

**MINUTES OF THE ONEIDA COUNTY  
PUBLIC SAFETY COMMITTEE MEETING  
December 12, 2012**

**COMMITTEE MEMBERS PRESENT:** Chairperson Bob Metropulos, Dave Hintz, Billy Fried, Jack Martinson and Mike Timmons.

**OTHERS PRESENT:** Dave O'Melia, Paul Dean (County Board Supervisor), Marcus Nesemann (Northwoods River News), Mayor Dick Johns (City of Rhineland), Blaine Oborn (Administrator for City of Rhineland), Tim Kingman (City of Rhineland: Water/Wastewater Superintendent), Chief Mike Steffes (Rhineland Police Department), Chief Deputy Sweeney (Sheriff's Office), Brian Desmond (Corporation Counsel), Larry Mathein (Medical Examiner), Kathy Belliveau (Branch I), Deb Shawl (Branch II), Brenda Behrle (Clerk of Courts), Ken Kortenhof, Emergency Management Director and Dawn Robinson, Committee Secretary.

**CALL TO ORDER**

Chairman Metropulos called the meeting to order at 1:00 p.m. at the Oneida County Law Enforcement Center, Community Room, stated the meeting notice had been posted and mailed in accordance with the Wisconsin Open Meeting Law and noted accommodations would be made for handicap accessibility.

**APPROVE AGENDA**

MOTION: To approve the Agenda (Hintz/Martinson, PASSED).

**APPROVE PREVIOUS MEETING MINUTES**

MOTION: To approve the November 15, 2012 Committee Meeting Minutes (Martinson/Timmons, PASSED).

**DISCUSSION ONLY ON DISPATCH SERVICES FOR THE CITY OF RHINELANDER**

County Board Supervisor, Paul Dean referred to a 2005 Resolution that was presented to, and approved by, the County Board of Supervisors for Oneida 911 Center to dispatch for the City of Rhineland, cited the City of Rhineland paid a one-time fee and added, the City has not contributed any additional monies towards the service. Dean stated as a County Board Supervisor, Supervisors need to evaluate services and expenses. Dean checked into costs, mentioned dispatching service costs approximately \$200,000 and felt the City should share or pay the cost of the service. Dean mentioned other programs the County offers that helps families in the community.

The Rhineland City Mayor affirmed city citizens pay county taxes already. There was discussion regarding what the City paid before the dispatching resolution and how much townships pay to the county. The Mayor stated if the City pays additional monies then each Township should as well.

The City Administrator stated city residents pay a full percentage towards county dollars and stressed the city has their own Police Department, pays a portion of the Airport, identified other organizations and cited other Counties conduct dispatching services for their communities.

The Rhinelander Police Chief stated the City is happy with dispatching services, informed the Committee the City does not have a dedicated console in the County 911 Center and, does not have a dedicated dispatcher for the City.

There was discussion regarding working relationship and back up of services.

Dean supports the working relationship and noted, the County pays for dispatchers.

Grants, purchase of new radio equipment, etc. was discussed.

O'Melia (Former Chairman of the Law Enforcement & Judiciary Committee) explained the City of Rhinelander, Minocqua/Woodruff and Three Lakes jurisdictions were invited and attended meetings prior to the Resolution being presented and approved.

References to and discussions regarding the City's Police Department proximity to the County 911 Center and the number of Dispatchers needed were addressed.

A question was asked regarding the County paying City sewer taxes. The Chairman affirmed the issue was separate from today's discussion and could not be addressed.

Supervisor Fried explained Supervisors are reviewing budgets, programs and service efficiencies and asked Corporation Counsel if the contract could be opened anytime with the correct notice. Corporation Counsel stated it could be and referenced Section 7 Termination and Section 15 Amendment. Supervisor Fried stated today's meeting was not meant to be disrespectful but instead wanted to address intergovernmental cooperation, preplanning and possibly amend the agreement based upon rising costs while making sure give and take is equal.

There was discussion regarding the number of townships that have their own police departments and who handles those calls. Answers were provided.

Chief Deputy Sweeney provided a copy of the Law Enforcement & Judiciary Committee Chairman's letter to Mayor Johns regarding consolidation of dispatch services (dated June 7, 2005), Exhibit #1 and a copy of the Agreement for Emergency Dispatch Services, Exhibit #2. The Chief Deputy explained the history on how the County started dispatching for the City, stated the City could have a 911 Center and do dispatching. However, funding in technology is difficult to find and will not improve. The Chief Deputy referred to Technology (Next Generation 911, Broadband and IP Based Phone Systems), grant money and the Wisconsin Counties Association fight to have money restored back to counties that was removed during the budget process.

Supervisor Fried asked the Chief Deputy if this issue would be looked at to offset over time expenses. The Chief Deputy explained the decision to do so, is a policy decision made by the Public Safety Committee.

It was agreed the City and the County have excellent working relationships with both parties appreciating work needs to get done safely. The Chief Deputy affirmed the County will continue to work well with the City.

The Rhinelander Police Chief mentioned the city has a substantial investment in their officer who is a member of the NORDEG Unit, making sure drugs are out of County to make sure all communities are safe. The City Administrator indicated how much it costs the City to have the position.

The Mayor explained projects the City is involved with, the timeframe to complete projects, provided history of the City's economy, poverty level and debt limit. Everyone needs to work together to make things work.

It was explained, if the City would provide dispatching for their jurisdiction, it would be a significant investment to get back into dispatching due to the tremendous amount of technology. County dispatching is a more efficient way to operate.

O'Melia explained it was the previous Committee's intention to provide an economically benefit to every community and affirmed 'we would be going backwards if dispatching was given back to the City especially since the County has the technology to provide the service'. O'Melia addressed the ambulance program, referred to a specific response call in the City with two ambulances responding. O'Melia disagreed with the duplication of services and affirmed that is what needs to be done in order to reduce expenses.

The Chairman stated this issue was discussion only and affirmed the City would be notified if the subject were to be discussed by this Committee.

**1:35 p.m.-Commence with and take appropriate action on additional agenda items**

**SCHEDULE COMMITTEE MEETING DATE(S)**

The next meeting was scheduled for January 17, 2013 at 9:30 a.m.

**BILLS, VOUCHERS AND LINE ITEM TRANSFERS FOR PUBLIC SAFETY DEPARTMENTS WITH NO AGENDA ITEMS**

Financial Summary Reports were presented for District Attorney's Office, Exhibit #3 and the Medical Examiner's Office, Exhibit #4.

MOTION: To approve bills, vouchers and line item transfers for Public Safety Departments (Fried/Timmons, PASSED).

**DEPARTMENT ITEMS:**

**Family Court Commissioner, Register in Probate, Circuit Court Branch I and Circuit Branch II**

*2013 Long Range Departmental Plan Oneida County Circuit Court Branch I & II Family Court Commissioner & Probate*

The combined department plan was presented, Exhibit #5. Supervisor Hintz requested a safety goal/objective for their employees to be incorporated into future Long Range Plans, possibly under the Protected and Enhance Section. There was discussion with examples given.

Supervisor Fried stated plans are sometimes generic and explained Committee Supervisors are striving to get more specific information to improve issues to make employees safe. There was discussion regarding tripping on torn carpet, etc. Supervisor Fried felt information should be shared with other departments to resolve safety issues.

MOTION: To approve the 2013 Long Range Departmental Plan Oneida County Circuit Court Branch I & II Family Court Commissioner & Probate (Fried/Hintz, PASSED).

*Bills, vouchers and line item transfers for Family Court Commissioner, Register in Probate, Circuit Court Branch I and Circuit Court Branch II*  
Financial Summary Sheets were provided for Circuit Court Branch1, Exhibit #6 and Branch II, Exhibit #7.

MOTION: To approve bills, vouchers and line item transfers for Family Court Commissioner, Register in Probate, Circuit Court Branch I and Circuit Court Branch II (Timmons/Martinson, PASSED).

### **Corporation Counsel**

#### *2013 Long Range Departmental Plan*

The Long Range Department Plan was presented, Exhibit #8.

To address Supervisor's Hintz's request to incorporate a safety goal/objective, Corporation Counsel addressed issue of needing more space. Corporation Counsel informed the Committee his department is working with Headwaters regarding shredding, referred to retention of documents and digitizing files to reduce paper.

Other issues discussed were trainings for County Board Supervisors, ratio of secretaries to Attorneys in the private sector, workload and one secretary providing part time secretarial duties for the Medical Examiner.

MOTION: To approve the 2013 Long Range Departmental Plan of Corporation Counsel (Martinson/Hintz, PASSED).

#### *County Ambassador Program*

The County Board Chairman asked both Corporation Counsel and the Human Resource Director to participate in the County Ambassador Program to work on legislative issues in Madison. Informative topic with no action required.

#### *Bills, vouchers and line item transfers for Corporation Counsel*

The Financial Summary Sheet was presented, Exhibit #9.

MOTION: To approve bills, vouchers and line item transfers for Corporation Counsel (Fried/Hintz, PASSED).

### **Clerk of Courts**

#### *2013 Long Range Department Plan*

The Long Range Department Plan was presented, Exhibit #10.

Safety goal/objective mentioned and bulk scanning was discussed.

MOTION: To approve the 2013 Long Range Department Plan of Clerk of Courts (Fried/Timmons, PASSED).

#### *LTE Staffing Request*

The LTE Staffing Request was presented, Exhibit #11.

The LTE request for bulk scanning filing and docketing, record retention and storage were discussed. The Clerk of Courts anticipates an increase in revenues to cover LTE expense and discussed options to cover costs.

MOTION: To approve the Clerk of Courts LTE Staffing Request (Fried/Martinson, PASSED).

*Blanket Purchase Orders and Bills, vouchers and line item transfers for Clerk of Courts Witness & Juror Supplies, Frontier, West Law Subscription and SWITS blanket purchase orders were presented and explained.*

MOTION: To approve bills, vouchers and line item transfers for Clerk of Courts (Hintz/Timmons, PASSED).

### **Sheriff's Office**

#### *2013 Long Range Departmental Plan*

The Long Range Departmental Plan was presented, Exhibit #12.

The Chief Deputy reviewed the plan, cited and explained color-coded items, mentioned items that have been accomplished and completed and, stated the plan has been placed on the department's web page.

There was brief discussion regarding Sheriff applications, if a Sheriff could be appointed outside of the county/state and whether a new Sheriff could amend the plan. The Chief Deputy provided the following answers: applications are due to the Governor on Friday, December 14<sup>th</sup>, a Sheriff could be appointed outside the county/state and a Sheriff could amend the plan.

The Chief Deputy mentioned the County Board Chairman asked the Sheriff's Office to assist with the countywide wireless project. Lt. Hess will work on the countywide portion while the Chief Deputy will work on the nationwide portion.

Supervisor Hintz requested a safety goal/objective for their employees be incorporated into future Long Range Plans. Issue was discussed. The Chief Deputy inquired about the role of the County Safety Committee. There was discussion.

Supervisor Fried asked if there was a second plan in place for communications if technology was not operational. The Emergency Management Director referred to the Continuity of Operations Plan. The Chief Deputy mentioned information is saved offsite. Reference was made to the Land Mobile Radio System.

MOTION: To accept the 2013 Long Range Departmental Plan of the Sheriff's Office (Hintz/Martinson, PASSED).

*Duty Weapons Issued Upon Retirement (Lt. Wood and Sheriff Hoffman)*

Two memorandums regarding transfer of duty firearms were provided, Exhibit #13 and Exhibit #14.

The Chief Deputy cited County Code, upon retirement, requesting Lt. Jim Wood and Sheriff Jeff Hoffman duty weapon to be transferred to their personal possession. The Chief Deputy stated these firearms have been carried through their career.

MOTION: To approve Deputy Weapons to be Issued Upon Retirement (Hintz/Timmons, PASSED).

*Sheriff's Office-Emergency Management Merger*

Supervisor Hintz indicated he had to attend another meeting and stated based upon information he received, he is in support of the merger that is being proposed.

2:45 p.m. Hintz was excused from the meeting.

The Chief Deputy explained he and the Emergency Management Director were asked by the Transition Committee to look into a potential consolidation to allow for the vacant Lieutenant position (due to retirement) to be absorbed back into the Sheriff's Office budget. The Radio Technician position would be paid with funds saved with the merger and the Buildings and Grounds Department would replace a position within their department. The Emergency Management Director clarified the merger was suggested due to Lt. Wood's retirement and, the merger is brought before the Public Safety Committee to keep them informed on the issue, the merger is only in the discussion phase. It was noted, the new Sheriff would need to review the merger and, both the Emergency Management Director and the Chief Deputy have been working with the Human Resource Director.

The Emergency Management Director informed the Committee the proposed structure had the potential to assign a 911 Manager within the Sheriff's Office. The Emergency Management Director works closely with Fire Departments and mentioned he may need to brief those Departments of the potential merger.

Supervisor Timmons questioned if the merger would affect anything, short-term, with the upcoming retirements. The Chief Deputy stated the agency would continue to operate under its current organization until the merger is approved.

Supervisor Fried questioned if the new Sheriff could stop the efforts. The Emergency Management Director explained constitutionally, the Sheriff is not required to oversee the Emergency Management Department. Supervisor Fried asked if the current Sheriff was in support of the merger, the Sheriff is. The Chief Deputy noted there are other agencies that utilize similar types of structures within their organizational chart and asked the Public Safety Committee to become involved early on in the process. Informative topic with no action required.

*Blanket Purchase Orders*

Numerous purchase orders for various expenses were presented for the Sheriff's Office and the Jail.

MOTION: To approve the Blanket Purchase Orders for the Sheriff's Office and the Jail (Fried/Timmons, PASSED).

*Bills, vouchers and line item transfers for Sheriff's Office*

The Financial Summary Sheet was provided, Exhibit #15.

MOTION: To approve bills, vouchers and line item transfers for Sheriff's Office (Timmons/Martinson, PASSED).

**Emergency Management**

*Disposal of Equipment*

The Emergency Management Director stated an ambulance will be rotated out of the fleet and, referred to and explained the Ambulance Disposal Procedure/Policy. The Emergency Management Director indicated if there is no interest then the ambulance would be sent to the State auction service. The vehicle was described.

MOTION: To approve Disposal of Ambulance (Martinson/Fried, PASSED).

The Emergency Management Director stated there are approximately twenty portable radios that are not usable and recommended removing programming frequencies prior to offering radios to ARES/HAM Radio Operators. If the frequencies cannot be cleared, then radios would be destroyed.

MOTION: To approve Disposal of Portable Radios (Martinson/Timmons, PASSED).

*Blanket Purchase Orders*

JSM Paging (department pager), Global Star (satellite phone) and Verizon Wireless (department and HazMat cell phones).

MOTION: To approve Blanket Purchase Orders (Timmons/Martinson, PASSED).

3:20 p.m. Supervisor Fried was briefly excused from the meeting.

*Continuing Appropriation Account*

The Emergency Management Director requested to establish an account to budget for and replace the Department vehicle and noted there may be a State grant available to help fund the purchase.

MOTION: To establish a Continuing Appropriations Account to replace the Department vehicle (Martinson/Timmons, PASSED).

3:22 p.m. Supervisor Fried returned to the meeting.

*Bills, vouchers and line item transfers for Emergency Management*

The Financial Sheet Summary was presented, Exhibit #16 and, presented Line Item Transfers, Exhibit #17.

MOTION: To approve bills, vouchers and line item transfers for Emergency Management (Timmons/Fried, PASSED).

**PUBLIC COMMENTS**

No public comment was given.

**ITEMS FOR FUTURE AGENDAS**

District Attorney and Sheriff Introductions and, update on merger.

**ADJOURN**

**3:27p.m.** MOTION: To adjourn the meeting (Martinson/Fried, PASSED).

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Bob Metropulos, Chairman

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Dawn Robinson, Committee Secretary