mathein (Medical Examiner), Michael Schiek (District Attorney), Amy Franzen (Register in Probate), Kathy Belliveau (Branch I), Judge Bloom (Branch II), Deb Shawl (Branch II), Traci Running (Clerk of Circuit Courts), Bruce Stefonek (Building & Grounds), Roger Luce (Oneida County Economic Development Corporation) and Dawn Robinson, Committee Secretary.

**CALL TO ORDER**

Chairman Timmons called the meeting to order at 10:30 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 Amended Agenda with ability to move around on agenda as needed (Holewinski/Fried, PASSED).

**APPROVE PREVIOUS MEETING MINUTES**

MOTION: To approve the April 16, 2015 Public Safety Committee Meeting Minutes (Fried/Holewinski, PASSED).

**Corporation Counsel**

*Attendance at DOJ Open Records Summit-July 2015*

Corporation Counsel explained he (as President of Corporations Counsels) was invited to the DOJ Open Records Summit to discuss changes, status and interpretations issues of open records with DOJ on issues. Location and dates are undetermined at this time.

Holewinski questioned department workload. Corporation Counsel explained this is a one-day summit.

MOTION: To approve Corporation Counsel to attend the DOJ Open Records Summit (Holewinski/Fried).

Discussion on motion:

Fried asked if any expenses would be incurred. Corporation Counsel explained the County would pay mileage.

MOTION: To approve Corporation Counsel to attend the DOJ Open Records Summit (Holewinski/Fried, PASSED).

*Excessive Force Resolution*

Corporation Counsel provided Resolution, Exhibit #1.

Corporation Counsel explained the resolution is for the Sheriff's Office and explained a previous resolution that was passed two-years ago joined a consortium for Community Block Grants. Mr. Luce explained the grant pertains to housing programs that started in the City of Rhinelander and has expanded to numerous counties. In order to continue to receive grant funds the resolution with this policy would need to pass. Corporation Counsel spoke with the Sheriff on the resolution and the Sheriff will still use his judgment and discretion on these items. The Committee asked if the Sheriff supports the resolution. Corporation Counsel explained the Sheriff is aware of the resolution and is not actively against the resolution. Fried asked if the resolution wording was a template, Luce indicated it was. There was discussion. Luce stated if the County does not approve the resolution (policy), the County is out of the grant and will no longer receive grant monies. Luce stated this is a National HUD Guideline. Holewinski affirmed that HUD cannot dictate what the Sheriff does.

MOTION: To approve the Excessive Force Resolution (Fried/Ives).

Discussion on motion:

Fried expressed concerns regarding the wording. Timmons explained if there was violence the Sheriff's Office would handle the issue.

MOTION: To approve the Excessive Force Resolution (Fried/Ives, PASSED with one nay vote).

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

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

**Clerk of Circuit Courts**

*Vacancy Review Appeal for Deputy Clerk of Circuit Courts/Criminal and Vacancy Review Appeal for Deputy Clerk of Circuit Courts/Small Claims*

MOTION: To approve the Deputy Clerk of Circuit Courts/Criminal and the Deputy Clerk of Circuit Courts/Small Claims positions, waive the 6-month waiting period and forward onto the LRES Committee (Holewinski/Fried, PASSED).

*Storage at Courthouse*

Chairman Timmons was contracted regarding storage in the Clerk of Circuit Courts.

The Assistant Building & Grounds Director explained a walk-thru was conducted with an architect who expressed concerns with the amount of files and weight-load on the floor in the Clerk of Circuit Courts office and, asked if there are some plans to address the issue. The Assistant Director indicated there are no plans in place. The Architect figured the weight is over what is allowed and recommended decreasing the weight load.

Holewinski referred to request years ago from the Department Head asking for a LTE (Limited Term Employee) to do bulk scanning. The Chief Deputy Clerk of Circuit Courts explained the room is full and they have an LTE working on bulk scanning. Holewinski suggested forwarding LTE issue onto LRES. The Chief Deputy was asked if there were options and indicated files could be moved to a different location but affirmed the location would need to be secured. The Chief Deputy explained there are a lot of confidential files which the current LTE knows how to handle and addressed the issue of department desktop scanners and the big scanner in the office. The Committee discussed moving files verses scanning documents themselves.

The Assistant Building & Grounds Director indicated there are few areas left for storage in courthouse.

Holewinski asked how many hours of scanning are left. The Chief Deputy cited the number of LTE hours for the year and asked if those hours could be doubled and, addressed the need of the bulk scanner for office use.

There was discussion regarding bonded companies that can scan documents.

Chairman Timmons suggested moving issue forward to LRES to work with Clerk of Circuit Courts for consideration and if not, issue forwarded back to Building & Grounds to address.

The Chief Deputy explained its getting the time to purge files, indicated the department started scanning in 2006 and now the department no longer has to save files if they are pending.

Ives recommended finding a company that does it rather than taking someone away from their job to scan documents that may create overtime and a backlog of work.

MOTION: To allow the Clerk of Circuit Courts to come back with a proposal (bonded out sourcing or use of LTE position) to accomplish completion of scanning project (Holewinski//Timmons).

Discussion on motion:

There was discussion regarding outsourcing to Headwaters.

MOTION: To allow the Clerk of Circuit Courts to come back with a proposal (bonded out sourcing or use of LTE position) to accomplish completion of scanning project (Holewinski//Timmons, PASSED).

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

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

**SCHEDULE COMMITTEE MEETING DATE(S)**

The next meeting was scheduled for June 18, 2015 at 9:30 a.m.

**Sheriff's Office**

*Verizon Tower Contract*

The Chief Deputy presented the Contract and explained; the Verizon Tower is located on Cruisers Road, the contract was approved by Corporation Counsel and revenue generated from the contract is included in the Sheriff's 2015 Budget.

Fried asked if the contract is similar to other tower contracts and the Chief Deputy indicated it was. Fried asked if the County is located on some cell towers and the Chief Deputy replied yes.

MOTION: To authorize the Sheriff to sign the Verizon Tower Contract (Holewinski/Metropulos, PASSED).

*Civilian Acting Sergeant Pay*

The Chief Deputy presented Acting Sergeant Pays/Handbook Language, Exhibit #2. Fried explained this topic was forwarded to the LRES Committee with questions generated and the LRES Committee asked this to be sent back to Public Safety Committee.

The Chief Deputy explained looking at the future and life span of an employee, rather than receiving acting Sergeant's wages, the Sheriff's Office wanted to make it fair across the board for the senior/long term employees and proposed a 4% increase for acting Sergeant Pay.

Fried stated the LRES Committee is ok with the proposal if the Public Safety Committee agrees. Holewinski asked if the County is saving money. The Chief Deputy affirmed yes, explained the savings and provided an example of acting pay for a 6-month Dispatcher verses a 20-year Dispatcher.

The Sheriff indicated senior employees bring more knowledge to the table, referred to the Carlson Dettman Study and addressed gaps where employees fit on the wage scale.

MOTION: To approve the Civilian Acting Sergeant Pay Scale as presented (Holewinski/Metropulos).

Discussion on motion:

Fried explained the issue was confusing when it was forwarded to LRES. The Sheriff expressed frustration with other department heads running the Sheriff's Office and questioning decisions.

MOTION: To approve the Civilian Acting Sergeant Pay Scale as presented (Holewinski/Metropulos, PASSED).

*Detective Sergeant Vacancy Review*

The Sheriff requested to fill the vacancy due to a retirement.

MOTION: To approve the Detective Sergeant Vacancy as presented and forward onto the LRES Committee (Holewinski/Timmons, PASSED).

*Corrections Sergeant Vacancy Review*

The Sheriff requested to fill the vacancy due to a retirement, explained the hiring process and addressed vacancies.

MOTION: To approve the Corrections Sergeant Vacancy and forward onto the LRES Committee (Metropulos/Ives, PASSED).

*Capital Improvement Plan*

Exhibit #3 was presented for the following three projects: Phase III Radio, Next Generation 911 Dispatch and Taser Replacement.

The Chief Deputy explained the Phase III Project was approved in 2005 and the Sheriff affirmed money was earmarked in budget at \$560,000. Holewinski addressed the Finance Director's document indicating projects.

The Sheriff reminded committee of surcharge on telephone bills specifically for 911 and explained counties previously received the surcharge to update 911 Dispatch Centers. Now, the State is taking the surcharge monies to balance the State's budget. The Sheriff informed the Committee that the Badger Sheriff's Association is trying to get 911 surcharge monies back. There was discussion. The Sheriff discussed issues with Senator Tiffany and State Assembly Swearingen.

Next Generation 911 Dispatch and Taser Replacement were discussed. Holewinski asked if monies reflected remains in the Sheriff's budget. The Chief Deputy indicated it does.

MOTION: To approve the Capital Improvement Plan as presented (Metropulos/Ives).

Discussion on motion:

Fried felt Taser replacement expenses should be included in the budget because the equipment is used every day similar to squad expenses being budgeted and replaced within a scheduled period of time. The Chief Deputy explained Tasers were purchased this past year and the department had to take monies from somewhere else in the budget to cover expenses. Fried referred to the Highway Department carrying monies over every year to budget for replacement of a Highway Truck and cited other equipment expenses budgeted accordingly. The Committee discussed carrying monies over every year to replace equipment. Chairman Timmons stated equipment replacement, etc. monies should be carried forward instead of the budget spiking then

declining. Holewinski noted capital improvement projects should be other items. Ives mentioned monies should be earmarked for replacement of equipment. Holewinski affirmed rotating equipment should be listed in the budget and budget should remain level. Tin Can Accounts were discussed. Ives asked if expenses/monies can be added to the budget. The Chief Hess explained it can be added but the budget will not reflect a zero percent increase. Fried shared he is on the Committee to review items and at committee level they could look into items like this to see if monies can be carried forwarded. Holewinski affirmed ongoing things should be part of the budget. The Sheriff asked the Committee for direction and suggested forwarding the issue onto the sub-committee for discussion.

MOTION: To approve the Capital Improvement Plan as presented (Metropulos/Ives, PASSED).

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

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

### **Medical Examiner**

*Capital Improvement Program Request*

Exhibit #4 was presented. The Medical Examiner (ME) explained the following: department vehicle needs to be replaced due to high mileage, asked the Finance Director how to budget for replacement and was advised to list the vehicle as a Capital Improvement Program project.

The Committee discussed budgeting vehicle replacement in the Medical Examiners budget instead of listing it in the Capital Improvement Program.

The ME explained there is state pricing for vehicles, and would like to try to purchase a 2015 vehicle in first half of 2016 to save money. The ME explained he modified the vehicle himself to meet department needs.

MOTION: To approve the Capital Improvement Program as presented (Holewinski/Ives).

Discussion on motion:

Fried asked if the County receives revenues from other contracted counties and if some expenses of purchasing a vehicle should be billed to them. The ME explained the Finance Director calculates expenses to bill contracted counties. Chairman Timmons stated this is a rotating expense. Ives stated departments should list items such as this in their budget which would make it easier for the County Board to address. The ME addressed daily cost of taking the department home and cited the average amount paid per month due to response. There was discussion.

MOTION: To approve the Capital Improvement Program as presented (Holewinski/Ives, PASSED).

*Accreditation Application Fees*

The ME explained there is an Accredited Association for his profession, addressed the cost of the application fee, cost of an annual fee and benefit of having policies and procedures in line with other organizations which has already been completed. The ME stated there are no discounts for anything, no trainings provided and does not make a difference to any agency/professional by being accredited. Only benefit is to document that he is accredited. The ME will not pursue accreditation.

No action taken.

*Legislative Update: Coroner/Medical Examiner Fees*

The ME received information that the Funeral Directors Association put a motion in to the State Budget Bill to allow them to waive paying ME fees for death certificates and cremations in certain circumstances, to Counties which is an integral part of ME budget. If the bill passes, the ME is unsure how to budget for those expenses due to unknown numbers. The ME approximated he would lose \$10,000 or more. The ME indicated the County has not raised fees for two-years, cited other counties raising fees to adjust for the loss of revenue and indicated future adjustment of fees will be based on CPI (Consumer Price Index).

Holewinski asked what can the Committee do and the ME suggested contacting legislators. Holewinski suggested the Chairman contact legislators on behalf of/representing the Oneida County Public Safety Committee.

MOTION: to authorize the Chairman to work with legislators regarding the issue of defunding of ME services (Fried/Holewinski, PASSED).

The ME mentioned the department administrative staff is out on extended leave.

Metropulos was excused at 11:50 a.m.

*Bills, vouchers and line item transfers for Medical Examiner*

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

**PUBLIC COMMENTS**

Ives stated he had something to add during public comments, referred to housing of jail inmates and called the Sheriff a liar, said he knew the Sheriff was lying because of information he received from his wife who is the Marathon County Jail Administrator. Ives stated the Oneida County Jail Administrator has never run a jail and does not know what he is doing.

**ITEMS FOR FUTURE AGENDAS**

State Inmate Programs that may enhance eligibility for housing and Inmate Health Insurance.

**ADJOURN**

**12:01 p.m.** MOTION: To adjourn the meeting (Timmons/Holewinski, PASSED).

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Mike Timmons, Chairman

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Dawn Robinson, Committee Secretary

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Bob Metropulos, Vice-Chairman