

**LAW ENFORCEMENT AND
EMERGENCY MANAGEMENT
COMMITTEE MEETING -
Page 1 of 4**

February 12, 2009

Chair Robert Egan called to order the regular meeting of the Law Enforcement and Emergency Management Committee at 9:30 a.m., on Thursday, February 12, 2009, in the Justice Center Conference Room, at the Vilas County Sheriff's Department, Eagle River, Wisconsin.

Present. The following persons were present: Robert Egan, Sigurd Hjenvick, Jack Harrison, Alden Bauman, Edward Bluthardt, Sheriff Niebuhr, Chief Deputy Fath, Captain Butler, Jail Administrator Evenson, Emergency Management Director Galloway, Ken Anderson, and recorder Carol Krebs.

Approve agenda. Edward Bluthardt made a motion to approve the agenda to be discussed in any order by the Chair. Motion was seconded by Alden Bauman. All voting aye. Carried.

Approve Minutes. Edward Bluthardt made a motion to approve the minutes of the January 13, 2009 committee meeting. Motion was seconded by Jack Harrison. All voting aye. Carried.

Resignations/New Appointments. Sheriff Niebuhr reported Melissa McDonald, part-time Correctional Officer, has resigned her position effective January 23, 2009.

Resolution - Part-time Correctional Officer Vacancy. Motion by Edward Bluthardt, and seconded by Alden Bauman to approve the Resolution to fill the part-time Correctional Officer vacancy. All voting aye. Carried.

Wright Express Universal Fleet Card. Sheriff Niebuhr presented information on the Wright Express Universal Fleet Card, and asked the committee for permission to try this program. In summary, a fuel card would be issued to each employee. The fuel cards can be used at any gas station. There are no monthly fee's, and there is no federal tax charged to the County. A monthly statement would be provided, detailing each transaction on the account. A monthly voucher will be submitted to the committee for approval. A motion was made by Sigurd Hjenvick to approve using the Wright Express Universal Fleet Card. Motion was seconded by Edward Bluthardt. All voting aye. Carried.

Resolution - Child Death Review Team Policies and Procedures. Motion by Edward Bluthardt, and seconded by Alden Bauman to table this item, until more information is available. All voting aye. Carried.

Out of State Training National Sheriff's Association Court Security Training - Stillwater, MN. Sheriff Niebuhr advised the committee, due to a scheduling conflict, no

one will be attending this training.

Policy and Procedure - Light Duty Status. Sheriff Niebuhr discussed the new Light Duty Status policy with the committee.

Emergency Management Issues. Emergency Management Director, James Galloway provided the committee member's with a summary report for the Arbor Vitae Tabletop exercise that was conducted on February 4, 2009. Mr. Galloway further advised the committee the Project Lifesaver Program is now operational. He distributed an organizational chart to the committee for review, and advised Cindy Burzinski is developing a brochure and press release.

Communication Project Issues. Sheriff Niebuhr updated the committee on the Communications Project.

Equipment Purchases "Sheriff." Sheriff Niebuhr presented the following purchase orders to the committee for approval:

1. Purchase order number 41, to Stone Office Group, LLC for a large conference room table and chairs, and a workstation and file storage for the Confidential Secretary's office. The total cost of \$12,688.96 is currently in the 2009 Sheriff Capital Equipment Outlay. Motion by Alden Bauman, and seconded by Sigurd Hjemvick to approve purchase order 41. All voting aye. Carried.
2. Purchase order number 40, to Stone Office Group, LLC for two chairs to be used in the interview room for children. The total cost of \$1,060.45 is currently in the 2009 Sheriff Equipment Line. Motion by Sigurd Hjemvick, and seconded by Jack Harrison to approve purchase order 40. All voting aye. Carried.
3. Purchase order number 39, to Stone Office Group, LLC for three dispatch chairs. The total cost of \$1,718.37 is currently in the 2008 Sheriff Capital Equipment Outlay carry over. Motion by Alden Bauman, and seconded by Jack Harrison to approve purchase order 39. All voting aye. Carried.
4. Purchase order number 42, to Wright Line for file storage units and misc. shelves. The total cost of \$2,199.72 is currently in the 2008 Sheriff Capital Equipment Outlay carry over. Motion by Edward Bluthardt, and seconded by Alden Bauman to approve purchase order 42. All voting aye. Carried.
5. Purchase order number 44, to T J Conovera's for ammunition. The total cost of \$5,756.00 is currently in the 2009 Sheriff Range line. Motion by Alden Bauman, and seconded by Jack Harrison to approve purchase order 44. All voting aye. Carried.

6. Purchase order number 35, to Evans Industrial Communications, LLC for two squad light bars. The total cost of \$2,790.00 is currently in the 2009 Auto Expense line. Motion by Edward Bluthardt, and seconded by Alden Bauman to approve purchase order 35. All voting aye. Carried.
7. Purchase order number 22, to Tactical Solutions for two squad video camera systems. The total cost of \$9,580.00 is currently in the 2009 Auto Expense line, and one of the systems will be donated by Mr. Larry Sodomire. Motion by Edward Bluthardt, and seconded by Sigurd Hjemvick to approve purchase order 22. All voting aye. Carried.

Equipment Purchases “Jail.” No discussion.

Line item transfer request(s). Sheriff Niebuhr asked the committee for approval of the following line item transfer requests:

Sheriff Budget:

TRANSFER FROM:

Account Name	Uniform Allowance		Overtime	
From acct#:	1 0 0 . 5 2 1 0 1 . 1 5 1	TO:	1 0 0 . 5 2 1 0 1 . 1 5 3	<u>\$294.60</u>

Account Name	Uniform Allowance		Telephone	
From acct#:	1 0 0 . 5 2 1 0 1 . 1 5 1	TO:	1 0 0 . 5 2 1 0 1 . 2 2 1	<u>\$270.66</u>

Jail Budget:

Account Name	Medical		Overtime	
From acct#:	1 0 0 . 5 2 7 0 1 . 2 1 6	TO:	1 0 0 . 5 2 7 0 1 . 1 5 3	<u>\$2,993.30</u>

Account Name	Medical		Electronic Monitoring	
From acct#:	1 0 0 . 5 2 7 0 1 . 2 1 6	TO:	1 0 0 . 5 2 7 0 1 . 3 9 8	<u>\$ 76.00</u>

Motion by Alden Bauman, and seconded by Edward Bluthardt to approve the line item transfer's listed above. All voting aye. Carried.

Review Budget. The committee reviewed the budget. Motion by Edward Bluthardt, and seconded by Sigurd Hjemvick to approve the budget report as presented. All voting aye. Carried.

Letters and Communications. Sheriff Niebuhr advised the committee the contract has been signed and approved for housing the state inmates.

Sheriff Niebuhr advised the committee that he and Chief Deputy Fath would be attending the Badger Sheriff's Conference, February 24-26, 2009, in Madison. During this trip, they will also visit the Capital to speak with our legislators.

Sheriff Niebuhr also advised the committee that Jail Administrator Evenson is currently

Page 4 of 4

hosting a State of Wisconsin Basic Jail Officer course. The course is four weeks in length. There are nine students in attendance, and of the nine we have four attending the class.

Approval of bills. A motion was made by Alden Bauman to approve the bills. Motion was seconded by Jack Harrison. All voting aye. Carried.

Future Meeting Date. Wednesday, March 11, 2009, at 9:30 A.M., in the Justice Center conference room. Meeting date was confirmed.

Adjournment. Motion by Alden Bauman, and seconded by Jack Harrison to adjourn the meeting at 10:53 a.m. All voting aye. Carried.

Minutes reflect the recorders' notations and are subject to approval by the appropriate board or committee.

Submitted by:

Carol A. Krebs
Confidential Secretary