

LINCOLN COUNTY

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

Wednesday, April 14, 2021 at 7:30 a.m.

Meeting Location: Room 156/Lincoln County Service Center, 801 N Sales Street, Merrill, WI 54452

Via Teleconference and In-Person Attendance

MINUTES

Members Present: Don Friske, Mike Loka, Patricia Voermans, and Judy Woller

Members Teleconference: Kevin Koth

Department Heads Present: Dan Leydet, Becky Byer, September Murphy, Paul Proulx, Marie Peterson, Ken Schneider and Cate Wylie (via teleconference)

Teleconference Visitors: Dora Gorski, Robert Russell

Visitors: Jay Tlusty, Nathan Walrath, Kari Weiland, Jay Sommers and Josh Klug

1. Call Meeting to Order by Chair Loka at 7:30 a.m.
2. **Approve Minutes of Previous Meeting:** March 10, 2021 – M/S Friske/Voermans to approve the minutes as presented. All ayes.
3. **Security Screening at the Courthouse:** Judge Tlusty provided was present and advised the committee that discussion and planning is underway to implement a system for security screening at the courthouse. He advised that the three main considerations for such a project are equipment, staffing, and building modifications. Tlusty indicated that this presentation is being made for information purposes as this point. Once further information is gathered a request for action would be brought before the committee. There was discussion regarding the importance of providing security at the courthouse. Friske wants to be sure that any action taken is not too restrictive to the citizens utilizing the courthouse. M/S Voermans/Woller to support the continued work moving forward; motion carried.

Emergency Management

4. **Review Year-to-Date Budget Report:** No concerns at this time regarding 2021 budget. No further discussion, report placed on file.
5. **2020 Budget Modification:** 2020 budget shows an increase in revenue and an increase in expenditures overall this broke even. Budget modification is cleaning up of line items. (M/S) Loka/Friske to approve the presented 2020 budget modification, all voting aye.
6. **Report of Activities/Work Plan:** Murphy presented report of activities and strategic goals and objectives for current and following grant year, and to include long-term goals. The goals and objectives format was well received. No further discussion. Report place on file.
7. **NIMS/ICS Training:** Murphy presented department head survey regarding general knowledge of NIMS/ICS within the County. Discussion followed regarding how NIMS/ICS affects Lincoln County. Homeland Security Presidential Directive (HSPD) 5 has provided the foundation of implementing NIMS/ICS throughout the Nation. Lincoln County Emergency Operations Plan (EOP) indicates that all responding to an emergency/ disaster will respond utilizing the NIMS system, Murphy will coordinate with Wylie to further develop plans to implement. This will be an ongoing agenda item in the meantime.
8. **Tornado Drills:** This week serves as the State of Wisconsin Tornado and Severe Weather Awareness week. Murphy stated that due to COVID County drills will not be in person. Murphy has reached out department heads to encourage them to talk with their personal regarding tornado drills procedures.

Coroner

9. **Coroner's Report:** Proulx reported that there were 23 Deaths, 16 Cremations, 2 Death Certificates, 1 Covid 19 Death
10. **Review Year-to-date Budget Report:** Coroner Proulx reports no issues with the budget at this time.
11. **2020 Budget Modification:** Shortages in the 2020 Budget were from the lines of Deputy Coroner wages, and Coroner Travel. These shortages were covered by a surplus from the Autopsy line. M/S Voermans/Loka to approve reports and place on file. Motion carried.

Sheriff's Office

12. 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: Ms. Voermans asked for a Covid update specifically for the corrections staff and inmates. At this time there are no active cases in our jail. Vaccinations began last week in the jail. M/S Friske/Voermans to approve and place reports on file. Motion carried.

13. **Recognition of Kevin Haring 25 Years of Service:** Kevin has been recognized for 25 years of service with the Lincoln County Sheriff's Office. He began his career in the Dispatch Center then moved to Patrol and currently is dispatching again. M/2nd to recognize and thank Kevin Haring for 25 years of service. Mr. Friske//Mrs. Voermans

14. **2020 Budget Modification:** Shifts in the budget were made to cover short lines.

- Mr. Friske noted an overage in Wages. This is attributed to Traffic Safety Grants and is offsetting because the State provides funding to reimburse our agency this is reflected in the Revenue line.
- Mrs. Voermans asked a question in regards to corrections contracted services: It was explained this was for the Jails Food Service Program, and there was a surplus from 2020 due to COVID.

M/2nd to approve and place on file the 2020 Budget Mr. Friske// Mrs. Voermans. All ayes

15. 2020 Carry Over Requests

- a. **Canine:** \$12,062.00 to be carried over. These are funds provided to the Sheriff's Office from private donations M/S Loka Friske all ayes
- b. **Canteen:** \$137,952.00 to be carried over. These are funds that are generated and specifically used to benefit the inmates. M/S Friske/Loka all ayes
- c. **DARE Operating Supplies:** \$10,360.00 to carry over. M/S Loka Woller all ayes
- d. **Neighborhood Watch:** \$2,243.00 to be carried over. M/S Friske/Woller all ayes
- e. **Admin Memorial:** \$1,176.00 to be carried over. M/S Friske/Voermans to approve carry over all ayes.
- f. **Patrol Vehicle Outlay:** this total is a combination of funds from 2020-2021 that were not able to be used due to Covid. The full combined amount will not be used and the surplus will be put back into the CIP fund. M/S Friske/Voermans all ayes.

16. **Chaplin Vacancy Position (Pat Voermans):** Ms. Voermans noted a complaint she received from a citizen in the regards to not having a Chaplin listed on the Roster. It was explained this position was actually for Staff members and not Inmates. It was further explained that Inmates have access to Religious personnel on a weekly basis and can request specific services if they need them.

17. **Harrison Tower:** the committee was advised that at this time we have been told the Harrison tower is unsafe to climb, there for needs to be replaced. This is the LG tower and our only backup tower in the Harrison area. These towers are inspected every 5 years and it was discovered that it is unsafe at the last inspection. At this time the Sheriff's office is looking at 3 options to solve this problem.

- 1. Rent space on another tower to
- 2. Build a New smaller tower.
- 3. Build a stronger tower similar to what is in place now; and possibly rent space on it to someone else.
- Ms. Voermans asked if there are grants that can be used to assist with the cost in this, the Committee also asked to see the list of problems with the current tower. It was also asked of the Sheriff's Office to have someone else look at the tower to verify the problems

Emergency Medical Services

18. **Tomahawk Report** – Sommers presented the Tomahawk report which shows expenses of \$71,949 and fifty-three billable runs for February. Tomahawk is at 18.33 percent of budget for 2021. Report was placed on file.

19. **Merrill Report** – Chief Klug presented the Merrill report which showed 158 patient contacts and expenses of \$83,803.63 for February. Merrill is at 15.96 percent of budget. Discussion followed. Report was placed on file.
20. **Monthly Charge Report, Write Offs, and Collections** – Leydet presented the reports which shows 157 billable runs in February. The accounts receivable balance \$311,610.64 at the end of February and is current. Write-offs in the amount of \$8,289.88 for February are being requested. Discussion followed. M/S Friske/Voermans to approve write-offs and place reports on file – all voting aye.
21. **Review YTD Budget Reports** – The report was in the packet and shows EMS expenses at 9.6 percent of budget. No concerns were noted at this time. Report was placed on file.

Judicial

22. **Review Year-to-date Budget Reports**
 - a. Clerk of Courts and Family Court Commissioner – Peterson shared the year-to-date budget report for Clerk of Courts and Family Court Commissioner. There are no immediate concerns. There are nine likely jury days scheduled for June. Discussion. Report placed on file.
 - b. Circuit Court – Byer had nothing to report on the 2021 Budget.
 - c. District Attorney and Victim/Witness – Reports were in the packet.
23. **Approve Register in Probate Time Sheets** – M/S Loka/Friske to approve time sheets as presented. Motion carried.
24. **Quarterly Court Collections Report:** Peterson reviewed the quarterly Court Collections Report. The Clerk of Courts has collected \$104,852.00 between January and March. Larger balances have been collected through tax intercept and State Debt Collection. Outstanding balance reflects 60 days past due or greater. Discussion. Report placed on file.
25. **Closed Session** M/S Friske/Voermans to move into close session and included Murphy, Loka, Friske, Voermans, Woller, Gorski, Wyle, and Koth – all voting aye. M/S Friske/Voermans moved to next month – all voting aye.
 - a. Pursuant to sec. 19.85(1)(c) Wis. Stat. for Considering Employment, Promotion, Compensation, or Performance Evaluation Data and Any Public Employee
 1. Performance Evaluation of Emergency Management Director
 - b. Pursuant to sec. 1985(s)(f) "considering medical, social or personal history of a specific person which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such history or data"
 1. Leave of absence request – Sergeant Investigator M/2nd to approve an unpaid leave of absence for 180 days for Sergeant Investigator. Mr. Friske//Ms. Voermans
26. **Next Meeting Date:** May 12, 2021, 7:30 a.m., Lincoln County Service Center Room 257
27. **Meeting adjourned** – M/S Loka/Friske to adjourn at 9:15 a.m. - all voting aye.

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