

*County of Buffalo*  
*Alma, Wisconsin*  
***Notice of Public Meeting***

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**AGENDA**

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**Committee:** Law Enforcement/Emergency Management Committee  
**Date:** Monday, November 14, 2022  
**Time:** 09:30am  
**Location:** 2<sup>nd</sup> Floor Conference Room  
Buffalo County Courthouse  
407 S. 2<sup>nd</sup> Street  
Alma, Wisconsin 54610

[Click here to join the meeting](#)

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The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting, but deviation from the order shown may occur:

1. Call to Order
2. Public comment regarding any matters that will be taken up by the Committee at this meeting.
3. Review~ Billing Town of Modena fire run
4. Review/Discussion/Action ~ Minutes of Previous Meeting
5. Review/Discussion ~ Committee Chair Report
6. Review/Discussion/Action ~ Law Enforcement Vouchers
7. Review/Discussion/Action – Law Enforcement Expenditures
8. Review/Discussion/Action – Chief Deputy Position Description Revision
9. Review/Discussion/Action – Chief Deputy Appointment Approval.
10. Review/Discussion/Action~ Acceptance of K-9 Donation
11. Review/Discussion ~ Sheriff, Chief Deputy, and Jail Administrator Monthly Report
12. Review/Discussion/Action ~ Emergency Management Report
13. Review/Discussion ~ Emergency Management current Expenditures
14. Review/Discussion/Action ~ The Committee May Go into Closed Session to Discuss Personnel Evaluations

*Closed session pursuant to WI Statute 19.85 1 (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. 1 (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such histories or data, or involved in such problems or investigations.*

15. Review/Discussion/Action ~The Committee May Return to Open Session
16. Review/Discussion/Action ~ Next Meeting Date and Time
17. Public Comment Not Related to Agenda Items
18. Adjournment

Date: November 4<sup>th</sup>, 2022

By: \_\_\_\_\_  
Kasondra Serum, Administrative Assistant

**Board Members:** If unable to attend or wish to attend remotely, please contact the Chair. If the Chair is unavailable, please contact the County Clerk's Office at 608-685-6209. If the Chair and the County Clerk are not available, please call the Administrative Coordinator at 608-685-6234.

**Persons with Disabilities:** Buffalo County shall attempt to provide reasonable accommodations to the public for access to its public meetings, provided reasonable notice of special need is given. If you require special accommodations to attend this meeting, please contact the County Clerk's Office at 608-685-6209.

**Public Access to the Courthouse:** The South Entrance will be the only access to the building after 4:30 p.m.

*Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended, and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.*

## L.E.E.M Agenda Item

### “Modena”

#### Summary Narrative:

On date and time listed below, an unexpected extremely strong storm came through this part of Wisconsin. **A tornado warning was issued for Buffalo County at 8:02 p.m.** Numerous calls flooded the Dispatch Center about trees, power lines down, buildings damaged and debris in the roadways.

Between 8:13 p.m. on 12/15/21 - 7:49 a.m. on 12/16/21 there were 45 weather related calls that needed responding to in the span of 11 1/2hrs.

We had five of twelve Sheriff's sworn Officers on duty or came out extra to assist with storm. The remaining were unavailable and /or held in reserve for the morning situations.

This was not an isolated location, but spread out through the entire 700 square miles of the county.

We used resources that were available to us at the time including: Local Police Dept.'s if they could assist, Fire Dept.'s and the Buffalo County emergency management person. We also called out the Town Supervisors to assist in their areas. **Unfortunately, in the case of Town of Modena, the Modena Supervisors were unable to be reached by our Dispatch to help in their area. This is documented in the Computer Aided Dispatch (CAD) notes from that evening.**

## Buffalo County Public Meeting Minutes

**Committee/Board:** LAW ENFORCEMENT AND EMERGENCY MANAGEMENT  
COMMITTEE

**Date of Meeting:** September 12th, 2022

**Electronic and Hardcopy Filing Date:** September 6th, 2022

Meeting called to order by Mike Taylor at 11:30

### **1: Call to Order/Roll Call:**

Mike Taylor, Carol McDonough, John Hadley, Nathan Nelson, John Sendelbach-EXCUSED

Others present: Sheriff Mike Schmidtknecht, Chief Deputy Lee Engfer, Lucas Teska, Lt. Logan Olson-EXCUSED

### **2: Public Comments:** None

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

Motion to approve August Minutes by Nate Nelson accepted minutes, second by John Hadley.  
Motion carried

### **4: Review/Discussion: Committee Chair Report:**

Mike Taylor advised we needed to nominate someone for the LEPC, Nate Nelson nominated Carol McDonough and she accepted.

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

John Hadley asked what the 85 pants was, I explained that deputy 85 got pants. I explained I usually put the badge number so we know who got the pants.

### **6: Review/Discussion/Action ~ Law Enforcement Expenditures:**

Sheriff Schmidtknecht advised we were at 66 ½% and patrol is currently at 62% which is under what we were budgeted for at this time of year. . Sheriff Schmidtknecht advised we are at about 50% for the jail. Capital Outlay is high but it will be changing due to lease corrections and also the equipment is more expensive, that was purchased for the squad cars unfitting's. Sheriff Schmidtknecht advised that overtime and holiday are off due to some corrections that need to be made by Lisa in the Finance Department. He explained that we are working with them to get that completed. Kassie Serum advised that the overtime account was credited when it should have been the holiday account and we are hoping to have it fixed soon.

**7: Review/Discussion/Action ~Acceptance of K-9 Donation:**

Sheriff Schmidtknecht advised we received a \$1,000 donation from Sue and Rich Stoughton in memory of their son that died of an overdose. Motion to accept by Carol McDonough and 2<sup>nd</sup> by Nathan Nelson.

**8: Review/Discussion/Action ~ Lexipol award to Sheriff's Office:**

Sheriff Schmidtknecht advised that the Sheriff's Office received a silver award and last year they received the Bronze. So they did better this year.

**9. Review/Discussion: 2022 budget expenditure update:**

This was the same line as Law Enforcement Expenditures.

**10. Review/Discussion/Action: 2023 Proposed Budget:**

Sheriff Schmidtknecht advised a couple of big changes were in Capital outlay for the leased vehicles and unfitting of the cars, It was asked if there was mileage restrictions since they are leased vehicles and Lee Engfer and Sheriff Schmidtknecht advised that their wasn't and this is a different plan than what other people do. Lee Engfer advised that he submits a mileage log each month to enterprise and they keep track of the miles. Sheriff Schmidtknecht advised that Administration put in \$5,000 aside for computers and we are less than 1% over budget from last year. Carol McDonough made a motion and Nathan Nelson 2nds the motion.

**11. Review/Discussion ~ Sheriff, Chief Deputy, and Jail Administrator Monthly Reports:**

Sheriff Schmidtknecht gave a report from Tammy Huber- in August dispatch took a total of 2,827 calls, 196 were 911 calls and the rest were non emergent. Out of the 911 calls 161 came in from cell phones and the rest came from land lines. Sheriff Schmidtknecht advised that we have been working on the budget. He advised that Lucas L. is well in to his training, and he will possibly be working by himself in October. We have no applications coming in.

Sheriff Schmidtknecht gave the report for the jail due to Logan Olson being absent, He advised that in August there has been 28 bookings, 218 for the year and they have 11 average for the population.

Lee Engfer gave his report and advised overtime is in the normal range they had one fatal crash and Mental health standoff that took some overtime. Lee Engfer also explained that we will be getting reimbursed form Overtime from National Night out and As Lee Engfer made a correction to squad 87 that it is a 2022 and not a 2018.

**12: Review/Discussion ~ Emergency Management Report:**

Lucas Teska advised he attended a Regional EM meeting in Dunn County. Lucas advised he attended a two day ICS-400 class in Altoona and he updated the EOP as part of plan of work agreement for grant. Lucas will be taking going to a conference in Stevens Point next week.

**13: Review/Discussion ~ Emergency Management current Expenditures:**

Lucas Teska said he is good, and the retirement is at 123% he isn't sure what is going on there. Lucas stated that he is at about 60% of the budget spent, and most expenses have been spent. They still need to pay mass alerts which is planned to come out in December.

**14: Review/Discussion/Action ~ Mass Notification Quotes:**

Lucas Teska came with 3 different quotes. The one being used currently is Alert Sense and that is \$3,100 a year and \$5420 a year for it to do what we want. Hyper-reach was the next one and that was \$5450 a year. The last one was Everbridge or known as nixel the first year would be \$4,082.40 and the next 2 years would be \$3,780 a year. Carol made a motion to change to everbridge and 2<sup>nd</sup> by Nate Nelson.

**15. Review/Discussion/Action ~Emergency Management 2023 Budget:**

Lucas Teska advised he will have \$2,359.33 to cover everything, he stated that he asked for 70,000 which is \$10,000 outside of the budget. A motion was made by Carol McDonough and 2<sup>nd</sup> by Nate Nelson.

**16: Review/Discussion/Action ~ Next Meeting Date and Time:**

A Meeting for November 14<sup>th</sup>, 2022 at 11:30 was scheduled

**17: Public comment not related to agenda items: None**

**18: Adjournment:**

12:30pm, Nathan Nelson motioned for adjournment, second by Carol McDonough.

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Kassie Serum, Secretary







ACS FINANCIAL SYSTEM  
 11/02/2022 8:17:26  
 LEVEL OF DETAIL 1.0 THRU 5.0

Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2022 THROUGH OCT 31, 2022

*** USER MAY NOT HAVE ACCESS ***		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING		
*** TO ALL ACCOUNTS IN RANGE ***		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT
10	GENERAL FUND						
02	PUBLIC SAFETY						
52110	LAW ENFORCEMENT						
0000	PROJECT						
	SUPPLIES.....					0.00	0
326	REGISTRATION FEES & TUITION	0.00	0.00	0.00	0.00	0.00	0
327	EMPLOYEE EDUCATION & TRAININ	5,500.00	0.00	112.50	4,821.31	678.69	87
331	MILEAGE	0.00	0.00	0.00	0.00	0.00	0
332	BOARD MILEAGE	0.00	0.00	52.50	142.25	142.25-	9999
337	MEALS	0.00	0.00	0.00	53.32	53.32-	9999
338	LODGING	0.00	0.00	0.00	172.00	172.00-	9999
346	UNIFORMS	6,000.00	0.00	212.21	1,016.74	4,983.26	16
347	POLICE SUPPLIES & AMMUNITION	7,000.00	0.00	3.89	8,050.72	1,050.72-	115
351	VEHICLE GAS	33,000.00	0.00	5,426.66	50,293.36	17,293.36-	152
352	OIL, GREASE & ANTI-FREEZE	400.00	0.00	193.57	436.91	36.91-	109
353	MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
355	TIRES & BATTERIES	7,500.00	0.00	0.00	1,380.85	6,119.15	18
TOTAL:	SUPPLIES.....	76,900.00	0.00	6,433.43	70,674.69	6,225.31	91
	OTHER EXPENDITURES.....						
511	INSURANCE	10,000.00	0.00	0.00	276.36	9,723.64	2
521	OFFICIALS BONDS	12.00	0.00	0.00	37.60	25.60-	313
998	CONTINGENCIES	36,268.00	0.00	0.00	5,848.68	30,419.32	16
TOTAL:	OTHER EXPENDITURES.....	46,280.00	0.00	0.00	6,162.64	40,117.36	13
TOTAL:	PROJECT	1,387,084.00	0.00	101,452.51	1,107,811.48	279,272.52	79
1203	LIVESCAN GRANT						
	CONTRACTUAL SERVICES.....						
248	MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	CONTRACTUAL SERVICES.....	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	LIVESCAN GRANT	0.00	0.00	0.00	0.00	0.00	0
1204	WIBRS GRANT						
	CONTRACTUAL SERVICES.....						
248	MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	CONTRACTUAL SERVICES.....	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	WIBRS GRANT	0.00	0.00	0.00	0.00	0.00	0
1210	CORONAVIRUS JAIL SAFETY GRNT						
	OTHER EXPENDITURES.....						
991	MISCELLANEOUS EXPENSES	0.00	0.00	0.00	0.00	0.00	0
995	CAPITAL OUTLAY EXPENSE	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	OTHER EXPENDITURES.....	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	CORONAVIRUS JAIL SAFETY GRNT	0.00	0.00	0.00	0.00	0.00	0
1220	LE GRANT/CONTRACT						
	SALARIES & WAGES.....						

ACS FINANCIAL SYSTEM  
 11/02/2022 8:17:26  
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Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2022 THROUGH OCT 31, 2022

*** USER MAY NOT HAVE ACCESS ***		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING		
*** TO ALL ACCOUNTS IN RANGE ***		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT
10	GENERAL FUND						
02	PUBLIC SAFETY						
52110	LAW ENFORCEMENT						
1220	LE GRANT/CONTRACT						
	SALARIES & WAGES.....						
122	OVERTIME PAY	0.00	0.00	528.56	12,002.65	12,002.65-	9999
TOTAL:	SALARIES & WAGES.....	0.00	0.00	528.56	12,002.65	12,002.65-	9999
	FRINGE BENEFITS.....						
151	SOCIAL SECURITY	0.00	0.00	38.71	891.42	891.42-	9999
152	RETIREMENT-EMPLOYERS SHARE	0.00	0.00	63.64	1,444.84	1,444.84-	9999
153	RETIRE-EMPLOYEE SH PD BY CO	0.00	0.00	11.52	255.53	255.53-	9999
154	HEALTH INSURANCE	0.00	0.00	67.84	598.52	598.52-	9999
155	LIFE INSURANCE	0.00	0.00	0.12	0.34	0.34-	9999
157	HEALTH INSURANCE INCENTIVE	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	FRINGE BENEFITS.....	0.00	0.00	181.83	3,190.65	3,190.65-	9999
TOTAL:	LE GRANT/CONTRACT	0.00	0.00	710.39	15,193.30	15,193.30-	9999
1230	OTHER EXPENDITURES.....						
999	MAYO HOMETOWN HLTH GRANT	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	OTHER EXPENDITURES.....	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	LAW ENFORCEMENT	1,387,084.00	0.00	102,162.90	1,123,004.78	264,079.22	80
TOTAL:	PUBLIC SAFETY	1,387,084.00	0.00	102,162.90	1,123,004.78	264,079.22	80
TOTAL:	GENERAL FUND	1,387,084.00	0.00	102,162.90	1,123,004.78	264,079.22	80

ACS FINANCIAL SYSTEM  
 11/02/2022 8:17:26  
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Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2022 THROUGH OCT 31, 2022

*** USER MAY NOT HAVE ACCESS *** *** TO ALL ACCOUNTS IN RANGE ***	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
GRAND TOTAL	1,387,084.00	0.00	102,162.90	1,123,004.78	264,079.22	80 -----

TOTAL NUMBER OF RECORDS PRINTED 60

ACS FINANCIAL SYSTEM  
 11/02/2022 8:17:45  
 LEVEL OF DETAIL 1.0 THRU 5.0

Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2022 THROUGH OCT 31, 2022

*** USER MAY NOT HAVE ACCESS ***		ANNUAL	ACT MTD	POSTED	ACT YTD	POSTED	REMAINING	PCT
*** TO ALL ACCOUNTS IN RANGE ***		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	AND IN PROCESS	BALANCE	
10	GENERAL FUND							
02	PUBLIC SAFETY							
52710	COUNTY JAIL							
0000	PROJECT							
	SALARIES & WAGES.....							
111	SALARIES	726,108.00	0.00	40,814.41	443,683.18	282,424.82	61	-----
121	PARTTIME PAY	24,076.00	0.00	1,180.97	20,566.99	3,509.01	85	-----
122	OVERTIME PAY	70,000.00	0.00	8,373.91	44,417.09	25,582.91	63	-----
131	SICK LEAVE PAY	0.00	0.00	0.00	0.00	0.00	0	
133	LONGEVITY PAY	0.00	0.00	0.00	0.00	0.00	0	
134	HOLIDAY PAY	13,000.00	0.00	0.00	33,297.58	20,297.58-	256	-----!!!!
	TOTAL: SALARIES & WAGES.....	833,184.00	0.00	50,369.29	541,964.84	291,219.16	65	-----
	FRINGE BENEFITS.....							
151	SOCIAL SECURITY	58,475.00	0.00	3,637.85	39,461.08	19,013.92	67	-----
152	RETIREMENT-EMPLOYERS SHARE	54,157.00	0.00	3,274.01	34,674.11	19,482.89	64	-----
153	RETIRE-EMPLOYEE SH PD BY CO	0.00	0.00	0.00	530.17	530.17-	9999	-----!!!!
154	HEALTH INSURANCE	161,352.00	0.00	8,363.84	89,338.52	72,013.48	55	-----
155	LIFE INSURANCE	202.00	0.00	9.94	104.04	97.96	51	-----
157	HEALTH INSURANCE INCENTIVE	2,400.00	0.00	200.00	2,000.00	400.00	83	-----
	TOTAL: FRINGE BENEFITS.....	276,586.00	0.00	15,485.64	166,107.92	110,478.08	60	-----
	CONTRACTUAL SERVICES.....							
216	EXTERMINATOR	50.00	0.00	0.00	0.00	50.00	0	-----
219	OTHER PROFESSIONAL SERVICES	51,658.73	0.00	3,640.37	48,371.77	3,286.96	93	-----
245	FURNITURE-FURNISHINGS REP,MA	0.00	0.00	0.00	0.00	0.00	0	
246	BUILDING REPAIR & MAINTENANC	3,460.00	0.00	0.00	551.75	2,908.25	15	-----
248	MAINTENANCE CONTRACTS	34,500.00	0.00	0.00	23,439.54	11,060.46	67	-----
297	CONTRACTED MENTAL HEALTH	10,100.00	0.00	842.27	9,240.44	859.56	91	-----
298	CONTRACTED MEAL COSTS-COUNTY	80,000.00	0.00	7,305.95	44,059.67	35,940.33	55	-----
	TOTAL: CONTRACTUAL SERVICES.....	179,768.73	0.00	11,788.59	125,663.17	54,105.56	69	-----
	SUPPLIES.....							
314	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0	
316	COMPUTER EXPENSES & SUPPLIES	0.00	0.00	0.00	0.00	0.00	0	
317	FURNITURE AND FURNISHINGS	500.00	0.00	0.00	0.00	500.00	0	
320	PUBLICATIONS,SUBSCRIP,BOOKS	400.00	0.00	0.00	0.00	400.00	0	
327	EMPLOYEE EDUCATION & TRAININ	20,000.00	0.00	289.10	3,645.67	16,354.33	18	-----
344	JANITORIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0	
345	INMATE EXPENSE	8,000.00	0.00	511.79	2,882.99	5,117.01	36	---
346	UNIFORMS	1,500.00	0.00	452.13	1,771.05	271.05-	118	-----!
353	MACHINERY & EQUIPMENT	500.00	0.00	0.00	427.08	72.92	85	-----
	TOTAL: SUPPLIES.....	30,900.00	0.00	1,253.02	8,726.79	22,173.21	28	---
	TOTAL: PROJECT	1,320,438.73	0.00	78,896.54	842,462.72	477,976.01	63	-----
	TOTAL: COUNTY JAIL	1,320,438.73	0.00	78,896.54	842,462.72	477,976.01	63	-----
	TOTAL: PUBLIC SAFETY	1,320,438.73	0.00	78,896.54	842,462.72	477,976.01	63	-----
	TOTAL: GENERAL FUND	1,320,438.73	0.00	78,896.54	842,462.72	477,976.01	63	-----

ACS FINANCIAL SYSTEM  
 11/02/2022 8:17:45  
 LEVEL OF DETAIL 1.0 THRU 5.0

Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2022 THROUGH OCT 31, 2022

COUNTY OF BUFFALO  
 GL520R-V08.17 PAGE 2

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
GRAND TOTAL	1,320,438.73	0.00	78,896.54	842,462.72	477,976.01	63

TOTAL NUMBER OF RECORDS PRINTED 28

*** USER MAY NOT HAVE ACCESS ***		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT
*** TO ALL ACCOUNTS IN RANGE ***		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	BALANCE	
10	GENERAL FUND					
02	PUBLIC SAFETY					
52110	LAW ENFORCEMENT					
0000	PROJECT					
	SALARIES & WAGES.....					
111	SALARIES	777,361.00	0.00	59,805.67	640,148.41	137,212.59 82
121	PARTTIME PAY	10,765.00	0.00	722.76	10,325.48	439.52 95
122	OVERTIME PAY	25,000.00	0.00	3,584.51	3,469.87	28,469.87 13
131	SICK LEAVE PAY	0.00	0.00	0.00	0.00	0.00 0
133	LONGEVITY PAY	0.00	0.00	0.00	0.00	0.00 0
134	HOLIDAY PAY	10,000.00	0.00	0.00	34,788.28	24,788.28- 347
141	PER DIEM	2,600.00	0.00	210.00	1,140.00	1,460.00 43
TOTAL:	SALARIES & WAGES.....	825,726.00	0.00	64,322.94	682,932.30	142,793.70 82
	FRINGE BENEFITS.....					
151	SOCIAL SECURITY	61,041.00	0.00	4,773.92	50,715.03	10,325.97 83
152	RETIREMENT-EMPLOYERS SHARE	95,360.00	0.00	7,455.78	79,271.27	16,088.73 83
153	RETIRE-EMPLOYEE SH PD BY CO	32,527.00	0.00	1,685.87	19,204.36	13,322.64 59
154	HEALTH INSURANCE	94,019.00	0.00	7,264.46	80,643.36	13,375.64 85
155	LIFE INSURANCE	89.00	0.00	7.41	76.79	12.21 86
157	HEALTH INSURANCE INCENTIVE	9,600.00	0.00	800.00	7,500.00	2,100.00 78
TOTAL:	FRINGE BENEFITS.....	292,636.00	0.00	21,987.44	237,410.81	55,225.19 81
	CONTRACTUAL SERVICES.....					
201	INVESTIGATIVE EXPENSE	5,000.00	0.00	0.00	2,502.02	2,497.98 50
209	TRANSPORT FEES	4,000.00	0.00	1,003.88	1,146.07	2,853.93 28
219	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00 0
225	TELEPHONE	77,242.00	0.00	5,506.65	54,117.53	23,124.47 70
226	RADIO	35,318.00	0.00	102.64	37,883.74	2,565.74- 107
227	TELETYPE	9,435.00	0.00	0.00	6,846.75	2,588.25 72
241	VEHICLE REPAIR & MAINTENANCE	10,000.00	0.00	2,095.53	4,779.93	5,220.07 47
243	OTH MACH OR EQUIP REP & MAIN	300.00	0.00	0.00	0.00	300.00 0
244	OFFICE EQUIP REPAIR & MAINT	0.00	0.00	0.00	0.00	0.00 0
248	MAINTENANCE CONTRACTS	4,247.00	0.00	0.00	3,355.00	892.00 78
TOTAL:	CONTRACTUAL SERVICES.....	145,542.00	0.00	8,708.70	110,631.04	34,910.96 76
	SUPPLIES.....					
310	OFFICE SUPPLIES	200.00	0.00	0.00	170.71	29.29 85
311	POSTAGE	700.00	0.00	0.00	431.33	268.67 61
312	OFFICE STATIONERY & FORMS	200.00	0.00	0.00	109.00	91.00 54
314	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00 0
315	FILMS & DEVELOPING	0.00	0.00	0.00	0.00	0.00 0
316	COMPUTER EXPENSES & SUPPLIES	12,350.00	0.00	0.00	32.99	12,317.01 0
317	FURNITURE AND FURNISHINGS	0.00	0.00	0.00	0.00	0.00 0
320	PUBLICATIONS, SUBSCRIP, BOOKS	200.00	0.00	0.00	52.00	148.00 26
322	PHOTO COPIES	3,000.00	0.00	432.10	2,686.20	313.80 89
324	MEMBERSHIP DUES & LICENSES	850.00	0.00	0.00	825.00	25.00 97

ACS FINANCIAL SYSTEM  
 11/02/2022 8:18:06  
 LEVEL OF DETAIL 1.0 THRU 5.0

Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2022 THROUGH OCT 31, 2022

*** USER MAY NOT HAVE ACCESS ***		ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING		
*** TO ALL ACCOUNTS IN RANGE ***		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT
10	GENERAL FUND						
07	CAPITAL OUTLAY						
57210	SHERIFF CAR PURCHASES						
0000	PROJECT						
	SUPPLIES.....						
391	OTHER SUPPLIES & EXPENSE	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	SUPPLIES.....	0.00	0.00	0.00	0.00	0.00	0
	OTHER EXPENDITURES.....						
995	CAPITAL OUTLAY EXPENSE	70,000.00	0.00	8,274.89	81,733.74	11,733.74-	116 -----!
999	SHERIFF CAR PURCHASES	9,000.00	0.00	380.00	6,715.32	2,284.68	74 -----
TOTAL:	OTHER EXPENDITURES.....	79,000.00	0.00	8,654.89	88,449.06	9,449.06-	111 -----!
TOTAL:	PROJECT	79,000.00	0.00	8,654.89	88,449.06	9,449.06-	111 -----!
TOTAL:	SHERIFF CAR PURCHASES	79,000.00	0.00	8,654.89	88,449.06	9,449.06-	111 -----!
TOTAL:	CAPITAL OUTLAY	79,000.00	0.00	8,654.89	88,449.06	9,449.06-	111 -----!
TOTAL:	GENERAL FUND	79,000.00	0.00	8,654.89	88,449.06	9,449.06-	111 -----!

ACS FINANCIAL SYSTEM  
 11/02/2022 8:18:06  
 LEVEL OF DETAIL 1.0 THRU 5.0

Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2022 THROUGH OCT 31, 2022

*** USER MAY NOT HAVE ACCESS *** *** TO ALL ACCOUNTS IN RANGE ***	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
GRAND TOTAL	79,000.00	0.00	8,654.89	88,449.06	9,449.06-	111 -----!

TOTAL NUMBER OF RECORDS PRINTED 3



## POSITION DESCRIPTION

**Department: Sheriff's Office**

**Position Title: Chief Deputy**

**Pay Rate: Salaried**

**Direct Supervisor: Sheriff**

**Date: November 1, 2022**

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### **Purpose of Position:**

The purpose of this position is to assist the Sheriff to plan, organize, administer, and command department activities and personnel to protect life and property within the county according to applicable ordinances, rules, regulations and statutes. Assumes command of the department in the Sheriff's absence. The work is performed under the direction of the Sheriff.

### **Essential Duties:**

- Oversees day-to-day operations within the Sheriff's Office.
- Performs Sheriff's duties in his/her absence
- Oversees Sheriff's Office Supervisory Staff including Sgts and Detective.
- Assumes command of major crime scenes, accidents, disasters, and other emergency situation in the absence of the Sheriff.
- Monitors department personnel work schedules. Allocates personnel and reviews patrol coverage for adequate law enforcement assistance and service. Assist' with approving deputy request for time off.
- Evaluates department raining needs. Develops training policies and procedures. Coordinates and monitors training.
- Acts as department personnel officer. Assists with labor contract and grievance negotiation with union representatives. Participates in selecting department employees. Recommends employee promotion,

[Type here]

Revised 11/2022

commendation, discipline, and discharge. Evaluates employee work performance.

- Reviews internal investigation reports and citizen complaints.
- Responds to inquiries, complaints and concerns regarding department personnel and activities.
- Assigns, prioritizes, and monitors Detectives caseload.
- Reviews incident and accident reports to assist in determining actions of department. Consults with District Attorney and staff regarding prosecution of cases.
- Assist in preparing and submits grant applications and related documentation.
- Participates in developing department policies and procedures. Recommends and implements policy and procedure changes.
- Represent the Investigative, Patrol, Jail and Dispatch operations in meeting, providing facts and making recommendations as request by the Sheriff.
- Assists with department operating budget development, recommendation, and administration. Forecasts spending, staffing and revenue level. Recommends equipment purchases. Monitors department financial record and reports.
- Assist planning and directing jail operation as directed by the Sheriff.
- Plans, directs, and participates in criminal and drug investigations. Gathers evidence and prepares report sand apprehends violators.
- Participates in highway safety planning.
- Responds to crime, accident, and emergency scenes.
- Testifies in court as summoned.
- Maintains current knowledge of practices and theory of law enforcement patrol and investigations, jail operations and rules, regulations, policies, and procedures regarding law enforcement.
- Participates in on-going professional training, conferences, seminars, and workshops.
- Acts as department liaison to other agencies and Law Enforcement Committee in the Sheriff's absence.

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Revised 11/2022

- In absence of the Sheriff supervises clerical operations and oversees recordkeeping system.
- Participates on various committees and groups related to law enforcement.
- Receives, reviews and assigns requests for investigation services from outside agencies.
- Responds to the news media inquires at the request of the Sheriff.
- Reviews Deputy's worker compensation and accident claims.
- Patrols County.
- Coordinates department activities with other agencies.
- Monitors department supply purchases.
- In the absence of the Sheriff coordinates department information with the County Administrator.
- This list of duties is not to be construed as all-inclusive and may be modified as need requires. Special duty assignments will occur.

**Minimum Training, Experience, and Qualification Required to Perform Essential Job Functions:**

Associates degree in Criminal Justice, Police Science or 60 college credits, five years law enforcement experience preferable as rank of Sergeant or higher. Or and combination of education and experience that provides equivalent knowledge skills and abilities. A valid Wisconsin motor vehicle operator's license and certified police officer required.

**Physical and Mental Abilities Requirements:**

- Ability to decide time, place, and sequence of operations within an organizational framework, and to oversee their execution. Ability to analyze and categorize data and information using established criteria to determine consequence and identify and select alternatives.
- Ability to manage and direct a group of coworkers, including the ability to provide counseling and mediation. Ability to train others. Ability to advise and interpret the application of policies, procedures, and standards to specific situations.

- Ability to utilize a variety of advisory data and information such as police incident/accident reports, crime statistics, investigation reports, criminal complaints, jail activity/census reports, court documents, employee time sheets, attendance records, personnel policies, union contracts, labor grievances, personnel performance evaluation, overtime reports, budget reports, budget requests, purchase orders, ordinances, statutes, administrative rules/regulations, emergency response plans, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with department personnel, County Board Supervisors, Law Enforcement Committee members, legislators, other law enforcement agencies, attorneys, judges, union representative's other county department heads, crime victims/witnesses, suspects, jail inmates, probation and patrol personnel, social service personnel, news media representatives and the general public.
- Ability to calculate percentages, fractions, decimals, volumes, ratios, percentage values and spatial relationships. Ability to interpret basic descriptive statistical reports.
- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching and directing.
- Ability to exercise the judgment, decisiveness and creativity required in emergency and critical situations involving the direction, control and planning of an entire program and multiple programs.
- Ability to operate a variety of office equipment and machinery with some requiring complex and rapid adjustment, including computer programs, telephone, fax machine, calculator, photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements.
- Ability to exert moderate physical efforts to sedentary to light work typically involving some combination of stooping, kneeling, crouching, and crawling, lifting, carrying, pushing and pulling up to 20 pounds.
- Ability to recognize and identify degrees of similarities of differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.

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Revised 11/2022

- Ability to sustain prolonged visual and mental concentration.
- Ability to communicate orally and in writing with others.
- Ability to operate, maneuver and/or steer equipment requiring simple but continuous adjustments such as motor vehicles, emergency communication equipment, radar, restraint devices and first aid equipment.
- Ability to coordinate eyes, hands, feet, and limbs in performing movement quiring moderate skill, such as firearms qualifications.
- Ability toto exert light physical efforts in sedentary to occasionally heavy work, but which may involve some lifting, carrying, pushing, and pulling.
- Ability toto recognize and identify similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials, and tasks.

**Environmental Adaptability:**

Ability to work under conditions, which may require exposure to environmental factors such as irate individual, intimidation, violence, traffic hazards, explosives, and disease.

Buffalo County is a equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

[Type here]  
**Revised 11/2022**

# **Jail & Dispatch Monthly Report**

**October 2022**

**Lt. Logan Olson**

## **Bookings**

October Bookings – 23

2022 Total Bookings – 279

Average Daily Population – 11.32 Total – 9.77 Male Average & 1.55 Female Average

## **Person/s Awaiting Transport to Buffalo County Jail**

6 awaiting to be transported here as of October 31st

## **Current Huber/Electronic Monitoring**

1 Working Huber Inmate

1 Huber & Not Working

## **Cell Searches**

All Cells/Cell Blocks Searched – 2 Times

Nothing of significance located

## **October Jail Programs**

Love & Logic

Coping with Anger

Men's Journaling

Change Company

## **Jail & Dispatch Training**

Lucas Lisowski has completed his FTO Training

**Jail Related Incidents**

N/A

**Additional Items:**

N/A

**End of Report**

**Respectfully submitted by;  
LT. Logan Olson #88**



# **Jail & Dispatch Monthly Report**

**September 2022**

**Lt. Logan Olson**

## **Bookings**

September Bookings – 38

2022 Total Bookings – 256

Average Daily Population – 12.47 Total – 10.67 Male Average & 1.80 Female Average

## **Person/s Awaiting Transport to Buffalo County Jail**

6 awaiting to be transported here as of September 30th

## **Current Huber/Electronic Monitoring**

Huber & Not Working – 2

## **Cell Searches**

All Cells/Cell Blocks Searched – 2 Times

Nothing of significance located

## **September Jail Programs**

Stop The Chaos

Journaling

Effective Communication

Relationships

## **Jail & Dispatch Training**

Lucas Lisowski continuing his CCO Officer Training with Sgt. Brownell

**Jail Related Incidents**

N/A

**Additional Items:**

N/A

**End of Report**

**Respectfully submitted by;  
LT. Logan Olson #88**



LUCAS TESKA,  
EMERGENCY MANAGEMENT,  
RISK MANAGEMENT/ SAFETY DIRECTOR  
407 South Second Street  
PO Box 494  
Alma, WI 54610  
Email: lucas.teska@buffalocountywi.gov  
Phone (608) 685-6298

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## LEEM Committee Report November 2022

The following are activities that have occurred in Emergency Management since the last LEEM meeting:

- Entered into contract with everbridge for mass notifications
- Attended the WEMA Conference
- Participated in a regional exercise to satisfy grant
- Attended the MABAS conference
- Attended two day ICS/EOC Interface class in Altoona
- Attended two four hour classes on Winter Weather Hazards
- Attended a regional meeting held at Ft. McCoy
- Attended County Fire Chiefs Meeting
- Attended Highway Safety Committee meeting
- Submitted application for 2023 EMPG and EPCRA grants
- Met with WEM regional director to go over 2022 grant close out requirements
- Updating county EOP as part of Plan of Work agreement for grant.
- General assignments in the Risk Management/Safety position.

Respectfully Submitted,

Lucas Teska

Emergency Management Director

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Report Selection:

Inclusions Ranges: Begin (thru) End  
Fund & Account... 10.02.52610\_\_\_\_\_ 10.02.52610\_\_\_\_\_

Approval Plan..... thru \_\_\_\_\_

Calendar Start Date..... 01 01 2022  
Calendar End (As Of) Date..... 10 31 2022

Lowest Level to Print..... 5 . 0 (1.0 to 5.0)  
Level to Page Break..... 1 . 0 (1.0 to 5.0)

MTD or QTD (M/Q)..... M

Print Inactive Accounts Too?..... N (Y/N)  
Exclude Accounts with Zero Dollars. N (Y/N)  
(A)nnual Budget or (Y)ear-to-Date.. A (A/Y)  
Open Download File in Excel..... N (Y/N)

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
L	LUCAST	01		LAS4002	Y	S	6	066	10			

Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2022 THROUGH OCT 31, 2022

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
10	GENERAL FUND						
02	PUBLIC SAFETY						
52610	EMERGENCY GOVERNMENT						
0000	PROJECT						
	SALARIES & WAGES.....						
111	38,293.00	0.00	2,535.36	32,255.52	6,037.48	84	-----
121	0.00	0.00	0.00	0.00	0.00	0	
122	0.00	0.00	0.00	0.00	0.00	0	
133	0.00	0.00	0.00	0.00	0.00	0	
141	160.00	0.00	0.00	140.00	20.00	87	-----
TOTAL:	38,453.00	0.00	2,535.36	32,395.52	6,057.48	84	-----
	FRINGE BENEFITS.....						
151	2,730.00	0.00	202.08	2,268.35	461.65	83	-----
152	1,316.00	0.00	191.46	2,123.26	807.26	161	-----!!!!
154	10,397.00	0.00	866.41	9,777.98	619.02	94	-----
155	7.00	0.00	0.52	5.85	1.15	83	-----
156	1,000.00	0.00	0.00	0.00	1,000.00	0	
157	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	15,450.00	0.00	1,260.47	14,175.44	1,274.56	91	-----
	CONTRACTUAL SERVICES.....						
210	0.00	0.00	0.00	0.00	0.00	0	
225	4,500.00	0.00	18.99	3,931.42	568.58	87	-----
241	1,500.00	0.00	0.00	921.48	578.52	61	-----
244	0.00	0.00	0.00	0.00	0.00	0	
TOTAL:	6,000.00	0.00	18.99	4,852.90	1,147.10	80	-----
	SUPPLIES.....						
310	150.00	0.00	0.00	0.00	150.00	0	
311	50.00	0.00	0.00	1.06	48.94	2	
314	600.00	0.00	0.00	10.54	589.46	1	
316	225.00	0.00	0.00	0.00	225.00	0	
321	500.00	0.00	0.00	126.00	374.00	25	--
322	10.00	0.00	0.00	0.00	10.00	0	
324	75.00	0.00	0.00	0.00	75.00	0	
326	800.00	0.00	0.00	425.00	375.00	53	-----
327	0.00	0.00	0.00	0.00	0.00	0	
329	200.00	0.00	0.00	0.00	200.00	0	
331	100.00	0.00	0.00	0.00	100.00	0	
332	900.00	0.00	91.25	349.94	550.06	38	---
337	100.00	0.00	0.00	0.00	100.00	0	
338	700.00	0.00	360.00	450.00	250.00	64	-----
343	500.00	0.00	0.00	0.00	500.00	0	
351	1,500.00	0.00	92.94	919.47	580.53	61	-----
353	4,231.00	0.00	0.00	630.00	3,601.00	14	-
TOTAL:	10,641.00	0.00	544.19	2,912.01	7,728.99	27	--

Expenditure Guideline  
 FOR THE PERIOD(S) JAN 01, 2022 THROUGH OCT 31, 2022

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
10 GENERAL FUND						
02 PUBLIC SAFETY						
52610 EMERGENCY GOVERNMENT						
0000 PROJECT						
OTHER EXPENDITURES.....						
511 INSURANCE	450.00	0.00	0.00	0.00	450.00	0
995 CAPITAL OUTLAY EXPENSE	0.00	0.00	0.00	0.00	0.00	0
998 CONTINGENCIES	500.00	0.00	0.00	110.00	390.00	22 --
TOTAL: OTHER EXPENDITURES.....	950.00	0.00	0.00	110.00	840.00	11 -
TOTAL: PROJECT	71,494.00	0.00	4,359.01	54,445.87	17,048.13	76 -----
4001 HOMELAND SEC-IFERN BASE STAT						
SUPPLIES.....						
353 MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0
TOTAL: SUPPLIES.....	0.00	0.00	0.00	0.00	0.00	0
TOTAL: HOMELAND SEC-IFERN BASE STAT	0.00	0.00	0.00	0.00	0.00	0
4011 PRE-DISASTER MITIGATION PROG						
CONTRACTUAL SERVICES.....						
219 OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0
TOTAL: CONTRACTUAL SERVICES.....	0.00	0.00	0.00	0.00	0.00	0
OTHER EXPENDITURES.....						
994 INKIND CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0
TOTAL: OTHER EXPENDITURES.....	0.00	0.00	0.00	0.00	0.00	0
TOTAL: PRE-DISASTER MITIGATION PROG	0.00	0.00	0.00	0.00	0.00	0
TOTAL: EMERGENCY GOVERNMENT	71,494.00	0.00	4,359.01	54,445.87	17,048.13	76 -----
TOTAL: PUBLIC SAFETY	71,494.00	0.00	4,359.01	54,445.87	17,048.13	76 -----
TOTAL: GENERAL FUND	71,494.00	0.00	4,359.01	54,445.87	17,048.13	76 -----

Expenditure Guideline  
FOR THE PERIOD(S) JAN 01, 2022 THROUGH OCT 31, 2022

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
-----	-----	-----	-----	-----	-----	---
GRAND TOTAL	71,494.00	0.00	4,359.01	54,445.87	17,048.13	76 -----
TOTAL NUMBER OF RECORDS PRINTED	38					