

KEWAUNEE COUNTY PUBLIC SAFETY & JUSTICE COMMITTEE REGULAR MEETING

Date: January 10, 2024

Kewaunee County Administration Building – Conference Room
810 Lincoln Street, Kewaunee WI

Time: 8:00 A. M.

AGENDA ITEMS:

1. Call to Order
2. Roll Call
3. Approve Agenda
4. Approve minutes- December 13, 2023 meeting
5. Public Comment

Justice Reports:

Emergency Management:

- a. Review 2023 Budget to date
- b. Review upcoming training/exercise
- c. Director's Report

Sheriff's Department:

- a. Review 2023 Budget to date
- b. Staffing update
- c. Review of overtime by category
- d. Update on Jail
- e. Update on Mutual Aid Investigation
- f. Department Spotlight – Chaplaincy Program

6. Set Meeting Dates Next Scheduled **February 14, 2024 @** Kewaunee – Conference Room @ 800AM, **March 13, 2024 @** Kewaunee – Conference Room @ 8:00 AM

7. Travel Requests

Emergency Management:

Sheriff's Department: Nia DuBois – Dana Schopf, Wisconsin School Safety Coordinators
Conference- March 6-8, 2024 Wilderness Resort, WI Dells

8. Chair Comments-

9. SUCH OTHER MATTERS AS AUTHORIZED BY LAW

10. ADJOURN

Please call (920) 388-7164 if you require reasonable accommodations due to a disability to participate in this meeting.

You should attend this meeting if there is a matter important to you on this agenda because it is possible members of the Kewaunee County Board of Supervisors or other standing committees will be present to listen, observe, and participate in the meeting. The committees of the Board include Finance & Public Property, Public Health and Veterans, UW-Extension, Land and Water, Public Safety and Justice, Highway and Solid Waste, Parks, Promotion and Maintenance, and Executive. The Board or any other committee will take no action if majorities of the Board or any of its other committees happen to be present.

**Kewaunee County Public Safety & Justice Committee Minutes
December 13, 2023**

The Public Safety & Justice Committee meeting was held on December 13, 2023 in the Conference Room at the Kewaunee County Administration Center.

Call to Order: Chairman John Mastalir called the meeting to order at 8:00 a.m.

Members Present: Chairman Mastalir, Scott Browne, Doug Doell, Scott Jahnke, Joe Lukes, EOC Director Tracy Nollenberg, Sheriff Matt Joski and Chief Deputy Jason Veaser were present. Supervisor Milt Swagel and Rebecca Deterville, Clerk of Circuit Court, were also present.

Approve Agenda: The motion to approve the agenda was made by Joe Lukes and second made by Scott Jahnke. Motion carried.

Approve Previous Month Meeting Minutes: The motion to approve the minutes from the October 11, 2023 meeting was made by Doug Doell and second made by Scott Browne. Motion carried.

Public Comment: None.

Justice Reports:

Rebecca Deterville, Clerk of Circuit Court, was present at the meeting to explain the Clerk of Circuit Court duties. She explained her office duties include being the official record keeper for the court. She stated their duties in court include taking minutes, swearing in witnesses, marking exhibits and completing disposition paperwork for some of the court cases (the office does not handle juvenile or probate matters). She stated her office also collects fines and forfeitures as well as maintain the jury pool.

Chairman Mastalir asked how often are there court cases. Deterville stated on Mondays, starting at 8:30 am, they have small claims cases and returns and from 10:30-11:30 am, they have probate cases. She stated Monday afternoons are open for any types of cases. She stated on Tuesdays, they again have any type of cases but Judge likes to schedule this as the start date for cases that involve jury trials. She stated one Wednesday per month is set aside for child support, divorces and any other family cases. She stated Thursdays are for criminal cases and one Thursday a month is for traffic intake. She stated Friday mornings are also for criminal cases and Friday afternoons are for emergency cases that need to be held. She stated the court schedule is available online.

Joe Lukes asked for the average number of jury trials in a year for Kewaunee County. Deterville stated that number varies greatly. She stated for example, they had 5 trials scheduled in October but all 5 didn't happen. She stated they have had approximately 2 jury trials in 2023. She stated the average jury cost for the first day of any jury trial is around \$1200. She stated defendants in criminal actions do not have to pay a fee to request jury trial, however, if a jury trial is requested in a civil action, the requesting party pays a fee of either \$72 (12 person jury) or \$36 (6 person

jury). She explained that the Court can order a defendant to pay jury costs upon a late settlement. She stated this recently happened and the bond posted was able to cover the full costs.

Deterville explained that her office sends out a Juror Qualification Questionnaire to a list of county residents that is obtained by a download from the state to determine who could possibly be a juror.

Chairman Mastalir asked what happens if someone has two residences, one outside of Wisconsin. Deterville explained that when a juror is summoned, they are mailed another questionnaire in which they can explain anything that could interfere with that person being a juror for the specified time frame. She stated they over-summon jurors to ensure they have enough in the pool after they excuse those with scheduling issues.

Milt Swagel asked how often someone can be summoned and Deterville stated once you are summoned, you cannot be summoned again for four years.

AGENDA:

Emergency Management:

a) Review 2023 Budget to Date:

EOC Director Nollenberg discussed the 2023 budget to date (October) and asked if there were any questions. There were no questions. She indicated the budget is currently on schedule.

b) Review Upcoming Training/Exercise:

EOC Director Nollenberg held a Kewaunee County Reception Center Layout meeting on 12/12/2023. She stated they are reassessing the layout of the Reception Center as it has not changed since first started using the Luxemburg Intermediate School and now that there has been changes to how the school building and road structure is now, it was time to reassess the layout to ensure a smooth process for those that would go to the Reception Center due to an incident occurring at Point Beach, that they go through all of the checkpoints to register and receive benefits.

i) After-Action-Review (AAR) from State on Point Beach Nuclear Plant Exercise:

EOC Director Nollenberg stated she just received the FEMA report. She stated the state's report indicated the exercise was very good. She stated the Hostile Action Based exercise with traffic incidents were handled properly. The report indicated the EOC had strong leadership and situational awareness. The report indicated the Reception Center was effective but did have notes for improvement.

ii) Improvement Plan (IP) from School Active Threat Tabletop Exercise:

EOC Director Nollenberg indicated an Improvement Plan was developed from this exercise and is attached to these minutes. She said many of the suggested improvements are for schools, however, mass care was suggested to be taken care of by Emergency Management, Public Health and Sheriff's Office Departments as many currently do not have mass care plan in place.

c) Local Emergency Planning Committee (LEPC) and Emergency Services Council

Appointments:

EOC Director Nollenberg reviewed who is on the current Emergency Services Council. She stated they are all the same except Deb Pribek is now on the Council for Kewaunee Rescue. She stated the new members for the LEPC are Rebecca Palmer, Dustin Krause and Door County Daily News.

d) Review September Kewaunee County Emergency Services Council Meeting:

EOC Director Nollenberg had included the minutes for the Kewaunee County Emergency Services Council Meeting that was held on 09/28/2023 with this month's agenda as it is no longer available on the County's webpage. She reviewed the highlights of the meeting and Chairman Mastalir inquired what the cost of the blanket was for electrical car fires that the Fire Chief Association purchased. EOC Director Nollenberg stated she did not know but they are needed due to the increase of electrical vehicles.

e) Director's Report: None.

Sheriff's Office:

a) Review 2023 Budget to Date:

Sheriff Joski stated the budget as of October is at 77% and when he ran quick numbers for the budget as of November, the department is at 85% and the target was 88%.

b) Staffing Update:

Sheriff Joski stated they just swore in Jensen Beyer, Regina Augustian and Makayla Hall. He stated these three deputies are doing an awesome job.

Sheriff Joski indicated the recent job posting resulting in two job offers. One of the individuals will not be able to start until May and the other is currently completing the medical portion of the application process. He stated the job posting has been approved to be ongoing for eligibility. He stated currently, they have 12 applicants, however, the majority are Indeed applications which did not include the County's application. He stated there are three that are local and legitimate applicants.

Chairman Mastalir asked how far the department is behind the hiring schedule. Sheriff Joski stated they should be up 3 employees but they are 3 behind. Chief Deputy Jason Veaser stated historically, they have been one down but that will become 4 in January after Rick Karman, Dave Kuehl and Joe Kassner retire. He stated currently, there are 2 jailers out on patrol and one employee is out on FMLA. Sheriff Joski stated Inv. Raduenz will be going back to patrol to cover the vacancies. Chief Deputy Veaser stated they are still approving vacation when they can because with the overtime coverage needed, they need to give employees a break to prevent burnout.

Chief Deputy Veaser stated Shane Johnson will begin training on 01/01/2024 and they expect Robert Campbell to be training on patrol as of 01/31/2024.

Chairman Mastalir asked if the Sheriff's Department were still backing up Algoma Police Department (APD) and Kewaunee Police Department (KPD). Sheriff Joski stated they are still getting requests but they haven't been as frequent. He stated both APD and KPD have job postings.

Joe Lukes asked if APD and KPD are being charged for the overtime hours incurred by the Sheriff's Department. Chief Deputy Veesper stated APD and KPD are being charged overtime plus benefits.

Scott Jahnke asked if School Resource Officers can be called in to work in the jail due to the staffing issue. Sheriff Joski said yes, they can be called in, however, the Sheriff's Department has a contract with the schools that has to be honored.

Scott Browne asked how many employees have left that have not retired. Chief Deputy Veesper stated they have lost employees due to attrition, lost one to Brown County and lost one to exploring another career. He stated they typically lose one per year.

Scott Browne asked if the Sheriff's Department conducts exit interviews when an employee resigns. He stated he spoke with a previous employee who stated he left due to the fact there was no timeline to get on patrol. He also wonders if the Sheriff's Department could hire civilian dispatchers so candidates could choose between patrol, dispatch and jail.

Sheriff Joski stated they wanted to separate jailers and dispatchers, however, they weren't allowed to hire enough staff to cover both positions. He stated they would need around 10 more staff members in order to effectively separate the positions.

Chief Deputy Veesper stated you cannot pay a civilian dispatcher less as neighboring counties have split the jailer/dispatch positions and still pay higher. He stated the hiring problem is not unique to Kewaunee County, the problem is everywhere. He stated the deputies gain a lot of experience and knowledge when they start as jailer/dispatcher before going to patrol. He stated when personnel begin straight out of college, they don't have the knowledge of how to handle situations. He also stated they talk with the resigning employee and discuss if any changes can be made to keep them here.

Sheriff Joski stated there is no fast track to patrol or to investigations. He also agreed that deputies gain a good foundation when they start as jailer/dispatchers. He said being a jailer/dispatcher will make you a better patrol deputy and being a better patrol deputy will make you a better investigator. He stated working dispatch teaches deputies empathy for when they go out on patrol. He stated Kewaunee County draws applicants due to the fact that we maintain their certifications, other counties, like Brown, do not maintain the certifications.

Scott Browne stated he agreed it is a good development plan to start deputies as a jailer because the experience will help on patrol but he feels that jailers and dispatchers should be two different positions.

c) Review of Overtime by Category:

Chief Deputy Veeseer stated the overtime is looking great after the grants and city assists are removed. He stated they had 1700 hours in 2021, 1500 hours in 2022 and currently have 1444 for 2023. He stated next year, the overtime will be higher due to retirements, new employees and FMLA.

d) Update on Jail Plans:

Sheriff Joski stated they have a meeting in the Admin building on Friday, 12/15/2023 at 8:00 am. He stated they are working on contractual language with the WPCA attorney. He stated they are waiting for quotes to upgrade and repair the current jail.

Joe Lukes asked if the contractor has been to the jail. Chief Deputy Veeseer stated they have been here to analyze the jail to assist with the quotes.

Chairman Mastalir asked if the ceiling would be repaired. Sheriff Joski stated the detention grade ceiling tiles are being triaged as the main focus is on the doors and the bunks.

Scott Browne asked if the roof would be repaired and if they will be obtaining an estimate for that repair. Sheriff Joski stated the quote in 2007 was for \$700,000. He stated they are hoping to not put too much money into the current facility if they proceed with building a new jail. He stated the roof does leak but it is structurally sound.

Chief Deputy Veeseer stated the Jail Inspector indicated there are updates that need to be done in Huber (sink and vents).

e) Update on Server Replacement Request:

Sheriff Joski stated the server for the cameras has been on the fritz for some time. He indicated that the server will just go out and requires a manual reboot. He stated the server needs to be updated as the cameras serve as a line of sight to the inmates. Chief Deputy Veeseer stated the longest the server has been down is for 2 days and then the jailers are responsible for manual checks of the inmates. He stated this is a liability in case something happens to an inmate as the jailers don't have constant line of sight when the servers are down.

Sheriff Joski stated IT has indicated that the Courthouse cameras need to be updated and that Human Services also want cameras for the Administration building and Human Services building. He stated the current quote for everything is \$88,000 and the Sheriff's Department portion is \$50,000. He stated the money is currently in their budget and will be discussed at the next Finance Committee meeting.

f) Department Spotlight:

Sheriff Joski stated the 2023 Shop with a Cop event was a success. He stated 17 kids were chosen by the schools in Kewaunee County and those kids were paired up with officers. He stated members of the National Honor Society, 4-H and spouses help with the event. He stated the morning starts with the kids being dropped off at the Fairgrounds

to have donuts and then they are transported to Aissen's Tree Farm. Once at Aissen's, the kids are able to pick out an ornament and meet with Santa. Once they are done there, they are transported to Target in Green Bay where the shopping begins. He stated the kids shop for their family members as well as themselves and essential needed items (socks, clothes, jackets, shoes, boots) are also purchased. Once they are done at Target, they are transported back to the Fairgrounds for lunch and then all the items are wrapped before the kids are picked up. He stated this program is a 501(c)(3) and is funded by donations.

Sheriff Joski reviewed the Toys for Tots program and the Salvation Army Red Kettle Campaign. Chief Deputy Veerer commended Sheriff Joski for the work he does with the vouchers and assisting the community. Sheriff Joski stated there are three hotels that work with him and take the vouchers; Scenic Shores, Anchors Away and Harbor Inn. Scott Browne would like to give those three businesses an acknowledgement so the community knows the support they provide. EOC Director Nollenberg stated that may be something our Public Information Officer could do.

Next Meeting Dates: The next meeting is set for January 10, 2024 at 8 a.m. to be held in the conference room at the Administrative Building.

Proposed date set for February 24, 2024 at 8 a.m. also in the conference room at the Administrative Building.

Travel Requests: None.

Chairperson's Comments: None.

Other Matters as Authorized by Law:

Joe Lukes asked how the cooks are doing and Sheriff Joski stated they are so blessed to have Jan and Theresa. He stated Theresa is so thankful for this job as it couldn't have worked out better for her after losing her last job and nearly immediately starting this one.

Doug Doell asked about the 34.26 inmates that were listed on the report. Chief Deputy Veerer indicated that is an average for the year and that it includes the inmates held elsewhere as well as the ones on monitors. Doug Doell asked how many inmates are currently in the jail. Sheriff Joski indicated the jail can hold 22 inmates and there were 18 inmates in the jail the last time he looked. He stated it ebbs and flows as some inmates have to be shipped out due to problem inmates needing to be isolated. He stated we do not have enough cells for the different inmate classifications. He said these inmates tend to be transported to Door and Brown County.

Adjourned:

Doug Doell made the motion to adjourn, and Joe Lukes seconded the motion. Meeting adjourned at 9:17 a.m.