

LINCOLN COUNTY

LAW ENFORCEMENT, EMERGENCY MEDICAL SERVICES, JUDICIAL AND EMERGENCY MANAGEMENT COMMITTEE

Tuesday, August 12, 2020 at 7:30 a.m.

Meeting Location: Room 257/Lincoln County Service Center, 801 N Sales Street, Merrill, WI 54452

Via Teleconference and In-Person Attendance

MINUTES

Members Present: Michael Loka, Don Friske, Patricia Voermans, Bob Lee and Kevin Koth (via phone)

Members Absent: Jeremy Ratliff

Department Heads Present: Ken Schneider, Paul Proulx, Dan Leydet, Becky Byer, David Smith, Marie Peterson, Galen Bayne-Allison, Jason Hake and Chris Marlowe

Visitors: Nathan Walrath, Kari Weiland, Josh Klug, Derek DiPietro (Motorola), Scott Wozmak and Jay Sommers

1. Call Meeting to Order by Chair Loka at 7:30 a.m.
2. Approve Minutes of Previous Meeting: July 8, 2020 – M/S Voermans/Friske to approve the minutes of July 10, 2020. All ayes.

Emergency Management

3. Review Year-to-date Budget Report: Kevin Koth mentioned that September was not going to make the meeting and that she had nothing to report.
4. Report of Activities:

Coroner

5. Coroner's Report: Proulx reported that there were total Deaths 24, Cremation Permits 19, Death Certificates 7, Accidents(2 Auto, 2 other), Autopsy 1
6. Review Year-to-date Budget Report: Nothing to report.
7. Stand by Pay: Discussion/Action: M/S Friske/Voermans to approve and forward stand by pay of \$150 a day. All Ayes
8. 2021 Preliminary budget: only change is the increase in standby pay for deputy coroners. M/S Loka/Friske to forward 2021 Preliminary Coroner's budget and forward to finance. All Ayes

Sheriff's Office

Moved to item 10 to accommodate presenter's schedule.

10. "Console radio Project" Discussion/Approval: Motorola Presentation/ Lincoln County IT Input: Sheriff Schneider has advised the committee that Biermann Foundation has offered to donate the funds for this project to cover the next 5 years.

Derek from Motorola and Scott from Northway Communications presented on this project. Overview of the project, this console was last replaced in 2004 and the equipment and support are at the end of life cycle. Replacement will include the backroom equipment in the dispatch center as well as some components on the dispatch consoles. This will include the Law enforcement, channel Fire channel, and a few other channels. The antenna on the building along with the cables will not need to be replaced. The new equipment has been out since 2019 and has been tested and works great. This project will include replacement of Firmware, software, switches, routers, and the gateways to everything that is related to communication.

Mrs. Voermans asked about longevity of the new product, it was explained that the old system has a life cycle of 15-20 years. That system is 16 years old now. The Interfaces are usually the things that are out of date these are typically the Microsoft components. This portion has nothing to do with Motorola, but it was explained if a Microsoft windows update is the cause of the system being out of date within the 5 year contract that is something they would update (software and computers if needed).

Motorola advised the first year covers equipment installation and the following years cover software updates. Motorola provides 2 in person updates in the first 5 years so at the end of the 5 year contract the system should be as up to date as it was at day one. The upgrades typically take place at years 2//4 or 3//5.

Mrs. Voermans asked Dave Smith from Lincoln County IT to speak to this proposal; Mr. Smith advised the SUAll is a necessity because of computer security, and he felt this was a good option at this time; he did

indicate he would like the ability to re-negotiate service and parts at the end of the 5 year contract. Motorola said they didn't see that as a problem. Mr. Smith's overall suggestion was to go with Motorola and allow the Biermann Foundation to assist with funding. M/S Lee/Voermans to approve. All Ayes

Moved to item 9.

9. Statistical Reports

- a. Case Summary Report: No questions
- b. Expense Budget, Revenue Budget, Vendor List: No questions
- c. Recreational Officer Activity Report: No questions
- d. 9-1-1 Supervisor's Report: No questions
- e. Jail Census Report: general discussion on the Huber program; at this time there are no Huber inmates due to Covid-19, the Huber wing is being used to help minimize contact among inmates for new arrests. Place reports on file.

11. Civil Service Candidates Selection: 3 letters of interest from candidates are attached, Mr. Friske explained the responsibilities of this position would be to interview new deputies and oversee internal promotions. M/S Friske/Lee to send Jeff Jaegers name to the County Board to fill the open position for the Civil Service Committee. Motion carried 3-1.
12. CIP (Capital Improvement Project) Request: this is a request for the 2021 year vehicle replacement. Dan Leydet explained that this is a move from the operational line to the CIP Line; going forward this will come out of the CIP line or an Outlay line. This will cover the average of 4 vehicles a year that are replaced. M/S Loka/Friske to approve moving this to the CIP line. All Ayes
13. 2021 Preliminary Sheriff Budget: No significant changes in the budget other than Wage and increase, the change in the budget is due to COVID 19 and the decline in outside inmates being housed here, this is a revenue change of \$195,000. That has increased the tax levy 7%, and a wage and salary increase of 15% for sworn officers and a 2% cost of living expense for non-sworn positions. Mr. Leydet advising in order to make this budget work we will have to take some revenue risks. The Sheriff's Office has absorbed many of the other budget costs by making cuts where they can be made, and over all the budget looks good. Mrs. Voermans commended the Sheriff's office for absorbing some of the losses in the budget. M/2 Friske/Loka to approve and send sheriff's office budget to finance. Motion carried.
14. 2021 Preliminary Jail Assessment Budget: Jail Assessment Budget there are no changes from last year and no questions on this budget. M/2 Friske/Loka to approve and send sheriff's office budget to finance. Motion carried.

Emergency Medical Services

15. Tomahawk Report – Sommers presented the Tomahawk report which shows expenses of \$60,130 and forty billable runs for June. Tomahawk is at 52.57 percent of budget for 2020. Report was placed on file. Discussion followed. Report was placed on file.
16. 2021 Tomahawk Budget Request – Sommers presented the 2021 budget request with a 2.5 percent increase in tax levy for a total of \$741,911. Discussion followed. M/S Friske/Lee to accept budget and forward to the budget process – all voting aye.
17. Merrill Report – Klug presented the Merrill report which showed one hundred and twenty-six patient contacts for June. June expenses were \$77,537.06. Discussion followed. Report was placed on file.
18. 2021 Merrill Budget Request – Klug presented the 2021 budget request with a 2.29 percent increase in tax levy for a total of \$1,116,000. Discussion followed. M/S Voermans/Loka to accept budget and forward to the budget process – all voting aye.
19. Enhancement of Mutual Aid Capabilities through IFERN – Klug sought Committee support to upgrade the emergency communications software to include IFERN which would increase the County's mutual aid capabilities. Klug thought it would be the time to do this given the near future outlay to the 911 system. No action was taken.
20. Purchase of Ambulance Chassis – In anticipation of the purchase of an ambulance in 2021, Klug asked permission to purchase the chassis now in order to receive the ambulance earlier in 2021 and take advantage of pricing. Leydet reminded the Committee that at this time no authorization exists for the

purchase of an ambulance chassis in either 2020 or 2021. In order to do so, a funding resolution would need to be approved at County Board. Discussion followed. No action taken.

21. 2021 Preliminary EMS Budget – Leydet presented the 2021 budget with a \$19,348 tax levy increase of .9 percent. Discussion followed. M/S Friske/Lee to approve and forward budget to the budget process – all voting aye.
22. 2021 EMS CIP Request – Leydet presented a request for the purchase of a new ambulance for \$384,350 using CIP funds. In the past, an ambulance has been purchased every other year. Leydet recommends continuing this with future purchases scheduled in 2023 and 2025. Discussion followed. M/S Voermans/Lee to approve of the CIP request – all voting aye.
23. Monthly Charge Report, Write Offs, and Collections – Leydet presented the reports which shows 138 billable runs in June. The accounts receivable balance \$271,495.22 at the end of June and is current. Write-offs in the amount of \$9,066.91 for June are being requested. Discussion followed. M/S Loka/Voermans to approve write-offs and place reports on file – all voting aye.
24. Review YTD Budget Reports – The report was in the packet and shows EMS expenses at 43.1 percent of budget. No issues were reported. Discussion followed. Report was placed on file.

Judicial

25. Review Year-to-date Budget Reports
 - a. Clerk of Courts and Family Court Commissioner – Peterson: No concerns at this time with either budget. The two week trial set for October has been cancelled due to COVID. No carryover funds approved to cover expenses if trial is held in 2021.
 - b. Circuit Court – Byer: Reviewed her budget report and everything looks good right now.
 - c. District Attorney and Victim/Witness – Bayne-Allison: Reviewed his budget reports and answered questions. Everything looks good for District Attorney Report; but there may be some issues with State reimbursements with Victim/Witness report.
26. 2021 Preliminary Budgets
 - a. Clerk of Courts and Family Court Commissioner – Peterson presented the 2021 Preliminary budget for both the Family Court Commissioner (FCC) and Clerk of Courts. The FCC budget included a wage increase of \$7500.00 and carryover from 2020 for mediation services. The Clerk of Courts reflected an increase due to wage and fringe. Peterson did express concern that interpreters' fees were reduced though these dollars are ear marked specifically for this service and not to be absorbed by the County. M/S Friske/Loka to approve Clerk of Courts 2021 Preliminary Budget and send to Finance. Motion carried. M/S Loka /Voermans to approve FCC 2021 Preliminary Budget and send to Finance. Motion carried.
 - b. Circuit Court – Byer reviewed her 2021 Preliminary budget. M/S Loka/Friske to approve the 2021 Circuit Court Preliminary budget and send to Finance. Motion carried.
 - c. District Attorney and Victim/Witness – Bayne-Allison presented the DA's 2021 budget. The only increase is wages & fringe over 2020 budget. M/S Friske/Loka to approve the 2021 District Attorney Preliminary budget and forward to Finance. Motion carried. Bayne-Allison presented the Victim Witness 2021 Preliminary budget. Again the may increase is wages & fringe. M/S Friske/Voermans to approve the Victim Witness 2021 Preliminary budget and forward to Finance. Motion carried.
27. Approve Time Sheets – Byer: M/S Loka/Friske to approve Byer's time sheets 6/29/2020-7/12/2020 and 7/13/2020-7/26/2020.
28. Next Meeting Date: September 9, 2020, 7:30 a.m., Lincoln County Service Center
29. Meeting adjourned – M/S Friske/Voermans to adjourn at 9:07 a.m.

Minutes prepared by Nathan Walrath, Kari Weiland, Dan Leydet, and Marie Peterson and compiled by the County Clerk's Office.