

Green County Law Enforcement Committee

Meeting Minutes from February 14, 2023

Members Present:

Joe Snow, Vice-Chairperson
Mark Gundlach
David Tschudy
Isaiah Carlson

Non-members Present:

Dana Weber, Recording Secretary
Sheriff Jeffrey Skatrud
Chief Deputy Thomas Moczynski
Lt. Cody Kanable
EMG Director– Gary Ziegler

1. Verified that door is unlocked-Social distancing exercised.
2. Meeting called to order @ 5:45 p.m. by Vice Chairman Joe Snow.
3. **Approve minutes of previous regular meeting:** Motion to approve minutes of the previous meeting by Mark Gundlach; 2nd by David Tschudy. Motion Carried.
4. **Review Emergency Management updates:** Emergency Management(EMG) Director Gary Ziegler updated the committee on the EPCRA and EMPG grants. EMG Director Ziegler updated the committee on the training and exercises that the department has planned in the near future. He indicated that the ICS-400 classes will be on April 3-4, 2023. EMG Director Ziegler advised that there are 11 offsite facility plans for this year and he plans on attending the WI Emergency Management Governor's Conference in Middleton at the end of this month. Sheriff Skatrud advised that the PT Program Assistant vacancy has been posted. Mark Gundlach made a motion to approve the Emergency Management updates; 2nd by David Tschudy. Motion carried.
5. **Review and possible approval of holiday time vs updated handbook on 1/26/23:** Sheriff Jeffrey Skatrud advised that the handbook was just recently updated and it now states that paid holidays are paid at 8 hrs. Sheriff Skatrud indicated that the Sheriff's department works 24-7 and dispatchers have a regular work schedule of 4 10-hour days each week, whether the day is a holiday or not, they are required to work it. Sheriff Skatrud asked that the dispatchers receive ten (10) hours at the straight time rate of pay for each of the holidays as this is their normal work schedule and is not an alternate work schedule. Sheriff Skatrud advised the committee that the dispatchers will receive overtime pay for working the holiday and for purposes of computing overtime, holidays shall be counted as days worked for the dispatchers if they work, as it is part of their regular 4 10-hour day work schedule. Sheriff Skatrud advised that the dispatchers have been receiving 10 hours of straight pay for holidays since the schedule went to the 4-10 hour schedule in April of 2021.
Mark Gundlach made a motion that the dispatchers should receive ten (10) hours at the straight time rate of pay for each holiday as it is their normal working day and to forward to Personnel for approval; 2nd by Isaiah Carlson. Motion carried.
6. **Review and approve updates on radio system:** Chief Deputy Thomas Moczynski advised that the project is finishing up and it should be completed hopefully soon.
7. **Training requests:** Sheriff Jeffrey Skatrud and Chief Deputy Thomas Moczynski had the following training requests:
 - 1) A detective to attend the WI Traffic Safety Officer's Association Conference in Pewaukee, WI, on February 27- March 1, with 3 overnights and a registration cost of \$250.00;
 - 2) A detective to attend the WI Association of Women Police Conference in Elkhart Lake on March 6-7 with 2 overnights and no registration fee;

- 3) A sergeant to attend the 2023 Court Safety & Security Conference in Appleton, WI on March 15-17 with 2 overnights and a registration fee of \$295.00;
- 4) A jail deputy to attend the WI Jail Association Conference on March 19-21 in Sturgeon Bay, WI with 2 overnights and a registration cost of \$120.00;
- 5) A sergeant to attend the SWAT Team Leader Development in Milwaukee, WI, on May 8-12 with 5 overnights and a registration cost of \$765.00;

David Tschudy made a motion to approve the trainings; 2nd by Mark Gundlach. Motion carried.

8. Review jail population and jail medical issues: Sheriff Jeffrey Skatrud advised that the jail has a population of 31 today. The jail housed an average of 33 inmates for January, with an average of 10 inmates on the bracelet system. Sheriff Skatrud advised that there are three deputies in the jail academy. Sheriff Skatrud updated the committee that there is a male jail vacancy and there is not a date set yet to return the female inmates. Sheriff Skatrud advised that there was one medical transport due to a fight and charges will be pending on the inmates involved. Sheriff Skatrud advised that there were a couple dental procedures done in January.

9. Review and approve public safety and department updates: Sheriff Skatrud stated that tonight the department will be giving awards to some employees at the county board meeting. Sheriff Skatrud advised that there are still four deputies at the patrol academy and hopefully, patrol will be fully staffed in September. The department is still short two dispatchers. Sheriff Skatrud updated that committee that Pat Nevil, who runs the Maintenance department, is retiring at the end of March.

Mark Gundlach approved the department updates; 2nd by David Tschudy. Motion carried.

10. Review purchase of police vehicles through state bid: Sheriff Skatrud advised that the department has budgeted to purchase five police vehicles through state bid. The department is waiting for the bids to open up from Ford so can order the squads. David Tschudy made a motion to approve purchasing the police vehicles through state bid when the vehicles are available through the dealership; 2nd by Mark Gundlach. Motion carried.

11. Review monthly budget: Sheriff Skatrud advised that the department has spent about 9% of the budget thus far this year and the department is currently on track.

12. Review and approve non-lapsing fund to 2023 budget: Business Manager Dana Weber advised that the department will be returning about \$74,000.00 and would like to non-lapse the funds to the 2023 Sheriff's budget. Business Manager Weber advised that the department is waiting on grant monies for the Emergency Management budget due to the state going to a calendar year vs fiscal year budget, so should be receiving funds for 15 months. Isaiah Carlson made a motion to non-lapse remaining 2022 monies to the 2023 budget; 2nd by Mark Gundlach. Motion carried.

13. Audit bills: The department bills were reviewed and signed. A motion was made by David Tschudy and seconded by Mark Gundlach to approve the bills. Motion carried.

14. Next meeting: Next meeting date is tentatively scheduled for Tuesday, March 14 at 5:45 p.m. Mark Gundlach moved to adjourn and Isaiah Carlson seconded. Motion carried. Meeting adjourned at 6:20 p.m. by Vice Chairman Snow.

Submitted by Dana Weber