

# KEWAUNEE COUNTY PUBLIC SAFETY & JUSTICE COMMITTEE REGULAR MEETING

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Date: October 12, 2022

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

Time: 8:15 A. M.

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## AGENDA ITEMS:

1. Call to Order
2. Roll Call
3. Approve Agenda
4. Approve minutes- September 14, 2022 meeting
5. Public Comment

### Justice Reports:

#### Emergency Management:

- a. Review 2022 Budget to date
- b. 2023 Budget Status
- c. Review upcoming training/exercise
- d. 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 – Prevention of Suicide in the Jail

6. Set Meeting Dates Next Scheduled **Nov 9, 2022 @ Kewaunee – County Board Room @ 815AM,**  
proposed **Dec 14 @ Kewaunee – County Board Room @ 8:15 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**

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

**Call to Order:** John Mastalir called the meeting to order at 8:15 am.

**Members Present:** John Mastalir, Joe Lukes, Scott Browne, Scott Jahnke, Doug Doell. Emergency Management Director Tracy Nollenberg, and Chief Deputy Jason Veaser. Also present Lieutenant Chris VanErem.

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

**Approve Minutes:** Motion to approve the minutes of the August 10, 2022 meeting was made by Scott Jahnke and Doug Doell seconded that motion. Motion carried.

**Public Comment:**

None

**Agenda:**

Register in Probate:

a. Alternate Work Site Policy Discussion. John Mastalir asked that they submit their views on the matter in writing for review. Register in Probate agreed.

District Attorney:

a. Alternate Work Site Policy Discussion. John Mastalir asked that they submit their views on the matter in writing. District Attorney agreed.

**Emergency Management:**

A. The 2022 budget to date is on schedule. Emergency Management Director Tracy Nollenberg asked if there were any questions about the budget. No question. The 2023 budget for Emergency Management was submitted to Scott Feldt, County Administrator. Scott Feldt sent the administrative proposed budget for 2023 on September 13, 2022. Since most members have not had the chance to review the Emergency Management Budget for 2023, this topic will be discussed next month after everyone has had a chance to review the budget. There is an increase in funding in the Point Beach category for 2023. This is due to the IPAWS (Integrated Public Alert & Warning System) application, and if approved by FEMA, the cost of this will go under the Point Beach category. IPAWS allows us to send an alert message to anyone in the county with a cell phone. This allows us greater access to warn residents and anyone passing through the county about an emergency.

B. Training. Emergency Management is in need of Public Information Officers and held a Public Information Officer training on August 23. Emergency Management is currently down two PIOs because of people taking new jobs. Public Information Officers send out scripted messages to the

public via news stations, social media, and press releases. They also upload information to Web EOC, which is run by the state and shares information. It is not a difficult job, but it does require the right person with interest in performing the duties. We are currently looking for county employees to fill this role since county employees would already be familiar with our computer systems.

C. The Local Emergency Planning Committee (LEPC) conducted a tabletop exercise on September 7, 2022. About 50-60 people attended, including emergency responders, fire, EMS, police, Hazmat, private sector personnel, and employees of the Luxemburg-Casco School District. The exercise was for an extremely hazardous chemical release from a set location. The first responders were evaluated on how they initiated a response and communicated with other entities within the response and with the general public. The results from the exercise were that the participants did a good job at setting up a response and directing communication.

D. Clean Sweep online registration is open. Clean Sweep 2022 will be held on Saturday, October 22, from 8 am to 12 pm. The grant that Emergency Management has applied for covers the cost of household hazardous waste, agricultural chemicals, dry pharmaceuticals, fire extinguishers, ammunition, with Public Health taking sharps containers. We are working with Raymond James with the Bank of Luxemburg to hold an electronic collection as well. Some fees are associated with those electronics, and those can be found online on the registration page. We are currently looking for volunteers to help with the event.

E. Hazardous Materials Emergency Preparedness Grant Award. In July, we applied for a grant, and Kewaunee County was awarded almost \$25,000. The contracted consultant will build off the LEPC exercise from earlier in the month. The Initial Planning Meeting was held last night, the exercise will deal with hazardous material in a transportation accident and the exercise will be complete by March 31, 2023.

F. Our office has been working on setting up memorandums of understanding with businesses in the community to provide services in times of emergency. We have set up MOUs with Kwik Trip for fuel and a transportation MOU with Algoma School District. We are also in work to set up MOUs with local grocery stores in case we need to open a feeding shelter here in Kewaunee County. One is in place with the IGA grocery store, and one is in the works with the Piggly Wiggly.

G. Of the 13 outdoor sirens to come down, 4 of them are still left. We have reached out to Point Beach, and they're working with the company to take down the remainder of the sirens sometime next year.

H. Emergency Management will submit its views of the remote work policy for review.

Sheriff's Office:

A. Review 2022 Budget to date/ 2023 Budget Status update.

As previously stated in an earlier meeting, fuel and vehicle costs have made this year's current budget run high. The Sheriff's office couldn't get new charger squad cars this year due to them not being made. The recent quotes received for those will not be honored, and the price has increased by 3,000 dollars per car for next year. It is important that the Sheriff's Department continues to rotate its current stock of vehicles. As older cars come off patrol, those are reused as school liaison vehicles, and one has broken down this year and is not worth fixing. Another patrol car is limping by and in need of repair. The hope is that these new vehicles will come in the next couple of months and that the patrol car won't need to be fixed. Vehicles are on a 5-year rotation. This is done to avoid high-cost repairs.

For the 2023 budget, we have raised our fuel budget, so it's in line with this year's fuel costs. The cost of vehicles has also gone up. Licensing for body cams is also a new item in next year's budget. The department will be trading in some of its older SUVs for two new SUVs next year. This is done because some officers have trouble fitting in the chargers due to their height. The department can also reuse more SUVs' equipment as we have SUV's to trade in next year. SUV's cost more but have a higher trade-in value so the cost doesn't end up being that much more than cars.

The interpreter budget is at 100% of what was budgeted for. This is a cost that the department has no control over. The overtime budget is looking good and will be covered later in more detail.

The recruiting and training budget is up and has been raised slightly for next year. We expect this will continue due to the need for additional officers in the coming years. The department started the year with four vacancies and had one person leave unexpectedly in January of this year. The department started posting for vacancies in December of last year. The department typically only gets one to two quality candidates from each posting. We only hire up to two new officers at one time. This is done because we can't easily schedule more than two officers to train different shifts at a time. Also, the dispatch room doesn't accommodate more than two people and a trainer. So far this year, we have posted four times and taken the best candidates, usually hiring one or two. One person resigned during their training and decided it wasn't for him. This is in line with the average amount of people who resign or don't make it through training. Currently, we have two people in training and one open position. That open position will not be hired and trained by the end of the year. The hope is to hire someone before the end of the year and start their training before the end of the year so they can complete their training by sometime next year. We started this year with five positions open and will finish with four new hires and one open position. Only being able to get 4 people hired and trained in a year gives you an idea of the timeframe it takes to bring on new people.

With that in mind, the new jail is slated to open in April 2025. We want to be fully staffed at least three months before the opening of the jail. There will be five new positions that we will need to hire. There will also be eight individuals up for retirement around that time. We expect five of those people to retire, and each year we average one person unexpectedly leaving. We can

also expect at least two new hires quitting or not making training. With all that said we believe we will need to hire 15 people and have them trained by January 2025.

In the current environment, it is very difficult to find candidates. Most students are hired before they graduate from school. The hiring position usually takes three-four months, and then training takes another 14 weeks. The entire time they are in training, they're getting paid but not helping resolve the overtime.

Suppose the department starts hiring in January 2023 and trains two people simultaneously with new people starting as soon as the two are trained. In that case, it will take until January 2025 to fill all the positions we need. The new jail will need to be fully staffed to run efficiently. We will not be able to run the jail with several positions open. During the transition, extra staff will be needed to run the existing jail and the new jail. With a new facility, staff will need to be trained on the new systems and protocols. It's imperative to staff the jail so it can run efficiently. Brown County currently can't open parts of its jail because they can't find enough people to work in it. This is a real problem, and it can be diverted if we start hiring right away and plan ahead to hire for new openings like retirements. Ideally, we would like someone fully trained and ready to go by the time someone we know is leaving. There are available funds in the budget for staffing. The department would like to hire two people in January and another person later in the year; if there are any other unexpected openings, we would also like to fill those. With a hiring process that takes 3-4 months, the Sheriff's Department would like to be exempt from the current hiring freeze to fast-track hiring and not seek committee approval each time.

With each new hire, five weeks of jail school are also needed in their training. That training is only held twice a year, and we have no control over that. The department has been lucky to hire candidates that are already jail certified but we can't count on that in the future. The problem arises when several hires all have to go to jail school at once, and the department loses them for five weeks.

B. Staffing update. Discussion & Possible action regarding ongoing eligibility list/ Hiring Authorization.

Review of overtime by category. Overtime is going well overall, especially considering the number of vacancies we've experienced this year. The numbers on the budget look high, but it should be noted that the department has two grants this year. One for click it or tick it and one for speed reduction. After you take out the grants, our overtime is in line with the last two years. We have been short 6,000 hours of staffing this year and only accrued 1,200 hours of overtime. Our Lieutenants have done an amazing job at moving people around and still providing great service to the community. Our sergeants have also done an amazing job moving people around and doing more with less. Our officers have been doing a great job of being flexible and working with us when there are holes in the schedule.

A list of our average daily inmate population by demographic was handed out to the committee. The chairman asked if females are housed in the jail or are transferred out of the county. The jail does house females when they can or are forced to because other counties won't take females with medical or personality issues.

C. Update on Jail Planning/ Discussion regarding preliminary staffing for the new jail. The jail planning is coming along and we are working on fine details of the new jail.

We are in the process of setting up a transition team for the new jail. It will be made up of three officers that go to the jail planning meeting now and start being a part of the process. Having officers with knowledge about jailing in this process is very helpful. It's in the planning stage that decisions need to be made on how the jail will be set up and designed, and having officers with experience in jailing is very useful to be part of the process. We interviewed individuals who would like to be part of the transition team to write policy and have extensive knowledge about jailing and management. The problem lies in that we have some very qualified people who are a great fit for the position, but if a spot on patrol opens up, they would be inclined to take that and join the union. If they pass this opportunity up, it is a decision that would affect their ranking in the union for the rest of their time here.

We want to create three union positions for this transition team, and those three positions would be eliminated after the jail is finished and openings in the union come up. Currently, we have one person in this transition position who works in the jail but is trained in patrol and is part of the union. They can fill in for unexpected vacancies as they come up and allow us to be flexible with our staffing. Adding these union positions will incentivize officers with more seniority and experience to apply for these transition positions.

One concern that a committee member brought up is that the bids for the jail haven't come in yet. Should we approve an increase in hiring when the total cost of the jail is unknown? Chief Deputy Jason Veaser responded that if it was decided not to build the jail with all the retirements coming in the near future, some extra hires now would balance those retirements out in the short term. The bids for the jail will come in next spring, and the department is expecting a retirement in November and in January. These funds for hiring additional staff have been set aside, and the department would like to start the process of hiring so they can be fully staffed by the time the jail is set to open.

Motion to authorize up to 3 additional transition officers' positions in the union for the purpose of a new jail transition team with the understanding that once the jail is completed and the jail transition team is no longer needed, we will return to only 1 transitional union position and phase out the additional positions when openings in the union occur.

Motion by Scott Browne to waive the hiring freeze for the Sheriff's Department for the purpose of hiring employees to fill positions currently in the budget which includes current staff that leave due to retirements, resignations or any other reason and the 5 additional jail positions approved by the county board that are needed for the new jail. It was Seconded by Doug Doell. Motion carried.

A motion was made by Scott Browne also made that in 2023 to begin hiring the 5 additional staff needed for the new jail. It was seconded by Doug Doell. Motion carried.

D. Department Spotlight – We had a problem with inmates flooding their cells by flushing their clothing items down the toilets and causing them to flood. Clothing started to make it further down the system and was causing more cells to flood, and we didn't know which inmate was responsible. The facility and maintenance staff were not too happy about this. Lieutenant VanErem came up with the idea of issuing underwear to each inmate and making them return those garments when they leave. This made it easier to hold responsible those who flush underwear. It was a low-cost solution to an expensive and frustrating problem.

E. Alternate Work Site Policy Discussion. The Sheriff's Department does a lot of work from home, and it is very hard to track that work. Sometimes our officers work from home if someone needs their help filling out a search warrant or information about a case. Our secretary's most time-consuming task is writing up reports. Our officers dictate them, and then our secretaries type them out and fix spelling and grammar. Suppose one secretary needs to be at home because one of their children breaks a leg and needs someone to look after them. In that case, the other secretary will need to work overtime to finish all the reports. If the other secretary can work from home, we can email them reports and have them work at home. The Sheriff's Department doesn't have anyone that would work from home all the time or on a regular basis. If an emergency situation came up, it would be helpful to have that flexibility to have people work from home without having to get it on the agenda and get the ok from a committee. This has potential to save a lot of overtime.

F. Discussion regarding Jail Cook Wage. The current jail cook is on medical leave so we only have one cook. We have had the cooks position posted for months at a time and we have been unable to fill the position. We have been filling the vacancy with overtime from the jailers. We would come out better if we raised the cook's wage instead of paying overtime.

The question was asked if the jail cook needed to serve safe training. No, they don't. The head cook already has that, and they are the only ones that need that training.

With the new jail, the hours needed for cooks will double. Most jails go with a vendor, so the vendor takes care of all state requirements, such as temperatures and calorie intake. We are considering using a vendor to cook meals for us in the new jail.

One option for additional revenue once the jail is open is that we could use our cooks to contract with senior living facilities to make their meals for them. An opportunity like this would help offset the cost of a full-time cook.

The backup cook position was posted all of last year. We hired a couple of people 2 of them quit, and our current person is on medical leave. We are unsure if she is coming back to work. We think it would be cost-effective to raise the wages for both of the cooks in the hope that it attracts more candidates. The backup cook is paid \$16.75 an hour. The main cook is paid \$17.35 an hour. The backup cook works 3-hour shifts every other day. The main cook works 4 hours shifts every other day.

The question of whether it is the wages or the number of hours worked? It's both. We may be able to add an hour to each shift with some cleaning duties.

If a vendor was used, they would come in and supervise the inmates doing the laundry through a window and then also be in charge of overseeing the cooking as well. In our facility, we are unable to give access to inmates to do our laundry with how the jail is set up. We should consider raising the wages for the position to \$20 an hour for the main cook and \$18 an hour for the backup cook.

A motion was made Doug Doell and Second by Scott Brown to advance this to the finance committee for increasing pay for cooks to \$20 an hour for the main cook and \$18 an hour for the backup cook.

The motion carried.

The biggest issue when taking applicants for the cook was the lack of benefits. There were about a half dozen people that were interested in the position until they heard that it didn't have any benefits and then were no longer interested.

If we went with a vendor, that is an issue that we wouldn't have to deal with. The cost of a vendor depends on how many hot meals and what kind of food we want to include in the meals. The county would have to allow companies to bid on a contract to provide that service before we could get a detailed amount of what it would cost. We have looked in the past about getting hot meals provided by a school district. That wouldn't work since schools aren't allowed to provide us with meals. The difficulties arise in the cost it would take to provide transportation to the facilities and then to be responsible for serving the food at the correct temperature.

**Next Meeting Dates:** The next meeting had been set for October 12 at the Administration Building in the County Board meeting room at 8:15 am. The proposed date for November (TBD) is continuing at the Admin Building at 8:15 am.

**Travel Requests:**

Travel request: The Emergency Management Department will be traveling to the Wisconsin Emergency Management Association Conference in Stevens Point next week for training opportunities

**Chairperson's Comments:**

**Adjourned:** Joe Lukes made the motion to adjourn, and Doug Doell seconded the motion. Meeting adjourned at 9:48 am.

Minutes provided by: Joseph Saelens