

KEWAUNEE COUNTY PUBLIC SAFETY & JUSTICE COMMITTEE REGULAR MEETING

Date: November 9, 2022

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- October 12, 2022 meeting
5. Public Comment

Justice Reports:

Emergency Management:

- a. Review 2022 Budget to date
- b. Review upcoming training/exercise
- c. Action to approve 2023 Agricultural and Household Hazardous Waste Collection Grant
- d. Action to approve 2023 Unwanted Prescription Drug Collection Grant
- e. WiSMAC (Wisconsin Statewide Mutual Aid Compact) for Local Emergency Management Assistance – no action required
- f. Director's Report

Sheriff's Department:

- a. Review 2022 Budget to date/ 2023 Budget Status update
- b. Staffing update
- c. Review of overtime by category
- d. Update on Jail Planning
- e. Department Spotlight – Election Sign Theft Investigation

6. Set Meeting Dates Next Scheduled **Dec 14, 2022** @ Kewaunee – Conference Room @ 800AM, proposed **Jan 11, 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
October 12, 2022**

The Public Safety & Justice Committee meeting was held on October 12, 2022 in the County Board Room at the Kewaunee County Administration Center.

Call to Order: John Mastalir called the meeting to order at 8:15 a.m.

Members Present: John Mastalir, Scott Browne, Doug Doell, Scott Jahnke, Joe Lukes, EOC Director Tracy Nollenberg, Sheriff Matt Joski, and Chief Deputy Jason Veaser. County Administrator Scott Feldt was also in attendance.

Approve Agenda: Motion to approve the agenda was made by Joe Lukes and second made by Doug Doell. Motion carried.

Approve Minutes: Motion to approve the minutes from September 14, 2022 was made by Scott Jahnke. Second was made by Scott Browne. Motion carried.

Public Comment: None.

Justice Reports: None

AGENDA:

Emergency Management:

- a) **Review 2022 Budget to Date:** EOC Director Nollenberg asked if there were any questions, there were not.

- b) **Preliminary 2023 Budget:** EOC Director Nollenberg explained the Emergency Management Performance Grant revenue in the 2023 budget is approximately \$5,000-\$6,000 less than 2022. She stated the state provided more money that year due to some COVID funds that went directly to salary and wages than they are in 2023.

- c) **Review Upcoming Training/Exercise:** EOC Director Nollenberg stated a Reception Center Workshop was held on October 11, 2022. This workshop is held every other year as the opposite years they participate in drills and evaluated exercises. This type of training is an annual FEMA requirement. She stated it went well and Green Bay Metro Hazardous Response Team, Luxemburg Fire and Luxemburg EMS were in attendance along with a few who hold positions in the Emergency Operations Center. This workshop was held to give the Reception Center and the Emergency Operations Center an opportunity to talk through a few of their tasks. When we do the drills and exercises, the Reception Center is done in the evening to accommodate our volunteer emergency responders and their work schedules, and the EOC is done during the day. If it was a real event, both would be running at the same time.

EOC Director Nollenberg informed the committee that the Hostile Action Based Exercise will be held in 2023. There will be a practice on July 11, 2023 with the evaluated event being on August 15, 2023.

- d) Director's Report: EOC Director Nollenberg and JEB attended the Wisconsin Emergency Management Association Conference. This conference included Integrated Public Alert & Warning System (IPAWS) training which was very beneficial. They were able to see how IPAWS works in situations as only a certain number of characters (90 or 360) can be transmitted in specific situations. There is a signed memorandum of agreement for IPAWS that has been sent to FEMA that is currently waiting approval.

EOC Director Nollenberg indicated there is a flood vulnerability assessment being done that is including the City of Algoma and City of Kewaunee.

EOC Director Nollenberg has been doing outreach recently in regards to RAVE, our mass emergency notification system. She has done outreach at the Back-to-School Program and IGA asked if she would be willing to host a table at the store for outreach. She met 80 some people at that time and registered around 40 for the RAVE system. Chief Deputy Veaser asked if a RAVE flyer can be sent to the Sheriff's Department as he would have it shared on their Facebook page.

Sheriff's Office:

- a) Review 2022 Budget to Date/2023 Budget Status Update: Sheriff Joski stated their benchmark goal for August 22 is 64% and overall they are at 60%

There will be a 2022 budget transfer request for fuel and new squad costs. Finance currently has this factored in, but contingency may need to be utilized. This will continually be tracked and there will be a better idea of what needs to be transferred in November.

In regards to the 2023 budget, there will be an adjustment for the price of squads due to the cost increase. This cost increase is around \$3000 on the SUVs. There is a dealership that had ordered 2022 Ford Interceptors. Kewaunee is currently on the waiting list for 2 of them. This would save some money on the budget if they could be obtained.

The current schedule for squads is to cycle them every 5 years which is a good number right now. After 5 years, the squads have approximately 100,000 to 150,000 miles. This is an odometer reading, not the engine reading. The engine reading would be much higher as the squads are not always turned off when they are not moving (calls, radar, etc). When the squads are cycling out of patrol, if they are in good condition, they will become school liaison vehicles. Currently one of the school liaison vehicles is in very poor condition. Certain repairs on some of the squads are being delayed knowing replacement squads are coming. Many of these repairs are quite costly. If the squad is not going to be kept in use, it is sent to Auction Associates out of Ripon to be auctioned off. On average they are being sold for \$4,000-\$5,000. Scott Jahnke stated there is a national auction company that doesn't charge the seller, whereas the one they currently use does.

- b) Staffing Update: Sheriff Joski stated they currently have interviews scheduled for October 20, 2022 for the current vacancy. He reviewed the hiring plan for the new jail. They know they will be losing at least 5 personnel to retirement by the time the jail is open. History shows there will always be unexpected resignations and washouts (1 out of 4 fail) and 3 current employees will be moved to the jail transition team.

The current plan is to hire 2 new positions in the beginning of 2023. These individuals will be chosen from the eligibility list they have for the current opening. In the 3rd quarter of 2023, they will be choosing another 2 from the eligibility list. If at any time the eligibility list dwindles, the job will be reposted.

The staffing will be heavy before opening the new jail, but this needs to be done. There are many policy revisions, new staff needs to be trained, and currently staff also needs to be trained.

The executive committee has approved the current hiring plan, and if there is any deviation from the plan, the department will need to ask for additional approvals at that time.

County Administrator Feldt stated there is a difference between Emergency Management and the Sheriff's Department in having gaps in positions. When the Sheriff's Department is down, the effects are felt more, more overtime for staff and for the budget. The county cannot have a \$25 million jail that is not ready to go once it's built. Administrator Feldt agrees that the hiring needs to start now. The current plan won't be perfect because the future is unpredictable with resignations, washouts and retirements. If the hiring is successful, they will stay 2 heavy, they will not go 4 heavy if there are no further resignations or washouts, they will stay put until it's needed.

Sheriff Joski stated the open jail cook position is posted again at \$16.75 per hour. Scott Jahnke asked if the Finance Committee raised the pay to \$20 per hour. Sheriff Joski stated they did not but discussion will continue. Administrator Feldt stated the Sheriff's Department needs to go to the Executive Committee to make another proposal. While this position is open, we are paying deputies approximately \$47 per hour to come in on overtime to complete this job.

Chief Deputy Veaser stated that John DuBois is now online. He came from the Brown County Sheriff's Department already having a jail certification so that saved the county time and money. They are currently 2 positions down, Cody Melville has been hired but is not jail certified. That will take 5 weeks to complete. He came from Door County Dispatch and has a wide knowledge of Spillman and is able to show our staff things that we were not aware of in the system. The other open position is the one that they are conducting interviews for on October 20, 2022.

Chief Deputy Veaser stated the jail staff deserves a lot of respect. They have been dealing with a lot of mental health inmates this year, including an inmate who would spend their days naked spreading fecal matter all over the cell and a suicide attempt. He said drugs

make these situations worse between detox and withdrawal. They also were able to transfer a pregnant inmate out who was a major liability.

- c) Review of Overtime by Category: Chief Deputy Veaser says they are ahead on overtime but have 471 grant hours that need to be applied which will put them close to the previous years. They have been verbally told there will be a grant next year. Most of their overtime hours right now are caused by the missing jail cook and inmate transport hours. Recently they had to travel to Michigan to pick up an inmate on a major sexual assault charge. The jail is averaging 30 inmates per day.

Administrator Feldt requested an overtime report to be sent to him before the Finance Committee meets so he is prepared with more detailed answers for questions that arise.

- d) Update on Jail Plans: Sheriff Joski stated the needs that are currently arising in the jail have opened up questions in regards to designing the new jail, like hose connection placements and drains. There also needs to be special needs cells to deal with difficult inmates in the new jail. These decisions will help to build this jail successfully. There also needs to be natural light to all cells and popping channel holes is traditionally done, but they are looking at more cost effective options. Having Nancy the jail inspector involved is ensuring that all the requirements are being met ahead of time as this is cheaper than fixing mistakes after the build is complete. They are working on creative ways to keep sightlines while ensuring inmate privacy and they moved the loading dock closer to the kitchen. A discussion is being held on redesigning the front entranceway to make a logical flow from secure to unsecure areas.

Sheriff Joski stated that Kurt at Samuel's Group is helping to keep costs down and he is very determined to use lessons learned from other projects. They are looking at completing the bidding paperwork in Spring 2023.

Scott Browne requested he is notified of the upcoming jail planning meetings as he would like to attend.

- e) Department Spotlight: Sheriff Joski stated our jail staff is very vigilant when it comes to attention to detail and they know when something isn't right. Deputy Hailee Wolf noticed an inmate not moving at much as they should be on camera. She checked and the inmate appeared to be unconscious. She notified Deputy Brandon Deprey and had the Kewaunee Police Department respond to enter the cell. You couldn't see from the door, but the inmate had tied a sheet around their neck. The deputies performed a sternum rub and Kewaunee Rescue transported the inmate to the hospital. Doctors said if the inmate would have been left a few minutes longer they would have died. Deputy Wolf and Deputy Deprey will be put in for a Lifesaving Award. Sheriff Joski explained there is a new jail that had 5 suicides so far this year. In our current jail there is no direct line of sight and they rely heavily on cameras. In the new jail, the deputies will be able to see through the glass.

Next Meeting Dates: The next meeting is set for November 9, 2022 at 8 a.m. to be held in the conference room at the Administrative Building. There will be a jail planning meeting following at 9 a.m.

Proposed date set for December 14, 2022 at 8 a.m. also in the conference room at the Administrative Building.

Travel Requests: Emergency Management: None
Sheriff's Department: None.

Chairperson's Comments: None

Other Matters as Authorized by Law: None.

Adjourned: Joe Lukes made the motion to adjourn, and Doug Doell seconded the motion. Meeting adjourned at 9:01 a.m.

Minutes provided by:
Tara LaCrosse, Recording Secretary