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**WASHINGTON COUNTY
PUBLIC SAFETY COMMITTEE**

10 Sheriff's Department
11 West Bend, WI

12 January 6, 2014
13 8:30 a.m.

14 Present: Joseph Gonnering, Philip Laubenheimer, Dennis Myers, Thomas Niebler, and Gerald
15 Schulz.

16 Also present: Sheriff Dale Schmidt, Captain Steve Gonwa, Captain Shirley Miller, County
17 Board Chairperson Herbert Tennes, County Manager Joshua Schoemann, County Clerk Brenda
18 Jaszewski, Clerk of Circuit and Juvenile Courts Theresa Russell, Chief Deputy Medical
19 Examiner Craig Garbisch, Emergency Management Coordinator Rob Schmid, and Chief Deputy
20 County Clerk Linda Doro.

21 Chairperson Gonnering called the meeting to order at 8:30 a.m. and read the Affidavit of Posting.

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MINUTES

30 Moved by Mr. Laubenheimer, seconded by Mr. Myers to approve the minutes of December 2,
31 2013, as presented. Motion carried.

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**UPDATE ON DEVELOPMENT OF THE WASHINGTON COUNTY ALL HAZARDS
MITIGATION PLAN**

40 Mr. Schmid reported he received a letter from the State of Wisconsin Division of Emergency
41 Management indicating that the planning grant for Washington County remains a high priority;
42 however, due to limited Hazard Mitigation Grant Program funds available for planning,
43 Washington County's grant cannot be funded at this time. Mr. Schmid reported the next funding
44 opportunity will be through the Pre-disaster Mitigation program next summer.

VIDEO CONFERENCING

Ms. Russell distributed a handout for 2013 Video Conference hearings. Total estimated savings
for year 2013 is \$52,657.28.

STAFFING UPDATE

Mr. Garbisch distributed a current Medical Examiner office roster showing that there are two
deputy medical examiner vacancies, and there will be one deputy medical examiner retirement at
the end of February. Mr. Garbisch reported he is working with the Human Resources
Department to post for additional medical examiner deputies.

UPDATE ON MEDICAL EXAMINER POSITION

Mr. Schoemann reported that this week, he and Chairperson Tennes are conducting pre-
interviews with four candidates, and he will provided an update to the Public Safety Committee
before a final decision is made.

1 **TRANSFER OF FUNDS FROM CORRECTIONS BUDGET CENTER TO JAIL**
2 **KITCHEN BUDGET CENTER**

3 Moved Mr. Myers, seconded by Mr. Schulz to approve the transfer of \$17,000 from the 2013
4 Vehicle Maintenance-Central Fuel account to the 2013 Kitchen-Other Purchased Services
5 account. Motion carried.
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7 **VOLUNTARY EMPLOYEE BENEFIT ACCOUNT - SWORN SUPERVISORS**

8 Sheriff Schmidt reported, the Administrative Services Committee, at their January 2, 2014,
9 meeting made a motion to make one final payment for 2013 to the Voluntary Employee Benefit
10 Association in the amount of approximately \$3,918, on behalf of the Sheriff's Department
11 command staff and will provide written notice that no further contributions will be made by
12 Washington County.
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14 **IS DEPARTMENT UPDATE**

15 Sheriff Schmidt reported the contracted technician has received the authorities and accesses to
16 the servers and programs for the Sheriff's Department in order to manage their software
17 programs.
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19 **PAID TIME OFF (PTO) PLAN IMPACTS TO SHERIFF'S DEPARTMENT**

20 Sheriff Schmidt discussed how the proposed PTO plan will adversely impact the Sheriff's
21 Department and how the recommendation to enforce the PTO Bank cap effective January 1,
22 2016, instead of January 1, 2017, would compress the time frame for Sheriff's Department staff
23 to use the accumulated time off, and in effect, require even more overtime than previously
24 projected.
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26 **2013 BUDGET STATUS**

27 Sheriff Schmidt reported the Sheriff Department's budget is on track for 2013, and at this point,
28 he is expecting to return money to the General Fund.
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30 **PROPOSAL FOR ADDITIONAL CORRECTIONS OFFICERS**

31 Sheriff Schmidt reported there are currently 59 Corrections Officers positions. The positions are
32 divided between three shifts and cover 24/7. The assigned staff is divided into three rotations,
33 and on any given day, two rotations are working and one is off. Each shift has a minimum staff
34 level required to work each shift. A thorough accounting of time off used in 2013, by shift,
35 reveals that on two of the three shifts, the number of assigned staff is not sufficient to simply
36 cover the minimum staff required on any given day. Therefore, Sheriff Schmidt will be
37 requesting approval to add three additional Corrections Officer positions starting April 1, 2014.
38 The time off and overtime reason alone justifies adding these three positions.
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40 The total cost for adding three corrections positions would approximately be \$132,712, but
41 would be offset by approximately \$198,268 in overtime savings. Sheriff Schmidt reported the
42 pending decision on PTO by County Board in January may also affect staffing, therefore, he is
43 asking the Public Safety Committee to delay action on the additional positions request until the
44 February Public Safety Committee meeting.
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1 **SHERIFF'S REPORTS**

2 Staffing

3 Sheriff Schmidt reported for Corrections, there are two officer vacancies and one lieutenant
4 vacancy due to a retirement. One officer is in training and the lieutenant interviews are being
5 conducted this week. In Communications, there is one officer in training. For Patrol, there are
6 three deputy vacancies, backgrounds on the candidates are being conducted, and interviews with
7 the Civil Service Commission are tentatively scheduled for mid-March. In Administration, there
8 is one office assistant vacancy, which will be filled due to the current workload.

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10 Jail Population

11 For the month of December, the average daily adult inmate population was 243.23, the Huber
12 daily average was 141, the electronic monitoring daily average was 7.23, and the juvenile daily
13 average was 7.87, with 6.74 of those being borders. For the month of December, there were 326
14 adult jail bookings and 32 juvenile jail bookings.

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16 Fatalities

17 For the month of December, there were no fatalities, for a total of six fatalities in 2013.

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19 Courthouse Security

20 For the month of December, there were 4,102 visitors to the Justice Center, for a 2013 total of
21 55,270.

22

23 Communications

24 For the month of December, there were 1,433 wireless 911 calls, 168 landline 911 calls, and
25 2,832 administrative calls, for a 2013 total of 65,852 calls.

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27 Overtime

28 Sheriff Schmidt reported that through the December 25, 2013, payroll period, a total of 126.59%
29 of the overtime budget has been expended.

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31 **NEXT TENTATIVE MEETING DATE**

32 The Public Safety Committee will tentatively meet on Monday, February 3, 2014, at 8:30 a.m.
33 and on Monday, February 10, 2014, at 8:30 a.m.

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35 **ADJOURNMENT**

36 Moved by Mr. Myers, seconded by Mr. Laubenheimer to adjourn the meeting at 9:45 a.m.
37 Motion carried.

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Brenda J. Jaszewski County Clerk