

# KEWAUNEE COUNTY PUBLIC SAFETY & JUSTICE COMMITTEE REGULAR MEETING

---

Date: January 11, 2023

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 14, 2022 meeting
5. Public Comment

### Justice Reports:

#### Emergency Management:

- a. Review 2022 Budget to date
- b. Review upcoming training/exercise
- c. Director's Report

#### Sheriff's Department:

- a. Review 2022 Budget to date
- b. Staffing update
- c. Review of overtime by category
- d. Update on Jail Planning
- e. Department Spotlight – Deputy Joe Kassner- Outstanding Community Service Award
6. Set Meeting Dates Next Scheduled **Feb.1, 2023 @** Kewaunee – Conference Room @ 800AM, proposed **March 8, 2023 @** Kewaunee – Conference Room @ 8:00 AM
7. Travel Requests
8. Chair Comments-

#### Emergency Management:

#### Sheriff's Department:

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**

---

The Public Safety & Justice Committee meeting was held on December 14, 2022 in the Conference Room, at the Kewaunee County Administration Building.

**Call to Order:** John Mastalir called the meeting to order at 8:07 am.

**Members Present:** John Mastalir, Joe Lukes, Scott Browne, Scott Jahnke, Doug Doell. Emergency Management Director Tracy Nollenberg, Sheriff Matt Joski and Chief Deputy Jason Veeser.

**Approve Agenda:** Motion to approve the agenda was made by Doug Doell, and Joe Lukes seconded that motion. Motion carried.

**Approve Minutes:** Minutes of the November 9, 2022 meeting were approved at the County Board meeting.

**Public Comment:** None

**Agenda:**

**Justice Reports:** None

**Emergency Management:**

- a. Review 2022 Budget to date

A copy of the 2022 budget was distributed to attendees. There were no questions about the 2022 Emergency Management Budget.

- b. Review upcoming training/exercise

On December 12, 2022, an After-Action Report review was held from the extremely hazardous material release from a fixed location tabletop exercise held on September 7, 2022. The After-Action Report notes areas for possible improvement as mentioned by those who participated and those who evaluated the exercise. This information is used for the Improvement Plan that identifies areas from the exercise that may need improvement in Planning, Organizing, Equipment, Training, or Evaluation. Participants who assisted in this process included representatives from Luxemburg Fire Department, Luxemburg Utilities, Luxemburg-Casco School District. Responsible parties and time frames were established for each Improvement Planning recommendation. The purpose of this After-Action Report and Improvement Plan is for documentation purposes of noted areas of improvement so when grants become available there is documentation to support a grant request.

Earlier this month, a dosimeter and handheld meter training was held at Luxemburg fire. Over the next couple of months, this training will continue to be held with additional fire departments, EMS agencies, first responder groups, and Kewaunee County SWAT Team.

c. Review Kewaunee County Emergency Services Council appointments

For the term of January 2022 thru January 2023, there was one replacement for that term. Reviewed appointments listed 2023-2024 term.

d. Review Kewaunee County Local Emergency Planning Committee appointments

Reviewed appointments of the Local Emergency Planning Committee for the September 2022 thru September 2024 term.

e. Request approval of Point Beach Nuclear Plant funding of EMA to full-time

Kewaunee County Emergency Management has held recent discussions with Point Beach Nuclear Plant Emergency Preparedness regarding workload with the changes from Radiological Plan Manual to our Emergency Operations Plan, turnover in personnel at the State Level in regards to support from the Radiological Emergency Preparedness division to this office, the recent turnover rate of personnel in this office, and the support this office provides to Point Beach for emergency preparedness response for annual drills and exercises. From this, a discussion was held between Kewaunee County Emergency Management, Kewaunee County Administration, and Point Beach Nuclear Plant. Point Beach provides support to this office for emergency preparedness activity in excess of normal emergency management functions due to the additional burden to Kewaunee County, being one of three counties in the State of Wisconsin being required to have a radiological emergency plan in addition to the regular emergency operations plan. Kewaunee County Emergency Management has submitted an increase to their budget to allow for a full-time employee Emergency Management Assistant to assist the Director with the changes to the radiological emergency plan as well as capacity building for the future. This increase to Point Beach covers the additional hours and benefits to this position now and in the future.

A motion was made to move the request of Point Beach Nuclear funding of Emergency Management Assistant to full-time to the Executive Committee by Scott Jahnke and seconded by Doug Doell.

Motion carries.

-

f. Director's Report

The state of Wisconsin has contacted local fire departments about collecting PFAS and disposing of them properly. PFAS are synthetic foams used for class B fires and are known to be harmful to humans and the environment. Over 500 gallons of PFAS were collected from Luxemburg, Algoma, and Ephraim fire departments.

Information regarding RAVE Alert, which is the Kewaunee County Emergency Alert Notification system, was put in with people's tax information. Our office assists people in the community in signing up for RAVE Alert.

Kewaunee County Emergency Management attended a mass casualty training in Door County, where a tour cruise boat collided with a pleasure craft. This was an informative training as Kewaunee County will have cruise ships this summer. The training consisted of agencies from federal, state, and local. It showed how a large-scale incident can overwhelm local resources and how the state can deploy teams to help counties manage large-scale events.

Kewaunee County Emergency Management attended a hazard mitigation training in Wausau earlier in the month. Emergency Management is preparing to update its hazard mitigation plan, which is done every five years. This department is using the Building Resilient Infrastructure and Communities Grant to provide funding for the updating of Kewaunee County's Hazard Mitigation Plan. Updating the county's hazard mitigation plan takes some time, so the department is getting a start on it now.

Work is underway with the involvement of the county's building captains to work on an Emergency Response Guide for the county buildings.

Working with a number of county offices to update their Continuity of Operations Plan.

FEMA requires the county's emergency management departments to develop an integrated preparedness plan to evaluate training and program priorities for the next several years. Emergency management will discuss with other departments, first responders, elected officials, businesses, and other individuals what training they would like and how to improve preparedness and build capacity within organizations. This plan will track the progress over several years.

Sheriff's Office:

- a. Review 2022 Budget to date

The Sheriff's office budget is currently below the target set by the Finance Department. The Sheriff's Department will see an increase in overtime in December with holidays coming up. A communication tower repair was the only unexpected cost that the department encountered. Even with this unforeseen expenditure and the future cost of new squad cars, the department is tracking below where the Finance Department has projected us to be. Overtime for October may seem high, but these numbers don't factor in the different grants the department has awarded that assist in paying for officer overtime. Once these grants are factored in, the overtime budget is below where the department had projected it. The Finance Committee has approved a budget transfer from the contingency fund to the general budget, and the County Board will hear the issue on Tuesday, December 20.

The Sheriff's Department will pursue a covid grant since additional funds have been available. The department is also using a grant to offset the cost of training and equipment. The department is working hard to ensure that all criteria are satisfied in these grants. The Sheriff's department is careful about what grants it applies for so it doesn't incur additional costs.

b. Staffing update

The last vacancy is currently being filled at the moment. After this vacancy is filled, the department will ramp up its staffing with two new hires in the first part of the year and two more in the second part of the year. These additional staff will replace officers set to retire and add additional staff for the new jail. The Sheriff's Department has been fortunate to receive talented applicants who will make great officers. The staffing shortage across the state has continued. Brown County cannot open a whole wing of its jail because of the lack of staffing. Door County is getting creative with being unable to fill its dispatch center, so they're using some people from their jail.

The Sheriff's Department works with high school students in various trainings so they can see what we do and meet some of our officers. We want to plant the seed early so that if they decide to pursue a career in law enforcement, they might decide to stay and work in their local community. We also maintain certifications for people who have pursued a law enforcement certification. We do this by having them participate in our training, and they also have the opportunity to work in transport or event security. Other counties don't maintain their certification for them, and some then lapse and have to start over. The Sheriff's Department has had success in recruiting from the county's high schools. Incorporating students in our training allows them to see how we train firsthand and also get to know the officers. One of the training we invite some students to is our MILO training, where officers train on an interactive screen where they must give commands to a person, and depending on how they manage the situation depends on how the person responds. The screen is interactive in a way that allows for guns and pepper spray to be used. This training allows officers to also work on shoot or don't shoot training. This training is at no cost to the department and is provided by the insurance company that the department uses. The state of Wisconsin requires us to provide 24 hours of training a year, which ends up being 2 hours a month.

c. Review of overtime by category

7780 hours needed to be covered this year with overtime. The department started the year with five vacancies that contributed to this amount of hours. We currently have three people out on FMLA. This will contribute to an increase in overtime over the next couple of months. After factoring in grants and holidays, the department at 200 hours less overtime than last year. Our lieutenants do a great job at shuffling people around to still provide great service to the community but also limit the amount of overtime needed. Several officers are also out sick right now, adding to the difficulty of scheduling people.

The inmate population has been increasing this year and is, on average, 30 people. The average at the beginning of the year was 24. With the probation system working as it should and Kewaunee County having a judge again, the justice system is working more efficiently. During the last couple of years with covid, there was a large backlog, which is finally getting worked through.

d. Update on Jail Planning

The jail planning meeting continues to be held and is diving into more detailed decisions about certain aspects of the design and function of different parts of the jail. Discussions between the architect and the jail inspector are ongoing. All these little decisions about the placement and location of these small components have large impacts during the life of the jail. Next month we will hear from the Samuels group on where the cost of everything will come in. One of the big outstanding issues is how the site will be positioned to allow for future growth of the facility.

We are doing our best to keep the upkeep cost of the current jail as minimal as possible. There was a need for a new toilet in one of the cells that was needed to be put in. Greg and Noel have been doing an amazing job at fixing what they can and making things last.

As the planning process continues for the jail, the Sheriff's department continues to advocate for low-cost options at every turn. Along with construction costs, the department is also advocating for low maintenance costs to keep the operating budget as low as possible in the future.

e. Department Spotlight – Newly Appointed Operations Lieutenant Eric Zellner

Lieutenant Eric Zellner has been with the department for 25 years. Eric was born here in Kewaunee county and grew up here. He started working in the jail and rose through the ranks to become SWAT Team leader. Eric's leadership skills and years of experience others rely on have made in a perfect fit for this position. Eric is a great example that no matter where he is, he is always there to lend a helping hand and work to get the job done.

**Next Meeting Dates:** The next meeting had been set for January 11, 2023 at the Administration Building in the Conference Room at 8am. The proposed date for February 1, 2023 continuing at the Admin Building Conference Room at 8am.

**Travel Requests:**

**Chairperson's Comments:**

**Adjourned:** Doug Doell made the motion to adjourn, and Scott Jahnke seconded the motion. Meeting adjourned at 9:30am.

Minutes provided by: Joseph Saelens