

# KEWAUNEE COUNTY PUBLIC SAFETY & JUSTICE COMMITTEE REGULAR MEETING

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Date: September 14, 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- August 10 meeting
5. Public Comment

### Justice Reports:

### Child Support:

### Register in Probate:

- a. Alternate Work Site Policy Discussion

### District Attorney:

- a. Alternate Work Site Policy Discussion

### Emergency Management:

- a. Review 2022 Budget to date
- b. 2023 Budget Status
- c. Review upcoming training/exercise
  - i. Public Information Officer (PIO) Workshop August 23
  - ii. Local Emergency Planning Committee (LEPC) Tabletop (TTX) September 7, 2022
- d. Clean Sweep on-line registration open
- e. Hazardous Materials Emergency Preparedness Grant Award
- f. Alternate Work Site Policy Discussion

### Sheriff's Department:

- a. Review 2022 Budget to date/ 2023 Budget Status update
- b. Staffing update. Discussion & Possible action regarding ongoing eligibility list/ Hiring Authorization
- c. Review of overtime by category
- d. Update on Jail Planning/ Discussion regarding preliminary staffing for new jail
- e. Department Spotlight –
- f. Alternate Work Site Policy Discussion
- g. Discussion regarding Jail Cook Wages

6. Set Meeting Dates Next Scheduled **Oct 12, 2022** @ Kewaunee – County Board Room @ 815AM,  
proposed **Nov** @ Kewaunee – County Board Room @ 8:15 AM

7. Travel Requests – Emergency Management – TN & JS to Wisconsin Emergency Management  
Association (WEMA) Conference

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  
August 10, 2022**

The Public Safety & Justice Committee meeting was held on August 10, 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, Scott Jahnke, Joe Lukes, EOC Director Tracy Nollenberg, Sheriff Matt Joski, and Chief Deputy Jason Veaser. Doug Doell was excused.

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

**Approve Minutes:** Motion to approve the minutes from July 13, 2022 was made by Scott Jahnke. Second was made by Scott Browne. Motion carried.

**Public Comment:** None.

**Justice Reports:** None

**Child Support:** None

**AGENDA:**

**Emergency Management:**

- a) **Review 2022 Budget to Date:** EOC Director Tracy Nollenberg asked if there were any questions, there were not. She noted that in account 52602, Gas & Diesel Fuel, is over due to the fuel that went into the EOC generator.
- b) **Preliminary 2023 Budget:** EOC Director Tracy Nollenberg explained that RAVE costs are going to go up next year, she is unsure as to how much as it will depend if the contract is 3 or 5 years. IPAWS is going to cost around \$1800, which will be a great tool as it can send emergent messages to those not registered with our mass emergency notification system as well as to visitors to the area. Fuel and travel costs will also increase in 2023 due to training. FEMA is offering Basic Academy Training which is scheduled to be held in Dodge County. This training is very beneficial to the department. This training is generally offered in the Washington DC area and our office would like to take advantage of the more local area it is being offered at.
- c) **Review Upcoming Training/Exercise:** There is an upcoming Final Planning Meeting regarding an LEPC Extremely Hazardous Substances Tabletop. EOC Director Nollenberg discussed a grant that was recently applied for to do a functional and a full-scale exercise/training in the near future. On August 17 there is Wisconsin Credential Asset Management System (WI-CAMS) Training. A Public Information Officer workshop will be held on August 23 to go over duties and WebEOC functions. EOC Director Nollenberg

and Emergency Management Assistant JEB Saelens recently attended the Prairie Island EOC & Reception Exercise over in Pierce County. She stated it was very beneficial as they (Pierce County) have to include both Wisconsin and Minnesota in their exercises. They utilized Zoom a lot, which in some aspects was beneficial but seemed to be a hinderance at times as well.

- d) Clean Sweep: On October 22 there will be a Household Hazard Waste & Agricultural & Dry Pharmaceutical Collection. They will be able to take such things as approved SHARPS containers (via Public Health), fire extinguishers, ammunition, and fluorescent light bulbs (for a fee) to name a few. This will also be held in conjunction with another organization that will be collecting electronics and have a shredding option.

#### **Sheriff's Office:**

- a) Review 2022 Budget to Date: Sheriff Joski state that on a positive note the benchmark goal for the budget is 48.1%, and the department is currently at 45%. This is mainly due to open positions being able to offset the deficits. The department is currently already at 71.75% of the fuel budget, but Finance is tracking this in case a budget transfer will be necessary. Sheriff Joski has asked patrol to be mindful of use, limiting their travel and turning off their squads to save fuel.
- b) Preliminary 2023 Budget Update: Sheriff Joski stated they have already sat down to work on their budget for next year, but the hardest line item to forecast is fuel. They are looking at alternatives for uniforms to save money, but it is difficult as new hires come in, uniforms are needed. They are also trying to do more in house training. The 2023 budget will be fully affected by the planning of the new jail, as the hiring needs to begin in 2023 to bring in new employees before the jail is ready, so that it is fully staffed and trained at opening. The department cannot afford to be down in staff since the new staffing model is tight, to there is a need to be heavy on the front side which may require moving money around to amp up staffing.

John Mastair asked if only dispatchers were being hired, and Sheriff Joski explained that no, new hires will have to be overlapped. Since the staffing was cut to 5 in the jail, it eliminated the stand alone dispatch roles, these individuals must be cross training. In addition, there must always be a female on site, so if someone calls in sick, they need another female, and being cross trained allows them to switch positions.

EOC Director Nollenberg asked about TERT (Telecommunicator Emergency Response Team) and if it would work in these situations. Sheriff Joski stated it would not work for dispatch because every agency is unique, there is no state standardization. Since Wisconsin is a home rule state, everyone fights over standardization because they want to do their own thing (usually the cheaper option). He stated the only way standardization would work is if there would be grants provided by the state to incentivize agencies to use the same systems.

The body worn cameras, that were just approved at the Finance Committee, will be integrated into the 2023 budget after the County Board approval. There is a 50% grant match, but there will also be licensing and maintenance costs.

Chief Deputy Veeseer went over the inmate population reports. They found with interim judges, nobody wanted to hand down sentences. Now that Kewaunee County has a permanent judge, the future population will be hard to predict, but the assumption is that it will increase. The new long term sentences will empty the jail out but the deferred interim sentences will catch up and replaces those inmates. His assumption is that the monitor, booking, warrant and Huber fees will increase back to where it was 3-5 years ago.

- c) Staffing Update: Chief Deputy Veeseer stated that as of January 2022, they were 5 employees down and they need 5 more for the new jail. In addition there are 5 upcoming retirements that the department is aware of and there are always resignations (for every 4 hired, 1 will wash out), so they need to stay ahead which is not going to be easy. They have a posting ready to go, just waiting on the go ahead.

John Mastalir asked if there is training that can be purchased to use in the department. Chief Deputy Veeseer explained that it is impossible to rely on that as it's the on the job training that is necessary as every agency is unique. There is a state certification for jailers, but only certificate at NWTC for dispatch. There will be a need to create a transitional team (possibly Lt. VanErem, Sgts and other staff) that will be dedicated to the building project. They will have to focus on creating policies and training, while ensuring all the needs are being met during the project. This team will also need to train the current staff on the changes.

The department also welcomed Tara LaCrosse as the new Administrative Assistant. She did approximately a week and a half of turnover before Mary Berkovitz retired.

- d) Review of Overtime by Category: Chief Deputy Veeseer stated this is currently higher than it has been due to the fact they are 5 positions down. The plus side is there are 2 grants that came in unexpectedly (Speed & Seatbelt) which are complete reimbursements.

The jail can afford right now to be down 2 people and still operate successfully. The hardest part is the current 5 day mandate for COVID quarantine which doesn't allow the department to plan ahead for a backfill.

- e) Update on Jail Plans: They are currently working on the kitchen layout and the meals plans which is going to be a significant cost increase to the current budget. The jail inspector is currently letting the jail slide by with only 1 hot meal a day, ramen, due to the current facility but with the new facility, they will have to meet the state mandated nutrient and calorie intake requirements. This will be a new routine but one that we

should have been meeting present day. On August 17 at 9 am there is a meeting with the architect and contractor to go over details such as ceiling tiles and window glazing. These small decisions will determine the overall cost, so even though there is a "best practice," it has to be discussed as to what is best for Kewaunee. The bidding for the project will be done after all the planning is done.

There needs to be a plan in place for what will happen when dispatch transitions to the new building. Currently it is linked to the microwave tower in the Courthouse, so the technology will need to be addressed to ensure success. Scott Jahnke inquired if the Mobile Command Center could be used as a temporary dispatch, but this would not meet all the functions of the current dispatch, such as paging out.

John Mastalir suggested that maybe there will be a need to move dispatch over early. Sheriff Joski agrees, which is why we need to ensure that all future staffing needs are met as it would mean staffing two buildings at the same time.

- f) Department Spotlight: In early June syndicates from Georgia entered Kewaunee County. They had a car load of pre-fabricated checks to cash. They picked up a homeless guy in Green Bay, gave him money that he could keep if he would go cash these checks. In most instances, this "mule" is caught by the police and the others get away, but not here. Our Investigators got the "mule" as well as the entire group. A tip was placed to our county from another county because they had experienced the same thing, so we alerted all the local banks to call us if they saw anything suspicious. The bank alerted the Sheriffs Department, and a surveillance vehicle was stationed nearby to follow the "mule" as they left the bank. The group had no idea the "mule" was being followed so they did not have a chance to run. They were all booked with a \$5,000 cash bail and all of them walked out, even the "mule." A person from Georgia came up and paid cash to bail all of them out, only one had to stay due to an open warrant. This shows as a county how effective we are and how aggressive our investigators are.

Would also like to draw attention to Deputy Justin Neumann. He is a great talker and has a knack for working with people with mental health issues. There was an inmate who would spread his feces all over the jail cell, he essentially used the toilet to drink from and the floor as his toilet. Deputy Neumann kept working with him and got him to shower and cleaned up the cell on his own. This was a re-occurring event but he never gave up and ensured the cell was spotless.

The last spotlight would be in regards to a rescue call at Alaskan Golf Course. Deputy Patricia Schmidt heard the call when she off duty and responded to perform CPR. Deputy Jacob Jandrin ran across the golf course with an AED and had to shock the individual twice. Last report is the individual is at home recovering and these two Deputies will be put in for a Life Saving Reward Nomination.

g) **Jailer Holiday Pay:** This item was previously discussed and set aside to discuss when budget time was closer. This is not an out of the ordinary request. When jailers currently work holiday, they get paid like they are working any other day. This pay was missed when the jailers were moved from the Union, as Patrol already has it in their contract. No other departments are consistently scheduled to work holiday, and every other county that has been questioned (Brown, Door and Manitowoc) pays time and half. This was the biggest issue that bothers jailers and why many leave to go to the private sector.

John Mastalir asked to get the current policy marked up as a proposal so that action can be moved to the Executive Committee and then the county Board.

Joe Lukes made the motion to move this resolution to the Executive Committee, and Scott Jahnke seconded the motion. Motion carried.

**Next Meeting Dates:** The next meeting was set for September 14, 2022 at 8:15 a.m. to be held in the County Board conference room at the Administrative Building. Proposed date set for October 12, 2022 at 8:15 a.m. also in County Board conference room at 8:15 a.m.

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

**Chairperson's Comments:** None

**Other Matters as Authorized by Law:** EOC Director Nollenberg notified the committee that the sirens in Kewaunee County are being dismantled and should be completed by the end of the week.

**Adjourned:** Scott Browne made the motion to adjourn, and Joe Lukes seconded the motion. Meeting adjourned at 9:15 a.m.

Minutes provided by:  
Tara LaCrosse, Recording Secretary