

RICHLAND COUNTY PUBLIC SAFETY COMMITTEE MEETING
Friday, January 5, 2024

The Richland County Board of Supervisors Public Safety Committee met on Friday, January 5, 2024 at 8:30am in the County Board Room of the Richland County Court House in Richland Center, Wisconsin.

Committee members present at the meeting were: Committee Chair Melissa Luck and Committee members David Turk, Kerry Severson, Bob Frank, Richard McKee, Ken Rynes and Barbara Voyce. Present from the Richland County Sheriff's Department were Sheriff Clay Porter, Chief Deputy Aaron Wallace, Devon Rupnow and Amber Muckler. Also present for the meeting or a portion of the meeting was Jenifer Laue, DA Jennifer Harper, Candace Pesch and John Heinen.

Agenda Item #1: Call to Order: Committee Chair Luck called the meeting to order at 8:30am.

Agenda Item #2: Read and Approve Notice of Posting for January 5, 2024 Public Safety Committee Meeting: Committee Chair Luck confirmed that the meeting was properly posted. Upon receiving confirmation Luck declared meeting properly posted.

Agenda Item #3: Read and Approve the Agenda for January 5, 2024 Meeting: Motioned by Bob Frank to approve the agenda. 2nd to this motion by Richard McKee. Motion passed.

Agenda Item #4: Read and Approve Minutes of the December 1, 2023 LEJC Meeting: Motion by Melissa Luck to approve the minutes with an amendment to the Clerk of Court asking for different wording regarding departments/offices were asked not to give an update for the December meeting to allow time for the closed session agenda item. 2nd to this motion by Richard McKee. Motion passed, minutes accepted.

Agenda Item #5: Coroner Updates: Sheriff Porter gave an update for the Coroner's office.

Agenda Item #6: Circuit Court Judge updates/comments: Update of the Security meeting given in place of this agenda item as Judge McDougal was not present for today's meeting.

Agenda Item #7: Report from the Courthouse Security and Facility Meeting: Jen Laue briefly talked about the meeting that took place in December for security needs of the courtroom system and the priorities that were accessed during that meeting. John Heinen talked about getting training started for the needs of the courthouse staff. DA Harper talked about an incident that took place by the jury room in a very small area where shoving took place and courtroom security had to go outside the courtroom to break up the situation. DA Harper would also like to see that the courtroom doors be shut in between hearings during the day.

Agenda Item #8: Clerk of Court Update: Kleist shared her reports with the committee members prior to this meeting but was unable to attend this meeting. Luck summarized her report information to the rest of the committee.

Agenda Item #9: Probate Updates: Jen Laue talked about her budget for 2023 but it will not be finalized until March 2024.

Agenda Item #10: District Attorney Updates: DA Harper shared her 2023 budget with the committee members and how her budget is currently at 82% and her department is fully staffed. There has been issues with getting digital media to her office from the Sheriff's Department.

Agenda Item #11: Emergency Management: Per Chairperson Luck this department has a current Director vacancy so today they are discussing that position. EM is asking for the position to be filled and the recommendation being made is to advertise the position as soon as everything is approved by the joint ambulance committee and advertise for a month, and if nothing has been received after a month then the committee will need to discuss how to move forward if there is no interest in the position. There was discussion on any other concerns. Motion to move forward with the current job description and advertising for a month to see if there is interest made by Richard McKee, 2nd by Bob Frank. Motion approved.

- a) **ES Director position:** Motion to move forward with the current job description and advertising for a month to see if there is interest made by Richard McKee, 2nd by Bob Frank. Motion approved.
- b) **ES Director job description:** The job description has been reviewed and is accurate by the previous director. Motion to approve the job description made by Richard McKee, 2nd by Bob Frank. Motion approved.
- c) **Hiring committee composition:** Recommendation that there would be someone from the Public Safety Committee and also the previous Director and County Administrator and also Chairperson Severson be part of the hiring process for the position. Motion to approve these people be available for this process made by Bob Frank, 2nd to the motion by Richard McKee. Motion approved.
- d) **ES Director salary range:** Luck stated she would like the input from County Administrator Pesch but would also like this position advertised at a Grade K and Luck feels it should be put towards the highest pay value of the current wage schedule of Grade K. Motion to this made by Richard McKee and 2nd to this motion by Ken Rynes. Motion approved. There was more discussion on this after Pesch arrived at the meeting.

Agenda Item #12: PSAP & GIS grant monthly updates: There was no updates for this item. There was some billing that was received per Barb Scott and work is being done with Gen Comm regarding the NG911 piece of the grant. The 18 month deadline will be up in June 2024. Bob Frank said there will be another round of grants available coming up.

Agenda Item #13: Approve monthly invoices and other Sheriff's Department reports: The committee members went over the invoices for the month

and discussed some specific invoices. There was discussion on the radio maintenance contract and how that come in over what was budgeted, but the overall radio budget should still be ok. Motion to approve paying the invoices for the month made by Richard McKee, second to this motion by Ken Rynes. Motion approved. Sheriff Porter went over the monthly jail statistic report. Currently the department is down 2 casual positions and has started training a new casual jail employee and will possibly have another casual person. There are currently 2 open female positions in the jail and an open Investigator position as of January 1st.

Agenda Item #14: Discussion – Demographics of the Sheriff's Dept:

Chairperson Luck is going to postpone this until next month when more statistics are available from the Sheriff's Department.

Agenda Item #15: Continued discussion and possible changes on Ordinance 89-7: Luck wants to have an additional meeting to be able to tackle this item alone, the committee set a meeting date of January 17th at 1pm for this item.

Agenda Item #16: Radio Tower project updates: Sheriff Porter believes that all the sites are narrowed down and letters of intent are complete and alternate sites are figured out as well. The DDR is signed and everything is moving forward now.

Agenda Item #17: Mapping, Radio System & Squad Updates: Chief Deputy gave some information regarding squads.

Agenda Item #18: Future agenda items: Demographics of the Sheriff's Department.

Motion to move into closed session David Turk, 2nd to motion by Ken Rynes. Motion approved.

Agenda Item#19: Jail Inspection & Evaluation of Jail Staff (Closed Session) **Agenda Item #20: Interview of the Jail Administrator (Closed Session)**

Motion to move back into open session made by Bob Frank, 2nd by Ken Rynes. Motion approved.

Motion to approve act on closed session items, completing the interview of the Jail Administrator and approved the hire made by Bob Frank, 2nd by Barb Voyce. Motion approved.

Motion to approve the Jail Inspection Report and forward to be filed in the Sheriff's Department made by Bob Frank, 2nd to this motion by Ken Rynes. Motion approved.

Agenda Item #18: Adjourn; Motion by Richard McKee to adjourn until the regular Public Safety Committee meeting on Friday, February 2, 2024 at 8:30am. Second to this motion by Bob Frank. Motion passed, meeting adjourned.

Respectfully Submitted by Office Manager, Amber Muckler