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**WASHINGTON COUNTY
PUBLIC SAFETY COMMITTEE**

Sheriff's Department
West Bend, WI

May 6, 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 Tennies, Emergency Management Coordinator Rob Schmid, Lieutenant Martin Schulteis, Medical Examiner Bob Posont, 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 and Purchasing Manager Bill Kurer.

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. We are still holding back a \$43,662.80 payment until we receive the appropriate paperwork, warranties, and owner's manuals. The interior permanent fencing will be installed today and the portable fencing was received and assembled by Sheriff Staff.

MINUTES

Moved by Mr. Myers, seconded by Mr. Laubenheimer to approve the minutes of April 1, and April 16, 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 \$14,131.20.

CAPITAL PROJECTS

Ms. Russell reported the Branch 5 construction project is scheduled in the Capital Improvement Program (CIP) plan for year 2016. After discussion with the Sheriff, she is requesting approval to move the start date of the Branch 5 construction project from 2016 to 2017 to coincide with the Jail Addition project. The Committee requested the costs for this project, and will continue discussion on this issue when the Sheriff discusses his CIP requests later in the meeting.

MEDICAL EXAMINER'S OFFICE REPORTS

Case/Workload Summary

Mr. Posont reported as of May 3, 2013, the total caseload is 356.

Staffing Update

Mr. Posont reported as of today, three deputy medical examiners have resigned. Mr. Posont brought up his concerns with staffing his department and indicated he is possibly looking into replacing some of the part-time positions with one full-time position. Mr. Posont was informed that this request would be part of the budget process and was directed to bring back costs to the Committee at a future meeting.

1 Waukesha County Autopsy Count Update

2 Mr. Posont reported as of today, the Medical Examiner's office is awaiting 13 autopsy protocols
3 for 2013.

4
5 Transport Fee Update

6 Mr. Posont reported as of May 3, 2013, the Medical Examiner's office has received \$3,675.00 of
7 the \$5,425.00 transport fees that have been invoiced. The outstanding balance of \$1,750.00 is
8 mostly due from families served by Washington County funeral homes. As he had reported at
9 the last meeting, the Washington County funeral homes have informed him that it is not their
10 responsibility to collect fees for the Medical Examiner's office from the families that they serve.
11 They were advised by their legal counsel that the funeral homes have no obligation to pay fees
12 for Medical Examiner services rendered not to the funeral home, but to the decedent's family.
13 The Committee advised Mr. Posont to continue billing the families for the transport fee but bring
14 this issue to the County Attorney for further consideration.

15
16 **ACTION ON MORGUE USE FOR TISSUE PROCUREMENT**

17 Mr. Posont reported the contract is still being reviewed by the County Attorney.

18
19 **CAPITAL PROJECTS CONTINUED**

20 Ms. Russell reported \$600,000 was budgeted for the Branch 5 construction project. The
21 Committee recommended increasing the project amount to \$630,000 if the project is postponed
22 for one year. Moved by Mr. Laubenheimer, seconded by Mr. Myers to approve moving the
23 Branch 5 CIP construction project from 2016 to 2017, and increasing the project amount to
24 \$630,000. Motion carried.

25
26 **RMS PROJECT UPDATE**

27 Captain Gonwa and Captain Miller will be meeting with the owner of Pro Phoenix tomorrow to
28 discuss some of the project management issues they are experiencing and the additional charge
29 of \$10,000 for an interface that should have been part of the Pro Phoenix software the County
30 purchased.

31
32 **OUTLAY JAIL ASSESSMENT FUND APPROVAL - DOOR CONTROL CIRCUITS**

33 Moved by Mr. Myers, seconded by Mr. Schulz to approve the purchase of door control circuits
34 in the Jail in the amount of \$3,070.92 using Jail Assessment Funds. Motion carried.

35
36 **ALARM ORDINANCE REVIEW**

37 Sheriff Schmidt reviewed section 14.17 of the County Code relating to the regulation of
38 Emergency Alarm systems, presented clean up amendments, and discussed whether Washington
39 County should have an ordinance to regulate emergency alarm systems. Sheriff Schmidt was
40 directed to bring amendments back to the Committee at a future meeting.

41
42 **ORDINANCE: APPROVAL OF CHANGE IN SUPERVISOR POSITIONS**

43 Sheriff Schmidt presented and discussed proposed staffing changes in the Sheriff's Department
44 for 2013, 2014, and beyond. For 2013, he is requesting an additional position of Deputy Sheriff
45 Sergeant effective June 1, and an additional position of Communications Sergeant effective July
46 1. In addition, Sheriff Schmidt is requesting an additional position of Deputy Sheriff Sergeant
47 effective January 1, 2014. If the staffing requests are granted, the vacant Deputy Sheriff
48 Detective Lieutenant position would be eliminated June 1, 2013. Also, the one remaining
49 Deputy Sheriff Detective Lieutenant position would have a title change to Deputy Sheriff
50 Lieutenant. The staffing proposal also includes the addition of one Captain Position at some

1 point beyond 2014. No additional funding is required to implement these changes for 2013;
2 however, approximately \$75,000 would be required in 2014.

3
4 Moved by Mr. Myers, seconded by Mr. Laubenheimer to approve an ordinance to amend
5 sections 7.02, 7.03, 7.05, and 7.16 of the County Code staffing plan as presented, which includes
6 the following staffing changes: add one Deputy Sheriff Sergeant pay grade 11, effective June 1,
7 2013; add one Deputy Sheriff Sergeant pay grade 11, effective January 1, 2014; add one
8 Communications Supervisor pay grade 10, effective July 1, 2013; eliminate one Deputy Sheriff
9 Detective Lieutenant position pay grade 13; and, change the title of one Deputy Sheriff Detective
10 Lieutenant to Deputy Sheriff Lieutenant pay grade 13, effective June 1, 2013, and forward to the
11 Administrative Services Committee and County Board. Motion carried.

12
13 **2014-2019 CAPITAL PLAN-REVIEW AND APPROVAL**

14 Sheriff Schmidt presented the 2014-2019 Sheriff's Department Capital Improvement Program
15 requests. Sheriff Schmidt is proposing to move the start date of the Jail Addition project from
16 2016 to 2017. Moved by Mr. Laubenheimer, seconded by Mr. Myers to approve the 2014-2019
17 Sheriff's Department Capital Improvement program as presented. Motion carried.

18
19 Mr. Schulz was excused at 10:57 a.m.

20
21 **SHERIFF'S REPORTS**

22 Jail Population

23 For the month of April, the average daily adult inmate population was 254.40, the Huber daily
24 average was 135.00, the electronic monitoring daily average was 11.17, and the juvenile daily
25 average was 9.50, with 7.93 of those being borders. For the month of April, there were 392 adult
26 jail bookings and 47 juvenile jail bookings.

27
28 Staffing

29 Sheriff Schmidt reported Administration is at full staff. The Juvenile Detention Administrator
30 vacancy has been filled and Communications has one vacancy. For Patrol, there is one deputy in
31 field training, two offers were made to candidates, and one vacancy.

32
33 Courthouse Security

34 For the month of April, there were 4,553 visitors to the Justice Center.

35
36 Communications

37 For the month of April there were 1,428 wireless 911 calls, 186 landline 911 calls, and 3,330
38 administrative calls.

39
40 **NEXT TENTATIVE MEETING DATE**

41 The Public Safety Committee will tentatively meet on Monday, June 3, 2013, at 8:30 a.m.

42
43 **ADJOURNMENT**

44 Moved by Mr. Niebler, seconded by Mr. Myers to adjourn the meeting at 11:11 a.m. Motion
45 carried.