

Buffalo County Public Meeting Minutes

Committee/Board: LAW ENFORCEMENT AND EMERGENCY MANAGEMENT
COMMITTEE

Date of Meeting: March 15, 2021

Electronic and Hardcopy Filing Date: March 26, 2021

Meeting called to order by Mr. Taylor at 9:03am.

1: Call to Order/Roll Call:

Mr. Mike Taylor, Mr. Larry Grisen, Ms. Carol McDonough, Mr. John Sendelbach, and Mr. Nelson-
No Attendance

Others present: Sheriff Mike Schmidtknecht, Chief Deputy Lee Engfer, Ms. Sonya Hansen, and Ms.
Melissa Brunner

2: Public Comments: None

3: Review/Discussion/Action: Approval of January minutes:

Motion to approve December minutes made by Mr. Grisen, second by Ms. McDonough. Motion
carried.

**4: Review/Discussion: Review of Rule 24-Rules of Government Relating to County
Board Attendance:**

Ms. Hansen advised the committee that proper notification must be given if a member is unable to
attend either a County Board meeting or a standing committee meeting. Under specific guidelines, a
member may appear remotely but will be paid ½ of the allowable compensation. Additionally,
voting is permissible at the standing committee level but not at County Board. If there are necessary
changes to the agenda, less than 24-hour notice, the Chair is responsible for contacting the
committee members.

5: Review/Discussion: Committee Chair Report:

Mr. Taylor advised the committee that law enforcement is looking at creating ordinances to be
issued in addition or in-replace of state issued violations.

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

Mr. Taylor accepted vouchers as presented.

7: Review/Discussion/Action: Current Law Enforcement Financial Update:

Sheriff Schmidtknecht advised that gasoline appears to be going up and it may cause an overage in
that line item. He advised that some line items appear to be high but many of the budgeted contracts
are paid at the beginning of the year. Overall, the budget is on-track. Mr. Taylor accepted the
report.

8: Review/Discussion/Action: AVTEC upgrade cost:

Sheriff Schmidtknecht advised the committee that originally the AVTEC console upgrade was
budgeted in the amount of \$21,408.00. However, there was a \$1,200 increase to the bid. The radio

vendor, Ancom, has agreed to pick up half of the increased cost, the total cost will be a revised amount of \$22,008.00. The committee is being asked to approve an additional \$600.00 to be taken from the approved budget. Ms. Hansen advised that there will be some cost savings due to lack of staffing, which the \$600.00 could be taken from staff salary. Motion to approve an additional \$600 for the Avtec console upgrade made by Ms. McDonough, second by Mr. Sendelbach. Motion carried.

9: Review/Discussion/Action: Patrol Deputy resignation and backfill of position:

Sheriff Schmidtknecht advised the committee that he received a resignation letter from a patrol deputy, which is a budgeted position. A portion of the equipment costs will be recouped from the other hiring agency as some of the equipment is “size” specific. A motion to accept the resignation and to backfill the patrol deputy position was made by Mr. Grisen, second by Mr. Sendelbach. Motion carried.

10: Discussion: Update of Communications/Corrections staffing:

Sheriff Schmidtknecht updated the committee that March 19th is the closing date for the current male CCO hire position. Due to the recent retirement, a female will need to be hired to fill that position. Also, a letter of resignation was received by the part-time CCO officer.

11: Review/Discussion: 2020 Law Enforcement Annual Report:

Sheriff Schmidtknecht advised the committee that the 2020 year-end numbers have not been completed by the Administration Office, so the final numbers will be entered later. Therefore, the year-end report was presented without the completed figures. Some of the highlights of the year were promoting a deputy to a sergeant, large grant was awarded for the WIBRS State crime reporting update to the current records management software, received two large grants for Covid-19 related supplies and video equipment, and rewiring in the dispatch center. Some of the future goals/objectives will be to maintain and update technology, upgrade the budgeted Avtec dispatch software, installation of the budgeted UPS battery for the I.T. equipment, Covid strain on staff and incarcerated individuals, and completing the upgrade of the remaining squad radios, which will be received from grants.

12: Review/Discussion: 2020 Jail Inspection Report:

Sheriff Schmidtknecht advised the committee that staffing remains a concern for the jail inspector. However, the facility was approved to operate for the next year. Mr. Grisen asked about the separation of the jail and dispatch. Sheriff Schmidtknecht explained that it would not resolve the staffing issue. Staff could not be cross-trained! There would still need to be two dispatchers for 911 situations, as well as other instances that arise, and one jailer. The inspector did feel that it would be sufficient if the current vacant positions could be filled. There was discussion of staffing analysis.

13: Review/Discussion/Action: County ordinances:

Covered in #5

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

Sheriff Schmidtknecht reported that there was a fire in Fountain City in February. The majority of the law enforcement/jail staff have been fully vaccinated in regards to Covid-19. He’s been working with the inmate medical provider, Advanced Correctional Health to get rapid tests available for inmates, which their staff would be accredited to administer.

Jail total calls for February were 2,734, 143 of them were emergency.

Jail report for January-15 booking for the year, daily head count of 10.52, and 2,878 total dispatch calls.

Chief Deputy Engfer reported 477 Calls for Service made in February, 46.5 over-time hours. The K9 fund received \$100 donation from the Buffalo County Partnership Council.

Mr. Taylor accepted all reports.

15: Review/Discussion: Emergency Management Financial Report:

None

16: Review/Discussion: Emergency Management Written Report:

None

17: Review/Discussion/Action: Next Meeting Date and Time:

April 19, 2021 at 9:00a.m.

18: Public comment not related to agenda items:

None

19: Adjournment:

10:07 a.m., Mr. Sendelbach motioned for adjournment, second by Ms. McDonough.

Melissa Brunner, Secretary