

Minutes

Law Enforcement/Emergency Management Committee

November 17, 2010

Members present: Rob Reichwein, Dick Miller, John Aasen, and David Suchla.

Also present: Tom Bice, Mark Smick, Sheriff Richard Anderson, Lt. Tonya Niederkorn, Emergency Management Director Daniel Schreiner, Chief Deputy Brian Puent, Steve Dubberstein with CSI, Randy Jensen and Steve Mack with Centurylink.

The meeting was called to order by Reichwein at 2:31 p.m. stating proper posting and notification has met open meeting requirements. Motion by Miller and seconded by Suchla. Motion carried 4-0.

Motion by Miller and seconded by Reichwein to accept the October 11, 2010 meeting minutes. Motion carried 4-0.

Dispatch Phone Router Between Trempealeau and Jackson Counties

The memorandum of understanding between Jackson and Trempealeau Counties has been signed. The system is now setup so when Trempealeau County logs out of the three 911 stations all the 911 calls will automatically be directed to Jackson County.

Suchla requested that a policy be put in place to test this system on a regular basis. Suchla was advised that Sheriff's Department staff is continuing to work with Centurylink and Cindy Currier to develop procedures for different emergency phone situations and to test the system. Suchla further requested that the Sheriff's Department continue to update the committee on the procedures for testing the backup phone system.

Mark Smick advised that he still has some concerns about the cost of the 911 routing system and requested further research into the cost and if the county is overpaying for these services.

Communication Project – Steve Dubberstein, CSI

Dubberstein advised that a number of things have happened since the last meeting. The tower at the courthouse location has been installed but there is still some more testing that needs to be done. Dubberstein states that at some point some kind of fence should be installed around this tower location.

Dubberstein further presented the committee with printout of the Trempealeau County Radio Project Updated, Dated November 17, 2010.

At this time all licenses have passed the coordinator and been submitted to the FCC. Equipment is arriving at their office in La Crosse. The goal is to have all equipment arrive by January. They will then stage and burn-in sometime in February / March. Burn-in means that you turn the system on and let it run. You then check the equipment every few days to ensure that it is working properly. They suggest an oversight committee visit in February. The Fire Grant Equipment is to be in place and invoiced by January. Suchla advised he thought the invoices needed to be dated by December 31, 2010. Dubberstein was requested to double-check the date to ensure when the invoices need to be dated.

Prices have been finalized on US Cellular leases. US Cellular came back with the same price they charge every other county, which is \$50 per antenna per month. The approximate cost will be \$150 to \$300 per month depending on the site. For the five US Cellular towers currently under consideration would be approximately \$1,000 per month. If the US Cellular tower in Strum is chosen that would be an additional \$150 per month. There is one land owner in Blair that would also receive \$30 per month as part of this agreement.

Dubberstein advised that all five of the US Cellular sites have passed the tower loading studies. That means there is no additional cost to strengthen the towers. Suchla questioned if US Cellular would be interested in renting space on the courthouse tower site.

Dubberstein then presented some issues for discussion. The first discussion was the decision between the US Cellular tower in Strum versus the Tri-County Communications tower in Strum. Schreiner advised he has attempted to make contact with Tri-County Communications but has not received a final response. Mark Smick suggested speaking with John Higley at Tri-County Communications. Schreiner advised he will attempt to make contact

again. Suchla advised he attempted to look at the Elewa water tower but his phone calls were never returned. Tri-County Communications has an equipment room that could be used. The US Cellular tower site would require that an equipment room be built. Mark Smick suggested using the location that would provide the best service. Dubberstein advised that either tower would meet the needs of this project. He further advised that if the two costs were comparable he would suggest the US Cellular tower site. The committee advised that this decision would be up to the oversight committee. It has been suggested that the costs of the Tri-County Communications site be determined and then the oversight committee can do the comparison to determine which site would provide the best service for the best cost.

Dubberstein advised that they did find out that the county would not be able to use Verizon's shelter at the Osseo site.

Dubberstein also discussed the discussion of the LEC equipment at the Whitehall location. This equipment will go into the same location as the IT equipment.

Dubberstein also reviewed change order #8A. This is a result of changing the LEC tower location. Custom cabling and grounding was deleted but the new cabling was added. This actually results in a savings of \$568 for the county. As the oversight committee from this project John Aasen and Mark Smick advised that they are okay with the change order.

Dubberstein then presented some coming change orders. These change orders will be submitted to the oversight committee in advance and then presented to this committee. Dubberstein also reviewed the project bonding and accounting for this project. At this time the project is currently \$275,498.38 in the black. Dubberstein advised that most of the upcoming costs will be a result of the change orders to be presented next month. The change orders include an addition to the shelter at US Cellular Arcadia, addition of shelter at Verizon Osseo, tower loading studies and multi-coupler filtering changes. One other possible change order of significance would be the addition of shelter at US Cellular Strum, this may be offset by elimination of water tower indoor cabinets. Dubberstein advised he believes these will be the final change orders of any significance in the project. At this time the project is expected to be under budget.

Dubberstein he is expecting to have the entire system on the air sometime around May or June.

Pigeon Falls Communication Tower

Schreiner advised that there is a group that is building a communications tower in Pigeon Falls. There was a public hearing recently regarding this tower. They wanted to make sure that there was no negative impact from this tower. Mark Smick advised that according to the public information hearing there should be no issues with the construction of this tower by the organization. Dubberstein advised he did run this tower in the system but it did not work.

FEMA

There is currently a FEMA team working throughout the county. They are conducting face-to-face meetings with each of the municipalities. There are currently eighteen entities that have submitted applications. Currently in the process of determining what is eligible and what the costs will be. Schreiner advised he will be continuing to follow-up on this process.

Miller questioned if there is any concern about the 12 ½ percent to be reimbursed by the state. Schreiner advised he has not heard anything on this from the state level.

Schreiner advised that there is also a hazardous mitigation grant opportunity that may be available to some of the municipalities. Schreiner advised that they continue to work on that as well.

Project Lifesaver Non-Lapsing Account Resolution

The primary mission of Project Lifesaver is to provide timely response to save lives and reduce potential injury for adults and children who wander due to Alzheimer's, autism, and other related conditions or disorders. Without effective procedures and equipment, searches can involve multiple agencies, dozens of officers, countless man hours and thousands of dollars. Because time is of the essence, every minute lost increases the risk of a tragic outcome. Citizens enrolled in Project Lifesaver wear a small personal transmitter around the wrist or ankle that emits an individualized tracking signal.

If an enrolled client goes missing, the caregiver notifies the Trempealeau County Sheriff's Department and trained

officers respond to the wanderer's area. Citizens of Trempealeau County have expressed interesting enrolling family members who suffer from Alzheimer's, autism or other related conditions or disorders in the Project Lifesaver program. In order to sustain the Project Lifesaver program without impacting the county levy the Trempealeau County Sheriff's Department intends to charge a minimal fee and solicit donations for operation of the program. These funds are sometimes difficult to spend before the end of the year or need to be saved to cover expenses for future participants.

The resolution requests that the Project Lifesaver program be granted approval of a non-lapsing fund for this purpose.

Motion by Suchla and seconded by Aasen to approve this Project Lifesaver Non-Lapsing Account Resolution and forward to Executive/Finance Committee.

State Criminal Alien Assistance Program (SCAAP) Non-Lapsing Account Resolution

The Trempealeau County Sheriff's Department has applied for and received a State Criminal Alien Assistance Program (SCAAP) award through the Office of Justice Programs – Bureau of Justice Assistance for the reimbursement period of July 1, 2008 to June 30, 2009. SCAAP provides federal payments to states and localities that incurred costs for incarcerating undocumented criminal aliens with at least one felony or two misdemeanor convictions for violations of state or local law, and incarcerated for at least four consecutive days during the reporting period. The Trempealeau County Sheriff's Department was awarded \$28,120.00 in SCAAP funds to be used for correctional purposes.

The Department of Justice Reauthorization Act of 2005 indicates that SCAAP funds must be used for correctional purposes. The use of funds lists for fiscal years 2007-2010 includes construction of corrections facilities (remodeling), training / education for offenders, training for corrections officers related to offender population management, pre-release / reentry programs, or technology involving offender management. These funds may be difficult to spend before the end of the year or need to be saved for future expenses associated with incarcerating undocumented criminal aliens.

The resolution requests that the 2010 Trempealeau County Sheriff's Department Jail Budget be adjusted to reflect \$28,120.00 in Revenue Account 101.43215 – SCAAP Grant. It further requests that the revenue account #101.43215 – SCAAP Grant be designated as a non-lapsing fund for construction of corrections facilities (remodeling), training / education for offenders, training for corrections officers related to offender population management, pre-release / reentry programs, or technology involving offender management.

Chief Deputy Puent advised that the grant funds were received for this grant application. The request is for a non-lapsing account so that the funds can be used within the jail based on the guidelines of the grant application.

Miller questioned if the funds would be utilized for remodeling. Chief Deputy Puent advised that has not been determined at this time but that is one of the possibilities considered.

Motion by Suchla and seconded by Aasen to approve the State Criminal Alien Assistance Program (SCAAP) Non-Lapsing Account Resolution and forward to Executive/Finance Committee. Motion carried 4-0.

Records Retention Ordinance

Wisconsin Statutes Section 19.21 allows for the destruction of certain public records when a County, by ordinance, provides for the destruction of obsolete public records. There is a shortage of space for Sheriff's Department records which no longer serve a purpose and may legally be disposed of. The committee reviewed the Sheriff's Office Records Retention Ordinance and Records Retention Schedule.

The committee was advised that one of the key components in this ordinance is the retention of video / audio recordings in the jail, dispatch and patrol / investigative divisions. Some of the systems do not allow recordings to be kept for extended periods of time. This ordinance is necessary to maintain compliance for retention of these records. The records retention schedule also includes other records that may be maintained by the sheriff's department with retention periods suggested by the Wisconsin Public Records. This ordinance was also submitted to the Wisconsin Public Records Board for review / approval. The Wisconsin Public Records Board approved the ordinance on Monday, November 15, 2010 and the ordinance must now be forwarded to the County Board for approval. Sheriff Anderson advised that the ordinance was also reviewed and approved by Corporation Counsel.

Motion by Aasen and seconded by Reichwein to approve the Sheriff's Office Records Retention Resolution. Motion carried 4-0.

Quotes for Moving Dispatch to Second Floor

Chief Deputy Puent presented some estimated costs for moving the dispatch center to the second floor. Chief Deputy Puent also discussed concerns that were presented from the various entities that would be involved in this transition. Miller advised that he spoke with Bruce Cheline and was advised that there is nothing in his estimate that would involve any extensive remodeling, such as entry into the jail facility. Chief Deputy Puent advised he has not received any information from Centurylink and he is awaiting additional information from Cindy Currier. Miller questioned if there would be other physical changes to the building that would need to be made in order to ensure efficient operations. Miller suggested considering figures for other changes that may need to be made. Suchla advised he believes that discussions should be held with an outside contractor. Miller further advised that the department will need to consider what is needed for the efficient operation.

Sheriff Anderson questioned what the county board's objective is. Suchla advised, in his mind is, the objective is not reduction in staff within the jail facility. Suchla advised he is envisioning that the department would maintain the same number of staff but he believes that a floater position could drastically reduce overtime costs. He envisions when vacation or sick time is used that potentially those shifts would not be filled. There would typically be three jail employees and two dispatch employees. If a jailer or dispatcher calls in sick or takes vacation then the jail would operate with two jailers and the two dispatchers would then oversee the main control for the jail. Dispatchers would never cross over into the jail but jailers may cross over into dispatch if necessary. There was discussion on cross-training, required certification, etc.

Reichwein suggested that Sheriff's Department staff review the space and what changes would need to be made for efficient operation and then report back to the committee. Sheriff's Department staff will also look into cross-training, required certification, etc. and report back to the committee at the January meeting.

There was some discussion on how these changes could potentially reduce overtime budgets for the jail and dispatch. Suchla advised that these changes are needed in order to reduce overtime. He further stated that achieving the overtime budget cuts for 2011 will be a neat trick, like pulling a rabbit out of a hat.

Retirement for Part-Time Employees

Kabus advised during the Executive/Finance meeting there was discussion regarding part-time / fill-in employees. If these employees work over 600 hours during a 12-month period these employees are also eligible for retirement. At this time the county pays for the employee and employer portion of retirement. Because they are temporary fill-in employees the question was if these individuals could be responsible for the employee share of this retirement.

Emergency Response Team Procedures

Sheriff Anderson advised that there is a policy and procedure that is set by the Sheriff. The policy and procedure manual was revised approximately one year ago and is reviewed on an annual basis. Chief Deputy Puent has been appointed the Team Commander. The decision for calling out the team is made by the Chief Deputy. If he is not available then the Assistant Team Commander (Lieutenant) or the Sheriff would be contacted for approval. The concern of the team is to ensure the safety of everyone involved. The committee further reviewed the process for use of the emergency response team. Sheriff Anderson advised that although budgets are always a concern safety is the number one concern.

Replacement of Damage Uniform (Boots)

Employee submitted request for replacement of damaged boots. While evacuating two elderly people from their residence behind Mary Kay's Café, the left boot sustained a broken eyelet for my laces and therefore the employee is not able to secure the boot properly. Also, while evacuating the couple, the employee waded in the water over ankle deep which now caused the boots to have a different odor. The committee questioned the original cost of the boots, amount of wear, etc.

Motion by Suchla to deny the request. Hearing no second the motion fails.

Motion by Miller and seconded by Reichwein that the county will pay \$60 towards the replacement of the damaged boots. Motion carried 4-0.

Jail Addresses

Lt. Niederkorn advised that there are no updates at this time. Sheriff Anderson advised that he is currently negotiating a contract for out of county housing. Negotiations are currently in the process with Chippewa County and Clark County for out of county housing contracts.

Discussion of General Operations

Nothing further to discuss at this time.

Questions Regarding Monthly Vouchers

Monthly vouchers were reviewed.

Set Next Meeting Date/Time

The monthly Law Enforcement/Emergency Management Committee meeting will be held on Wednesday, December 15, 2010 at 2:30 p.m. in the Tremple Room.

Reichwein adjourned the meeting at 5:07 p.m.

Respectfully submitted,

John Aasen/rms Secretary, Law Enforcement/Emergency Management Committee