

**Columbia County**  
**PUBLIC SAFETY COMMITTEE**  
**June 11, 2018**

**Present:** Barry Pufahl, Adam Field, Keith Miller, Gary Leatherberry, Tom Borgkvist  
**Also Present:** County Board Chair Gove, County Board 2<sup>nd</sup> Vice Chair Foley, Sheriff Richards, Lieutenant Brandner, Lieutenant Stilson, Emergency Management Coordinator Johnson, Emergency Management Deputy Coordinator Marie Darling Ellis, Medical Examiner Hinze, Krista Miller, Sue Moll, Jonathan Stefonek (PDR)

**Called to Order. Posting Compliance. Agenda Approval. Minutes Approval. Chairman's Comments.**

- 1) Meeting called to order at 9 a.m. by Pufahl.
- 2) Posting compliance was met per Open Meetings Law.
- 3) Pufahl asked for a change in the agenda to have the Medical Examiner follow Emergency Management. *Motion was made by Miller to approve the agenda as presented with the requested change. Second by Borgkvist. Motion carried.*
- 4) *Motion made by Field to approve the meeting minutes of May 14, 2018. Second by Miller. Motion carried.*
- 5) Expenditure Reports will be reviewed by department.
- 6) Public Input: None.
- 7) **Chair's Comments:** Committee members were encouraged to participate in a ride along with the deputies. Sheriff Richards gave an overview of the procedure and asked members to contact him to make arrangements if interested. Pufahl reminded committee members to contact him if they would like to add items to the agenda.

**Emergency Management.** (Johnson)

- 1) **Expenditure Reports.** Visual review of reports was completed. *After a review of the Emergency Management Office expenditure report, a motion was made by Field to approve the report. Second by Borgkvist. Motion carried.*
- 2) **General Review of Department Activities.** A report on activities was distributed. Johnson gave an overview of activities to include the WebEOC; Issued IDs and coded door access for the Courthouse; Divine Savior Healthcare/City of Portage full scale exercise was held off due to the Ram hotel fire and rescheduled in August; Alliant Energy exercise revealed a communication challenge with incoming agencies, the issue was addressed and Alliant Energy will be upgrading their radios to provide better communication with incoming responders; Upgrading Emergency Plans for the County buildings; Weather support with area municipalities; Worked with schools and provided letters of support for the school safety grant application.
- 3) **Wage Study for Emergency Management Coordinator.** No discussion.

**Medical Examiner.** (Hinze)

- 1) **Expenditure Reports.** Visual review of reports was completed. *After a review of the Medical Examiner Office expenditure report, a motion was made by Field to accept the report. Second by Miller. Motion carried.*
- 2) **General Review of Department Activities.** Handouts were distributed and a binder was provided that included statutory information, annual report, budget, and other information related to the Medical Examiner's Office. A tour of the Medical Examiner's Office was tentatively set for August. The agenda order will be permanently adjusted to have the Medical Examiner follow Emergency Management. Hinze gave an overview of activities, stating 4 new staff continue to receive training; statistical numbers were reviewed and Pufahl reminded Hinze of the upcoming budget process and adjust the budget as necessary. Hinze and staff are attending a conference this week in Wisconsin Dells.

Sheriff's Office/Jail. (Richards, Brandner, Stilson)

- 1) **Expenditure Reports.** Visual review of reports was completed and questions addressed. *After a review of the Sheriff's Office's expenditure report, a motion was made by Miller to approve the report. Second by Field. Motion carried.*

**General Review of Department Activities.** A report on activities was distributed. Richards gave an overview of calls received and reported on the past month's activities. He stated the K-9 unit is in operation; and reported the Ripp family gave a \$5,000 donation to the Dive Team.

- 2) **Inmate Count and General Review of Jail Operations.** Inmate Count: 169, up from 159 in May. Two jailers are currently in training. The jail is still 3 jailers short; A tour of the Jail was scheduled in July.

- 3) **2019 New Positions/Position Revisions/Title Changes/Increased Hours/Compensation Changes.** Richards requested 3 new positions for 2019, to include a Jail Lieutenant (non-sworn), Registered Nurse, and Patrol Lieutenant. If the full time registered nurse position is approved, 1 jail RN contract would be eliminated. The total cost of the requests is approximately \$200,000 in salary and benefits. The Patrol Lieutenant would also require a vehicle. Pufahl stated all new position requests would be reviewed at a meeting scheduled for the 29<sup>th</sup>.

*Motion by Field to recommend the Jail Lieutenant and Patrol Lieutenant new position requests for consideration to the Human Resources and Finance Committees through the budget process. Second by Miller. Motion carried.*

*Motion by Pufahl to pass on the Registered Nurse new position request for consideration without a recommendation. Second by Borgkvist. Motion carried not unanimously.*

- 4) **Pay for County Employees who are Dive Team Members.** Richards explained volunteer dive team members are paid a per diem. A diver was recently hired by the County as a jailer and no longer able to receive a per diem. Richards would like to pay the employee as his current pay rate. A policy was passed at the Human Resources Committee to address this situation. *Motion by Field to approve the Human Resources policy regarding pay for county employees who are dive team members. Second by Borgkvist. Motion carried.*

- 5) **DOJ Community Orientated Policing Services (COPS) Heroin Grant.** Brandner gave an overview of the COPS grant. Reimbursement is received through the grant based on overtime hours reported for conducting heroin investigative services. The funds can be used by the Sheriff's Department as they see fit. Brandner would like to use the funds to purchase drug unit equipment. *Motion by Miller to transfer \$5,898.77 into the Drug Unit Account (#2247) from the General Account to purchase drug unit equipment. Second by Borgkvist. Motion carried.*

- 6) **Position Replacement Request – Jail Nurse.** Richards requested to replace the Jail Nurse which will be vacant due to retirement. *Motion by Miller to recommend the replacement position request for a Jail Nurse. Second by Field. Motion carried.*

- 7) **Squad Transfer.** Richards has a couple of older Crown Victoria Court Services vehicles scheduled to be removed from the fleet. Solid Waste has asked for a vehicle for their use. *Motion by Borgkvist to approve the transfer of one Crown Victoria vehicle to the Solid Waste Department. Second by Field. Motion carried.* Solid Waste would be responsible for the cost of removing the striping on the vehicle.

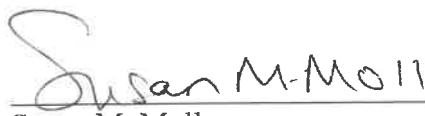
Field left at 10:44 am when Committee members began the tour of the Sheriff's Administration, Emergency Management and Dispatch Center.

Pufahl adjourned the meeting at 12:07 p.m.

Secretary of Record

  
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Supervisor Keith F. Miller  
Committee Secretary

Recording Secretary,

  
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Susan M. Moll  
County Clerk