

# KEWAUNEE COUNTY PUBLIC SAFETY & JUSTICE COMMITTEE REGULAR MEETING

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Date: March 13, 2024

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

Time: 8:00 A. M.

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## AGENDA ITEMS:

1. Call to Order
2. Roll Call
3. Approve Agenda
4. Approve minutes- February 14, 2024 meeting
5. Public Comment

**Justice Reports: Child Support – Peggy Seidl**

**Emergency Management: - Excused**

### **Sheriff's Department:**

- a. Review 2024 Budget to date
- b. Staffing update
- c. Review of overtime by category
- d. Update on Jail
- e. Department Spotlight – Salvage Inspection Resource

6. Set Meeting Dates Next Scheduled **April 10, 2024 @ Kewaunee – Conference Room @ 800AM,**  
**May 8, 2024 @ Kewaunee – Conference Room @ 8:00 AM**

7. Travel Requests

**Emergency Management:**

**Sheriff's Department:** Angela Mueller: Civil Process Conference April 2-4, 2024 Stevens Point

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**  
**February 14, 2024**

The Public Safety & Justice Committee meeting was held on February 14, 2024 in the County Board Room, at the Kewaunee County Administration Building.

**Call to Order:** Chairman John Mastalir called the meeting to order at 8:00 am.

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

**Approve Agenda:** The motion to approve the agenda was made by Joe Lukes and Scott Browne seconded that motion. Motion carried.

**Approve Previous Month Meeting Minutes:** The motion to approve the minutes from the January 10, 2024 meeting was made by Scott Browne and second made by Scott Jahnke. Motion carried.

**Public Comment:** Milt Swagel attended meeting but did not have any comments.

**Agenda:**

**Justice Reports:** None

**Emergency Management:**

- a) Review 2023 Budget to date:  
EOC Director Nollenberg asked if there were any questions on the 2023 Budget. There were no questions.
- b) Review upcoming training/exercise:  
EOC Director Nollenberg stated that there is CPR training on February 21<sup>st</sup> for county employees being done by the sheriff's department.

EOC Director Nollenberg shared that her office is having a PIO Workshop (Public Information Officer) February 22<sup>nd</sup>. She stated that they do something every year for the PIOs that are in our Emergency Operations Center and the Joint Information Center.

Director Nollenberg shared they will be holding a Weather Spotter Class in the evening on April 25, 2024. That invite will be sent out to all of the emergency responders and the general public.

Director Nollenberg stated they recently scheduled a Reception Center Set-up on August 7, 2024. This will be held at the Luxemburg-Casco Intermediate School. She explained the process of doing this request and the need to provide a Certificate of Insurance,

which was received from Paul Kunes. We will be reaching out to the individuals who staff the Reception Center as changes were made to the set-up.

Director Nollenberg stating she is coordinating a Mass Fatalities Planning and Response for Rural Communities, to be held on October 24, 2024 at the Brown County Medical Examiner's office due to the fact that there are a number of counties interested in attending this class and with trying to keep it centrally located.

c) Tornado and Severe Weather Awareness Week, April 8-12, 2024:

Director Nollenberg shared that April 11<sup>th</sup> is when the statewide tornado drill will take place. Director Nollenberg stated that Kewaunee County typically does a warning test at 1:45 pm and 6:45 pm by sending a message out via Rave Alert so those that are registered with Rave will be notified. Director Nollenberg stated the importance of these drills. Just recently on February 7<sup>th</sup> for the first time in February a tornado touched down in the state of WI that was recorded by the National Weather Service. There was some significant damage received, some homes were destroyed and several power outages. One county had to open up a warming shelter due to no power and roads were closed due to debris. We are very fortunate here in Kewaunee County that we practice drills and train for an event such as this in case something ever happens in our county. Director Nollenberg asked if there were any questions or concerns with the times the warning tests will be done. No concerns mentioned. Director Nollenberg did state that we do not utilize the outdoor warning sirens for this test as it is unknown if the radio and TV stations will participate in the Statewide Test. Kewaunee County has 5 sirens here in Kewaunee County, 2 that are owned by the City of Algoma, 2 owned by the Village of Luxemburg and 1 owned by the Village of Casco. Currently Village of Casco is waiting for repairs that should be completed before March 1<sup>st</sup>.

Representative Browne confirmed the date of April 11<sup>th</sup> with Director Nollenberg and she stated that in the event of severe weather in Wisconsin, the tornado drill will be postponed until April 12<sup>th</sup>. In the event there is still severe weather on April 12<sup>th</sup> they will cancel the drill. Director Nollenberg explained that the drill will still take place if there is bad weather (cloudy, raining, etc.), it is only postponed/cancelled if there is severe weather. Director Nollenberg also stated that she will put something in the paper to let residents know about Statewide Tornado Drill.

d) Director's Report:

Director Nollenberg shared that Kim Selner started January 15, 2024. She is working in Emergency Management full-time and is doing a great job.

Director Nollenberg stated that we recently updated our Reception Center Plan. We are going through it to make sure that everything is good for August 7<sup>th</sup>.

Director Nollenberg stated that her office has been receiving phone calls from residents responding to our Rave Alert Outreach that we do during tax time. We have had over 29 people calls to assist them in getting registered.

Director Nollenberg stated that in 2023 our office reached out to other offices to do Continued Operations Plan/Continuation of Government (COOP/COG) updating 16 out of 22 offices.

Our office will continue to receive Tier II reports these until March 1<sup>st</sup>. This is an annual federal report that is mandatory for companies that store hazardous materials. The reason for Tier II reports is due to a series of hazardous waste releases that caused human and environmental harm, showing there was a great need for reporting on hazardous materials that are housed within industrial facilities. Our office will make copies of those reports, give an electronic copy to the sheriff's department, make sure our fire departments and Brown County Fire Department Hazardous Response Team has access to those reports. We also make sure that Brown County Metro has access to those reports via WHOPRS (Wisconsin Hazmat Online Planning and Reporting System). Director Nollenberg stated that the LEPC (Local Emergency Planning Committee) Meeting is scheduled for March 6, 2024 at the fairground facility. Director Nollenberg mentioned that Brown and Kewaunee County Amateur Radio Emergency Service/Radio Amateur Civil Emergency Service (ARES/RACES) recently received a call sign of WX9BC for their group. They will use that to streamline communication when they are working from the Emergency Operations Center. The purpose of them having the call sign as an organization is so that it will be fixed to the entity they are working at and not the individual itself.

Director Nollenberg stated she is submitted the annual Emergency Management Performance Grant, due by January 31<sup>st</sup>. We also submitted did the Emergency Planning Right-To-Know Act (EPCRA) Grant, also due by January 31<sup>st</sup>. Director Nollenberg stated that we recently got reimbursed from Clean Sweep, it was noticed that we were shorted about \$3,300, a phone call and resubmission of the forms has Kewaunee County receiving their full reimbursement. Director Nollenberg said that we are waiting for reimbursement for the Computer Hazmat grant. Also Director Nollenberg is working on completing the Hazardous Material Emergency Preparedness grant closeout. Also the Building Resilient Infrastructure and Communities (BRIC) grant that we applied for in 2023, is about an 18-month grant, we will be working on this year. This grant is due March 2025. This is the Hazardous Mitigation plan that is required by FEMA to be updated every 5 years.

Director Nollenberg stated that we have had two snow storms, Avere and Bennett and we went got through it fine. Director Nollenberg also said that herself, her assistant and one PIO (Public Information Officer) went to the Joint Information Center and observed how Point Beach Nuclear Plant works through some of their stations and how they work with personnel Kewaunee has in the Joint information center, namely PIO's.

Director Nollenberg stated they will be attending some trainings coming up including the Governor's Emergency Management and Homeland Security Conference in March in Lake Geneva. This training is funded by the state. Also in March, FEMA is coming in to do a Radiological Emergency Preparedness Core Concepts Training and Radiological Program Plume Plan Review. This training will utilize Point Beach Funds.

Director Nollenberg stated that recently they submitted their annual Letter of Certification to Wisconsin Emergency Management. Wisconsin Emergency Management sends the things completed throughout the year on behalf of Point Beach like trainings, exercises or anything we participate in with Point Beach to FEMA. They send Kewaunee County, Manitowoc County, Point Beach, Prairie Island and Pierce Counties information in to certify compliance to FEMA.

Director Nollenberg shared that there will be an Electronic Collection May 9<sup>th</sup> at Algoma Utilities.

**Sheriff's Office:**

a. Review 2024 Budget to date:

Chief Deputy Veaser stated that there are no for seen changes to the 2024 budget at this time.

b. Staffing update:

Chief Deputy Veaser stated that they are 4 people down with 2 on patrol. There were 3 retirements in the beginning of the year and the one person in training left due to feeling that that position was not for them. There is one-person training in the jail now and one that will be hired when school is out. Short of that there has been no applications coming in lately. Chief Deputy Veaser said that last year at this time we were down 5 people and with the interview process they hired 2 people and had 2 that were hired after they graduated in spring. However, this year we are not getting applicants. Chief Deputy Veaser said they are talking about possibly making some changes, he stated that they are thinking about setting up a committee to talk to the younger staff to find out what is important to them, as in vacation time, wages, benefits, insurance and anything we think is important to get the younger people to apply. We will also take a look at what other counties offer so we can be competitive. We don't want to lose the people we have and want to make our county the one they choose to work at. Chief Deputy Veaser stated that with getting a committee together we could come up with better ideas. We do need to get some people hired soon or come summer our overtime has a good potential to be way up. This cost will be offset due to being down people but hopefully we will get some applicants. Chief Deputy Veaser said that staffing is down all over and not just by us. He also said that Door County put a billboard up and raised their wages for the dispatchers to what the jailers make and they received a lot of applicants. Chief Deputy Veaser also stated that they have a good group of people working together now and hopefully can keep all of them.

c. Review on overtime by category:

Chief Deputy Veaser stated that it is hard to compare because it is early in the year. There is some overtime due to positons being down and military leave. There also was one off on medical leave all of January.

d. Update on Jail:

Chief Deputy Veaser stated there is not a lot new. The next meeting is scheduled for next Friday with Venture Architects to get some ideas. It may possibly need to be put out to other companies to compete with each other and see who comes up with the best plan and go from there.

e. Information on upcoming Next Generation 911 Upgrade Grant Program:

Chief Deputy Veaser stated that Sheriff Joski is involved with this at a state level. This will be new software that, for example, you can text to 911. In Kewaunee County this is not available. This system is also faster and more reliable. There are grants out there for

this but we have to do emergency medical dispatch mandated by the state. What this means is that there are cards that you need to follow for each medical emergency line by line. But in order to go to the next stage with the radio system we need to participate with emergency medical dispatch. Chief Deputy Veeseer said they are checking more into this. He is not sure what the 2024 grant will be but stated that there were funds left over in that grant from last year. This grant gets funded by the charge everyone gets on their cell phone bills. There will also be a yearly fee for this system as well as training needs.

f. Discussion and Possible action on Jailer/Dispatcher Holiday Schedule:

Chief Deputy Veeseer explained that he does timecards. It was put into the Counties personnel policy that the Jailers and Dispatcher get time and a half for the holidays. Right now the Jailers/Dispatchers and Patrol Officers have a different holiday schedule, example, Jailers/Dispatcher get Christmas Eve, Christmas Day and the day after Christmas off as well as New Year's Day. The Patrol Officers get Christmas Eve, Christmas Day, New Year's Eve and New Year's Day off. Chief Deputy Veeseer would like everyone to follow the same Holidays. It will be easier entering in timecards in our system. All Chief Deputy Veeseer is asking is to change one Holiday. We aren't giving one or taking one away, just having everyone in the Sheriff's Department get the same holiday's off. Paul Kunesh from Finance is alright with this as it will be easier for them also. Motion was made to Change Jailer/Dispatcher holidays to remove the day after Christmas and to add New Years Eve day as a holiday. Motion to approve was made by Scott Jahnke and seconded by Scott Browne, Motion carried. Now it will go to the Executive Committee for approval.

g. Department Spotlight – Leadership Development:

Chief Deputy Veeseer stated that Sheriff Joski, Lieutenant VanErem, Lieutenant Zellner, Dave Depeau, Nina Martel and himself are attending Executive Development in Green Bay. It's one day a week for seven weeks and then one day a month for several months. This seems to be going really well. Some of what has been covered is working with others and how disagreements are good and you shouldn't avoid conversations. How to communicate with each other and see the different sides. Chief Deputy Veeseer commented that everyone in this class feels it is good and are getting things out of it. Also things should run smoother knowing how to communicate with each other and not take a disagreement or difference of opinions as conflict. Chief Deputy Veeseer also said that they are learning about different process and how to deliver changes to employees and co-workers in a way which will be easier for that particular individual to understand.

Representative Browne asked if there were any updates on repairs to the current jail? Chief Deputy Veeseer said that they are working with Stronghold. The latest update was the cost for the vents is almost double if you go with stainless steel and Nancy wasn't satisfied with cold steel and she asked if Stronghold could explain that better. So they came back with that it is basically steel and they are going to power coat it. Chief Deputy Veeseer said that makes sense with them to go with the cheapest possible version because their last ones lasted for 50 years and they were power coated so why wouldn't the new ones last about the same. Stronghold will be coming back and we can get more

of an update. Another concern was brought up about a door between the booking area and the dispatch area. This will take up needed space but will make a separation between dispatch and the jail and this is required.

Representative Lukes related an incident he was asked about involving someone who has been in our country for over 30 years. The person is not a legal immigrant but is well established in the community. Representative Lukes asked if there is a way that person can get a driver's license. Chief Deputy Veaser responded unfortunately if someone is illegal even if they have been here an extended period of time there is no way to get a legal driver's license. There has been legislation that would allow undocumented people to get driver's license but at this time the legislation has not passed.

**Next Meeting Dates:** The next meeting had been set for March 13, 2024 at the Administration Building in the County Board meeting room at 8:00 am. The meeting date for April 10, 2024 is at the Admin Building at 8:00 am and the proposed date for May 8, 2024 at the Admin Building at 8:00 am.

**Travel Requests:**

Emergency Management: Tracy Nollenberg-Kim Selner, National Radiological Emergency Preparedness Conference – April 28<sup>th</sup> - May 3<sup>rd</sup> in Dallas, TX. Motion to approve was made by Scott Jahnke, seconded by Scott Browne, motion carried.

Sheriff's Department: Zellner, Vandermoss, Jandrin, Reimer – WAIO (Wisconsin Association of Identification Officers) Conference March 18-22, 2024 in Eau Claire, WI. Motion to approve was made by Scott Jahnke, seconded by Scott Browne, motion carried.

**Chairperson's Comments:**

None

**Other Matters as Authorized by Law:**

None

**Adjourned:**

Joe Lukes made the motion to adjourn, and Scott Browne seconded the motion. Meeting adjourned at 9:03 am.

Minutes Respectfully provided by:  
Kim Selner