

Buffalo County Public Meeting Minutes

Committee/Board: LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

Date of Meeting: November 08, 2021

Electronic and Hardcopy Filing Date: November 18, 2021

Meeting called to order by Mr. Taylor at 11:00am.

1: Call to Order/Roll Call:

Larry Grisen, Carol McDonough, Mike Taylor, John Sendelbach, and Nathan Nelson-EXCUSED.

Others present: Sheriff Mike Schmidtknecht, Chief Deputy Lee Engfer, Melissa Brunner, Lt. Diane Mikelson, and Lucas Teska

2: Public Comments: None

3: Review/Discussion/Action: Minutes of Previous Meeting:

Motion to approve September minutes as presented made by Mr. Grisen, second by Mr. Sendelbach. Motion carried.

4: Review/Discussion: Committee Chair Report: None

5: Review/Discussion/Action: Law Enforcement Vouchers:

Many bills are not in due to timing of the meeting within the month. Ms. McDonough made a motion to accept vouchers as presented, second by Ms. Sendelbach. Motion carried.

6: Review/Discussion/Action ~ Current Law Enforcement Expenditures Update:

Sheriff Schmidtknecht advised that the patrol over-time is little high, some of it is due to Covid related time away from work. He advised the committee again, that the insurance line item has 2020 squad crashes in it. The jail has used 74% of its budget. Overall, budget is under. Mr. Taylor accepted report.

7: Review/Discussion/Action ~ Resolution to accept a monetary donation for K9 program-\$5,000 and above:

Sheriff Schmidtknecht advised the committee that this is not the first time that Ye Old SchoolHouse Shoppe has donated to the K9 fund. This donation was to cover the costs of equipment needed specifically for the K9. The donation was received in the amount of \$7,486.83. A motion was made by Mr. Grisen to accept the donation and forward the Resolution onto the Board of Supervisors, second by Ms. McDonough. Motion carried.

8: Review/Discussion/Action ~ Fill Jail Administrator position due to retirement. Backfill if necessary:

Sheriff Schmidtknecht advised the committee of the notice of retirement of Diane Mikelson, after 32 years of service. He read Ms. Mikelson's notification letter. The committee thanked her for her services and wished her luck on her retirement. A motion was made to fill the Jail Administrator position, and backfill if necessary, by Ms. McDonough, second by Mr. Sendelbach. Motion carried.

9: Review/Discussion/Action ~ Jail Administrator job description:

Sheriff Schmidtknecht advised the committee that he took language from the current description, as well as updated language to create the revised job description. There was discussion as to have 60 college credits in a related field but it was decided that due to the current hiring struggles, it would put too much of a limitation to the application pool.

Jail Administrator job description language was revised as follows:

Minimum Training, Experience, and Qualifications Required to Perform Essential Job

Functions: Associates Degree, 60 college credits or related experience with preference given to Corrections or Criminal Justice field. Must have (or obtain within one (1) year) Wisconsin Jailer certification with related experience, administrative training or hold other certifications that would allow for proper operation of all equipment and to perform all mandated and non-mandated tasks related to the position. Have excellent oral, written communication and problem solving skills. Certification in Incident Command System (ICS) or ability to obtain.

Motion to move forward the Jail Administrator job description, with approved revisions, to Human Resources made by Mr. Sendelbach, second by Ms. McDonough. Motion carried.

10: Discussion ~ Law Enforcement/Jail staffing updates:

Sheriff Schmidtknecht advised that the new communications/corrections officer hire started their first shift today. Currently taking CCO applications as they come in, no deadline given at this time. It's his hopes to conduct interviews in intervals.

11: Review/Discussion/Action ~ 2022 contracted Jail registered dietician services:

Lieutenant Mikelson advised the committee that the jail meal menus need to be reviewed on an annual basis by a registered dietician according to the current state jail regulations. There was discussion with Mr. Dave Rynders regarding this service and who they contract with.

Motion to contract in 2022 with WIC Trempealeau/Buffalo County for qualified dietician services, second by Ms. McDonough. Motion carried.

12: Review/Discussion ~ Sheriff, Chief Deputy, and Jail Administrator Monthly Reports:

Sheriff Schmidtknecht asked the status of the Allocation Committee. Wondering if the list of items will come from ARPA funds or the budget? Mr. Grisen stated that list of ARPA purchases have not been approved yet and Mr. Dennis Bork would be the contact.

Sheriff Schmidtknecht advised that there was a drowning incident in October, which took 2.5 days to search. The two new squads have been delivered but are waiting to be equipped for service.

Chief Deputy Engfer presented his September report. 731 Calls for Service. 86.83 overtime hours, primarily due to mental health related incidents and flood run. 1-vehicle pursuit and 1-boat drowning for the month. A donation for the K9 program was received in the amount of \$500 from Kevin Kubis.

October report. 641 Calls for Service. 37.5 hours of overtime. 2 hours of reimbursable overtime. A donation for the K9 program for the new K9 squad (K9 specific) equipment was received in the amount of \$7,486.83 from Ye Old SchoolHouse Shoppe.

Lieutenant Mikelson presented her October report. Year to date, 254 bookings. Active Shooter & Critical Incident training for Emily and Will. Daily Head Count was at 9.19. 2,893 Dispatch Calls for the month. 185 were 911 and 2,708 were non-emergency. Mr. Taylor accepted all reports.

13: Review/Discussion ~ Emergency Management Written Report:

Mr. Teska handed out a revised 2022 budget to the committee. The end numbers are still the same but some of the line items needed to be reallocated.

Mr. Teska presented his written report. The EMPG/EPCRA grant financials have been closed out. Attended several online trainings. Attended a Disaster Response and Recovery Operations class. He has started to update the courthouse safety manual.

Mr. Teska advised that a public hearing was had regarding the Mitigation Plan.

14: Review/Discussion ~ Emergency Management current Expenditures:

Mr. Teska advised the committee that currently, he is at 97% of his budget, however, there were a couple of grant revenues that were received that need to be added to the budget. Mr. Taylor accepted all reports.

15: Review/Discussion/Action ~ Next Meeting Date and Time:

Currently, no meeting set in December. A meeting for January 2022 will be scheduled.

16: Public comment not related to agenda items:

None

17: Adjournment:

12:00pm, Ms. McDonough motioned for adjournment, second by Mr. Sendelbach. Motion carried.

Melissa Brunner, Secretary