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**WASHINGTON COUNTY  
PUBLIC SAFETY COMMITTEE**

Sheriff's Department  
West Bend, WI

April 1, 2013  
8:30 a.m.

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

Also present: Sheriff Dale Schmidt, Administrative Coordinator Doug Johnson, Captain Steve Gonwa, Captain Shirley Miller, Clerk of Circuit Court Theresa Russell, County Board Chairperson Herbert Tennes, County Clerk Brenda Jaszewski, Lieutenant Bruce Theusch, Medical Examiner Bob Posont, Chief Deputy Medical Examiner Craig Garbisch, Supervisor Peter Sorce, and Chief Deputy County Clerk Linda Doro.

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

**EVIDENCE/STORAGE BUILDING PROJECT UPDATE**

*Appearance: County Engineer/Surveyor Scott Schmidt, Purchasing Agent Bill Kurer, and Purchasing Buyer Roy Hartmann.*

Mr. Schmidt reviewed the project costs noting that currently, total encumbered funds to date are \$776,708.82, which includes the contingency fund, and all change orders.

Mr. Schmidt presented the bid results of the portable fencing for the Vehicle/Evident Storage facility. Moved by Mr. Schulz, seconded by Mr. Laubenheimer to award the Vehicle/Evidence Storage facility portable fencing bid that excludes assembly, to Patriot Fence in the amount of \$5,820. Motion carried.

**MINUTES**

Moved by Mr. Laubenheimer, seconded by Mr. Myers to approve the minutes of March 4, 2013, as presented. Motion carried.

**VIDEO CONFERENCING UPDATE**

Ms. Russell distributed a handout for 2013 Video Conference hearings. Total estimated savings for year 2013 is \$9,856.

**2012 BUDGET UPDATE**

Ms. Russell reported the Clerk of Courts department will be returning approximately \$150,000 of 2012 funds to the General Fund.

**JUVENILE CLERK UPDATE**

Ms. Russell reported the Administrative Services Committee, at their March 14, 2013, meeting approved paying the temporary Senior Court Assistant retroactively from February 11, 2013, at the pay grade she retired at within the old pay plan, and placing this person in the appropriate pay grade and step effective March 1, 2013, for the new pay plan, with an ending date of no later than April 22, 2013. The person replacing this Senior Court Assistant will begin on April 22, 2013.

**MEDICAL EXAMINER'S OFFICE REPORTS**Case/Workload Summary

Mr. Posont reported as of March 23, 2013, the total caseload is 263. Mr. Posont reported on open records requests the Medical Examiner's office received last week from the Milwaukee Journal/Sentinel and Fox 6 News.

Staffing Update

Mr. Posont reported a candidate has been hired to fill the last vacant deputy medical examiner position and will start on April 9, 2013.

Waukesha County Autopsy Count Update

Mr. Garbisch reported as of today, the Medical Examiner's office is awaiting 17 autopsy protocols for 2013, and there are three autopsy protocols outstanding for 2012.

**TRANSPORT FEE BILLING PROCESS APPROVAL**

Mr. Posont reported that on November 5, 2012, the Public Safety Committee approved a revised fee schedule for the Medical Examiner's office that included a Transport fee of \$175 per transport. The Washington County funeral homes were informed that effective January 1, 2013, the Washington County Medical Examiner would begin charging a user fee of \$175 per transport and that this fee would be charged to the funeral home for collection. The Washington County funeral homes have informed him that it is not their responsibility to collect fees for the Medical Examiner's office from the families that they serve. They were advised by their legal counsel that the funeral homes have no obligation to pay fees for Medical Examiner services rendered, not to the funeral home, but to the decedent's family. Mr. Posont reported it is standard practice of funeral homes in other counties to invoice the family for the county transport fees and then pay the County. Mr. Posont was advised to continue to bill the families for the transport fee but bring this issue to the County Attorney for further consideration.

**REPORT ON TOWER REVENUE ACCOUNT**

Sheriff Schmidt discussed how the Tower revenues are collected and used to support the County's radio system, equipment, and maintenance.

**APPROVAL OF RE-ORGANIZATION OF SWORN AND COMMUNICATION SUPERVISORY STAFF**

Sheriff Schmidt reported the current Patrol supervision positions were set up for a four shift swing schedule. In 2012, the Captain was asked to oversee the Pro Phoenix project, which required approximately 90% of his time. Patrol was put on a three shift schedule and the Swing shift was eliminated. As of April 4, 2013, one lieutenant is planning to retire and if the proposed staffing plan is approved, that position will be eliminated.

Sheriff Schmidt is proposing to add one third shift Patrol sergeant and one Communications Sergeant June 1, 2013, using the funds from the eliminated lieutenant position and savings from a deputy promotion. Sheriff Schmidt is also proposing to add an additional Patrol sergeant position to first shift on January 1, 2014, through the budget process and savings from a deputy promotion.

Moved by Mr. Laubenheimer, seconded by Mr. Myers to approve the concept plan for the re-organization of the Sworn and Communications supervisory staff, as presented, and forward to the Administrative Services Committee and County Board. Motion carried.

1 **SHERIFF'S REPORTS**

2 Staffing

3 Sheriff Schmidt reported Communications and Administration are at full staff. In the  
4 Corrections division, three correction officers were hired last week, physical and drug test results  
5 are expected this week, and the correction officers will start the week of April 22, 2013. A  
6 corrections sergeant retired on March 31, 2013, and nine correction officers have applied and  
7 have completed the written test. The test results are expected in two to three weeks and  
8 interviews will follow. The Juvenile Detention Administrator retired on March 29, 2013. The  
9 position qualifications were updated and the recruitment process is open until April 5, 2013, with  
10 three candidates applying so far. The residency requirement for this position should be changed  
11 to the same as Corrections Officers. The Committee requested Sheriff Schmidt prepare an  
12 ordinance change for the residency requirement and if desired, include a title change. A special  
13 meeting of this Committee and the Administrative Services Committee will be held for this issue  
14 on April 16, 2013, prior to the County Board meeting.

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16 Jail Population

17 For the month of March, the average daily adult inmate population was 262.03, the Huber daily  
18 average was 131.00, the electronic monitoring daily average was 8.35, and the juvenile daily  
19 average was 7.26, with 5.97 of those being borders. For the month of March, there were 378  
20 adult jail bookings.

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22 Fatalities

23 For the month of March there was one fatality, for a total of four fatalities in 2013.

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25 **NEXT TENTATIVE MEETING DATE**

26 The Public Safety Committee will tentatively meet on Tuesday, April 16, 2013, at 8:00 a.m., and  
27 Monday, May 6, 2013, at 8:30 a.m.

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29 **ADJOURNMENT**

30 Moved by Mr. Laubenheimer, seconded by Mr. Niebler to adjourn the meeting at 11:10 a.m.  
31 Motion carried.

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Brenda J. Jaszewski County Clerk