

**Kewaunee County Public Safety & Justice Committee Minutes
January 8, 2020**

The Public Safety & Justice Committee meeting was held on January 8, 2020 in the Integrity Meeting Room, at the Kewaunee County Sheriff's Department.

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

Members Present: John Mastalir, Scott Jahnke, Charles Schmitt, Joe Lukes, , EOC Director Tracy Nollenberg, Sheriff Matt Joski, and Chief Deputy David Cornelius . Doug Doell was excused. Guests in attendance were Lt. Chris VanErem and Frank Madzarevic.

Approve Agenda: Motion to approve the agenda was made by Joe Lukes, a second was made by Charles Schmitt. Motion carried

Approve Minutes: Motion to approve the minutes from December 4, 2019 by Scott Jahnke, second made by Joe Lukes. Motion carried.

Public Comment: No public comment.

Agenda:

Emergency Management:

- a) **REVIEW BUDGET:** In review of the 2019 Budget, Nollenberg pointed out the SARA/TITLE 3 account number 52601 funds have been used in full. This is due to the start/end dates are not on a typical start in January/end in December schedule. Nollenberg also pointed out the account 52602 (EMGT-NUKE Plant) does not reflect the correct amount remaining in it as it does not include indirect costs.
- b) **NIMS:** The NIMS Compliancy remains the same as the past reports. No changes since last month
- c) **REVIEW TRAINING/EXERCISE EVENTS:** Nollenberg conducted dosimetry training earlier this morning with the sheriff's department SWAT team. Nollenberg will be attending the 2020 Flooding Informational Seminar on January 16th in Door County. She will be attending with representatives from the City of Kewaunee due to the ongoing flooding issues Kewaunee has faced throughout 2019. Nollenberg is nearly completed with the annual letter with certification information to FEMA. She also announced they have received confirmation that Kewaunee County received monies for the 2020 Clean Sweep grant. The funding is close to the same amount as we received last year. The date for our Clean Sweep is set for Saturday, May 9th and will return to the Hillside Highway Shop located on STH 54. A donation was also received from "FACES" for this project.
- d) **STAFFING UPDATE:** Nollenberg reports that Terri Marcusen has taken a full-time position with Land and Water, and she will remain in her part time position at

Emergency Management until her replacement is hired. The process to hire her replacement has begun. This position is for 1040 hours per year.

- e) SIRENS UPDATE: When Kewaunee Power Station closed their 13 sirens were given away. At that time, Point Beach only "claimed" 8 of those towers. It has been unknown/unsure who the remaining 5 towers are owned by and responsible for the maintenance of them. Nollenberg is working with Point Beach on this matter. Neither the Kewaunee County EOC or Point Beach are receiving any bills for the remaining 5 towers. Nollenberg explained the EOC (she) is responsible for "sounding" the towers. The original "transfer" of towers occurred prior to Nollenberg becoming the Director. John Mastalir suggested Nollenberg ask Peggy Jeanquart if there is any record of this transfer at the county level. It is believed this occurred during the time Ed Dorner was serving as the County Administrator.

Law Enforcement:

- a) REVIEW 2019 BUDGET: Sheriff Joski explained the budget handout in front of everyone is through November, so the expenditures are a little behind in this report. Joski explained it shows a "benchmark" of the expenditures in this report, and the sheriff's department was tracking a little below that benchmark at 91.27%. However, with the critical incident that occurred in November 2019, there are expenses from that incident that have not shown up yet, and will be reflected in the December report, and this will push numbers up. Sheriff Joski thanked the WI State Patrol who assisted as mutual aid, which controlled some of the overtime involved with this
- b) REVIEW of OVERTIME by CATEGORY: Chief Deputy Dave Cornelius handed out a comparison Overtime Summary for the years 2017, 2018 and 2019. Major points Cornelius shared were open shifts were at 475 hours compared to 1305.5 in 2017. Holiday hours dropped from 914 in 2017 to 588 in 2019. Training hours were at 876.25 in 2017 and down to 204.5 in 2019, of which 100 hours in 2019 was due to Deputy Etienne attending training school. Transports also fell from 413.25 to 80 hours, mostly due to assistance from the Investigators. The decreases are all a result of the schedule, and being at full staff, which has been very positive in bringing those numbers down.
- c) REQUEST APPROVAL TO POST CHIEF DEPUTY POSITION: Sheriff Joski explained Chief Deputy Cornelius will be retiring this year, and requests to post the Chief Deputy position now due to the cascading effect this will cause in the department. He wants to have all positions in order so everyone can step into their new roles upon Cornelius' day of retirement. Cornelius shared in explaining the process of filing the positions. He stated he will announce his exact date of retirement in February. Cornelius shared he thoroughly enjoys his position, but it is now the time for him to move on. He assured he is a phone call away if needed for anything. Cornelius expressed it has been an honor to be part of the Kewaunee County Sheriff's Department. Scott Jahnke then made a motion to approve posting for the Chief Deputy position, and Charles Schmitt seconded that motion. Motion carried.

- d) REQUEST APPROVAL FOR POSTING JAILER/DISPATCHER ELIGIBILITY LIST: The conditional offer was made and accepted by our latest recruit. We are just waiting on the start date. Sheriff Joski is requesting we post for a jailer/dispatcher eligibility list. The motion was made by Joe Lukes and a second made by Charles Schmitt to post for the jailer/dispatcher eligibility list. Motion carried.
- e) UPDATE ON FACILITY IMPROVEMENT STUDY COMMITTEE: Sheriff Joski shared the footprint copy from the last study committee meeting, which was prepared by Venture. The committee chose "Option A" for the facility footprint, which has minimal dorm beds, and more cell beds. The dorms limit the jail to classify inmates, thus why this option was chosen. Also, in this footprint stairways will be outside of the mezzanine deck and the first floor, which separates the levels for classifying inmates. The study committee was presented 5 options on sites to put this facility. The site of the current jail was one of those options, which has been eliminated as it is too small of an area. The option most favorable is the land that was purchased off Baumeister Drive, south of the Administrative Center. Sheriff Joski shared that Venture has been working in a very logical method, and each step taken in this process has led to the next. This footprint is just the start, and no final square footage has been determined, as there are still the non-secured and support areas such as laundry, office space, meeting rooms, and storage to name a few. The study group will be starting to talk about staffing the new facility, which will require a resolution, as the current sheriff's department budget will not support a new facility's operational costs. Joski stated Venture will be putting those numbers together. Joski also shared that in the current jail we "have been illegitimately staffing the jail for decades" and we need to bring this up to the state requirements. Discussion on the public's mindset on this project, along with some of the staffing issues regarding maintaining the legacy of the current jailers/dispatchers and separating dispatch to civilian positions took place.
- f) STAFFING UPDATE: Chief Deputy Cornelius reports all the FMLA issues have been completed, and there are none scheduled at this time. The latest hire has accepted the conditional offer, and we are just waiting on his start date to be verified (believe it is February 9, 2020). The department is very excited to be getting him, as he has experience in corrections. Cornelius and Joski both expressed our last six hires have been great. Currently we have two jailers in "jail school", which is a five-week program. Our last FTO has completed his training in December. Cornelius also announced one staff member in dispatch who serves in the Army Reserves has been deployed with a date this spring. This position will be filled/covered by current staff while she is deployed. Joski explained the deployment can be up to a maximum of 400 days, but typically the units serve 9 months overseas, along with pre and post service training state-side.
- g) APPROVE SUBMISSION OF NG911 GRANT APPLICATION: Lt. Chris VanErem has been completing the application for the Next Gen 911 Grant, and the deadline to submit the application is February 4, 2020. This grant is a 60/40 grant which Kewaunee County would be responsible for 40% of the costs. Lt. VanErem will be visiting the Oconto County and Lincoln County 911 Centers to view their systems.

There are currently three vendors who are bidding on our project, with costs at approximately \$180,000. All are reputable companies, and some have features unique to their company. The Next Gen 911 will make us compatible on the state and federal levels. The grant award notices will be out in spring. The projected end date in the grant is June 2021, but all vendors we are looking at have projected to be done by the end of 2020. Lt. VanErem expects the NG911 project to take 9 to 12 months start to finish (grant application to installation). When we do switch over it will take a few hours to do so, and the dispatch center at the EOC can be used during that time. A motion was made by Scott Jahnke to approve the submission of the NG911 grant, which is a 60/40 grant which Kewaunee County would be responsible for 40% of the costs. A second was made by Joe Lukes. Motion carried.

Next Meeting Dates: The next meeting had already been set for 02/05/2020 at the Emergency Management office at 8:15 a.m. The date was set for the March meeting at the Sheriff's Office at 8:15 a.m. on 03/04/2020.

Travel Requests:

Tracy Nollenberg requested travel to attend the Governor's Conference on Emergency Management & Homeland Security in Wisconsin Dells from March 8 through 11, 2020. Scott Jahnke motioned to approve attendance at the Governor's Conference March 8-11, and a second was made by Joe Lukes. Motion carried.

Chairperson's Comments: John Mastalir thanked Chris VanErem for his input on the 911 grant that he shared today.

Other Matters as Authorized by Law: Joe Lukes inquired if dispatch is asking if people have burn permits from their townships when they call in controlled burns. He knows of a party in his township that he refused in the past due to the party doing illegal burning. This was discussed briefly, and Sheriff Joski will look into this. Sheriff Joski shared the State Patrol was doing enforcement this past fall with the manure hauling operations in the county. It helped some but he believes certain enforcements need to be enacted, such as the drivers needing CDL's to operate the trucks. A brief discussion on CDL's and hose testing, and the manure haulers in general took place.

Adjourned: Charles Schmitt made the motion to adjourn, and it was seconded by Scott Jahnke. Meeting adjourned at 9:35 a.m.

Minutes provided by:
Recording Secretary, Mary Berkovitz