

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

Date: July 9, 2012
Time: 5:00 p.m.
Monroe County Justice Department
128 S. Water St., Ste B
Sparta WI 54656

AGENDA ITEMS

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – June 11, 2012
- District Attorney
 - Approve Vouchers
 - Case Load Statistics
 - Line Item Transfer Discussion/Action
- Emergency Management
 - Approve Vouchers
 - Monthly Activities
 - Line Item Transfer Discussion/Action
 - All Hazards Mitigation Plan Discussion
- Dispatch
 - Approve Vouchers
 - Radio Consultant RFP's Discussion/Action
 - MABAS (Mutual Aid Box Alarm System) IFERN Radio Grant Discussion/Action
- Justice Dept
 - Approve Vouchers
 - Community Service Report/Court Service Report
 - Budget Adjustment Discussion/Action
 - Community Service/Day Reporting Discussion/Action
 - Veterans Court Discussion/Action
 - Fuel/Gas Card Request with BP Discussion/Action
- Monroe County Sheriff
 - Approve Vouchers
 - Monthly Activities/Caseload Statistics
- Clerk of Circuit Court
 - Approve Vouchers
- Circuit Court
 - Approve Vouchers
- Medical Examiner
 - Approve Vouchers
 - Case Load Statistics
- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Adjourn

James Kuhn, Chair

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE
REGULAR MEETING MINUTES
July 9, 2012

Members Present: Craig Buswell, James Rasmussen, James Kuhn, Dan Olson, Paul Steele, Carol Las, Anthony Boltik

Members Absent:

Also Present: Randy Williams, Kathy Hehn, Cindy Struve, Pat Deethardt, Dave Kuderer, Pete Quirin, Rob Conroy, Ron Waddell, Lynn Kloety-Jamesson, Peggy Thorson, Mike Arnold, Judge Ziegler, Scott Perkins, members of the public

Kuhn called the meeting to order at 5:00 p.m. Roll call taken with Las, Boltik & Steele absent.

Steele arrived at 5:00. Las arrived at 5:01.

Olson moved to approve the June 11, 2012 meeting minutes, second by Rasmussen. Motion carried (6-0).

DISTRICT ATTORNEY

Lynn Kloety-Jamesson presented department vouchers in the amount of \$427.16 & \$288.60.

Olson moved to approve, second by Las. Motion carried (6-0).

Case Load Statistics: Written report provided and questions answered.

Boltik arrived at 5:08.

Line Item Transfer Discussion/Action: **Las moved to approve the line item transfer as presented, second by Boltik. Motion carried (7-0)**

EMERGENCY MANAGEMENT

Cindy Struve presented department vouchers in the amount of \$6,799.28. **Olson moved to approve, second by Buswell. Motion carried (7-0).**

Monthly Activities: Oral report of activities given--mitigation plan, interoperable plan, Toro, Centurylink & Ft. McCoy plans, training and Hazmat spill.

Line Item Transfer Discussion/Action: **Las moved to approve the line item transfer as presented, second by Steele. Motion carried (7-0)**

All Hazards Mitigation Plan Discussion: The All Hazards Mitigation Plan was completed and approved and approval letters were provided. This Plan will now have to be approved by the County Board through a Resolution next month. The Plan will be posted on the county website for review.

DISPATCH

Randy Williams presented department vouchers in the amount of \$177.59 & \$25,182.41. **Las moved to approve, second by Buswell. Motion carried (7-0).**

Radio Consultant RFP's Discussion/Action: The results of the RFP's were handed out. The recommendation of those that reviewed the 7 RFP's (Randy Williams, Jim Kuhn, Ron Waddell, Mike Arnold) is to hire Elert and Associates. Explanations were given as to why the lowest bid was not recommended. **Las moved to have a Resolution prepared for approval to hire Elert and Associates as the radio consultant to complete part 1 with the funding coming from the contingency fund, second by Buswell.** Rasmussen asked why there was such a range in Elert's total fee and Williams explained that part 2 of the project will be better determined once part 1 is completed. Las asked if approval for part 1 now would lock us into

Eiert for the total project and the answer was for efficiency and cost purposes it should, but it is possible to go with someone else. **Motion carried (6-1) Olson opposed.**

MABAS (Mutual Aid Box Alarm System) IFERN Radio Grant Discussion/Action: Williams explained this mutual aid system and indicated a grant is available for the county to receive this system. It is an 80/20 grant wherein the county would pay 20%. \$7,000 has been budgeted in 2012, but it is believed the cost to the county will be much less. **Las moves to apply for the IFERN Radio grant, second by Steele.** Rasmussen asked that Elert & Associates confirm that they can integrate this system into their bid. Kuhn asked if the fire departments could assist in payment of the county's portion of the grant. **Motion carried (5-2) Rasmussen & Olson opposed.**

JUSTICE DEPARTMENT

Peggy Thorson presented department vouchers in the amount of \$12,063.84 & \$52.22. **Rasmussen moved to approve, second by Las. Motion carried (7-0).**

Community Service Report/Court Services Report: Written report provided, explained and questions answered.

Budget Adjustment Discussion/Action: **Olson moved to approve the budget adjustment as presented, second by Boltik. Motion carried (7-0)**

Community Service/Day Reporting Discussion/Action: There was a meeting with regard to community service with another meeting scheduled in August to discuss community service. Thorson indicated that money was removed from her budget for the community service supervisor, however, Las indicated that it was discovered that that position was double budgeted (personnel & contracted) so it was corrected. Thorson indicated she has an email dated July 5th indicating the position was eliminated. **Steele moved to have a Resolution prepared for the filling of the Community Service Supervisor position and that it be presented to the County Board, second by Las.** Olson indicates community service is good, but workers shouldn't be doing personal chores, such as shoveling or lawn mowing at residences. Las asked that the Sheriff support supervised community service work of inmates. Kuhn indicated there needs to be guidelines established before inmates can be released. Boltik indicated that a private lawn mowing company is paid by some counties at the rate of \$55 per hour. Olson wants the Resolution to address no private lawn mowing/snow shoveling or at least a small fee for this service. Kuhn will discuss the Resolution with Corporation Counsel. **Motion carried (6-1) Rasmussen opposed.** Day reporting is a topic being discussed, but is not something that will be happening soon.

Veterans Court Discussion/Action: Las refreshed the committee regarding the implementation of Veterans Court in La Crosse County and would like to pursue this in Monroe County. La Crosse County has accepted individuals from Monroe County in their court.

Fuel/Gas Card Request with BP Discussion/Action: **Steele moved to approve that the 4 employees of the Justice Department be allowed to use the BP fuel card for fuel purchases, second by Boltik. Motion carried (7-0)**

SHERIFF

Sheriff Pete Quirin presented department vouchers in the total amount of \$98,691.03, \$2,352.83, \$270.12, \$17,999.00 & \$24,500.45. **Las moved to approve, second by Rasmussen. Motion carried (7-0).**

Monthly Activities/Caseload Statistics: Written report provided and questions answered.

CLERK OF CIRCUIT COURTS

Department vouchers were presented in the amounts of \$\$5,361.28, \$11,427.90, \$10,647.68, \$278.50, \$276 & \$98.80. **Olson moved to approve, second by Rasmussen. Motion carried (7-0).**

CIRCUIT COURT

Department vouchers were presented in the amount of \$11,617.82 & \$770.70. **Olson moved to approve, second by Boltik. Motion carried (/)**

MEDICAL EXAMINER

Department vouchers were presented in the amount of \$37.71 & \$265.00. **Steele moved to approve, second by Boltik. Motion carried (7-0).**

Case Load Statistics: Written report provided.

Agenda Items for Next Meeting:

Next Meeting Date/Time: August 13, 2012

Olson moved to adjourn at 8:45 p.m., second by Boltik. Motion carried (7-0)

Recording Secretary
Cindy Culpitt

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

SPECIAL MEETING

Date: July 24, 2012
Time: 5:15 p.m.
Rolling Hills - Auditorium
14345 Co Hwy B
Sparta WI 54656

AGENDA ITEMS

- Call to Order
- Roll Call
- Dispatch
 - Resolution Approving Radio Consultant Proposal Discussion/Action
- Justice Dept
 - Resolution To Continue To Employ A Community Service Supervisor Discussion/Action
- Adjourn

James Kuhn, Chair

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE
SPECIAL MEETING MINUTES
July 24, 2012

Members Present: James Rasmussen, James Kuhn, Paul Steele, Carol Las, Dan Olson, Anthony Boltik, Craig Buswell

Members Absent:

Also Present: Sheriff Quirin, Lisa Josvai, Randy Williams, Ken Kittleson, Peggy Thorson, Cathy Schmit

Kuhn called the meeting to order at 5:17 p.m. Roll call taken with Boltik, Buswell & Olson absent.

DISPATCH

Olson & Boltik arrived at 5:18 p.m.

Resolution Approving Radio Consultant Proposal Discussion/Action: **Las moves to approve the Resolution as presented, second by Steele. Motion carried (6-0)**

JUSTICE DEPARTMENT

Resolution To Continue To Employ A Community Service Supervisor Discussion/Action:
Buswell arrived at 5:20.

Las moves to approve the Resolution as presented, second by Boltik. Olson moves to amend the Resolution to include "no community service worked will be performed for any private citizen or private business unless the work performed is compensated at fair market value to the community service program", motion failed for lack of second. Rasmussen believes the discussion of this at the monthly meeting was out of order and would like to hear more of the Sheriff's opinion and public opinion. He also believes this could be performed by the private sector and that should be investigated. Kuhn believes this was properly noticed. Quirin indicated that it is not current inmates that have community service, but sentenced, pre-custody Huber individuals. **Boltik moves to amend the Resolution to include "sentenced pre-custody hubers" in lieu of the word "inmates" on line 6 of the Resolution, second by Olson.** Kittleson indicated concerns with the exception in the final clause of the Resolution. He believes it should go to Personnel & Bargaining for the exception. Kuhn expressed concerns with the position being eliminated, however, Kittleson indicated someone was filling the position up until around January. Kuhn asked Kittleson to put that in writing which Kittleson did. Schmit indicated Personnel approved the position, but it was to be sent out for RFP's, but this committee suspended the program so the RFP's were put on hold. The program should be restarted first. Las believes the refilling of this position is this committee indicating the program should be restarted. Treu believes proper procedure needs to be followed by this going back to Personnel to fill the position. Quirin indicated there is a community service program operating, but inmates are not going out of the jail. Kuhn indicated if this is an active position, it shouldn't have to go to Personnel. Kittleson indicated the position was on hold until RFP's are done by Personnel. Kittleson indicated the County Administrator should approve filling this position as the next step. Olson also believes that the community service individuals are not being encouraged to fulfill their community service obligations. Las indicated they are referred by the court to the Justice Department and given community service opportunities. Quirin supports a supervisor for individuals to perform their community service, prior to reporting to the jail. He does not support inmates leaving the jail to perform community service. Treu indicated he would support this position on the Personnel Committee, but will not support the

Resolution as drafted. Motion on the amendment carried (7-0). Motion on the Resolution as amended failed (0-7). All opposed

Boltik moved to adjourn at 6:02 p.m., second by Steele. Motion carried (7-0)

Recording Secretary
Cindy Culpitt

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE
REGULAR MEETING MINUTES
August 13, 2012

Members Present: Craig Buswell, Dan Olson, Paul Steele, Carol Las, James Rasmussen, Anthony Boltik

Members Absent: James Kuhn

Also Present: Judge Ziegler, Sheriff Quirin, Lisa Josvai, Peggy Thorson, Randy Williams, Cindy Struve, Shirley Chapiewsky, Toni Wissestad, Lynn Kloety-Jamesson

Vice Chair Buswell called the meeting to order at 5:00 p.m. Roll call taken with Rasmussen, Boltik & Kuhn absent.

Olson moved to approve the July 9 & 24, 2012 meeting minutes, second by Steele. Motion carried (4-0).

CIRCUIT COURT

Judge Ziegler presented department vouchers in the amount of \$20,038.86 & \$770.70. **Olson moved to approve, second by Las. Motion carried (5-0).** Rasmussen arrived at 5:04.

2013 Budget Review: Judge Ziegler provided an overview of the department's 2013 budget. Changes may include payment of doctors' fees by another department or a possible 3% increase to this budget for payment of those fees.

Steele moved to adjourn at 5:13 p.m. to view possible Justice Department rental property, second by Las. Motion carried (5-0).

Boltik arrived at 5:14 p.m.

Las moved to re-convene the regular meeting at 5:47 p.m., second by Boltik. Motion carried (6-0).

MEDICAL EXAMINER

Toni Wissestad presented department vouchers in the amount of \$3,686.50. **Olson moved to approve, second by Las. Motion carried (6-0).**

Case Load Statistics: Written report provided and questions answered.

2013 Budget Review: Medical Examiner Toni Wissestad provided an overview of the department's 2013 budget indicating a slight decrease due to a reduction in worker's compensation.

DISTRICT ATTORNEY

Lynn Kloety-Jamesson presented department vouchers in the amount of \$487.07 & \$188. **Olson moved to approve, second by Rasmussen. Motion carried (6-0).**

Case Load Statistics: Written report provided and questions answered.

2013 Budget Review: Lynn Kloety-Jamesson provided an overview of the department's 2013 budget indicating the DA budget will increase about \$17,000 due to step increases and an increase in a part-time employee's hours. The VW budget will decrease about \$17,000 due to employee hours going from the VW budget to the DA's budget.

CLERK OF CIRCUIT COURTS

Shirley Chapiewsky presented department vouchers in the amounts of \$15,968.10, \$4,952.02, \$22.40, \$4,105.51, \$446.93, \$226.93 & \$150.25. **Rasmussen moved to approve, second by Steele. Motion carried (6-0).**

2013 Budget Review: Shirley Chapiewsky provided an overview of the department's 2013 budget indicating expenses will decrease about \$28,000 due to a vacant position and changes to court appointed attorneys. County appropriation for 2013 will decrease about \$47,000 from 2012.

EMERGENCY MANAGEMENT

Cindy Struve presented department vouchers in the amount of \$4,055.80. **Steele moved to approve, second by Rasmussen. Motion carried (6-0).**

Monthly Activities: Oral report given indicating monthly activities, pending plans, training exercises and mapping projects.

All Hazards Mitigation Plan and Resolution Discussion/Action: **Las moved to approve the Resolution Adopting the Monroe County All Hazards Mitigation Plan, second by Steele. Motion carried (6-0).**

2013 Budget Review: Cindy Struve provided an overview of the department's 2013 budget indicating about a \$3,900 increase due to salaries, fringe and worker's compensation of Hazmat employees in the SARA budget. The Emergency Management budget will remain about the same and includes a new identification card printer. Rasmussen indicated he would like to see this budget with no increase.

DISPATCH

Randy Williams presented department vouchers in the amount of \$2,173.84 & \$4,858.27. **Rasmussen moved to approve, second by Boltik. Motion carried (5-1). Olson opposed.**

Budget Adjustment Discussion/Action: **Boltik moved to approve the Budget Adjustment as presented, second by Steele. Motion carried (6-0).**

Update on Radio Consultant: Elert & Associates spent 2 days reviewing the current system and will be meeting with different public safety departments in the next few days. A presentation will be done before this committee and the county board upon completion of their findings.

2013 Budget Review: Randy Williams provided an overview of the department's 2013 budget to include the new radio system (about \$2.5 million), Next Generation 911 (\$200,000 by budgeting a portion each year) and tower inspection (\$1,000) expenses.

JUSTICE DEPARTMENT

Peggy Thorson presented department vouchers in the amount of \$14,016.63 & \$147.87. **Steele moved to approve, second by Rasmussen. Motion carried (6-0).**

Community Service Report: Written report provided, explained and questions answered.

Justice Programs Report: Written report provided and explained.

Electronic Monitoring Equipment Purchase Discussion/Action: Cathy Schmit has approved the purchase of different monitoring equipment costing \$1,440 per unit as opposed to the current rental cost of \$22 – 25 per day, per unit. **Boltik moved to purchase 10 units at a cost of up to \$1,500 per unit and creating a revenue line item, second by Olson. Motion carried (6-0)**

Location of Justice Department Discussion/Action: The committee reviewed the property located at 123 North Court Street. **Olson moved that the Property and Purchasing Committee review the Court Street property for rental or purchase for this department**

and other county departments that currently pay rent expenses, second by Rasmussen. Motion carried (6-0)

Community Service Program Discussion/Action: **Las moved to re-initiate the community service program within the redesigned program, second by Boltik. Motion carried (6-0)**

Community Service Work Supervisor Position Update: Personnel is working on filling this position.

2013 Budget Review: Peggy Thorson provided an overview of the department's 2013 budget indicating an increase of about \$30,000 due to money being removed for a position in 2012 that has to be added back in.

SHERIFF

Lisa Josvai presented department vouchers in the total amount of \$157,612.14, \$9,151.92, \$5,790.59, & \$15,000. **Rasmussen moved to approve, second by Boltik. Motion carried (6-0).**

Monthly Activities/Caseload Statistics: Written report provided.

Line Item Transfer Discussion/Action: **Boltik moved to approve the Line Item Transfer as presented, second by Rasmussen. Motion carried (6-0).**

Approval of Credit Card Discussion/Action: **Las moved to approve the credit card for Deputy Ryan Williams as presented, second by Rasmussen. Motion carried (6-0).**

Budget Adjustment Discussion/Action: **Olson moved to approve the Budget Adjustment as presented, second by Las. Motion carried (6-0).**

2013 Budget Review: Lisa Josvai provided an overview of the department's 2013 budget indicating a decrease of about \$10,000 on the Sheriff portion and an increase of about \$160,000 on the Jail portion due to increased jail population. Jail Assessment funds may be used for painting, cameras and unforeseen medical in the future.

Agenda Items for Next Meeting:

Next Meeting Date/Time: September 10, 2012, 5:00 p.m.

Boltik moved to adjourn at 9:18 p.m., second by Olson. Motion carried (6-0)

Recording Secretary
Cindy Culpitt

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE
****AMENDED AGENDA****

Date: August 13, 2012
Time: 5:00 p.m.
Monroe County Justice Department
128 S. Water St., Ste B
Sparta WI 54656

AGENDA ITEMS

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – July 9, 2012 & July 24, 2012
- Adjourn to View Possible Justice Department Rental Property (5:10 – 5:30 p.m.)
- Reconvene (estimated: 5:30 p.m.)
- Medical Examiner
 - Approve Vouchers/Budget Review
 - Case Load Statistics
 - 2013 Budget Review
- Circuit Court
 - Approve Vouchers/Budget Review
 - 2013 Budget Review
- District Attorney
 - Approve Vouchers/Budget Review
 - Case Load Statistics
 - 2013 Budget Review
- Clerk of Circuit Court
 - Approve Vouchers/Budget Review
 - 2013 Budget Review
- Emergency Management
 - Approve Vouchers/Budget Review
 - Monthly Activities
 - All Hazards Mitigation Plan and Resolution Discussion/Action
 - 2013 Budget Review
- Dispatch
 - Approve Vouchers/Budget Review
 - Budget Adjustment Discussion/Action
 - Update on Radio Consultant
 - 2013 Budget Review
- Justice Dept
 - Approve Vouchers/Budget Review
 - Community Service Report
 - Justice Programs Report
 - Electronic Monitoring Equipment Purchase Discussion/Action
 - Location of Justice Department Discussion/Action
 - Community Service Program Discussion/Action
 - Community Service Work Supervisor Position Update
 - 2013 Budget Review
- Monroe County Sheriff
 - Approve Vouchers/Budget Review
 - Monthly Activities/Caseload Statistics
 - Line Item Transfer Discussion/Action
 - Approval of Credit Card Discussion/Action
 - Budget Adjustment Discussion/Action
 - 2013 Budget Review
- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Adjourn

James Kuhn, Chair

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PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

AMENDED AGENDA

Date: September 10, 2012
Time: 5:00 p.m.
Monroe County Justice Department
128 S. Water St., Ste B
Sparta WI 54656

AGENDA ITEMS

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – August 13, 2012
- **Review and Suggest Updates to Committee Composition and Committee Duties Discussion/Action**
- Medical Examiner
 - Approve Vouchers/Budget Review
 - Case Load Statistics
- Circuit Court
 - Approve Vouchers/Budget Review
- District Attorney
 - Approve Vouchers/Budget Review
 - Case Load Statistics
- Clerk of Circuit Court
 - Approve Vouchers/Budget Review
- Emergency Management
 - Approve Vouchers/Budget Review
 - Monthly Activities
 - Pay for HazMat Team Chief Discussion/Action
 - Pay for HazMat Team Refresher Training Discussion/Action
- Dispatch
 - Approve Vouchers/Budget Review
 - Update on Radio Consultants
- Justice Dept
 - Approve Vouchers/Budget Review
 - Community Service Report
 - Justice Programs Report
- Monroe County Sheriff
 - Approve Vouchers/Budget Review
 - Monthly Activities/Caseload Statistics
 - Request for Fuel Card Account Approval Discussion/Action
 - Resolution Approving Request for Law Enforcement Aid for the Wisconsin Ho-Chunk Nation Population Discussion/Action
- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Adjourn

James Kuhn, Chair

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE
REGULAR MEETING MINUTES
September 10, 2012

Members Present: James Kuhn, Anthony Boltik, Craig Buswell, Carol Las, James Rasmussen, Paul Steele

Members Absent: Daniel Olson

Also Present: Kathy Hehn, Penny Brueggen, Peggy Thorson, Lisa Josvai

Chairman James Kuhn called the meeting to order at 5:00 p.m. Roll call taken with Boltik, Olson and Rasmussen absent.

Steele moved to approve the August 13, 2012 meeting minutes, second by Las. Motion carried (4-0).

Boltik arrived at 5:09 pm

Rasmussen arrived at 5:34 pm

The Public Safety & Justice Coordinating Committee duties list was discussed. Items to be changed were:

- (1) line three - ...Court Branch I & II... Add III
line four - "Communication" should be "Dispatch"
line five - ...System needs to be "Department" **A motion was made by Boltik, second by Las to change the name from "Justice System" to "Justice Department". Motion carried (6-0).**
line five - ...Sheriff, Traffic & Jail... Delete "traffic & jail"
- (4) clarification is needed on whether this is a duty of the Committee and/or the County Administrator
- (5) Approve vouchers/expenditures and overtime... delete "and overtime"
- (6) line one - Conduct an annual inspection... "inspection" should be "tour". Lisa will obtain clarification on the guidelines for this item

The above changes were approved tentative to Lisa Josvai receiving clarification on item #6. Motion by Buswell, second by Steele and carried to forward the changes to the Administrative/Executive Committee. Motion carried (6-0).

MEDICAL EXAMINER

Penny Brueggen presented department vouchers in the amount of \$541.50. **Steele moved to approve, second by Buswell. Motion carried (6-0).**

Budget Review: The current budget schedules were reviewed.

Case Load Statistics: Written report provided and questions answered.

CIRCUIT COURT

Department vouchers were presented in the amount of \$11,371.77 and \$892.05. **Las moved to approve, second by Rasmussen. Motion carried (6-0).**

Budget Review: The current budget schedules were reviewed. It was requested that someone from Circuit Court attend the October meeting to explain the "doctor examination" line item on the budget.

DISTRICT ATTORNEY

Department vouchers were presented in the amount of \$674.60. **Steele moved to approve, second by Boltik. Motion carried (6-0).**

Budget Review: The current budget schedules were reviewed.
Case Load Statistics: Written report provided.

CLERK OF CIRCUIT COURT

Department vouchers were presented in the amount of \$2,957.47 and \$1,319.09. **Steele moved to approve, second by Las. Motion carried (6-0).**

Budget Review: The current budget schedules were reviewed.

EMERGENCY MANAGEMENT

Kathy Hehn presented the department voucher in the amount of \$520.62. **Rasmussen moved to approve, second by Las. Motion carried (6-0).**

Budget Review: The current budget schedules were reviewed and questions answered.

Monthly activities: A verbal report was given.

Pay for Hazmat Team Chief Discussion/Action: This item was previously discussed but approval was not placed in the minutes, therefore it was requested the item be approved at this meeting so it could be written in the minutes. **Las moved to approve the \$50 per month for the Hazmat Chief's training, meetings attendance and refreshers, second by Steele. Motion carried (6-0).**

Pay for Hazmat Team Refreshers Training Discussion/Action: This item was previously discussed but approval was not placed in the minutes, therefore it was requested the item be approved at this meeting so it could be written in the minutes. **Las moved to approve the \$45 per year per member for the Hazmat refresher annual training required by 29CFR1910.120, second by Steele. Motion carried (6-0).**

DISPATCH

The department voucher was presented in the amount of \$331.87. **Boltik moved to approve, second by Rasmussen. Motion carried (6-0).**

Budget Review: There was no submission of the budget schedule to review.

Update on Radio Consultants: Kuhn reported that the process is on schedule with work to be done yet but going well.

JUSTICE DEPARTMENT

Peggy Thorson presented the department voucher in the amount of \$14,924.94. **Steele moved to approve, second by Las. Motion carried (6-0).**

Community Service Report: Written report provided, explained and questions answered.
Justice Programs Report: Written report provided, explained and questions answered.

SHERIFF

Lisa Josvai presented department vouchers in the amounts of \$10,239.89, \$832.55, \$184.68, \$13,660.43 and \$30,247.96. **Rasmussen moved to approve, second by Steele. Motion carried (6-0).**

Monthly Activities/Caseload Statistics: Written report provided.

Request for Fuel Card Account Approval Discussion/Action: **Buswell moved to approve the fuel card for Deputy Ryan Williams as presented, second by Rasmussen. Motion carried (6-0).**

Resolution Approving Request for Law Enforcement Aid for the Wisconsin Ho-Chunk Nation Population Discussion/Action: This is an annual agenda item for a grant to assist the Sheriff's Department with reimbursement for time for patrolling areas in the Ho-Chunk Nation. **Buswell moved to approve the resolution as presented, second by Las. Motion carried (6-0).**

Agenda Items for Next Meeting: None specific
Next Meeting Date/Time: October, 8, 2012 at 5:00 p.m.

Boltik moved to adjourn at 7:27 p.m., second by Buswell. Motion carried (6-0).

Recording Secretary
Penny Brueggen

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

Date: October 8, 2012
Time: 5:00 p.m.
Monroe County Justice Department
128 S. Water St., Ste B
Sparta WI 54656

AMENDED AGENDA ITEMS

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – September 10, 2012
- District Attorney
 - Approve Vouchers/Budget Review
 - Case Load Statistics
 - Line Item Transfer Discussion/Action
- Clerk of Circuit Court
 - Approve Vouchers/Budget Review
 - Line Item Transfer Discussion/Action
- Monroe County Sheriff
 - Approve Vouchers/Budget Review
 - Monthly Activities/Caseload Statistics
 - Budget Adjustment Discussion/Action
- Justice Dept
 - Approve Vouchers/Budget Review
 - Community Service Report
 - Justice Programs Report
 - Line Item Transfer Discussion/Action
- Emergency Management
 - Approve Vouchers/Budget Review
 - Monthly Activities
 - Budget Adjustment Discussion/Action
 - Line Item Transfer Discussion/Action
- Dispatch
 - Approve Vouchers/Budget Review
 - **MAVIS Grant Discussion/Action**
- Medical Examiner
 - Approve Vouchers/Budget Review
 - Case Load Statistics
- Circuit Court
 - Approve Vouchers/Budget Review
- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Adjourn

James Kuhn, Chair

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE
REGULAR MEETING MINUTES
October 8, 2012

Members Present: James Kuhn, Craig Buswell, Paul Steele, Daniel Olson
Members Absent: Carol Las, James Rasmussen, Anthony Boltik
Also Present: Cindy Struve, Peggy Thorsen, Shirley Chapiewsky, Pete Quirin, Randy Williams, Kevin Decorah

Kuhn called the meeting to order at 5:04 p.m. Roll call taken with Las, Rasmussen & Boltik absent

Olson moved to approve the September 10, 2012 meeting minutes, second by Steele. Motion carried (5-0).

EMERGENCY MANAGEMENT

Cindy Struve presented the department voucher in the amount of \$77.07. **Steele moved to approve, second by Buswell. Motion carried (4-0).**

Budget Review: The current budget schedules were reviewed and questions answered.

Monthly activities: Oral report provided.

Budget Adjustment Discussion/Action: **Buswell moved to approve the Budget Adjustment as provided, second by Steele. Motion carried (4-0).**

Line Item Discussion/Action: **Steele moved to approve the Line Item Transfer as provided at the meeting, second by Buswell. Motion carried (4-0).**

CLERK OF CIRCUIT COURT

Shirley Chapiewsky presented department vouchers in the amounts of \$6,565.18, \$2,746.89, \$466.50, \$1,967.11 & \$104.80. **Olson moved to approve, second by Steele. Motion carried (4-0).**

Budget Review: The current budget schedules were reviewed.

Line Item Transfer Discussion/Action: **Steele moved to approve the Line Item Transfer as provided, second by Olson. Motion carried (4-0).**

JUSTICE DEPARTMENT

Peggy Thorson presented the department voucher in the amount of \$23,684.95 & \$1,575.00. **Olson moved to approve, second by Buswell. Motion carried (4-0).**

Budget Review: The current budget schedules were reviewed.

Community Service Report: Written report provided, explained and questions answered.

Justice Programs Report: Written report provided, explained and questions answered.

Line Item Transfer Discussion/Action: **Buswell moved to approve the Line Item Transfer as provided, second by Steele. Motion carried (4-0).**

DISPATCH

Randy Williams presented department vouchers in the amount of \$313.30 & \$497.23. **Steele moved to approve, second by Buswell. Motion carried (4-0).**

Budget Review: The current budget schedules were reviewed and questions answered.

MABAS Grant Discussion/Action: This grant was applied for and has been approved with two contingencies which should be completed before the end of the year. The total funds available are \$18,287 in which the County would have to match 15% of that or \$2,743.05. Area fire departments have agreed to pay 1/2 that amount. There is money in the budget for this (\$1,371.53). **Buswell moved to approve the match for this grant, second by Steele.** Olson opposes this indicating it is getting done already without having to pay more money. Buswell also indicates this provides fill in between agencies during an incident. Steele indicates that communication between agencies is the best aspect of this. **Motion carried (3-1). Olson opposed.**

SHERIFF

Pete Quirin presented department vouchers in the amounts of \$80,287.40, \$83,731.87, \$744.99, \$2,527.95, \$514.47 & \$923.43. **Steele moved to approve, second by Olson. Motion carried (4-0).**

Budget Review: The current budget schedules were reviewed
Monthly Activities/Caseload Statistics: Written report provided and questions answered.
Budget Adjustment Discussion/Action: **Olson moved to approve the Budget Adjustment in the amount of \$161,552 as provided, second by Steele. Motion carried (4-0).**

DISTRICT ATTORNEY

Department vouchers were presented in the amount of \$538.30. **Steele moved to approve, second by Olson. Motion carried (4-0).**

Budget Review: The current budget schedules were reviewed.
Case Load Statistics: Written report provided.
Line Item Transfer Discussion/Action: **Buswell moved to approve the Line Item Transfer as provided, second by Steele. Motion carried (4-0).**

MEDICAL EXAMINER

Department vouchers were presented in the amount of \$2,525.99. **Olson moved to approve, second by Steele. Motion carried (4-0).**

Budget Review: The current budget schedules were reviewed.
Case Load Statistics: Written report provided.

CIRCUIT COURT

Department vouchers were presented in the amount of \$14,567.44 & \$770.70. **Steele moved to approve, second by Olson. Motion carried (4-0).**

Budget Review: The current budget schedules were reviewed.

Agenda Items for Next Meeting: Radio update.
Next Meeting Date/Time: November 12, 2012 at 5:00 p.m.

Olson moved to adjourn at 7:28 p.m., second by Olson. Motion carried (4-0).

Recording Secretary
Cindy Culpitt

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

Date: November 12, 2012
Time: 5:00 p.m.
Monroe County Justice Department
919 Hoeschler Dr.
Sparta WI 54656

AGENDA ITEMS

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – October 8, 2012
- Circuit Court
 - Approve Vouchers/Budget Review
 - Line Item Transfer Discussion/Action
 - Budget Adjustment Discussion/Action
- Emergency Management
 - Approve Vouchers/Budget Review
 - Monthly Activities
 - Budget Adjustment Discussion/Action
 - Tactical Interoperable Communications Plan (TICP) Discussion/Action
- Dispatch
 - Approve Vouchers/Budget Review
 - Tactical Interoperable Communications Plan (TICP) Discussion
 - Radio Consultant Update
- Monroe County Sheriff
 - Approve Vouchers/Budget Review
 - Monthly Activities/Caseload Statistics
 - Budget Adjustment Discussion/Action
- Justice Dept
 - Approve Vouchers/Budget Review
 - Community Service Report
 - Justice Programs Report
- District Attorney
 - Approve Vouchers/Budget Review
 - Case Load Statistics
- Clerk of Circuit Court
 - Approve Vouchers/Budget Review
- Medical Examiner
 - Approve Vouchers/Budget Review
 - Case Load Statistics
- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Adjourn

James Kuhn, Chair

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE
REGULAR MEETING MINUTES
November 12, 2012

Members Present: James Kuhn, Craig Buswell, Paul Steele, Carol Las, James Rasmussen, Anthony Boltik

Members Absent: Daniel Olson

Also Present: Peggy Thorson, Cindy Struve, Pete Quirin, Randy Williams, Judge Ziegler, public

Kuhn called the meeting to order at 5:02 p.m. Roll call taken with Olson & Boltik absent

Buswell moved to approve the October 8, 2012 meeting minutes, second by Steele. Las asked that the minutes reflect the dollar amount of the Sheriff Budget Adjustment. **Las moved to amend the minutes regarding the Sheriff Budget Adjustment to reflect the dollar amount of \$161,552.00, second by Steele. Motion carried (5-0). Motion approving amended minutes carried (5-0)**

CIRCUIT COURT

Judge Ziegler presented department vouchers in the amount of \$16,724.66 & \$887.32. **Steele moved to approve, second by Las. Motion carried (6-0).**

Boltik arrived at 5:08 pm.

Budget Review: The current budget schedules were reviewed.

Line Item Transfer Discussion/Action: **Buswell moved to approve the Line Item Transfer (\$5410) as provided, second by Las. Motion carried (6-0)**

Budget Adjustment Discussion/Action: **Steele moved to approve the Budget Adjustment (\$20108) as provided, second by Boltik. Motion carried (6-0)**

EMERGENCY MANAGEMENT

Cindy Struve presented the department voucher in the amount of \$405.07. **Buswell moved to approve, second by Las. Motion carried (6-0).**

Budget Review: The current budget schedules were reviewed and questions answered.

Monthly activities: Written report provided and explained.

Budget Adjustment Discussion/Action: **Buswell moved to approve the Budget Adjustment (285.71) as provided, second by Las. Motion carried (6-0).**

Tactical Interoperable Communications Plan (TICP) Discussion/Action: Written draft plan provided and will be available electronically. This plan is a requirement in order to obtain the MABAS grant previously approved. Several committees and boards will have to review and approve this plan prior to the end of the year and it will be placed on the agenda for this committee next month for approval.

DISPATCH

Randy Williams presented department vouchers in the amount of \$1,305.82 & \$2,313.36. **Steele moved to approve, second by Buswell. Motion carried (5-0).** Boltik stepped out.

Budget Review: The current budget schedules were reviewed and questions answered. Boltik asked if the compensatory time/overtime issue in this department could be reviewed by Personnel.

Tactical Interoperable Communications Plan (TICP) Discussion: Discussed above.

Radio Consultant Update: The consultant will be attending the December meeting with a recommendation. Additional towers are necessary.

SHERIFF

Pete Quirin presented department vouchers in the amounts of \$86,292.19, \$4,725.68 & \$19,177.39. **Rasmussen moved to approve, second by Steele. Motion carried (6-0).**

Budget Review: The current budget schedules were reviewed and questions answered.

Monthly Activities/Caseload Statistics: Written report provided.

Budget Adjustment Discussion/Action: **Steele moved to approve the Budget Adjustment (\$3,148) as provided, second by Buswell. Motion carried (6-0).**

JUSTICE DEPARTMENT

Peggy Thorson presented the department voucher in the amount of \$19,657.97 & \$6,088. **Steele moved to approve, second by Las. Motion carried (6-0).**

Budget Review: The current budget schedules were reviewed and questions answered.

Community Service Report: Written report and new judge's policy provided, explained and questions answered.

Justice Programs Report: Written report provided, explained and questions answered.

DISTRICT ATTORNEY

Department vouchers were presented in the amount of \$603.02. **Buswell moved to approve, second by Rasmussen. Motion carried (6-0).**

Budget Review: The current budget schedules were reviewed.

Case Load Statistics: Written report provided.

CLERK OF CIRCUIT COURT

Department vouchers were presented in the amounts of \$8,499.26, \$6,655.23, \$1,744.73, \$672.16, \$78.15 & \$3,877.97. **Steele moved to approve, second by Rasmussen. Motion carried (6-0).**

Budget Review: The current budget schedules were reviewed.

MEDICAL EXAMINER

Department vouchers were presented in the amount of \$10,744.99. **Steele moved to approve, second by Boltik. Motion carried (6-0).**

Budget Review: The current budget schedules were reviewed.

Case Load Statistics: Written report provided.

Agenda Items for Next Meeting: Tactical Interoperable Communications Plan (TICP)

Next Meeting Date/Time: December 10, 2012 at 5:00 p.m., December 3, 2012 5:00 special meeting (Radio Consultant)

Steele moved to adjourn at 8:01 p.m., second by Buswell. Motion carried (6-0).

Recording Secretary
Cindy Culpitt

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

Date: December 3 2012
Time: 5:00 p.m.
**Monroe County Rolling Hills
Auditorium
14345 Co Hwy B
Sparta WI 54656**

**Special Meeting
AMENDED AGENDA ITEMS**

- Call to Order
- Roll Call
- Dispatch
 - Radio Consultant Presentation/Discussion/Action
- Next Meeting Date/Time
- Adjourn

James Kuhn, Chair

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE
SPECIAL MEETING MINUTES
December 3, 2012

Members Present: James Kuhn, Craig Buswell, James Rasmussen, Daniel Olson, Carol Las, Paul Steele (arrived at 5:21), Anthony Boltik (arrived at 5:32)

Members Absent:

Also Present: Randy Williams, Cindy Struve, Pete Quirin, Lisa Josvai, Dave Kaun & John Thompson (Eler & Associates), public

Kuhn called the meeting to order at 5:07 p.m. Roll call taken with Steele & Boltik absent.

DISPATCH

Radio Consultant Presentation/Discussion/Action: A presentation was given, both in writing and verbally, by Eler & Associates. It began with a review of what the county currently has for channels and equipment, explained current communication issues, provided potential sites, provided improvement options, (including more repeaters, employ simulcast & receiver voting, expand microwave network, separate fire and paging channels or interoperability) and provided their recommendations. Option 1 includes 5 sites at an approximate cost of \$3.4M, Option 2 includes 7 sites at an approximate cost of \$5.4M (Eler recommendation), Option 3 includes 8 sites at an approximate cost of \$5.5M. The next steps were then discussed to include direction from the county, develop a budget, review funding, acquire the system and start site acquisition and improvements. The probable timeline is 16 months.

Questions were then asked. The cost of property is not included in these estimates. The average lifespan of a tower is 20 - 25 years, shelters are 20 - 25 years, microwave is 15 years, radio equipment is 8 years and the software would have to be maintained with updates. If a tower goes down and doesn't have a hot standby, it only affects the area surrounding that tower. Each hot standby is \$15,000. The next step is to pick which option the county wants to proceed with and to approve Eler & Associates to continue through Task 13. It is cheaper to lease space on a tower than to build a tower, however, there are not towers or high enough towers in all locations that are needed. We would still have the shelter and generator costs if towers are leased. It was asked if there were grants available and it was indicated that for law enforcement, no, but there are possible grants available for fire. **Las moves to rehire Eler & Associates to prepare RFP's and continue through Task 13 and to proceed with using the language 95% countywide coverage in populated areas as opposed to Option 2/Option 3, with their fee, in the amount of \$11,800, coming from the contingency fund, Second by Steele. Motion carried (6-1) Olson.**

Boltik moved to adjourn at 8:05 p.m., second by Las. Motion carried (7-0).

Recording Secretary
Cindy Culpitt

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE

Date: December 10, 2012
Time: 5:00 p.m.
Monroe County Justice Department
919 Hoeschler Dr.
Sparta WI 54656

AGENDA ITEMS

- Call to Order
- Roll Call
- Approval of Previous Meeting Minutes – November 12, 2012
- Medical Examiner
 - Approve Vouchers/Budget Review
 - Case Load Statistics
- Emergency Management
 - Approve Vouchers/Budget Review
 - Monthly Activities
 - Line Item Transfer Discussion/Action
 - Tactical Interoperable Communications Plan (TICP) Discussion/Action
- Dispatch
 - Approve Vouchers/Budget Review
 - Line Item Transfers (2) Discussion/Action
 - Resolution Approving Radio Consultant Discussion/Action
- Justice Dept
 - Approve Vouchers/Budget Review
 - Community Service Report
 - Justice Programs Report
- District Attorney
 - Approve Vouchers/Budget Review
 - Case Load Statistics
- Clerk of Circuit Court
 - Approve Vouchers/Budget Review
- Circuit Court
 - Approve Vouchers/Budget Review
- Monroe County Sheriff
 - Approve Vouchers/Budget Review
 - Monthly Activities/Caseload Statistics
 - Line Item Transfer Discussion/Action
- Agenda Items for Next Meeting
- Next Meeting Date/Time
- Adjourn

James Kuhn, Chair

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

PUBLIC SAFETY & JUSTICE COORDINATING COMMITTEE
SPECIAL MEETING MINUTES
December 10, 2012

Members Present: James Kuhn, Craig Buswell, James Rasmussen, Daniel Olson, Carol Las, Paul Steele, Anthony Boltik arrived at 5:48

Members Absent: Anthony Boltik

Also Present: Toni Wissestad, Eric Weihe, Randy Gillen, Lisa Josvai, Randy Williams, Cindy Struve, public

Kuhn called the meeting to order at 5:04 p.m. Roll call taken with Boltik absent.

Olson moved to approve the December 3 and November 12, 2012 meeting minutes, second by Buswell. Motion carried (6-0).

MEDICAL EXAMINER

Toni Wissestad presented department vouchers in the amount of \$11,612.40. **Olson moved to approve, second by Las. Motion carried (6-0).**

Budget Review: The current budget schedules were reviewed.

Case Load Statistics: Written report provided and explained.

EMERGENCY MANAGEMENT

Cindy Struve presented the department voucher in the amount of \$513.87. **Steele moved to approve, second by Rasmussen.** Olson questioned whether mileage should be reimbursed by the county for certain meetings. **Motion carried (6-0).**

Budget Review: The current budget schedules were reviewed and questions answered.

Monthly activities: Oral report given.

Line Item Transfer Discussion/Action: **Las moved to approve the Line Item Transfer (\$680) as provided, second by Buswell. Motion carried (6-0).**

Tactical Interoperable Communications Plan (TICP) Discussion/Action: **Las moved to approve the Tactical Interoperable Communications Plan (TICP), second by Steele. Motion carried (6-0).**

DISPATCH

Randy Williams presented department vouchers in the amount of \$30,843.12 & \$307.60. **Steele moved to approve, second by Rasmussen. Motion carried (6-0).**

Budget Review: The current budget schedules were reviewed.

Line Item Transfers (2) Discussion/Action: **Steele moved to approve the Line Item Transfers (\$6,500 & \$12) as provided, second by Rasmussen. Motion carried (6-0).**

Resolution Approving Radio Consultant Discussion/Action: Rasmussen provided written information he researched to include a newspaper article regarding grant money and the mandate for narrowbanding of radios. Olson would like to look into other options before spending \$5 million. Randy Gillen indicates there are cheaper ways to proceed such as P-25 picking up better coverage (Page 71 of Eiert's presentation) which may cost \$8 – 10,000 per site. Kuhn indicated the county would still need more towers because the current towers are too far apart. The presentation by Eiert did not include digital coverage and with digital repeaters, coverage could be much better than what there is now and cost much less. Rasmussen asked that more research be done by contacting Houston County and Carl Guzy from State

Communications. Las indicated we should look into a digital service as well as researching potential grants. **Rasmussen moved to postpone a decision on the Resolution until January, second by Boltik. Motion carried (7-0).**

JUSTICE DEPARTMENT

Eric Weihe presented department vouchers in the amount of \$13,320.15. Las would like to see the OWI case manager become a county employee if that cost is lower. **Steele moved to approve, second by Las. Motion carried (7-0).**

Budget Review: The current budget schedules were reviewed.

Community Service Report: Written report provided and questions answered.

Justice Programs Report: Written report provided and questions answered.

SHERIFF

Lisa Josvai presented department vouchers in the amounts of \$101,959.44, \$856.65 & \$2,940.47. **Steele moved to approve, second by Rasmussen. Motion carried (7-0).**

Budget Review: The current budget schedules were reviewed.

Monthly Activities/Caseload Statistics: Written report provided.

Line Item Transfer Discussion/Action: **Steele moved to approve the Line Item Transfer (\$38,000) as provided, second by Las. Motion carried (7-0).**

DISTRICT ATTORNEY

Department vouchers were presented in the amount of \$211.88. **Steele moved to approve, second by Olson. Motion carried (7-0).**

Budget Review: The current budget schedules were reviewed.

Case Load Statistics: Written report provided.

CLERK OF CIRCUIT COURT

Department vouchers were presented in the amounts of \$2,464.79, \$1,146.29, \$59.55, \$167.60 & \$809.28. **Olson moved to approve, second by Buswell. Motion carried (7-0).**

Budget Review: The current budget schedules were reviewed.

CIRCUIT COURT

Department vouchers were presented in the amount of \$8,736.31 & \$793.82. **Olson moved to approve, second by Rasmussen. Motion carried (7-0).**

Budget Review: The current budget schedules were reviewed.

Agenda Items for Next Meeting: Justice Line Item Transfer, Radio Consultant Resolution

Next Meeting Date/Time: January 14, 2013 at 5:00 p.m.

Olson moved to adjourn at 7:45 p.m., second by Rasmussen. Motion carried (7-0).

Recording Secretary
Cindy Culpitt