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**WASHINGTON COUNTY  
PUBLIC SAFETY COMMITTEE**

Sheriff's Department  
West Bend, WI

September 9, 2013  
8:30 a.m.

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

Also present: Sheriff Dale Schmidt, Captain Shirley Miller, County Board Chairperson Herbert Tennes, Medical Examiner Bob Posont, 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 reported the building and all work associated with the building is now complete. The initial budget for the project was \$800,000 and the project came in at \$771,065.99.

**MINUTES**

Moved by Mr. Laubenheimer, seconded by Mr. Schulz to approve the minutes of August 5 and 26, 2013, as presented. Motion carried.

**RESOLUTION - APPROVAL OF TISSUE BANK REFERRAL AGREEMENT**

Mr. Posont presented a resolution that authorizes Washington County to execute agreements with tissue banks. The resolution was amended on Page 1, Lines 26 and 27 as follows:  
**WHEREAS**, the Medical Examiner has determined the ~~cost~~ **revenue** to the County as **is a minimum of** \$1,000 per tissue donor recovery for use of Facility, **plus transportation reimbursement**.

Moved by Mr. Myers, seconded by Mr. Laubenheimer to approve 2013 Resolution - Approval of Tissue Bank Referral Agreement between Washington County and Tissue Banks as amended, and forward to the County Board. Motion carried

**MEDICAL EXAMINER'S OFFICE REPORTS**

Case/Workload Summary

Mr. Posont reported as of today, the total caseload is 649.

Staffing Update

Mr. Posont reported the summer interns have returned to school and there is one deputy medical examiner vacancy.

Morgue Use Contract Update

Mr. Posont reported American Tissue Services Foundation signed their contract and provided a certificate of liability insurance, and he will be meeting with RTI Donor Services this Thursday to discuss the contract.

Transport Update

Mr. Posont reported the transport contract expires December 31, 2013. Purchasing is preparing a bid to solicit for transport services and also pricing out a vehicle to see if there is a cost savings,

1 if Washington County provides transport services. Mr. Posont will report back these costs at a  
2 future meeting.

3  
4 Medical Examiner Car Use Update

5 Mr. Posont reported savings after one year with the Medical Examiner car versus personal  
6 mileage reimbursement is \$3,420.84.

7  
8 **RMS UPDATE**

9 Sheriff Schmidt reported staff is working on software issues and determining the type of reports  
10 that can be generated.

11  
12 **RADIO SYSTEM UPDATE**

13 Sheriff Schmidt reported Tusa Consulting meet with the municipality representatives to discuss  
14 their issues, evaluated the existing radio system configuration, and reviewed the engineering  
15 documents. Tusa Consulting will also review the Courthouse/Jail system, which is on a separate  
16 VHF system and provide an update to the Radio Communications Systems Committee on  
17 September 16, 2013.

18  
19 **PAID TIME OFF PLAN STATUS**

20 Sheriff Schmidt discussed how the proposed PTO plan will adversely impact the Sheriff's  
21 Department, especially in the Corrections division. Sheriff Schmidt questioned whether the  
22 proposed PTO Plan will meet the purpose of attracting and retaining qualified workers for  
23 Corrections officers and whether the plan can be administered by the Sheriff's management staff.

24  
25 **SHERIFF'S REPORTS**

26 Staffing

27 Sheriff Schmidt reported Corrections is at full staff. In Communications, one officer is in  
28 training, the second officer will start within a week, there is a sergeant vacancy as of July 1, and  
29 a promotion will be made November 1, 2013. For Patrol, there is one deputy in field training,  
30 one deputy vacancy due to a resignation, and a sergeant position to fill. In Administration, there  
31 is one vacancy, which will be underfilled temporarily, to cover the costs of a special deputy  
32 registered nurse for 12 hours a week to cover weekends.

33  
34 Sheriff Schmidt reported he recently promoted a Deputy to Patrol Sergeant, effective September  
35 1, 2013. The current policy states that a person being promoted will be moved to the next  
36 highest pay rate in the pay grade for the higher classification on the effective date of the  
37 promotion. In almost every promotion he has previously given, the employee is receiving a very  
38 minimal raise in relation to the new responsibility. In this case, the Deputy was at the top pay  
39 rate of \$29.23 per hour. The next higher step in the Sergeant Pay grade 11 is \$29.38, which is a  
40 \$0.15 per hour raise.

41  
42 Sheriff Schmidt reported he is requesting the Administrative Services Committee approve a  
43 change in policy for all promotions within the Sheriff's office from one supervisor rank to  
44 another and that the Supervisory positions will include a pay rate increase to the next highest step  
45 in the new pay grade that is at least one dollar per hour more than the previous position. Sheriff  
46 Schmidt is requesting this change effective September 1, 2013, and if this policy is not adopted,  
47 he would request that the Patrol Sergeant be placed in Step 5 of Grade 11, at a rate of \$30.16 per  
48 hour.

49

1 Transport Summary

2 Sheriff Schmidt reported in August, 78 transports were completed by Wisconsin Lock and Load,  
3 LLC. Also, in August, 21 transports were completed by the Sheriff's office for a total wages and  
4 mileage cost of \$5,349.91.

5  
6 Courthouse Security

7 For the month of August, there were 5,246 visitors to the Justice Center.  
8

9 Fatalities

10 For the month of August there were no fatalities, for a total of four fatalities in 2013.  
11

12 Communications

13 For the month of August there were 1,748 wireless 911 calls, 202 landline 911 calls, and 4,155  
14 administrative calls.  
15

16 Overtime

17 Sheriff Schmidt reported that through the August 21, 2013, payroll period, a total of 83.35% of  
18 the overtime budget has been used.  
19

20 Sheriff Schmidt discussed the reasons for the continued increased in the adult jail population and  
21 indicated it is becoming a staffing issue. The female inmate numbers have doubled this past year  
22 and are creating pod issues. Probation holds and revocations are also a big part of the increased  
23 jail numbers. The adult pod area of the jail was investigated for the possibility of double  
24 bunking to increase inmate capacity. Double bunking could occur within some cells and would  
25 increase the adult pod capacity from 84 to 94 inmates and would not require additional staffing.  
26

27 Jail Population

28 For the month of August, the average daily adult inmate population was 271.84, the Huber daily  
29 average was 144.00, the electronic monitoring daily average was 7.35, and the juvenile daily  
30 average was 11.03, with 6.74 of those being borders. For the month of August, there were 388  
31 adult jail bookings and 33 juvenile jail bookings.  
32

33 **NEXT TENTATIVE MEETING DATE**

34 The Public Safety Committee will tentatively meet on Monday, October 7, 2013, at 10:00 a.m.  
35

36 **ADJOURNMENT**

37 Moved by Mr. Myers, seconded by Mr. Niebler to adjourn the meeting at 10:00 a.m. Motion  
38 carried.  
39  
40  
41

42 Brenda J. Jaszewski County Clerk