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**WASHINGTON COUNTY
PUBLIC SAFETY COMMITTEE**

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Sheriff's Department
West Bend, WI

February 3, 2014
8:30 a.m.

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

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

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

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MINUTES

Moved by Mr. Schulz, seconded by Mr. Myers to approve the minutes of January 6, 2014, as presented. Motion carried.

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VIDEO CONFERENCING

Ms. Russell distributed a handout for January, 2014 Video Conference hearings. Total estimated savings for the year 2014 is \$2,899.20.

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REQUEST TO NON-LAPSE 2013 FUNDS TO 2014 - CLERK OF COURTS

Moved by Mr. Myers, seconded by Mr. Niebler to approve the request to non-lapse \$8,756.68 in the Clerk of Courts Other Salary & Wages account from 2013 to 2014. Motion carried.

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MEDICAL EXAMINER 2013 CASE REVIEW

Mr. Garbisch stated the total number of cases for 2013 was 957, which is up from 909 in 2012. Autopsies for 2013 were 88, compared to 91 in 2012. There are currently 13 cases pending.

MEDICAL EXAMINER STAFFING UPDATE

Mr. Garbisch is working with County Manager Joshua Schoemann regarding the hiring of Deputy Medical Examiners and will be making an offer to an applicant for one of the part-time vacant positions.

CHANGE IN DEATH REPORTING POLICY

Mr. Garbisch stated that statutorily, not every death is required to be reported to the Medical Examiner and explained the criteria for which deaths are reportable. After consulting with the County Attorney, Mr. Garbisch notified all county nursing homes, hospice facilities, hospitals, and other related facilities of the deaths that are required to be reported to the Medical Examiner's office. By reducing the number of deaths reported to the Medical Examiner's office, the caseload will be reduced, resulting in a reduction of workload. Mr. Garbisch will continue to provide Medical Examiner staff for viewing prior to cremations, which is a statutory requirement.

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RESOLUTION - GRANT APPLICATION - WISCONSIN EMERGENCY MANAGEMENT CRIMINAL ACTS OR ACTS OF TERRORISM

Moved by Mr. Laubenheimer, seconded by Mr. Schulz to approve a resolution authorizing Emergency Management to apply for a grant from the Department of Homeland Security in the amount of \$19,250 to address local exercise needs to prepare for and respond to criminal acts or acts of terrorism, and forward to the County Board. Motion carried.

RESOLUTION - ADDITION OF THREE CORRECTIONS OFFICER POSITIONS

Sheriff Schmidt presented a draft resolution authorizing three additional Corrections Officer positions, which would provide a financial savings in Jail Operations. He is proposing these positions be filled as of April 1, 2014. Until the new Paid Time Off (PTO) policy is implemented and the impact it will have on staffing is known, no additional positions will be requested at this time.

Sheriff Schmidt estimates that it would cost approximately \$264,357 in overtime if these three additional Corrections Officer positions are not filled. An estimate of salaries and benefits for these positions is approximately \$132,712. It was emphasized that due to actual unknown amounts of overtime, these figures are only estimates. No additional funding is being requested for these additional positions and funding would be provided through a transfer from the Overtime account to the Salaries and Wages account. The Committee discussed the possibility of outsourcing the additional staff and Sheriff Schmidt explained that it is not feasible to use a staffing agency for these positions due to the specialized training and job requirements.

Moved by Mr. Laubenheimer, seconded by Mr. Myers to approve the resolution, subject to review by the County Attorney, for three additional Sheriff's Department Corrections Officers, and authorize the County Attorney to prepare an Ordinance amendment for these three positions, and forward to the County Board. Motion carried.

UPDATE ON MEDICAL EXAMINER POSITION

Mr. Schoemann reported there is an additional applicant for the Medical Examiner position that is highly qualified and he is in the process of reviewing the qualifications of this person. In addition, Mr. Schoemann continues to pursue the possibility of outsourcing the Medical Examiner position. A report will be presented to this Committee later this month or early March.

REPORT ON PAID TIME OFF (PTO) AND ATTENDANCE POLICY IMPLEMENTATION

Sheriff Schmidt stated that training sessions for Supervisors on the attendance policy have been completed, but additional questions regarding implementation of this policy need to be addressed. Captain Gonwa explained that unplanned costs have been incurred due to these training sessions.

The Supervisory staff is working internally on a plan for implementation of PTO and has met with Human Resources to identify issues specific to the Sheriff's Department that will need to be worked through prior to the July 1, 2014 implementation date. It was noted that due to the

1 Sheriff's Department being a 24/7 operation, some of the rules that apply to other departments
2 will not be practical for the Sheriff's Department's 24/7 operations.
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4 **SHERIFF'S REPORTS**

5 Staffing

6 Sheriff Schmidt reported that in Corrections, the promotions for Lieutenant and Sergeant have
7 been completed, and there are two Corrections Officer vacancies. There are three vacant Deputy
8 positions in Patrol, and one Deputy is currently on Military leave. Communications is at full
9 staff, and there is one Program Assistant vacancy in Administration.
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11 Jail Population

12 The average adult jail population for January is 244, with 8 of those on electronic monitoring.
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14 Fatalities

15 For the month of January, 2014, there was one fatality.
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17 Courthouse Security

18 No report.
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20 Communications

21 No report.
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23 Overtime

24 No report.
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26 **NEXT TENTATIVE MEETING DATE**

27 The Public Safety Committee will tentatively meet on Monday, February 10, 2014, at 8:30 a.m.,
28 and Monday, March 3, 2014, at 8:30 a.m.
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30 **ADJOURNMENT**

31 Moved by Mr. Schulz, seconded by Mr. Laubenheimer to adjourn the meeting at 9:25 a.m.
32 Motion carried.
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36 Brenda J. Jaszewski County Clerk