

**MINUTES OF THE ONEIDA COUNTY
PUBLIC SAFETY COMMITTEE MEETING
MAY 16, 2013**

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

OTHERS PRESENT: Marcus Nesemann (River News), Skip Brunswick (Three Lakes Chamber of Commerce), Sheriff Hartman, Lt. Gauthier (Sheriff's Office), Brian Desmond (Corporation Counsel), Larry Mathein (Medical Examiner), Mary Bartelt (County Clerk), Bonnie Wilcox (District Attorney), Ann Prom (Family Court), Kathy Belliveau (Branch I), Deb Shawl (Branch II), Todd Troskey (Public Health), Ken Kortenhof, Emergency Management Director and Dawn Robinson, Committee Secretary.

CALL TO ORDER

Chairman Metropulos called the meeting to order at 9:30 a.m. at the Oneida County Courthouse, Committee Room #2, 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/Fried, PASSED).

APPROVE PREVIOUS MEETING MINUTES

MOTION: To approve the April 2, 2013 Committee Meeting Minutes (Fried/Timmons, PASSED).

SCHEDULE COMMITTEE MEETING DATE(S)

The next meeting was scheduled for June 20, 2013 at 9:30 a.m.

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

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

LARGE ASSEMBLY

Northwoods Heritage Fest

A copy of the Northwoods Heritage Fest Large Assembly Application was provided, Exhibit #1.

This is the second annual Northwoods Heritage Festival in Three Lakes. This year, the event is scheduled for June and is anticipating an increase in the number of festival attendees. Three Lakes Fire Department members will assist with parking, EMT personnel will be onsite and, all food vendors are professional service vendors.

A Public Health Sanitarian was present and confirmed details with the Three Lakes Chamber of Commerce Director regarding the following: all tents are to be set-up by Thursday, no festival activities on Friday, Saturday setup by 9:30 a.m. and all food

vendors will be ready to serve by 10 a.m. (no food preparation on Friday), hand washing stations are close to food preparation areas and food vendors will bring water supply from their restaurants (not from their home). The Public Health Department/Sanitarian has no concerns.

The Three Lakes Chamber of Commerce received grant money for the event (with a local match) and is promoting the Heritage Festival with live/remote radio station coverage during the event and is taping and airing Heritage Festival Television Commercials during Discover Wisconsin segments.

The Sheriff's Office and the Emergency Management Director have no concerns. The Emergency Management Director indicated event organizers and attendees have access to the Three Lakes School if severe weather should occur.

MOTION: To approve the Northwoods Heritage Fest Large Assembly Application (Hintz/Martinson, PASSED).

The event is *free* (no admission charge) and the event offers a *free* shuttle service.

Sheriff's Office

Ambulance Contract

Tabled at this time.

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

The Committee discussed the amount of personal expense vouchers they are required to sign and asked if each department could provide a Personal Expense Voucher Summary Sheet (similar to the Voucher Summary Sheet) instead. Corporation Counsel will look into the issue.

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

Assistant Jail Administrator Vacancy Review

The Assistant Jail Administrator vacancy is due to the Jail Administrator position being filled by the Assistant. There was discussion regarding timeframe of filling positions (outside recruitment, testing and interviewing).

MOTION: To approve filling the Assistant Jail Administrator Vacancy (Timmons/Martinson, PASSED).

Corporation Counsel

Budget Priorities for 2014

Corporation Counsel indicated a priority for 2014 is to sort through old files and determine what can be shredded. A Confidential Agreement (similar to Social Services Agreement) would be obtained with Headwaters, Inc. to pick-up material and shred old files and, would keep people in the community working.

Every three-years Corporation Counsel would go through files to establish what can be shredded.

Committee member Hintz explained departments were asked to set priorities for the next year and present those priorities to their Committee of Jurisdiction to assist in budgeting possible priority projects, etc. If a significant priority were identified, the priority would be discussed before the full County Board of Supervisors.

There were discussions regarding the Statute of Limitations (depending upon the type of files), scanning and departments moving towards paperless filing.

MOTION: To agree with Corporation Counsel's Budget Priorities for 2014 (Martinson/Timmons).

Discussion on motion:

It was explained, the County Board of Supervisors can budget money appropriately to address priorities that are above and beyond normal priorities/activities.

MOTION: To agree with Corporation Counsel's Budget Priorities for 2014 (Martinson/Timmons, PASSED).

Bills, vouchers and line item transfers for Corporation Counsel

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

PUBLIC COMMENTS

No public comment was given.

ITEMS FOR FUTURE AGENDAS

A couple Committee members have not toured the Jail and were interested in doing so. There was discussion regarding warranty issues and the condition of the roof. The Sheriff suggested scheduling the next meeting at the Law Enforcement Center.

The Committee discussed scheduling Public Safety Departments during the budget review process since the Committee oversees numerous departments.

ADJOURN

10:23 a.m. MOTION: To adjourn the meeting (Timmons/Martinson, PASSED).

Bob Metropulos, Chairman

Dawn Robinson, Committee Secretary