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**WASHINGTON COUNTY
PUBLIC SAFETY COMMITTEE**

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Sheriff's Department
West Bend, WI

July 3, 2012
1:00 p.m.

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

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Also present: Sheriff Dale Schmidt, Administrative Coordinator Doug Johnson, Captain Steve Gonwa, Captain Shirley Miller, Facilities Manager Dave Loomans, Lieutenant Bruce Theusch, Medical Examiner Bob Posont, Chief Deputy Medical Examiner Kari Marquardt, Purchasing Agent Bill Kurer, Clerk of Circuit Courts Theresa Russell, Emergency Management Coordinator Rob Schmid, and Administrative Secretary Helen Neal.

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Chairperson Gonnering called the meeting to order at 1:00 p.m. and read the Affidavit of Posting.

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MINUTES

Moved by Mr. Myers, second by Mr. Laubenheimer to approve the minutes of June 4, 2012, as presented. Motion carried.

Moved by Mr. Myers, second by Mr. Laubenheimer to approve the minutes of June 11, 2012, as presented. Motion carried.

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EVIDENCE/STORAGE BUILDING PROJECT UPDATE

Appearance: County Engineer/Surveyor Scott Schmidt and Foundation Architect Craig Eide
Mr. Schmidt reported the site work is nearly completed. The fence posts and chain link are being worked on. The land around the perimeter, erosion matting, and seeding will be completed, however it's best to complete this after a substantial rain as the ground is so dry due to current weather conditions. This work can be done even with Cardinal on site as they will be in different areas. Cardinal will be on site within four to six weeks. The ending date was selected arbitrarily and the contractor may need extra days going to December 1, 2012, instead of November 1, 2012. The Building addition has some firm numbers and the contract is currently being reviewed by the County Attorney.

EVIDENCE/STORAGE BUILDING PROJECT - CONSIDERATION OF CHANGE ORDERS

Appearance: County Engineer/Surveyor Scott Schmidt

There are four change orders: 1) Add an additional 26' bay to building, increasing the square feet of the building 9,000 sq. feet to 10,560 sq. feet at a cost of \$62,338. This includes extra asphalt work, the building addition and site work, 2) Relocate security gate on the main entrance to better accommodate large flat-bed trucks at a cost of \$9,212, 3) Site Work Changes to include asphalt, excavation, fencing configuration, landscaping, and electric latch for new entrance of impound lot for better and easier access at a cost of \$12,565, and 4) Change the gas-fired unit heater from Reznor UDAS to Reznor UDBS. Mr. Schmidt is requesting postponing

1 consideration of change order #4 since he just received it yesterday evening and there may be a
2 discrepancy between the plans and the specifications presented that he needs to review and
3 verify.

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5 Consider and Approve Change Order(s) Procedure(s) and amount(s)

6 Moved by Mr. Myers, seconded by Mr. Niebler to authorize the Sheriff and Chairperson Joseph
7 Gonnering to approve change orders #1, **and** #2, ~~and #3~~ at a cost of ~~\$84,115~~ **71,540**, (corrected
8 8/6/12) and the Evidence/Storage Building total project cost of \$799,309. Motion carried.

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10 **VIDEO CONFERENCING UPDATE**

11 Ms. Russell distributed a handout for 2012 Video Conference hearings. Total estimated savings
12 for year 2012 is \$34,591.48.

13
14 **RETENTION OF RECORDS AND RECORDS STORAGE NEEDS**

15 Ms. Russell explained that most records are stored on tape reels and microfiche from 1961 and
16 prior, totaling 1.5 million images. The longer these documents are stored, the more they
17 deteriorate. Her office is currently using alternative methods for current records and is looking
18 into alternatives to convert the old tape reels and microfiche to another platform to maintain their
19 integrity. This would also allow for separation of items that need to be kept longer from those
20 that could be destroyed now. Currently, the Clerk of Courts ~~can~~ scans (corrected 8/6/12) CCAP
21 files eight years old and newer.

22
23 **COLLECTIONS WORKGROUP UPDATE**

24 Ms. Russell reported this workgroup was created to brainstorm with other county departments
25 who are involved with collections for the County. From these meetings, it was determined that
26 having multiple departments requesting assistance from a collection agency has produced
27 significant discounts in fees.

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29 **EMERGENCY MANAGEMENT REPORT ON PROGRAMS/INITIATIVES**

30 Mr. Schmid reviewed updates and handed out Draft ESF Section #'s 1, 2, 3, 5, 7, 12, 14, 23 and
31 24.

32
33 Mr. Schmid reported the Fair Park backup generator for the Ziegler building was provided
34 through a grant from Homeland Security. They will purchase the generator direct from the
35 supplier and the County Attorney is working on the contract and all should be completed before
36 October.

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38 Mr. Schmid reported the current weather conditions have produced dry grounds and grass. With
39 the upcoming 4th of July celebrations, many municipalities have requested burn bans from
40 residents. Three citations were issued today for burning materials outside and 10 citations have
41 been issued within the last 10 days. Health and Human Services are working on heat issues for
42 county residents. No additional cooling areas have been opened in the County.

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44 Mr. Schmid distributed handouts of future plans for the end of this year. These plans need to be
45 reviewed by the Committee and completed no later than March 1, 2013, as requested by the
46 State.

MEDICAL EXAMINER'S OFFICE REPORTSCaseload Summary Update

Mr. Posont distributed a handout showing the caseloads from 2010 through current date in 2012.

Request to Purchase Vehicle from Outlay

Mr. Posont distributed handout of a cost analysis of employees using their own cars on calls versus purchasing a county vehicle. The purchased county car would be paid for within one to three years. There are funds available in the Medical Examiner's current budget for this purchase. Moved by Mr. Myers, seconded by Mr. Schulz to approve the purchase of a vehicle for the Medical Examiner's office at a cost to exceed \$3,500. Motion carried. The Committee requested a report on savings after one year of purchase of this vehicle.

Open Records Cost Analysis

Mr. Posont and Ms. Marquart explained the detailed work that is involved when a request is made for records and the amount of time needed to redact information. The cost of time and copies far exceeds the charge being made to citizens and companies. The County Attorney states we are not allowed to charge for the time it takes to redact or duplicate copying.

Waukesha County Autopsy Protocol Update

Mr. Posont reported that at this time, there are no outstanding prior year protocols. In 2012, there have been 44 autopsies and only 17 are outstanding.

Bid Update on Unclaimed/Indigent Contract

Mr. Posont reported he is working with the Purchasing Department to prepare a request for bids for the final disposition of unclaimed decedents. After discussing this request with local funeral homes, it was determined that most, if not all funeral homes will only do the cremation, but will not provide storage for the remains. The reason is the funeral homes are privately owned but the cemeteries are church owned or owned privately. An addendum will be added to the request for bids to include final disposition of the remains. The bid deadline is July 9, 2012.

RMS PROJECT UPDATE

Captain Gonwa reported in June, Corrections Management was trained on the new records management software. There needs to be more data entered into the program, data entry decisions are still being discussed, and the System Administrators will be trained shortly. The County Attorney approved a limited service agreement with New World for support of the current mobile software until Pro Phoenix software is up and running.

Captain Gonwa reported that currently, a new GEO map is being created, however many municipalities do not have this information electronically. He is working with County GIS but stated there will be a lot of footwork involved in logging multiple family units in the county. This project will not involve any additional costs.

REQUEST TO PURCHASE USED PATROL BOAT FROM VILLAGE OF RICHFIELD FROM OUTLAY

Sheriff Schmidt explained the Sheriff's office currently is contracted to work with the Village of Richfield for boat patrol. The Sheriff's office was contacted by Wallace Lake to also do some

1 boat patrol during high peak holiday times. Without having our own boat, we could not
2 accommodate this request. The Village of Richfield cannot "loan" the boat because of the
3 liability on the Village. The Village of Richfield would like a formal agreement to use their boat
4 on Wallace Lake, but would actually like to sell the Sheriff's office their boat. The Sheriff's
5 office was also contacted by Green Lake for boat patrol, but decided this year to stay with their
6 own patrol. Currently, the Sheriff's Dive Team does not own a boat, but uses only inflatable
7 boats. In the past, the Dive Team received assistance from citizens with boats on the lake. Due
8 to cutbacks, the DNR is not patrolling as often as it did in prior years.

9
10 The requested boat is a 2005 16' Smokecraft #161, with 60 hp Mercury outboard and trailer.
11 The original cost of the boat was \$9,500. The County's cost would be approximately \$4,000 and
12 \$5,000, which compares to other boats of this size and age. The funding would come from the
13 patrol expense line and the boat could be stored in the new storage building.

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15 Moved by Mr. Myers, seconded by Mr. Schulz to approve the purchase of the 2005 16'
16 Smokecraft #161 with 60 hp Mercury outboard and trailer at a cost not to exceed \$5,000.
17 Motion carried.

18 19 **REQUEST TO PURCHASE USED DVR'S FROM OUTLAY USING JAIL** 20 **ASSESSMENT FUNDS**

21 Captain Miller explained the current Jail system uses DVR's with current cameras to view
22 activities in the Jail. Their current system is working, but there are no spare parts due to the age
23 of the system. Columbia County is upgrading to a new system and has two fairly new DVR's for
24 sale that match the Jail's current system of cameras. A DVR purchased new would cost \$4,000
25 but Columbia County is willing to sell two of their DVR's for \$2,400 each. These two DVR's
26 have been examined by the Jail's distributor and found to be in perfect working order and good
27 condition. Moved by Mr. Myers, seconded by Mr. Laubenheimer to approve the purchase of two
28 used DVR's from Columbia County at a cost not to exceed \$4,800. Motion carried.

29 30 **DISCUSSION ON EXPANSION OF ELECTRONIC MONITORING PROGRAM**

31 Captain Miller explained that Rock and Walworth Counties put Huber Inmates on GPS bracelets
32 with alcohol sensors. These inmates live at home and go out for work, child care, and medical
33 appointments to alleviate capacity issues in these two counties.

34
35 Captain Miller reported the jail has reached capacity several times this year and this would be an
36 alternative option. There are also issues with Huber Inmates bringing in contraband causing
37 possible overdose. This would also alleviate food and medical costs and at least half of current
38 Huber Inmates would qualify for this type of program. The cost savings to the County would be
39 approximately \$20,000 a year. The Committee requested this issue be discussed with the Judges
40 and the District Attorney.

41 42 **2012 SHERIFF'S DEPARTMENT BUDGET STATUS**

43 Sheriff Schmidt distributed a spreadsheet and reviewed the revenue in the Jail. The Jail revenue
44 should be at 42% in May. Municipal Holds is a bit behind but they are at 47% overall and they
45 are looking at a possible \$174,000 surplus. State sanctions are down but still meeting 43%. Mr.
46 Myers would like a report twice a year. The next report will be distributed in October.

1 Sheriff Schmidt report jail overtime is significantly lower this year due to shift flexing.
2 Communications overtime increased due to a vacancy.

3
4 Sheriff Schmidt reported the tower revenue account is from rental for space on the County tower
5 radio project on Lovers Lane site in Slinger. A new building was erected, with new equipment
6 and a new generator. The old generator was having severe issues and a new generator was
7 obtained. The building needs to be re-wired to accommodate the new generator. The low bid by
8 Steinert was \$6,277 and Steinert would give the County a \$300 credit for the old generator.

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10 **NEXT MEETING DATE**

11 The Public Safety Committee will tentatively meet on Monday, August 6, 2012, at 8:30 a.m., and
12 Monday, August 20, 2012, at 8:30 a.m. for budget reviews.

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14 **SHERIFF'S REPORTS**

15 Staffing

16 There is still a vacancy in Corrections and background checks are being completed.
17 Communications is fully staffed; however, one person is still in training. There is a vacancy in
18 Patrol and backgrounds of candidates are being completed. One deputy has been out for one
19 year but will be returning on July 16, 2012.

20

21 Jail Population

22 The Jail Population is approximately 250, Huber and Straight Time Inmate population has
23 increased, and Juvenile County residents are increasing as are boarders.

24

25 Courthouse Security

26 Visitors and custodies have decreased but restraining orders have increased. There were 29
27 Sheriff sales in June. For the month of June, there were 4,496 visitors to the Justice Center.

28

29 Transport

30 Lock & Load is saving the County in transportation costs. In May 2011, the cost per inmate was
31 \$175.97. From January 1, 2012, through May 5, 2012, the average cost of transporting inmates
32 was \$127.04. At this rate, the savings of using Lock & Load will be approximately \$60,000 for
33 this year. The Sheriff will review costs again using the same inmate numbers for next year.

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35 Fatalities

36 Sheriff Schmidt reported for the month of June, there were two fatalities.

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38 Patrol

39 The workload is light as a Supervisor is out for a couple months due to an injury that is not work
40 related.

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42 **CLOSED SESSION**

43 Moved by Mr. Myers, seconded by Mr. Laubenheimer to convene into Closed Session pursuant
44 to §19.85(1)(c) Wis. Stats., considering employment, promotion, compensation or performance
45 evaluation data of any public employee over which the governmental body has jurisdiction or

1 exercises responsibility, namely: "to conduct introductory period performance review of Medical
2 Examiner." Motion carried unanimously by roll call vote.

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4 **OPEN SESSION**

5 Moved by Mr. Myers, seconded by Mr. Niebler to return to Open Session at 4:36 p.m. Motion
6 carried unanimously by roll by roll call.

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8 **ADJOURNMENT**

9 Moved by Mr. Niebler, seconded by Mr. Schulz to adjourn the meeting at 4:37 p.m. Motion
10 carried.

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Brenda J. Jaszewski, County Clerk