

**Kewaunee County Public Safety and Justice Committee Minutes**  
**November 13, 2019**

The Public Safety and Justice Committee meeting was held on November 13, 2019 in the Integrity Room at the Kewaunee County Sheriff's Department.

**Call to Order:** John Mastalir called the meeting to order at 8:16 A.M.

**Members Present:** John Mastalir, Chief Deputy David Cornelius, Doug Doell, Joe Lukes, Scott Jahnke, Chuck Schmitt, Tracy Nollenberg, Sheriff Matt Joski.

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

**Approve Minutes:** Motion to approve the minutes from the previous meeting by Doug Doell, seconded by Joe Lukes. Motion carried.

**Public Comment:** None.

**Agenda:**

**Emergency Management:**

- a. Review 2019 Budget to date: Mastalir had one question regarding an overage in the budget for office supplies. Nollenberg explained this was under the EPCRA grant and the money for that grant needs to be spent by the end of the year or the money is lost. She will be making a transfer to cover the overage. Nollenberg also stated that she submitted two grant closeouts for 2019 that are part of her budget along with the 2019 computer & hazmat grant.
- b. National Incident Management System (NIMS) Compliancy – None to report.
- c. Status of review of municipal Emergency Management plans – all fourteen are updated
- d. Review upcoming training/exercise events: Nollenberg stated that during a recent training session at a WEMA conference it was stressed that though the training scenarios are supposed to be developed to prepare for the worst-case scenarios,

many times reality is worse than the scenarios. She also stated that it is important for Emergency Management agencies to build relationships with each other before a disaster. Nollenberg reported that there has been a change in dates for the 2021 nuclear plant evaluated exercises. She also stated that FEMA advises to begin preparing for the Hostile Action Based exercises which will occur in the coming years. Fire drills for the county buildings went well, other than that the Highway Shop has no fire alarms. She advised that the staging location for the Administration building has been moved to the lower level outside of the Human Services Department due to ease of accessibility for those who are less ambulatory. In January of 2020 a FEMA Post-Disaster workshop will be held in Kewaunee. Nollenberg stated that the City of Kewaunee is working with the Army Corps of Engineers to address possible solutions to the problems caused by the high water experienced throughout this year, and in preparation of the thaw in the Spring of 2020. Nollenberg advised that she has been visiting dining sites throughout Kewaunee County to raise awareness and provide education on the siren warning system in Kewaunee County. She said that previously, an "all clear" siren was sounded when the warning expired however because the "all clear" siren was sounded for three minutes (which is the same as the initial warning siren), this caused more confusion. Going forward, the initial warning siren will sound and there will be no "all clear" siren.

- e. Review revised EMS Council By-Laws (Chapter 20). Nollenberg advised the only changes made to Chapter 20 were the voting terms, changing from every year to every two years. This was done because the EMS Council used to meet four times and has been meeting twice per year which caused voting for chair and vice-chair to occur at every other meeting. A motion to approve the change was made by Scott Jahnke and seconded by Doug Doell. The motion carried.
- f. Review updated The Procedure for Declaration of a State of Emergency in Kewaunee County (Chapter 7). Nollenberg advised that the only changes made to Chapter 7 were to remove the references to state statutes that are expired and to change them to reflect the correct information. A motion to approve these changes was made by Doug Doell and seconded by Joe Lukes. The motion carried.

Sheriff's Department:

- a. Review 2019 Budget to date: Sheriff Joski stated that the budget is on track. The benchmark provided by Paul Kunesh was 75%, and the Sheriff's Department budget as of October 2019 was at 73%. He stated that after transfer requests the projected budget at the end of 2019 should have a surplus of \$20-25,000.00.

- b. Review and approve end of year budget transfer request – See above. The motion to approve the end of year budget transfer requests as presented by Sheriff Joski by Chuck Schmitt and seconded by Joe Lukes. The motion passed.
- c. Review of overtime by category: Chief Deputy Cornelius shared an overtime summary report. On the report as of 11/11/19, Open Shifts consisted of 288 hours. For comparison, in 2018 Open shifts consisted of 820 hours. This significant change is mainly to do with the change in the schedule which occurred at the beginning of 2019. For historical purposes, Chief Deputy Cornelius also included an overtime summary report from 2003 which showed Open Shifts at 1,388 hours.
- d. Update on Facility Improvement Study Committee/Inmate Census Report: Sheriff Joski stated that recently, the Jail Study Committee members toured three other facilities in Wisconsin to get a better idea of what may or may not work for Kewaunee County. During a meeting with Sheriff's Department command staff this month, time was spent determining what types and sizes of spaces would be required of a new facility. Several different outlays were provided at that time, as well. The next Jail Planning meeting is scheduled for November 20 at 5:00 P.M. in the Administration Building. Chuck Schmitt took the opportunity to share a letter he authored which was addressed to Sheriff Joski, John Mastalir, and Doug Doell requesting discussion, facts, statistics and any other input and possible solutions to several problems facing the county and requested that these items be considered prior to the initiation of Phase 3 of the study. Discussion of these issues followed.
- e. Staffing update: Sheriff Joski shared that one of our newest hires has completed his field training and both he and the newest jailor/dispatcher that was hired are both doing very well. He also stated that an eligibility list is again being established. He stated there are five interviews scheduled for Monday 11/18/19. Due to the filling of the cross-training position, there has been a recent Sergeant vacancy in the jail. The request for posting that position will be brought before the Executive Committee on Thursday 11/14/19. John Mastalir asked about whether the Sheriff's Department has ever looked into contracts for new hires. Sheriff Joski stated that there are pros and cons to that, but the biggest con is that it may further reduce the number of applications received. Discussion followed.
- f. Provide update on NG911 grant opportunity: Sheriff Joski shared that the 911 system currently in place, which is still analog, is at its end of life. The vendor who services our system stated they no longer have the capability to fix it should something go wrong. For this reason, Sheriff Joski and the Sheriff's Department are working on an application for a grant which would provide 60/40 funds to upgrade the 911 system to Next Gen. The grant applications need to be in by the end of December 2019, and decisions will be awarded in February 2020. Sheriff Joski

estimates that the county's portion should be between \$80-\$100,000.00. While speaking about grants, Sheriff Joski stated that the Sheriff's Department has also received a seat belt grant this year. This grant provides wages to cover increased seatbelt enforcement patrols. He stated there will be two to three extra shifts per month and most of the enforcement will occur between 6:00 A.M. and 6:00 P.M. Sheriff Joski also stated that the Wisconsin State Patrol will be providing Inspectors to the county periodically to assist in identifying violations, particularly concerning commercial and IOH vehicles. And with regard to the farming industry, he stated that the Sheriff's Department is taking a no tolerance approach to farms not keeping the roads clean. He advised that several citations have been issued already and hopes that this propels the farm operations to work harder to be good neighbors in the county.

**Next Meeting Dates:** The next meeting is scheduled for December 4, 2019 at 8:15 A.M. in Luxemburg. The January meeting was set for January 8, 2020 at 8:15 A.M. at the Sheriff's Department.

**Travel Requests:** None.

**Chairperson's Comments:** John Mastalir expressed his thanks to Doug Doell for participating in the Jail Study Committee. He also asked Sheriff Joski to please invite Trooper Logan Christel to the next meeting as there are some members of the committee who have not yet met him.

**Review Committee Duties:** None.

**Other Matters as Authorized by Law:** None.

**Adjourned:** Doug Doell made the motion to adjourn and it was seconded by Scott Jahnke. The meeting adjourned at 9:33 A.M.

**Kewaunee County  
Budget Transfer Request**

Date: **11/05/2019**

Department: **Sheriff**

Requested by: \_\_\_\_\_

FROM:			TO:		
Account Number	Account Description	TRANSFER AMOUNT	Account Number	Account Description	TRANSFER AMOUNT
<b>A</b> 100.43526.000	DOJ ANTI DRUG GRANTS	5,000.00	100.52100.000.122	WAGES-OVERTIME	47,000.00
100.52100.000.121	WAGES- REGULAR	30,000.00	100.52100.000.813	OUTLAY	11,324.00
100.48508.005	CORE MATTERS	7,050.00	100.52100.000.161	RECRUITMENT & SCREENING	3,400.00
100.43523.006	CPR TRAINING GRANT	7,792.00	100.52100.000.339	TRAINING	16,000.00
100.46240.000	BOARD OF PRISONERS (ADUL	24,000.00	100.52100.000.346	UNIFORMS	4,000.00
<b>B</b> 100.52102.000.249	MAINTENANCE AGREEMENTS	6,300.00	100.52100.000.351	GASOLINE & DIESEL	6,000.00
100.46250.083	MONITOR FEES	5,000.00	100.52102.000.122	WAGES-OVERTIME	11,000.00
100.52102.000.121	WAGES-REGULAR	83,000.00	100.52102.000.211	MEDICAL SERVICES	21,000.00
100.52102.000.293	BOARD OF PRISONERS (JUV)	7,000.00	100.52102.000.225	TELEPHONE	17,000.00
<b>C</b> 100.52102.000.154	HEALTH INSURANCE	6,882.00	100.52102.010.293	BOARD OF PRISONERS-ADUL	33,000.00
			100.52102.000.242	MACH EQUIP & REPAIR	6,300.00
			100.52102.000.258	HOME MONITORING	6,000.00
		<b>182,024.00</b>			<b>182,024.00</b>

REASON FUNDS ARE AVAILABLE FOR TRANSFER (BE SPECIFIC):		Circle one:
<b>A</b> DOJ ANTI DRUG GRANT- Due to receiving grant funds		One-time OR
WAGES/REG- Due to position vacancies		Ongoing
CORE MATTERS- Due to receiving Grant for Training of Officers		
CPR TRAINING GRANT- Due to receiving grant for Training Dispatchers in CPR		
BOARD OF PRISONERS - Due to additional revenue for Probation Holds & Pay for Stay inmates		
MONITOR FEES- Due to increased use of Electronic monitoring		
MAIN. AGREEMENTS- Due to not having Radio service contract		
BOARD OF PRISONERS (JUV) - Due to not housing number of Juveniles as estimated		
<b>B</b>		One-time OR
		Ongoing
<b>C</b>		One-time OR
		Ongoing

REASON TRANSFER IS NEEDED (BE SPECIFIC):		Circle one:
<b>A</b> OVERTIME (Sheriff)- Due to increased training for Active Shooter county wide events		One-time OR
OUTLAY- Due to Additional In Squad Cameras being necessary		Ongoing
<b>B</b> RECRUITMENT & SCREENING- Due to larger than expected turn over in staff and number of new hires		One-time OR
MEDICAL SERVICES- Due to increased number of inmates resulting in the increased need for services		Ongoing
<b>C</b>		One-time OR
		Ongoing

**FINANCE DIRECTOR** Funds are / are not available for transfer Signature / Date: \_\_\_\_\_

**COUNTY ADMINISTRATOR** Recommended / Not Recommended Signature / Date: \_\_\_\_\_

**OVERSIGHT COMMITTEE** Approved / Denied Signature (Chair) / Date: \_\_\_\_\_

**FINANCE COMMITTEE** Approved / Denied Signature (Chair) / Date: \_\_\_\_\_

**COUNTY BOARD** Approved / Denied Signature (Chair) / Date: \_\_\_\_\_

REQUIRED APPROVAL:		
Transfer is from:	For amount:	Then approval is needed up to:
Within an individual department's budget	Up to \$1,000	County Administrator
Within an individual department's budget	Up to \$20,000	Oversight & Finance Committee
Within an individual department's budget	Over \$20,000	County Board (Resolution Needed)
Contingency Fund OR Capital Improvement Fund	Up to \$20,000	Oversight & Finance Committee
Contingency Fund OR Capital Improvement Fund	Over \$20,000	County Board (Resolution Needed)
Fund Balance	Up to \$20,000	Oversight & Finance Committee
Fund Balance	Over \$20,000	County Board (Resolution Needed)
Any other source	any amount	County Board (Resolution Needed)

Last Updated: 07/07/2015

2019  
 LAST ACTUAL 2018 YTD GFS  
 1

CURRENT ACTUAL 2019 YTD GFS  
 9  
 1

CURRENT REVISED 2019 YTD GFS  
 13  
 1

AcctYear Ledger Type Year Format Period DesignerGL Reverse sign?  
 2019  
 4 A/P 19 P/R

11/11/2019 (Estimated) Unposted Transactions

(From) To Transfer Amount Requested Remaining

2018 YTD ACTUAL

Fund	Activity	L30	L40	*	Descr-L40	2019 YTD Revised Budget	2019 YTD ACTUAL	11/11/2019 (Estimated) Unposted Transactions	Estimated YE Bal	Bdgt VS Actl (Over)/Available	Transfer Amount Requested	Remaining	2018 YTD ACTUAL
100	52100				<b>SHERIFF</b>								
					Revenue:								
100	43522	000			HIGHWAY SAFETY	0.00	0.00		0.00	0.00		0.00	0.00
100	43523	000			TRAINING REIMBURSEMENT	(5,000.00)	0.00	(5,000.00)	(5,000.00)	0.00		0.00	(4,640.00)
100	43523	006			TRAINING GRANT- T-CPR	0.00	(7,792.51)	0.00	(7,792.51)	7,792.51	(7,792.00)	0.51	0.00
100	43526	000			DOJ ANTI-DRUG GRANTS	0.00	0.00	(5,000.00)	(5,000.00)	5,000.00	(5,000.00)	0.00	(2,455.87)
100	43527	000			BULLETPROOF VEST GRANT	(1,500.00)	0.00	(1,500.00)	(1,500.00)	0.00		0.00	(1,599.27)
100	43530	000			INTERNET CRIME AGAINST CHLDN	0.00	0.00	0.00	0.00	0.00		0.00	0.00
100	43539	000			MUTUAL AID BOX ALARM SYSTEM	0.00	0.00	0.00	0.00	0.00		0.00	0.00
100	43528	000			SCHOOL LIAISON OFFICER GRANT	(105,472.00)	(54,710.40)	(50,761.60)	(105,472.00)	0.00		0.00	(108,220.80)
100	43556	000			E-REFERRAL GRANT	0.00	0.00	0.00	0.00	0.00		0.00	(1,284.42)
100	43557	000			SCAAP GRANT	0.00	0.00	0.00	0.00	0.00		0.00	(2,916.00)
100	46202	000			FALSE ALARM COLLECTIONS	0.00	0.00	0.00	0.00	0.00		0.00	0.00
100	46211	000			SHERIFF FEES	(30,000.00)	(18,290.50)	(8,129.11)	(26,419.61)	(3,580.39)	(3,580.39)	0.00	(28,956.80)
100	46212	000			TRAFFIC PATROL FEES	(7,000.00)	(2,890.00)	(1,284.44)	(4,174.44)	(2,825.56)	(2,825.56)	0.00	(6,722.08)
100	46220	000			POLICE MANAGEMENT CONTRACT	0.00	0.00	0.00	0.00	0.00		0.00	(58,500.00)
100	48506	000			GANG RESISTANCE ED & TRAIN	0.00	0.00	0.00	0.00	0.00		0.00	0.00
100	48508	000			DONATIONS-SHERIFF DEPT	0.00	0.00	0.00	0.00	0.00		0.00	0.00
100	48508	005			SHF-CORE MATTERS	0.00	(7,050.00)	(7,050.00)	(7,050.00)	7,050.00	(7,050.00)	0.00	0.00
						(148,972.00)	(90,733.41)	(162,408.57)	(162,408.57)	13,436.57	(6,405.43)		(215,295.24)
					Expenditures:								
100	52100	000	111		SALARIES	246,566.00	180,215.26	66,395.10	246,610.36	(44.36)		1,121,543.39	
100	52100	000	121		WAGES-REGULAR	1,020,746.00	717,045.18	264,174.54	981,219.72	39,526.28	(30,000.00)	1,151,455.55	
100	52100	000	122		WAGES-OVERTIME	30,000.00	49,819.53	18,354.56	68,174.09	(38,174.09)	47,000.00	98,637.48	
100	52100	000	125		WAGES-TEMPORARY EMPLOYEES	0.00	0.00	0.00	0.00	0.00		0.00	
100	52100	000	149		INTERPRETERS	1,200.00	1,059.57	470.92	1,530.49	(330.49)		1,302.00	
100	52100	000	151		SOCIAL SECURITY	99,244.00	67,214.79	24,763.34	91,978.13	7,265.87		94,894.13	
100	52100	000	152		RETIREMENT	137,886.00	100,751.37	37,118.93	137,870.30	15.70		145,721.79	
100	52100	000	153		WORKMEN'S COMPENSATION	30,320.00	22,199.67	8,178.83	30,378.50	(58.50)		37,092.71	
100	52100	000	154		HEALTH INSURANCE	383,199.00	287,645.94	95,881.98	383,527.92	(328.92)		377,978.66	
100	52100	000	155		DENTAL INSURANCE	13,272.00	9,954.00	3,318.00	13,272.00	0.00		13,272.00	
100	52100	000	156		HEALTH REIMBURSEMENT ACCOUNT	0.00	0.00	0.00	0.00	0.00		0.00	
100	52100	000	161		RECRUITING & SCREENING	3,000.00	4,396.97	1,954.21	6,351.18	(3,351.18)	3,400.00	48.82	
100	52100	000	211		MEDICAL SERVICES	0.00	872.08	387.59	1,259.67	(1,259.67)		1,037.13	
100	52100	000	239		DRUG TASK FORCE	8,000.00	8,063.26	3,500.00	11,563.26	(3,563.26)		74.99	
100	52100	000	241		CAR/TRUCK MAINTENANCE	15,000.00	12,990.17	5,773.41	18,763.58	(3,763.58)		20,247.48	
100	52100	000	254		INVESTIGATIONS	3,000.00	3,306.25	1,469.44	4,775.69	(1,775.69)		17,578.20	
100	52100	000	314		SMALL ITEMS OF EQUIPMENT	2,500.00	614.02	272.90	886.92	1,613.08		2,279.78	
100	52100	000	322		SUBSCRIPTIONS	400.00	44.00	44.00	143.00	257.00		862.98	
100	52100	000	324		MEMBERSHIP DUES	700.00	685.00	304.44	989.44	(289.44)		805.00	
100	52100	000	332		TRAVEL EXPENSES	250.00	429.78	191.01	620.79	(370.79)		287.37	
100	52100	000	339		TRAINING/SCHOOL EXPENSES	13,000.00	23,081.89	5,000.00	28,081.89	(15,081.89)	16,000.00	13,664.16	
100	52100	000	342		MEDICAL SUPPLIES	1,400.00	1,040.00	462.22	1,502.22	(102.22)		1,228.26	
100	52100	000	346		UNIFORM ALLOWANCE	18,000.00	21,025.70	1,000.00	22,025.70	(4,025.70)	4,000.00	23,109.32	
100	52100	000	347		FIREARM SUPPLIES	6,000.00	1,719.38	764.17	2,483.55	3,516.45		5,582.24	



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## 2019 Overtime Summary

11-Nov-19

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<b>Open Shifts:</b>	288
<b>Holiday:</b>	352
<b>Training:</b>	203.5
<b>Investigation:</b>	52
<b>Court:</b>	33.5
<b>Meeting:</b>	48
<b>Call In:</b>	80.75
<b>Transport:</b>	73
<b>Ex Shift:</b>	98.5
<b>Clerical:</b>	0
<b>Secretary:</b>	0
<b>ERU:</b>	22.5
<b>School Liaison:</b>	16
<b>Nuclear Plant:</b>	0
<b>Co Fair:</b>	71
<b>City Assist:</b>	52.5
<b>Grants:</b>	0
<b>Saturation Patrol:</b>	0
<b>Meg Unit:</b>	111
<b>Scheduled Overtime:</b>	257.5



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## 2018 Overtime Summary

11-Nov-19

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<b>Open Shifts:</b>	820
<b>Holiday:</b>	758
<b>Training:</b>	493.75
<b>Investigation:</b>	37.5
<b>Court:</b>	67.5
<b>Meeting:</b>	119.75
<b>Call In:</b>	129.75
<b>Transport:</b>	235
<b>Ex Shift:</b>	215.25
<b>Clerical:</b>	0
<b>Secretary:</b>	0
<b>ERU:</b>	11
<b>School Liaison:</b>	0
<b>Nuclear Plant:</b>	0
<b>Co Fair:</b>	44
<b>City Assist:</b>	16
<b>Grants:</b>	0
<b>Saturation Patrol:</b>	0
<b>Meg Unit:</b>	98
<b>Scheduled Overtime:</b>	750.75

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## 2003 Overtime Summary

11-Nov-19

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<b>Open Shifts:</b>	1388.25
<b>Holiday:</b>	1204
<b>Training:</b>	582.75
<b>Investigation:</b>	132.25
<b>Court:</b>	107.25
<b>Meeting:</b>	135.75
<b>Call In:</b>	179.5
<b>Transport:</b>	63.75
<b>Ex Shift:</b>	781.5
<b>Clerical:</b>	36.5
<b>Secretary:</b>	28.5
<b>ERU:</b>	0
<b>School Liaison:</b>	4
<b>Nuclear Plant:</b>	0
<b>Co Fair:</b>	139.5
<b>City Assist:</b>	9
<b>Grants:</b>	0
<b>Saturation Patrol:</b>	124.5
<b>Meg Unit:</b>	165

To: Law Enforcement/ Emergency  
Sheriff Matt Joski  
Committee Chair John Mastilier  
AdHoc Jail Study Committee member Doug Doell

I respectfully request discussion, facts, statistics and any other input and possible solutions to the following issues facing our county in light of the ongoing jail/support staff study moving forward, before phase 3 is initiated.

- 1.) Compensation for vehicle damage by uninsured/unlicensed drivers.s
- 2.) Unserved warrants.
- 3.) The 150,000 active opioid cases.
- 4.) Impact of state releasing/paroling dangerous criminals.
- 5.) Verification that a county entity altered the scope of the study after phase one was completed that could severely alter the options that phase one gave as a transparent evaluation. Was the evidence storage added to the project shortly after phase two began. Though the intent was possible well meant, it totally changes the results and costs of the project and study.

Respectfully Yours  
Charles Schmitt District 7

We do not educate the public.

We inform the public so they may make an educated choice!