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**WASHINGTON COUNTY  
PUBLIC SAFETY COMMITTEE**

10 Sheriff's Department  
11 West Bend, WI

12 May 7, 2012  
13 8:30 a.m.

14 Present: Joseph Gonnering, Philip Laubenheimer, Dennis Myers, Thomas Niebler (arrived at  
15 8:44 a.m.), and Gerald Schulz.

16 Also present: Sheriff Dale Schmidt, Chairperson Herbert Tennes, Administrative Coordinator  
17 Doug Johnson, Captain Steve Gonwa, Captain Shirley Miller, Clerk of Circuit Court Theresa  
18 Russell, County Clerk Brenda Jaszewski, Emergency Management Coordinator Rob Schmid,  
19 Lieutenant Bruce Theusch, Medical Examiner Bob Posont, Chief Deputy Medical Examiner Kari  
20 Marquardt, Purchasing Agent Bill Kurer, and Chief Deputy County Clerk Linda Doro.

21 County Board Chairperson Tennes called the meeting to order at 8:30 a.m. and read the  
22 Affidavit of Posting.

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**ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**

29 Mr. Myers nominated Mr. Gonnering as Chairperson. Moved by Mr. Schulz, seconded by Mr.  
30 Laubenheimer to close the nominations and cast a unanimous ballot for Mr. Gonnering as  
31 Chairperson. Motion carried.

32 Mr. Laubenheimer nominated Mr. Schulz as Vice-Chairperson. Moved by Mr. Laubenheimer,  
33 seconded by Mr. Myers to close the nominations and cast a unanimous ballot for Mr. Schulz as  
34 Vice-Chairperson. Motion carried.

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**MINUTES**

39 Moved by Mr. Myers, seconded by Mr. Laubenheimer to approve the April 3, 2012, minutes as  
40 presented. Motion carried.

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**RESPONSIBILITIES OF THE PUBLIC SAFETY COMMITTEE**

The duties and responsibilities of the Public Safety Committee were distributed to the committee  
members.

Mr. Niebler arrived at 8:44 a.m.

**EVIDENCE/STORAGE BUILDING PROJECT UPDATE**

*Appearance: County Engineer Scott Schmidt*

Mr. Schmidt presented a progress report of the hill removal. Mr. Schmidt reviewed the changes  
that were incorporated in the evidence/storage building plan sets since the last meeting. Mr.  
Schmidt presented the cost estimates for the project, which has a budget of \$800,000. There is a  
base bid for a 9,000 square foot building at a projected cost of \$857,075, a base bid with a deduct  
of a structural bay for a 7,440 square foot building at a projected cost of \$794,353, and five  
alternate bid options. Mr. Schmidt reported on April 4, 2012, the City of West Bend Planning  
Commission approved the building and the east parking lot, and strongly recommended the

1 building connect to City sanitary sewer. The plans and bids were made available on April 24,  
2 2012, a mandatory pre-bid meeting has been scheduled for May 8, 2012, and the bids are due on  
3 May 24, 2012. The Public Safety Committee will award the contract on June 4, 2012,  
4 construction will start approximately mid-July, and the project is anticipated to be completed by  
5 November 1, 2012.

#### 6 7 **CLERK OF COURTS VIDEO CONFERENCING UPDATE**

8 Ms. Russell distributed a handout for 2012 Video Conference hearings. Total estimated savings  
9 for year 2012 is \$22,558.40.

#### 10 11 **MEDICAL EXAMINER OFFICE REPORTS**

##### 12 Staffing Update

13 Mr. Posont introduced Kari Marquardt, Chief Deputy Medical Examiner and reported the  
14 Medical Examiner's Office is fully staffed.

##### 15 16 Staff Training

17 Mr. Posont reported two staff members attended the Wisconsin Coroners and Medical Examiners  
18 Association conference in Appleton. Mr. Posont will be attending the Forensic Specialties in  
19 Medico Legal Death Investigations training on May 21-25, 2012, in New York.

##### 20 21 Caseload Summary Update

22 Mr. Posont presented a statistics summary that compares caseload activity for January to April  
23 2011 to January to April 2012.

##### 24 25 Waukesha Autopsy Protocol Update

26 Mr. Posont reported as of today, there are approximately 35 autopsy protocols still outstanding.

##### 27 28 Computer Purchase/Implementation Update

29 Mr. Posont reported the laptops are in and being utilized by staff.

##### 30 31 Open Records Requests Update

32 Mr. Posont and Ms. Marquardt reported on how time intensive and costly open records requests  
33 are becoming.

##### 34 35 Unclaimed Body Update

36 Mr. Posont reported there were five bodies in the last four months that went unclaimed that are  
37 now claimed, which resulted in no cost to the County.

#### 38 39 **UNCLAIMED BODY FEES/PROCESS/VENDOR**

40 Mr. Posont discussed setting a time schedule and fee to charge families for storage of unclaimed  
41 bodies, and pursuing a bid for final disposition of unclaimed bodies. Moved by Mr. Myers,  
42 seconded by Mr. Schulz to approve a charge of \$40 per day for an unclaimed body after a three-  
43 day waiting period and authorize the Medical Examiner to work with the Purchasing Department  
44 and County Attorney to prepare a bid for final disposition of unclaimed bodies. Motion carried.

**1 RECORDS MANAGEMENT SYSTEM PROJECT**

2 Captain Gonwa reported the administrator training was completed in March but the corrections  
3 administrator training was postponed due to ProPhoenix not being prepared to provide that  
4 training. In April, the Police Chiefs were sent a letter informing them that since they did not sign  
5 on with ProPhoenix, they will not be part of the Sheriff's Records Management System and they  
6 may potentially lose some functionality in their Mobile Data Terminals (MDTs). For the next  
7 few months, staff will be completing data entry and getting the system setup for the Sheriff's  
8 operations. Captain Gonwa reported on the \$12,000 service agreement with New World for the  
9 MDTs.

**10 MINOR GRANT - TRAILER PURCHASE WITH UASI FUNDS**

11 Moved by Mr. Myers, seconded by Mr. Laubenheimer to approve the purchase of a trailer, at a  
12 cost not to exceed \$3,100, and at no cost to the County. Motion carried.  
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**15 CAPITAL IMPROVEMENT PLAN 2013-2018 APPROVAL**

16 Sheriff Schmidt presented the 2013-2018 Sheriff's Department Capital Improvement Program  
17 requests. Sheriff Schmidt is proposing to move the start date of the Jail Addition project from  
18 2015 to 2016. Sheriff Schmidt will also be submitting the 911 software project, separate from  
19 the CIP, to the Administrative Coordinator for consideration to be funded through the capital  
20 improvement plan or directed to the operating budget. Moved by Mr. Laubenheimer, seconded  
21 by Mr. Myers to approve the 2013-2018 Sheriff's Department Capital Improvement program as  
22 presented.  
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**24 2012 SHERIFF BUDGET UPDATE**

25 Sheriff Schmidt presented a revised 2012 budget that was changed from an approved levy with a  
26 2% raise for each employee to a 0.5 % pay plan fund. The funds were removed from the Salary  
27 and Wages, Overtime, Social Security, Retirement and Workers Compensation accounts. Funds  
28 were not removed from the account lines used to pay the sworn deputies in the Patrol budget  
29 center; however, funds were removed from other budget centers that include sworn staff. It is  
30 also unknown if all the funds have been removed from the Sheriff's budget or if more funds will  
31 be removed.  
32

**33 SHERIFF'S REPORTS****34 Staffing**

35 Sheriff Schmidt reported there is one vacancy in Corrections and Patrol, and there is one deputy  
36 still off for non-worked related injuries.  
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**38 Jail Population**

39 Sheriff Schmidt reported for the month of April , the average daily adult inmate population was  
40 233.65, the Huber daily average was 126.00, the electronic monitoring daily average was 9.39,  
41 and the juvenile daily average was 16.37, with 10.40 of those being borders.  
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**43 Courthouse Security**

44 For the month of April, there were 4,380 visitors to the Justice Center.

1 Fatalities

2 Sheriff Schmidt reported for the month of April, there was one fatality.

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4 Communications

5 Sheriff Schmidt reported for the month of April, Dispatch received 1,508 wireless 911 calls, 218  
6 landline 911 calls, and 3,264 administrative calls.

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8 **NEXT MEETING DATE**

9 The Public Safety Committee will tentatively meet on Monday, June 4, 2012, at 8:30 a.m., and  
10 Monday, July 2, 2012, at 8:30 a.m.

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12 **ADJOURNMENT**

13 Moved by Mr. Niebler, seconded by Mr. Laubenheimer to adjourn the meeting at 11:05 a.m.

14 Motion carried.

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Brenda J. Jaszewski, County Clerk