

AGENDA  
PUBLIC SAFETY COMMITTEE

DATE: May 13, 2019  
TIME: 9:00 a.m.  
LOCATION: Wood County Rescue Garage  
555 17<sup>th</sup> Avenue North Wi Rapids

1. Call meeting to order
2. Review minutes of April 15, 2019 Public Safety Committee Meetings
3. Public comments, now or at the time the item is taken up
4. **Set date, time and location of next meeting (June 10, 2019 at 9:00 a.m. at Courthouse)**
5. **Communications Department**
  - (a) Communications April 2019 Claims
  - (b) Communications Report
  - (c) Job Description
6. **Emergency Management Department**
  - (a) Emergency Management April 2019 Claims
  - (b) Emergency Management Activity Report
7. **Dispatch Department**
  - (a) April 2019 Claims
  - (b) Dispatch Report
  - (c) Phones
  - (d) CIP
8. **Coroner**
  - (a) Coroner Report
  - (b) April 2019 Claims
9. **Sheriff's Department**
  - (a) Correspondence
  - (b) Wood County Rescue
  - (c) Crime Stoppers
  - (d) K-9 Project
  - (e) April 2019 Claims
  - (f) Hiring Process
  - (g) Promotions
  - (h) Snowmobile Patrol
  - (i) Jail Items:
    - (i) Inmate Daily Population
    - (ii) Overtime
    - (iii) EMP
    - (iv) Safekeeper Housing Numbers
    - (v) Kitchen Report
    - (vi) Maintenance
    - (vii) Safekeeper
    - (viii) Jail Inspection
    - (ix) New Jail
10. **Humane Officer**
  - (a) Humane Officer Report
  - (b) April 2019 Claims
11. April 2019 Claims: Communications, Emergency Management, Dispatch, Sheriff, Coroner and Humane Officer
12. Agenda items for next meeting
13. Adjourn

## **Minutes of the Wood County Public Safety Committee**

**DATE:** April 15, 2019

**PRESENT:** Dennis Polach, Joe Zurfluh, Mike Feirer, Jason Zaleski, Bill Winch

**EXCUSED:**

**NOT**

**PRESENT:**

**OTHERS** Sarah Christensen, Kelli Trzinski, Steve Kreuser, Scott Brehm, Ted Ashbeck,

**PRESENT:** Randy Dorshorst, Erik Engel, Doug Machon, Reuben Van Tassel, Lori Heideman,  
Nanci Olson, John Cain, Peter Kastenholz

**LOCATION:** Wood County Courthouse

### **1. Call to Order:**

Dennis Polach called the meeting to order at 9:00 a.m.

### **2. Review minutes of March 11, 2019:**

Motion by Feirer, second by Winch to approve the minutes of the March 11, 2019 meeting as presented. Motion carried unanimously.

### **1. Public Comments:**

No Public Comments.

### **4. Set date, time and location of next meeting:**

May 13, 2019

9:00 a.m.

Wood County Rescue Garage

### **5. Communications Department:**

#### **a. Communications March 2019 Claims:**

The Committee reviewed the Communications March 2019 claims.

#### **b. Communications Report:**

The Committee reviewed the Communications report.

**c. CIP**

Erik presented his Capital Improvement Plan for the next couple of years. Erik explained what the items are and what they are used for.

**Motion by Feirer, second by Winch to approve the CIP of the Communications Department and to move it on to the Executive Committee. Motion carried unanimously.**

**6. Emergency Management Department**

**a. Emergency Management March 2019 Claims:**

The Committee reviewed the Emergency Management March 2019 claims.

**b. Emergency Management Activity Report:**

The committee reviewed the Emergency Management report. Steve answered questions regarding the spills at Domtar.

**c. Soliciting Funds for the Command Post**

Steve discussed soliciting funds for the Command Post trailer. Talked about where we would solicit the funds from.

**Motion by Feirer, second by Zurfluh to approve the solicitation of funds to purchase a new Command Post trailer. Motion carried unanimously.**

**7. Dispatch Department:**

**a. March 2019 Claims:**

The Committee reviewed the Dispatch March 2019 Claims.

**b. Dispatch Report:**

The Committee reviewed the Dispatch report. Lori talked about the static issues in Dispatch. Rueben explained the anti-static measures that were taken when the new area was constructed. Talked about grounding and some ideas on how to try to help stop the problem.

**c. Phones:**

Lori talked about the timeline of the 911 outages. She requests that she be able to send bills incurred by the Department from other vendors when the problem was Solarus' all along, to Solarus for payment. She states that Peter advised her to pay the bills but to write a letter to Solarus asking to be reimbursed. Supervisor Zurfluh asks if it would be advisable to set up a meeting with Solarus, Lori, Erik and the PSC Chairman. They are going to send a letter first.

**Motion by Zurfluh, second by Polach to send a letter to Solarus requesting payment of the two bills. Motion carried unanimously.**

**d. CIP:**

Lori states that dispatch currently has no backup center designated. Talked about setting up 3 stations at Norwood. Discussed what that would include and what equipment is needed. They cannot use the previous tower equipment as it is outdated. Supervisor Winch asks if there is room available at Norwood, and there is. Supervisor Zurfluh asks that Lori make an itemized list of equipment that would be needed and the cost of that equipment. Bring that and the CIP back to the May meeting. This is to be tabled until the next meeting.

**8. Coroner:**

**a. Coroner Report:**

The Committee reviewed the Coroner report.

**b. March 2019 Claims:**

The Committee reviewed the Coroner March 2019 claims.

**9. Sheriff's Department:**

**a. Correspondences:**

No correspondences this meeting.

**b. Wood County Rescue:**

The Committee reviewed the Wood County Rescue report.

**c. Crime Stoppers:**

The Committee reviewed the Crime Stoppers report.

**d. K-9 Project:**

No report this meeting.

**e. March 2019 Claims:**

The Committee reviewed the Sheriff's Department March 2019 claims.

**f. Drug Task Force Grant Resolution:**

**Motion by Feirer, second by Zurfluh to provide for unanticipated revenue from the DOJ, Byrne Memorial Justice Assistance Grant Program available through the US Department of Justice and supplemented by funds derived from the State of Wisconsin budget through penalty assessment fees. Motion carried unanimously.**

**g. Hiring Process:**

The hiring process is still ongoing. The applicants have taken their written and physical fitness tests. The next step will be the applicants interviewing with the Civil Service Commission.

**h. Promotions:**

Kalvin Dorshorst was promoted to Patrol Lieutenant on the night shift to replace the vacancy from Lt. Zurfluh's promotion.

Sheriff Becker promoted Deputy Scott Drew and Deputy Matthew Susa to Patrol Sergeants.

**i. Snowmobile Patrol:**

The Committee reviewed the Snowmobile Patrol report.

**j. Jail Items:**

- i. **Inmate Daily Population:** Set a record high for 2019 on Monday, April 15, 2019 of 264 inmates.
- ii. **Overtime:** see report
- iii. **EMP:** see report
- iv. **Safekeeper Housing:** see report
- v. **Kitchen Report:** see report
- vi. **Space Needs in Jail:** Chief Deputy Dorshorst stated the Sheriff's Department will need to start looking for more housing in other counties due to the high population of inmates and overcrowding in the Jail.
- vii. **Discuss New Jail:** John Kane from Venture Architects spoke to the committee on how to go about building a new jail or add on to the existing facility.

**10. Humane Officer:**

**a. Humane Officer Report:**

The Committee reviewed the Humane Officer report.

**b. March 2019 Claims:**

The Committee reviewed the Humane Officer March 2019 claims.

**11. March 2019 Claims: Communications, Emergency Management, Dispatch, Sheriff, Coroner, and Humane Officer:**

**Motion by Feirer, second by Zaleski to approve the March 2019 claims of all Public Safety Committee Departments. Motion carried unanimously.**

**12. Agenda Items for Next Meeting:**

None

**13. Adjourn**

Meeting adjourned by Vice Chair Polach at 10:57 a.m.

Minutes taken by Wood County Sheriff's Department.

***Signed Electronically by Jason Zaleski***

Jason Zaleski, Secretary  
Public Safety Committee

**Committee Report**  
County of Wood

Report of claims for: Communications

For the period of: April 2019

For the range of vouchers: 10190001 - 10190006 10190009 - 10190009

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
10190001	NORTHWAY COMMUNICATIONS	Knob for SD	03/07/2019	\$17.76	P
10190002	WOOD TRUST BANK	Credit Card Charges	02/20/2019	\$119.80	P
10190003	OAKDALE ELECTRIC CO	Power for Dexter Tower	03/29/2019	\$160.98	P
10190004	MARSHFIELD UTILITIES	Power for Marshfield Tower	03/29/2019	\$265.74	P
10190005	ALLIANT ENERGY/ WP&L	Power for Sherry Tower	03/25/2019	\$144.65	P
10190006	ALLIANT ENERGY/ WP&L	Power for Nekoosa Tower	03/29/2019	\$249.36	P
10190009	CITY OF NEKOOSA TREASURER	Shared Tower Rent 1st QTR	04/22/2019	\$5,053.32	P
<b>Grand Total:</b>				<b>\$6,011.61</b>	

Signatures

Committee Chair: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_  
Committee Member: \_\_\_\_\_

**Wood County Communications Department**  
**Activity Report**  
**April 2019**

1. Met with Dispatch, IT, and the Sherriff's Department at Norwood to look at available space options.
2. Responded to after-hours call for high temperature at Powers Bluff tower site.
3. Made programming changes to some portable radios for the Sherriff's Department.
4. Received a request to sign an Estoppel Certificate related to a lease and the sale of Marshfield City Hall, and did so after having it review by Corporation Council.
5. Completed assigned annual safety training.
6. Completed KnowBe4 security training.
7. Replaced failed microwave RFU at the Powers Bluff tower site with on hand spare.
8. Made repairs to several Sherriff's Department squad cars for things such as emergency lights, and camera issues.
9. Reviewed the IT Department's proposed new IP address scheme for use with tower site and other network equipment installed and managed by the Communications Department.
10. Diagnosed and repaired a defective generator controller board at the Nekoosa tower site.
11. Received 15 Prior Coordination notice requests for new microwave licenses.
12. Attended NEWCOM and Central Records meetings.

**c. Communications Coordinators Job Description:**

Steve discussed the job description for the Communications Coordinator and asked that this position report to the committee. This position will articulate time off with Emergency Management.

**Motion by Feirer, second by Zaleski to authorized the Communications Coordinator to report to the Public Safety Committee as a standalone department.**

**d. Emergency Management November 2018 Claims:**

The Committee reviewed the Emergency Management November 2018 claims.

**e. Emergency Management Activity Report:**

The committee reviewed the Emergency Management report.

**7. Dispatch Department:**

**a. Dispatch November 2018 Claims:**

The Committee reviewed the Dispatch November 2018 claims.

**b. Dispatch Report:**

The Committee reviewed the Dispatch report.

**c. Staff Update**

Lori reported they have hired two new dispatchers. She said they should be fully staffed by mid to late March early April

**8. Set date, time and location of next meeting:**

**January 14, 2019**

**9:00 a.m.**

**Wood County Health and Annex**

**9. Humane Officer:**

**a. Humane Officer Report:**

The Committee reviewed the Humane Officer report.

**b. November 2018 Claims:**

The Committee reviewed the Humane Officer November 2018 claims.

## **Minutes of the Wood County Public Safety Committee**

**DATE:** February 11, 2019

**PRESENT:** Dennis Polach, Joe Zurfluh, Mike Feirer, Jason Zaleski

**EXCUSED:** Bill Winch

**NOT**

**PRESENT:**

**OTHERS** Sarah Christensen, Kelli Trzinski, Steve Kreuser, Scott Brehm, Shawn Becker,

**PRESENT:** Adam Fischer, Ted Ashbeck, Randy Dorshorst, Bill Clendenning, Erik Engel,  
Quentin Ellis, Doug Machon

**LOCATION:** Wood County Courthouse

### **1. Call to Order:**

Dennis Polach called the meeting to order at 9:02 a.m.

### **2. Review minutes of January 14, 2019:**

**Motion by Feirer, second by Zurfluh to approve the minutes of the January 14, 2019 meeting as presented. Motion carried unanimously.**

### **3. Public Comments:**

The minutes of the December meeting omitted the motion vote for the Communications Coordinator to be on their own. December minutes are to be amended to include that information.

### **4. Committee Structure Ad Hoc:**

Bill Clendenning wants a person or 2 to join the Ad Hoc committee studying the committee structures for possible re-organization next year. Mike Feirer and Dennis Polach agree to be on this committee.

### **5. Set date, time and location of next meeting:**

**March 11, 2019**

**9:00 a.m.**

**Wood County Annex and Health Center**

### **6. Emergency Management Department:**

#### **a. Communications January 2019 Claims:**

The Committee reviewed the Communications January 2019 claims.

## Wood County Position Description

<b>Name:</b>	Erik Engel	<b>Department:</b>	Communications
<b>Position Title:</b>	Communications & Cyber Coordinator	<b>Pay Grade:</b>	10
		<b>FLSA:</b>	E
<b>Date:</b>	December 10, 2018	<b>Reports To:</b>	Public Safety Committee

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### Purpose of Position

The purpose of this position is to establish and maintain radio communications infrastructure and systems used by governmental public safety agencies within the County. This position also serves as the Chief Risk Officer for Wood County. The work is performed under the direction of the Public Safety Committee.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Communications system work will take priority over cyber related work except in an emergency.**

- Determine current and future communications needs of Wood County and related users and design the communications infrastructure and systems to meet those needs.
- Implement plans, installations or modifications to meet County infrastructure needs.
- Assist County departments and other agencies with planning and implementation for renovating and/or replacing radio communications systems. Perform duties as project manager as required.
- Repair and maintain County-owned communications systems and equipment (including squad car emergency equipment).
- Perform a variety of routine administrative tasks including , scheduling, data entry, correspondence, etc.
- Perform duties as Network Manager relative to the County Radio System.
- Assist with development of specifications for procurement of communication systems related equipment.
- Assist in preparing annual Communications department budget and Capital Improvement Plan. Assist other County departments with budget estimates for communications equipment purchases.
- Develop and/or assist with development of operating procedures.
- Prepare license applications and assist with renewals for all County Public Safety Agencies communications systems.
- Develop and update Communications and Warning Annexes of the County's Emergency Warning Plans.

- Oversees annual budget development
- Coordinate Cyber Incident response with IT Leadership, Risk Management, and Emergency Management. forensics, diagnosis, repair and recovery.
- Conduct and/or participate in information risk and vulnerability assessments.
- Works in conjunction with the County Chief Security Officer to identify, mitigate, and respond to Cyber incidents.
- Assesses threats and vulnerabilities regarding information assets and recommends the appropriate information security controls and measures.
- Must stay on top of emerging threats and vulnerabilities in IT security. This includes conduct research, and attend conferences, professional association meetings and technical symposia to gain awareness of the latest information security technological developments.
- Maintain awareness of trends and issues in area of security expertise, evaluate new security technologies or technology opportunities.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Act as County liaison in matters before the Federal Communication Commission.
- Perform duties as required during disaster situations as outlined within the Communications and Warning Annexes.
- Coordinate with partner agencies such as MS-ISAC, FBIU and WIS-DET.
- Coordinate activity with cyber agencies and law enforcement as required.
- Promote enterprise cyber security awareness programs and the implementation of security awareness concepts locally, customizing communications to be suitable for the organization.
- Member of State of Wisconsin SLTT Cyber Response Team.
- Assist other project leads by acting as a cyber security subject matter expert.
- Articulate time off with Emergency Management.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Associate Degree in Electronics and a minimum of five years experience with radio communications systems is required. Knowledge of Doppler radar; three years electronic technician in communications systems; or any combination of education and experience that provides equivalent knowledge, skills and abilities is beneficial. Certified Electronics Technician certification or equivalency with radar certification is required. A valid Wisconsin motor vehicle operator's license required. Security +, CEH or Cyber Incident Responder Certification preferred

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory and design data and information such as billing statements, invoices, budget statements, communication systems license applications and renewals, FCC rules, activity reports, equipment specifications, purchase requisitions, time cards, computer software operating manuals, equipment repair manuals, maps, non-routine correspondence and computer languages.

Ability to communicate orally and in writing with emergency service personnel, County department heads, dispatch personnel, County Supervisors and vendor representatives.

### **Mathematical Ability**

Ability to apply algebraic and trigonometric formulas. Ability to interpret inferential statistical reports and/or formulation and equation data.

### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning in performing influence functions such as managing, teaching, directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

### **Physical Requirements**

Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments and if necessary, repairs, such as computer terminals and ancillary equipment, service monitors, fax machine, a variety of hand tools, mechanic's tools, soldering equipment, electronic diagnostic equipment, hydrometer emergency generators and motor vehicle.

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use and electronic equipment repair.

Ability to work with and understand computer programs and languages (i.e., Windows 9x, DOS, Linux/Unix, Word, Excel, Access, Dynamics, Citrix, Groupwise, Netscape, Microsoft Explorer Compulert,

RFCad, UCPro, NMT Management), and a myriad of other radio programming software as well as software for obtaining pricing and/or part numbers or descriptions).

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks. Ability to maintain prolonged visual concentration.

Ability to exert moderately physically demanding work, typically involving some combination of climbing and balancing (towers up to or over 160 feet), stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.

### **Environmental Adaptability**

Ability to work under often unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, machinery, electrical currents, traffic hazards and/or storm conditions can cause discomfort and where there is a risk of injury.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

Wood County is an 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

\_\_\_\_\_  
Reviewed and approved by the Human  
Resources Department

\_\_\_\_\_  
Date

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## Committee Report

County of Wood

Report of claims for: Emergency Mgmt

For the period of: April 2019

For the range of vouchers: 13190013 - 13190015

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
13190013	ACE HARDWARE	Work Relief Supplies	03/22/2019	\$45.91	P
13190014	WOOD TRUST BANK	Credit card charges	03/20/2019	\$671.46	P
13190015	CHARTER COMMUNICATIONS	Cable services	03/24/2019	\$136.03	P
Grand Total:				\$853.40	

### Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

## **WOOD COUNTY EMERGENCY MANAGEMENT**

### **April 2019 Activity Report**

**REPORTED TO COMMITTEE: 5/13/2019**

#### **1. WARNING & COMMUNICATIONS**

- a. Received multiple calls from Consolidated Water and Power and Dispatch regarding river flows during the spring melt.
- b. A spill of an unknown amount of caustic soda in the City of Nekoosa at their water well occurred on April 18, 2019. A cleaning crew was cleaning out a tank and the soda/water mixture got very hot and exploded leaving a 150 foot circle on the ground and surrounding buildings. Canadian National and the DNR were called in for cleanup.
- c. A spill of an unknown amount of paper mill wastewater occurred on April 19, 2019 at the Verso paper mill on 3<sup>rd</sup> Ave. Due to the river flooding the plant was under water. The river water was flowing in faster than they could pump it out. This caused the wastewater to leak into the parking lot.
- d. A spill of an unknown amount of fuel oil occurred on April 20, 2019 at a private residence in the City of Wisconsin Rapids. There was fuel oil in the crawl space and it is unknown where it is coming from as the home does not use fuel oil. This is caused from the river flooding. This substance was pumped out of the basement with the water into the street.
- e. Worked with residents and townships during flooding.
- f. Talked with several schools about Tornado Awareness Week information.

#### **2. FEDERAL/STATE FUNDING**

- a. Received \$2,140.84 as reimbursement for flooding damages from September 2016 to the Town of Rock from the State of Wisconsin Disaster Damage Aid Program.

#### **3. TRAINING**

- a. Emergency Management staff participated in Mondopad training in the new EOC space.
- b. Emergency Management staff completed their assigned IT training for cyber security.

- c. Director and Emergency Preparedness Coordinator travelled to Florence County to give a presentation to stakeholders about the Volunteer Reception Center on April 17, 2019.
- d. Emergency Management staff completed training on the new envelope and label printing with the new printer management company.
- e. Emergency Management staff went over the events of the river flooding in April and discussed what, if anything, could have been done differently.

#### 4. EMERGENCY MANAGEMENT PLANNING

- a. Attended a Cyber Security and Continuity of Operations planning meeting on April 3, 2019.
- b. Prepared roster and sign in sheets for the Basic Public Information Officer training course held in Marshfield on April 9-10, 2019.
- c. Director appeared on WDLB radio talk show to discuss Tornado Awareness Week.

#### 5. MISCELLANEOUS

- a. Meetings attended:

Northeast Area Meeting	Director/EPC	April 9, 2019
Public Safety Committee	Director/EPC	April 15, 2019
County Board	Director	April 16, 2019

- f. Participated in conference calls with Consolidated Water and Power, FERC, and mill management regarding the spring thaw and river flows on April 18 and 19, 2019.

#### 6. BUILDING NUMBER IDENTIFICATION

- a. Determined and Installed

Ten new addresses were determined in the Month of April. One each in Dexter, Cameron, Arpin, Wood, Lincoln, Saratoga and Rudolph. 3 new numbers were determined in Richfield.

April 2019 Determined-To-Date	
April 2019 Receipts	\$ 0
April 2019 Year-To-Date	\$0
April 2018 Determined-To-Date	
April 2018 Receipts	\$ 0.00
April 2018 Year-To-Date	\$ 1,564.48

- b. Worked with IT on the new BNI program.
- c. Coordinated with Planning and Zoning for new maps for the Arpin Fire Dept.
- d. Sent several Townships current BNI lists.

**7. WORK RELIEF**

- a. 14 new members signed up for the program
- b. 4 members completed the program
- c. 1 members are employed

**8. Projects**

- a. Assisted Parks and Forestry with various projects.
- b. Completed weekly courthouse and riverblock recycling.
- c. Assisted with a demolition project at Alexander Field.
- d. Delivered firewood to a resident in the Town of Grand Rapids.
- e. Pumped water out of the basement of a tax deeded property in the Village of Milladore.
- f. Assisted Forest Hill Cemetery with spring cleanup.
- g. Assisted Land Conservation with their annual tree sale.
- h. Assisted at the South Wood County Rec center.
- i. Sandbagged at a resident's house in the Town of Grand Rapids.
- j. Assisted maintenance department with courthouse landscaping.
- k. Shoveled snow at several tax deeded properties.

**2019 YEAR-TO-DATE TOTALS**

Total Hours Worked	4831.2
Dollar Amount	\$ 38,649.60

**2018 YEAR-TO-DATE TOTALS**

Total Hours Worked	4053.50
Dollar Amount	\$ 30,290.50

April 2019



# Wood County

WISCONSIN

Emergency  
Management  
Department

## Activity Summary

### Work Referrals - Hours

Gender	Gender Count	Hours	Billed Amount
M	12	645.00	\$1,996.50
F	3	67.50	\$153.75
		<b>712.50</b>	<b>\$2,150.25</b>

### Current Work Projects

Job Name	Location Name	Agency Name	Hours	Billed Amount
Assist At Range	North Park	Parks Dept.	112.5	\$168.75
Assist With Projects	Alexander Field	Airport	26	\$130.00
Assist With Projects	Goodwill	Goodwill - Mfld	15	\$75.00
Clean Up Property	South Park	Parks Dept.	238.5	\$357.75
Cleaning	South Wood County Rec Center	S Wood Co Rec Center	15	\$75.00
Cleanup/Raking	North Park	Parks Dept.	52.5	\$78.75
Landscaping Project	Courthouse	Maintenance	52.5	\$262.50
Misc Cleaning	Em Shop	Emerg. Management	128	\$640.00
Move/Haul Furniture	Riverblock	Human Services	12	\$60.00
Recycling	Courthouse	Emerg. Management	4	\$20.00
Recycling	Courthouse	Maintenance	13	\$65.00
Shovel Snow	Tax Deed Property	Treasurer's Office	13.5	\$67.50
Sort Trees	Em Shop	Land Conservation	30	\$150.00
				<b>\$2,150.25</b>

# Committee Report

County of Wood

Report of claims for: Dispatch

For the period of: April 2019

For the range of vouchers: 08191024 - 08191031

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
08191024	WOOD TRUST BANK	Card Chgs- training, equip	03/20/2019	\$902.76	P
08191025	LEXISNEXIS RISK SOLUTIONS	Monthly charges	03/31/2019	\$98.54	P
08191026	LANGUAGE LINE SERVICES	over the phone interpretation	03/31/2019	\$160.13	P
08191027	NOVACK VICTORIA	Training	04/03/2019	\$235.10	P
08191028	WIPPERFURTH MELISSA	training	04/05/2019	\$64.00	P
08191029	OUTFITTER SATELLITE	satellite phone charges	04/15/2019	\$62.45	P
08191030	RACOM CORPORATION	Service Corp	03/21/2019	\$551.25	P
08191031	RACOM CORPORATION	Service Labor	03/28/2019	\$1,260.01	P
<b>Grand Total:</b>				<b>\$3,334.24</b>	

## Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:



# Wood County WISCONSIN

DISPATCH  
CENTER

## Dispatch Activity Report

April 2019

Submitted by: Lori Heideman

1. Open Records
2. Child support numbers for grant
3. Cyber tabletop planning group meeting
4. Webinar with Agility (notification and disaster planning company)
5. Met with Marshfield medical, Marshfield fire, and Marshfield Police department on an incident that included lockdown of Marshfield medical to address some communication issues
6. CISM training for both single and group debriefing
7. Met with Peter Kastenholz in regards to issues with Solarus
8. Peter and I consulted on a letter that we sent to Solarus to get some resolution to some issues that we are having with our 911 phones
9. Public safety committee meeting
10. County Board meeting
11. Fire chiefs meeting
12. Set up I am responding for the CISM team
13. Central records meeting
14. Met with Erik (communications) to discuss some paging issues and to change some wording on one of our paging screens
15. Met with John McGibbon on our new radio replay equipment
16. Met with Erik, Amy, Jason (IT) and Sheriff Becker to discuss and look at space at Norwood for a backup center
17. Met with the last hire to address some training concerns
18. Worked on a list of the dates to give to Solarus when we meet
19. Continue to work on the static issues in dispatch
20. Set up some training for staff members-to make sure they get each get 24 hours
21. Called Frontier to set up a meeting to talk about phones and whether or not it is a possibility in Marshfield
22. Prepared nixle information for several outside agencies looking to see how we use nixle and if it would be of use to them



# Wood County

## WISCONSIN

OFFICE OF CORONER

SCOTT D. BREHM

DATE: May 6, 2019  
TO: Wood County Public Safety Committee  
FROM: Scott D. Brehm, Wood County Coroner  
SUBJECT: Monthly Activity Report

The following is a list of services rendered by the Wood County Coroner's Office for April 2019:

Calls for Service/Death Investigations.....	96
Sudden/Suspicious Deaths and Falls.....	17
Traffic Fatalities.....	0
Suicides.....	0
Drownings.....	0
Fire Fatalities.....	0
Homicides.....	1
Suspected Overdoses.....	0
Death Certificates Signed.....	16
Cremation Permits Signed.....	74
Autopsies Performed.....	1
Disinterments.....	0

Remarks: Parent charged with homicide to newborn.

Respectfully Submitted,

Scott D. Brehm  
Wood County Coroner

## Committee Report

County of Wood

Report of claims for: CORONER

For the period of: APRIL 2019

For the range of vouchers: 36190038 - 36190050

Voucher	Vendor Name	Refused / Claim	Doc Date	Amount	Paid
36190038	AMERICAN MESSAGING	PAGERS	04/01/2019	\$221.89	P
36190039	KAUDY SUSAN M	MILEAGE, PHONE	04/06/2019	\$43.20	P
36190040	BREHM SCOTT	MILEAGE, PHONE	04/06/2019	(Voided)	P
36190040R	BREHM SCOTT	MILEAGE, PHONE	04/06/2019	\$47.40	P
36190041	EVANS CHARLES H	MILEAGE, PHONE	04/06/2019	\$51.90	P
36190042	JOLING JASON	MILEAGE, PHONE	04/06/2019	\$73.94	P
36190043	STOJAK THOMAS	MILEAGE, PHONE	04/06/2019	\$27.54	P
36190044	KAUDY SUSAN M	MILEAGE	04/20/2019	\$21.46	P
36190045	BREHM SCOTT	MILEAGE	04/20/2019	\$133.40	P
36190046	EVANS CHARLES H	MILEAGE	04/20/2019	\$410.64	P
36190047	JOLING JASON	MILEAGE	04/20/2019	\$30.16	P
36190048	NMS LABS	TOXICOLOGY - PASCHEL	03/31/2019	\$243.00	P
36190049	STOJAK THOMAS	MILEAGE	04/20/2019	\$12.76	P
36190050	AXIS FORENSIC TOXICOLOGY INC	DRUG PANEL - BAGLEY	04/21/2019	\$290.00	
<b>Grand Total:</b>				<b>\$1,607.29</b>	

### Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

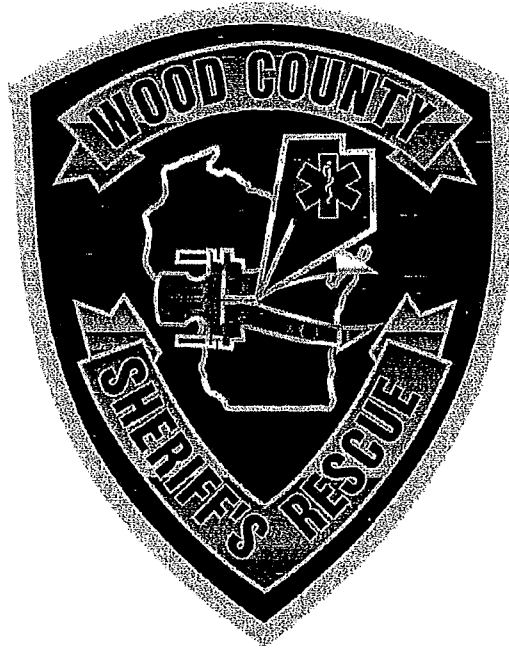
Committee Member:

Committee Member:

Committee Member:

Committee Member:

2019



# April Monthly Report

Wood County Sheriff's Rescue

## **Within this report:**

### **1. Business Meeting**

The first Tuesday of every month, we hold a business meeting. We take attendance, discuss the minutes from the previous meeting as well as a quick treasurer's report. Each of our officers has a chance to speak and address any issues or requests of the squad. We review our TICS (Technicians in Charge) and see if anything needs to be addressed (equipment fixed, training to be held, new members or interviews, etc). We review each of our vehicles (after all checks have been done) to talk about anything that needs to be fixed or addressed. Old business is brought forwards from the last business meeting (anything that was put off from the previous month's meeting). Lastly, we ask the group if there is any new business that needs to be brought up to the squad as a whole. Upcoming events are also discussed at this time.

### **2. April Call and Truck Hours**

Summary of members hours with and without the truck.

### **3. April Attendance, Training Summary and Training Logs**

Attendance is taken each Tuesday by an officer. There is also a summary of the training performed each Tuesday for this month as well as the training log filled out by the training officer.

### **4. Calls Attended (with and without the truck)**

Total tally of calls members attended for the month including which truck they had (if any).

### **5. Call Summary & Run Reports**

Summary of calls for the month. Includes run reports for each call, completed by the member who responded with Rescue 3.

### **6. Special Events Summary & Special Events Forms**

Summary of special events for the month. Includes a special events form for each call, completed by one of the members present at the event.

## Wood County Sheriff's Rescue Business Meeting

**Date:** Tuesday, April 2nd, 2019

Meeting Brought to Order by Dave Westfall at 7:06 PM

Motion to Adjourn Meeting made by Chris Stoflet, second by Jamie Vilbaum at 7:43 PM.

### Attendance

X Mike Wiberg	X Dakota Blakeslee
X Dave Westfall	X Josh Habeck
X Cat Pidgeon	X Jaron Bernette
E Casey Mike	X Joshua Alexander
X Ann Burger	X Gordy Timm
X Chris Stoflet	X Rylie Potter
X Brandon Franz	
X Mandy Adamski	
X Jordan Herman	X Excused
X Cole O'Neil	U Unexcused
X Jamie Vilbaum	L On Leave

The weekly and monthly equipment checks were done on Rescue 3, 4, 5, Marine 1, ATV, ATV trailer, wave runners, all generators, and the jaws power unit. The call schedule was filled out for the next seven-day period. If you are unable to attend rescue meetings/trainings please call the rescue garage by 1800 with your call time and reason why you are missing the meeting.

**Secretary's Report:** Month of March meeting was printed out and available. Motion made to accept minutes as printed by Chris Stoflet, second by Jaron Bernette.

**Treasurer's Report:** No changes.

**Director, Mike Wiberg:** Nothing.

**President, Dave Westfall:** When on a call, make sure to be wearing steel toe boots, all jump gear (pants and jacket), safety vest, helmet. Make sure to be on WOSAR when using radio.

**Vice President, Brandon Franz:** Nothing.

**Secretary, Ann Burger:** Make sure to be completing run reports. Three run reports need to be done. March Monthly Report will be completed tonight.

**Training Officer, Chris Stoflet:** Nothing.

**Medical Officer, Jordan Herman:** Make sure to get CPR cards into Wiberg.

### Technicians in Charge

**ATV Trailer, Casey Mike:** Left turn signal not working. Trailer wiring was completed by Cody. Cody will look at turn signal wiring as well.

**Marine 1, and Wave Runners, Josh Habeck:** Marine 1 – red and white interior lights cannot be used at the same time because it will short out the fuse.

**Water Rescue- Diving and Swift Water, Cody Blakeslee:** Cody now has gear and can dive if needed.

**Squad Room, Rescue Garage, and Supply Room, Ann Burger:** Squad room needs to be vacuumed. Try to get carpet shampooed before open house in May.

**Public Relation, Promos, Fundraisers, and Demo's, Dave Westfall:** 56 tickets sold, 10 already spoken for. Rest of tickets will be divided tonight. We will be checking in weekly to see how ticket sales are going. 25 tickets to each member, \$500 to be due at May business meeting.

**Recruitment, Membership, Uniform and Equipment, Jordan Herman:** New members: Rylie Potter and Gordy Timm. 2<sup>nd</sup> Interview was held for Christopher Austin.

**Project Lifesaver and Search & Rescue, Josh Habeck:** Everything looks good. Going to be adding spare batteries to boxes once weather stays warm.

**Activities, Cat Pidgeon:** Open House on May 7<sup>th</sup> (May Business Meeting). See Events for more activities.

### Vehicles

**Rescue 3:** Nothing.

**Rescue 4:** Looking into getting new running boards.

**Rescue 5:** Battery charger for plug in back – make sure to unplug both front and back prior to taking it out of the garage.

**\*\*Make sure (with any vehicle) that if you start the vehicle you let it run until it's hot and drive it around for a bit. Also, make sure to unplug battery-tenders prior to starting vehicle\*\***

### Old Business:

I am Responding – waiting to get more information.

Work on getting added to MABIS cards. Address at upcoming Fire Chief's meeting.

### New Business:

Fundraising options: quarter raffle, Rafters game.

### Events:

Grand Rapids Easter Egg Hunt – April 20th

Run The Rapids – April 27th

Mock Crash @ LHS – May 2019??

EVOC – May 4<sup>th</sup>

Marshfield Dairy Fest – June 1<sup>st</sup>

Rapids Parade – June ??

Pittsville Parade – July 4th

State Water Ski Show – July 17-21<sup>st</sup>

Corvette's of the North Car Cruise – August 3<sup>rd</sup>

Wazeecha Water Races – August 4<sup>th</sup>

Run With The Cops – October 3rd

2019

## April Call and Truck Hours

	CALL	TRUCK
Mike Wiberg	12	33
David Westfall	59.5	39.25
Catherine Pidgeon	33	6
Casey Mike	0	0
Ann Burger	109	9
Chris Stoflet	84	28.25
Brandon Franz	132	60.5
Mandy Adamski	24	76.25
Jordan Herman	3	105.5
Cole O'Neil	24	55.25
Jamie Vilbaum	40	75.25
Dakota Blakeslee	27	105.5
Josh Habeck	12	67.25
Jaron Bernette	152	0
Joshua Alexander	108	0
Gordy Timm	30	0
Rylie Potter	144	0

These numbers represent the number of hours each member has dedicated to either having Rescue 3 (or Rescue 4 if Rescue 3 is being serviced) or to being on call for the month.

2019

## April Attendance

DATE	4/2/2019	4/9/2019	4/16/2019	4/23/2019	4/30/2019
TRAINING	Business Meeting	Work Night	Work Night	Extrication	Work Night
Mike Wiberg	X	E	X	X	X
David Westfall	X	X	X	X	X
Cat Pidgeon	X	X	E	X	X
Casey Mike	E	E	E	E	E
Ann Burger	X	X	X	X	X
Chris Stoflet	X	X	X	X	E
Brandon Franz	X	X	X	X	X
Mandy Adamski	X	X	E	E	X
Jordan Herman	X	X	X	X	X
Cole O'Neil	X	X	E	X	X
Jamie Vilbaum	X	X	X	X	X
Dakota Blakeslee	X	X	X	X	X
Josh Habeck	X	X	E	X	X
Jaron Bernatte	X	X	X	X	X
Joshua Alexander	X	X	E	X	X
Gordy Tilmn	X	E	X	X	E
Rylie Potter	X	X	X	X	X

X = Member present for training

E = Member excused from training (requires member to let an officer know ahead of time why they will miss training)

A = Member is no longer on squad

B = Before member was on squad

## April Training Descriptions

Date	Type	Description
2-Apr	Business Meeting	Business Meeting
9-Apr	Work Night	Emptied, swept, and power washed garage floor. Vacuumed and carpet scrubbed squad room floor. Organized squad room, specifically desk and secretary area. Cleaned and buffed extrication tools.
16-Apr	Work Night	Reviewed bylaws and policies with all members.
23-Apr	Extrication	Car on its passenger side. Stabilized with stabilization bars. Members cut A, B, C & D posts and pulled down roof to perform "Noah's Ark". Reviewed door removal and dash roll with new members.
30-Apr	Work Night	Raked and cleaned extrication area behind garage. Did monthly checks to prepare for open house next week.

# WOOD COUNTY SHERIFF'S RESCUE TRAINING RECORD

Type of training: Business Meeting

Length of training: \_\_\_\_\_ Date: 4/2/19

Brief Description:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Nick Brockman Resigned

MEMBERS	YES	NO	MEMBERS	YES	NO
Mike Wiberg	X		Cole O'Neil	X	
Dave Westfall	X		Jamie Vilbaum	X	
Cat Pidgeon	X		<del>Nick Brockman</del>		
Casey Mike		X	Dakota Blakeslee	X	
Ann Burger	X		Josh Habeck	X	
Chris Stoflet	X		Jaron Bernette	X	
<del>Rob Mateer</del>			Josh Alexander	X	
Brandon Franz	X		Gordy Timm	X	
Mandy Adamski	X		Rylie Potter	X	
Jordan Herman	X				

Comments:

New members: Gordy Timm & Rylie Potter

\_\_\_\_\_  
 \_\_\_\_\_

# WOOD COUNTY SHERIFF'S RESCUE TRAINING RECORD

Type of training: WORK Night

Length of training: \_\_\_\_\_ Date: 4/9/19

Brief Description:

Emptied, swept & powerwashed garage floor  
Vacuumed & carpet scrubbed squad room floor  
Organized squad room  
Cleaned and buffed extrication tools

MEMBERS	YES	NO	MEMBERS	YES	NO
Mike Wiberg		X	Cole O'Neil	X	
Dave Westfall	X		Jamie Vilbaum	X	
Cat Pidgeon	X		Nick Brockman	X	
Casey Mike		X	Dakota Blakeslee	X	
Ann Burger	X		Josh Habeck	X	
Chris Stoflet	X		Jaron Bernette	X	
Rob Mateer	X		Josh Alexander	X	
Brandon Franz	X		Gordy Timm		X
Mandy Adamski	X		Rylie Potter	X	
Jordan Herman	X				

Comments:

# WOOD COUNTY SHERIFF'S RESCUE TRAINING RECORD

Type of training: Went over Bylaws and Policies

Length of training: 2 hrs Date 4-16-19

Brief Description

Went over Bylaws and Policies

PEOPLE TRAINING	YES	NO	PEOPLE TRAINING	YES	NO
Mike Wiberg	X		Josh Habeck		X
Dave Westfall	X		Jaron Bernette	X	
Cat Pidgeon		X	Joshua Alexander		X
Casey Mike		X	Gordy Timm	X	
Ann Burger	X		Rylie Potter	X	
Chris Stoflet	X				
Robert Mateer		X			
Brandon Franz	X				
Mandy Adamski		X			
Jordan Herman	X				
Cole O'Neil		X			
Jamie Vilbaum	X				
Nick Brookman		X			
Dakota Blakeslee	X				

Comments:

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# WOOD COUNTY SHERIFF'S RESCUE TRAINING RECORD

Type of training: Stabbing + Cut Car on Car side

Length of training: 2 hrs Date 4-23-19

## Brief Description

had a Car on it side and went over stabbing and  
then cut ABCD parts and laped roll on the ground and  
then went over with new members on how to cut door off  
and did a dash roll went well

PEOPLE TRAINING	YES	NO	PEOPLE TRAINING	YES	NO
Mike Wiberg	X		JOSH HABECK	X	
Dave Westfall	X		Jaron Bernette	X	
Cat Pidgeon	X		Joshua Alexander	X	
Casey Mike		X	Rylie Potter	X	
Ann Burger	X		Travis Gordy	X	
Chris Stofflet	X				
<del>Robert Mateer</del>					
Brandon Franz	X				
Mandy Adamski		X			
Jordan Herman	X				
Cole O'Neil	X				
Jamie Vilbaum	X				
<del>Nick Boudreau</del>					
Dakota Blakeslee	X				

Comments:

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# WOOD COUNTY SHERIFF'S RESCUE TRAINING RECORD

Type of training: Cleaning Extrication Pad  
 Length of training: \_\_\_\_\_ Date 4/30/19

## Brief Description

Raked up garbage and cleaned up  
pad/sandy area where we do extrication

PEOPLE TRAINING	YES	NO	PEOPLE TRAINING	YES	NO
Mike Wiberg	X		Josh Habbeck	X	
Dave Westfall	X		Jaron Bernette	X	
Cat Pidgeon	X		Joshua Alexander	X	
Casey Mike		X	Gordy Timm	<del>X</del>	X
Ann Burger	X		Rylie Potter	X	
Chris Stoflet		X			
Robert Mateer					
Brandon Franz	X				
Mandy Adamski	X				
Jordan Herman	X				
Cole O'Neil	X				
Jamie Vilbaum	X				
Nick Brockman					
Dakota Blakeslee	X				

## Comments:

Gordy Timm Had to work  
Chris had kids soccer practice

2019

## April Calls Attended & Calls with Truck

#	Name	R3	R4	R5	Calls On	Total
L-01	Mike Wiberg					0
L-02	David Westfall					0
L-03	Cat Pidgeon				1	1
L-04	Casey Mike					0
L-05	Ann Burger				2	2
L-06	Chris Stoflet					0
L-07	Brandon Franz	1				1
L-08	Mandy Adamski				1	1
L-09	Jordan Herman	1			1	2
L-10	Cole O'Neil					0
L-11	Jamie Vilbaum	2				2
L-12	Dakota Blakeslee					0
L-13	Josh Habeck	1				1
L-14	Jaron Bernette					0
L-15	Joshua Alexander				2	2
L-16	Gordy Timm					0
L-17	Rylle Potter				1	1
	Out of Service					0

R3/R4/R4 = Member had that vehicle for the call/event  
 Calls on = Member was on the call (responded in personal vehicle)

Call #	23	24	25	26	27
Date	4/9/19	4/11/19	4/20/19	4/27/19	4/30/19
Time	15:52	16:42	9:34	7:41	8:21
Day of Week	Tuesday	Thursday	Saturday	Saturday	Tuesdy
Township	Lincoln	Port Edwards	Grand Rapids	Wisconsin Rapids	Vesper
Location	11426 WREN ROAD	960 SENECA ROAD	500 32ND STREET NORTH	220 3RD AVE SOUTH	CTH F & CTH HH
Call Type	Traffic Control	10-50 w/ Injuries	Special Event	Special Event	10-50 w/ Injuries
Medical/ Extrication	No	No	No	No	Medical
Ambulance		WRFD Ambulance			United Ambulance
EMR		Port Edwards EMR			
Fire		Port Edwards FD			Vesper Fire
Tools/ Equipment Used		Stop/slow signs			Stop/slow signs
Notes	Traffic control for Packer Tailgate Party at Marshfield Country Club		Show and Tell at Grand Rapids Easter Egg Hunt @ MSTC	Traffic Control and Show & Tell at Run the Rapids 5k	

# Wood County Rescue Run Sheet

**Date:** 4/9/19      **Complaint #** WCSR 2019-23      **Day of Week:** Tuesday  
**Location:** 11426 WREN ROAD, TOWN OF LINCOLN      **Who had R3:** J. Herman  
**Paged:** 15:52      **Enroute:** \_\_\_\_\_      **On Scene:** \_\_\_\_\_  
**Available:** \_\_\_\_\_      **10:22'd** \_\_\_\_\_      **by:** \_\_\_\_\_

**Reason Paged:**   
 ☐ 10-50 W/Injuries   
 ☐ 10-50 w/unknown Injuries   
 ☐ Water Rescue   
 ☐ Project Lifesaver  
☐ Snowmobile/ATV   
 ☐ Traffic/Scene Containment   
 ☐ Missing Person   
 ☐ Mutual Aid Request  
☐ Demo: \_\_\_\_\_   
 Total Hrs. \_\_\_\_\_  
☒ Other: Traffic for Special Event   
 Total Hrs. 2 hrs

**Rescue Vehicles at Scene** (Please put a narrative on back as to what each vehicle response is)

☐ Rescue 2   
☒ Rescue 3   
☐ Rescue 4   
☐ Rescue 5   
☐ ATV  
☐ ATV Trailer   
☐ Generator   
☐ Marine 1   
☐ Inflatable   
☐ Waverunners

**Scene Description:**

Helped with traffic for Packers Tailgate Party at Marshfield Country Club

**Extrication Required**

☒ No    ☐ Yes    (procedure described on narrative form)

**Tools used:**

☐ Spreader   
☐ Cutters   
☐ Ram   
☐ Sawsall   
☐ Portable Pump   
☐ Chain Saw   
☐ Cold Water Suit  
☐ Rope   
☐ Air Bags   
☐ Oil Dry   
☐ Winch   
☐ Traffic Cones   
☐ A.E.D.   
☐ Scene Lights/Tower Lights  
☐ Long Board   
☐ C-Collar   
☐ KED   
☐ Oxygen   
☐ Spider Straps   
☐ Stops Signs   
☐ Stokes Basket  
☐ Mini Cutters   
☐ Ram Extension   
☐ Broom   
☐ Glass Master   
☐ Cribbing   
☐ Stabilization Bars  
☐ Other: \_\_\_\_\_

**Medical Attention Required (If provide by member of WCSR):**

☐ Yes    ☒ No    (procedure described on narrative form)

**Ambulance Service**

United    ☐ 350    ☐ 351    ☐ 352    ☐ 353  
 Nekoosa    ☐ 337    ☐ 338    ☐ 339  
 WI Rapids    ☐ Med 1    ☐ Med 2    ☐ Med 3    ☐ Med 4    ☐ Squad 1  
 Spirit    ☐ Air    ☐ Ground  
 MedEvac    ☐ Air    ☐ Ground  
 LifeLink III    ☐ Air  
☐ Other: \_\_\_\_\_

**First Responder**

☐ Grand Rapids   
☐ Port Edwards   
☐ Vesper   
☐ Rudolph   
☐ Rome   
☐ Armenia   
☐ Blron   
☐ Saratoga   
☐ Grant

**Fire Department**

☐ Grand Rapids   
☐ Port Edwards   
☐ Vesper   
☐ Rudolph   
☐ Rome   
☐ Armenia   
☐ Blron   
☐ Nekoosa

**Rescue Members Present**

(M= Medical, E= Extrication T= Traffic O=Other)

J. Herman	T				

**Rescue Command:** \_\_\_\_\_

**Report completed by:**

J. Herman

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Wood County Rescue Run Sheet

Date: 4/11/2019

Complaint # WCSR 2019-24

Day of Week: Thursday

Location: 960 Seneca Rd

Who had R3: J. Vilbaum

Paged: 16:42

Enroute: 16:44

On Scene: 16:51

Available: 17:18

10:22'd

by: \_\_\_\_\_

**Reason Paged:**

- |  |  |   |   |
|--|--|---|---|
| <input checked="" type="checkbox"/> 10-50 W/Injuries | <input type="checkbox"/> 10-50 W/unknown Injuries  | <input type="checkbox"/> Water Rescue   | <input type="checkbox"/> Project Lifesaver  |
| <input type="checkbox"/> Snowmobile/ATV              | <input type="checkbox"/> Traffic/Scene Containment | <input type="checkbox"/> Missing Person | <input type="checkbox"/> Mutual Aid Request |
| <input type="checkbox"/> Demo: _____                 |  | Total Hrs. _____                        |   |
| <input type="checkbox"/> Other: _____                |  | Total Hrs. _____                        |   |

**Rescue Vehicles at Scene** (Please put a narrative on back as to what each vehicle response is)

- ☐ Rescue 2  
 ☒ Rescue 3  
 ☐ Rescue 4  
 ☐ Rescue 5  
 ☐ Command Center  
☐ ATV Trailer  
☐ Generator  
☐ Marine 1  
☐ Inflatable  
☐ Waverunners

**Scene Description:**

Arrived On scene with rescue 3, noticed a car in the ditch

**Extrication Required**

☒ No   ☐ Yes (procedure described on narrative form)

**Tools used:**

- |                                       |  |                                  |                                  |  |  |  |
|---------------------------------------|--|----------------------------------|----------------------------------|--|--|--|
| <input type="checkbox"/> Spreader     | <input type="checkbox"/> Cutters       | <input type="checkbox"/> Ram     | <input type="checkbox"/> Sawsall | <input type="checkbox"/> Portable Pump | <input type="checkbox"/> Chain Saw     | <input type="checkbox"/> Cold Water Suit           |
| <input type="checkbox"/> Rope         | <input type="checkbox"/> Air Bags      | <input type="checkbox"/> Oil Dry | <input type="checkbox"/> Winch   | <input type="checkbox"/> Traffic Cones | <input type="checkbox"/> A.E.D         | <input type="checkbox"/> Scene Lights/Tower Lights |
| <input type="checkbox"/> Long Board   | <input type="checkbox"/> C-Collar      | <input type="checkbox"/> KED     | <input type="checkbox"/> Oxygen  | <input type="checkbox"/> Spider Straps | <input type="checkbox"/> Stabilization | <input type="checkbox"/> Stokes Basket             |
| <input type="checkbox"/> Mini Cutters | <input type="checkbox"/> Ram Extension |                                  |                                  |  |  |  |

☒ Other: Stop/Slow signs

**Medical Attention Required** (If provide by member of WCSR):

☐ Yes   ☐ No (procedure described on narrative form)

**Ambulance Service**

- United ☐ 350   ☐ 351   ☐ 352   ☐ 353  
 Nekoosa ☐ 337   ☐ 338   ☐ 339  
 WI Rapids ☐ Med 1   ☒ Med 2   ☐ Med 3   ☐ Med 4   ☐ Squad 1  
 Spirit ☐ Air   ☐ Ground  
 MedEvac ☐ Air   ☐ Ground  
☐ Other: \_\_\_\_\_

**First Responder**

- ☐ Grand Rapids  
 ☒ Port Edwards  
 ☐ Vesper  
 ☐ Rudolph  
 ☐ Rome  
 ☐ Armenia  
 ☐ Biron  
 ☐ Saratoga  
 ☐ Grant

**Fire Department**

- ☐ Grand Rapids  
 ☒ Port Edwards  
 ☐ Vesper  
 ☐ Rudolph  
 ☐ Rome  
 ☐ Armenia  
 ☐ Biron  
 ☐ Nekoosa

**Rescue Members Present**

(M= Medical, E= Extrication T= Traffic O=Other)

J. Vilbaum					
A. Burger					
J. Alexander					

Rescue Command: J. Vilbaum

Report completed by: J. Vilbaum

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Wood County Sheriff's Rescue Narrative Form

Complaint # WCSR 2019-24

At approximately 16:42 on 4/11/19 I jamie Vilbaum was paged to a 1 vehicle 10-50 with injuries. When I arrived on scene, I was told to shut down Seneca Rd to all traffic. I then shut it down untill the scene was secure.

# Wood County Rescue Run Sheet

**Date:** 4/20/2019      **Complaint #** WCSR 2019-25      **Day of Week:** Saturday

**Location:** 500 32ND STREET NORTH      **Who had R3:** B. Franz

**Paged:** 9:34      **Enroute:** \_\_\_\_\_      **On Scene:** 9:34

**Available:** 10:55      **10:22'd** \_\_\_\_\_      **by:** \_\_\_\_\_

**Reason Paged:**    ☐ 10-50 W/Injuries    ☐ 10-50 w/unknown Injuries    ☐ Water Rescue    ☐ Project Lifesaver  
                          ☐ Snowmobile/ATV    ☐ Traffic/Scene Containment    ☐ Missing Person    ☐ Mutual Aid Request  
                          ☐ Demo: \_\_\_\_\_    Total Hrs. \_\_\_\_\_  
                          ☒ Other: Special Event    Total Hrs. 1.5

**Rescue Vehicles at Scene** (Please put a narrative on back as to what each vehicle response is)

☐ Rescue 2    ☒ Rescue 3    ☐ Rescue 4    ☐ Rescue 5    ☐ Command Center  
☐ ATV Trailer    ☐ Generator    ☐ Marine 1    ☐ Inflatable    ☐ Waverunners

**Scene Description:**

Grand Rapids Easter Egg Hunt at MSTC. Show and tell with Rescue 3 prior to event.

**Extrication Required**    ☒ No    ☐ Yes    (procedure described on narrative form)

**Tools used:**    ☐ Spreader    ☐ Cutters    ☐ Ram    ☐ Sawsall    ☐ Portable Pump    ☐ Chain Saw    ☐ Cold Water Suit  
☐ Rope    ☐ Air Bags    ☐ Oil Dry    ☐ Winch    ☐ Traffic Cones    ☐ A.E.D    ☐ Scene Lights/Tower Lights  
☐ Long Board    ☐ C-Collar    ☐ KED    ☐ Oxygen    ☐ Spider Straps    ☐ Stabilization    ☐ Stokes Basket  
☐ Mini Cutters    ☐ Ram Extension  
☐ Other: \_\_\_\_\_

**Medical Attention Required (If provide by member of WCSR):**

☐ Yes    ☒ No    (procedure described on narrative form)

**Ambulance Service**

United    ☐ 350    ☐ 351    ☐ 352    ☐ 353  
Nekoosa    ☐ 337    ☐ 338    ☐ 339  
WI Rapids    ☐ Med 1    ☐ Med 2    ☐ Med 3    ☐ Med 4    ☐ Squad 1  
Spirit    ☐ Air    ☐ Ground  
MedEvac    ☐ Air    ☐ Ground  
☐ Other: \_\_\_\_\_

**First Responder**    ☐ Grand Rapids    ☐ Port Edwards    ☐ Vesper    ☐ Rudolph    ☐ Rome    ☐ Armenia    ☐ Biron    ☐ Saratoga    ☐ Grant

**Fire Department**    ☐ Grand Rapids    ☐ Port Edwards    ☐ Vesper    ☐ Rudolph    ☐ Rome    ☐ Armenia    ☐ Biron    ☐ Nekoosa

**Rescue Members Present**    (M= Medical, E= Extrication T= Traffic O=Other)

C. Pidgeon	O				
J. Alexander	O				
B. Franz	O				
R. Potter	O				

**Rescue Command:** \_\_\_\_\_

**Report completed by:** B. Franz

**Signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_

# Wood County Rescue Run Sheet

Date: 4/27/19

Complaint # WOSR 2019-26

Day of Week: Saturday

Location: Centralia Center

Who had R3: J. Habeck

Paged: 7:41

Enroute: \_\_\_\_\_

On Scene: \_\_\_\_\_

Available: 11:01

10:22'd \_\_\_\_\_

by: \_\_\_\_\_

**Reason Paged:**

☐ 10-50 W/injuries

☐ 10-50 w/unknown injuries

☐ Water Rescue

☐ Project Lifesaver

☐ Snowmobile/ATV

☐ Traffic/Scene Containment

☐ Missing Person

☐ Mutual Aid Request

☐ Demo:

Total Hrs. \_\_\_\_\_

☒ Other:

Run the Rapids 5k

Total Hrs. \_\_\_\_\_

**Rescue Vehicles at Scene** (Please put a narrative on back as to what each vehicle response is)

☐ Rescue 2

☒ Rescue 3

☒ Rescue 4

☐ Rescue 5

☐ ATV

☐ ATV Trailer

☐ Generator

☐ Marine 1

☐ Inflatable

☐ Waverunners

**Scene Description:**

Rescue 3 was at the Start/Finish and Rescue 4 was at the turn around

**Extrication Required**

☒ No ☐ Yes

(procedure described on narrative form)

**Tools used:**

☐ Spreader

☐ Cutters

☐ Ram

☐ Sawsall

☐ Portable Pump

☐ Chain Saw

☐ Cold Water Suit

☐ Rope

☐ Air Bags

☐ Oil Dry

☐ Winch

☒ Traffic Cones

☐ A.E.D

☐ Scene Lights/Tower Lights

☐ Long Board

☐ C-Collar

☐ KED

☐ Oxygen

☐ Spider Straps

☐ Stops Signs

☐ Stokes Basket

☐ Mini Cutters

☐ Ram Extension

☐ Broom

☐ Glass Master

☐ Cribbing

☐ Stabilization Bars

☐ Other:

**Medical Attention Required (If provide by member of WCSR):**

☐ Yes ☒ No

(procedure described on narrative form)

**Ambulance Service**

United

☐ 350

☐ 351

☐ 352

☐ 353

Nekoosa

☐ 337

☐ 338

☐ 339

WI Rapids

☐ Med 1

☐ Med 2

☐ Med 3

☐ Med 4

☐ Squad 1

Spirit

☐ Air

☐ Ground

MedEvac

☐ Air

☐ Ground

LifeLink III

☐ Air

☐ Other:

**First Responder**

☐ Grand Rapids

☐ Port Edwards

☐ Vesper

☐ Rudolph

☐ Rome

☐ Armenia

☐ Biron

☐ Saratoga

☐ Grant

**Fire Department**

☐ Grand Rapids

☐ Port Edwards

☐ Vesper

☐ Rudolph

☐ Rome

☐ Armenia

☐ Biron

☐ Nekoosa

**Rescue Members Present**

(M= Medical, E= Extrication T= Traffic O=Other)

J. Habeck					
M. Adamski					
J. Herman					
D. Blakeslee					

Rescue Command: J. Habeck

Report completed by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Wood County Rescue Run Sheet

Date: 4/30/2019

**Complaint #** WCSR 2019-27

Day of Week: Tuesday

Location: CTH F/CTH HH

Who had R3: J. Vilbaum

Paged: 8:21

Enroute: 8:21

On Scene: 8:26

Available: 9:48

10:22'd \_\_\_\_\_

by: \_\_\_\_\_

**Reason Paged:** ☒ 10-50 W/injuries ☐ 10-50 w/unknown injuries ☐ Water Rescue ☐ Project Lifesaver  
☐ Snowmobile/ATV ☐ Traffic/Scene Containment ☐ Missing Person ☐ Mutual Aid Request  
☐ Demo: \_\_\_\_\_ Total Hrs. \_\_\_\_\_  
☐ Other: \_\_\_\_\_ Total Hrs. \_\_\_\_\_

**Rescue Vehicles at Scene** (Please put a narrative on back as to what each vehicle response is)

☐ Rescue 2   ☒ Rescue 3   ☐ Rescue 4   ☐ Rescue 5   ☐ Command Center

☐ ATV Trailer   ☐ Generator   ☐ Marine 1   ☐ Inflatable   ☐ Waverunners

### Scene Description:

I arrived on scene at approximately 8:26. When I arrived, I noticed one vehicle in the ditch, on in the middle of the roadway.

**Extrication Required** ☐ No ☒ Yes (procedure described on narrative form)

**Tools used:** ☐ Spreader ☐ Cutters ☐ Ram ☐ Sawsall ☐ Portable Pump ☐ Chain Saw ☐ Cold Water Suit  
☐ Rope ☐ Air Bags ☐ Oil Dry ☐ Winch ☐ Traffic Cones ☐ A.E.D ☐ Scene Lights/Tower Lights  
☐ Long Board ☐ C-Collar ☐ KED ☐ Oxygen ☐ Spider Straps ☐ Stabilization ☐ Stokes Basket  
☐ Mini Cutters ☐ Ram Extension  
☐ Other: \_\_\_\_\_

**Medical Attention Required (If provide by member of WCSR):**

☒ Yes      ☐ No      (procedure described on narrative form)

## Ambulance Service

United ☒ 350 ☒ 351 ☐ 352 ☐ 353

Nekoosa ☐ 337 ☐ 338 ☐ 339

WI Rapids ☐ Med 1 ☐ Med 2 ☐ Med 3 ☐ Med 4 ☐ Squad 1

Spirit ☐ Air ☐ Ground

MedEvac ☐ Air ☐ Ground☐ Other: \_\_\_\_\_

**First Responder** ☐ Grand Rapids ☐ Port Edwards ☒ Vesper ☐ Rudolph ☐ Rome ☐ Armenia ☐ Biron ☐ Saratoga ☐ Grant

**Fire Department** ☐ Grand Rapids ☐ Port Edwards ☒ Vesper ☐ Rudolph ☐ Rome ☐ Armenia ☐ Biron ☐ Nekoosa

**Rescue Members Present** (M= Medical, E= Extrication T= Traffic O=Other)

J. Vilbaum	E				
A. Burger	T				

**Rescue Command:** A. Burger

Report completed by: J. Vilbaum

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Wood County Sheriff's Rescue Narrative Form

Complaint # WCSR 2019-27

I, Jamie Vilbaum, arrived on scene with Rescue 3 at approximately 8:26 on April 30, 2019. When I arrived, I noticed Vesper Fire on scene and approached the fire chief to ask where he would like assistance. I assisted in stabilization of the vehicle until the door was removed. Once the extrication was complete, Ann and I helped assist in removing the patient from the vehicle. Ann held C-Spine while I assisted in boarding. Once removed, I started clean up of the roadway until the vehicles were removed.

Date	4/20/19	4/22/19	4/27/19		
Day of Week	Saturday	Monday	Saturday		
Event	Grand Rapids Easter Egg Hunt	New Car Technology Class	Run the Rapids 5K		
Host	Grand Rapids Volunteer Fire Department	Pittsville Fire Department	Wood County Task Force on Child Abuse		
Location	Mid-State Technical College	Pittsville Fire Department	Centralia Center		
Vehicle Used	Rescue 3	Rescue 5	Rescue 3 & Rescue 4		
Tools/Equipment Used	n/a	n/a	n/a		
Event Description	Show and tell with Rescue 3 before easter egg hunt	Instrutor from Stevens Point FD informed class about different types of new care technology	Resuce 3 remained at start/finish line. Rescue 4 was stationned at tum around.		

# Wood County Sheriff's Rescue Special Event Form

Event: Grand Rapids Easter Egg Hunt

Host: Grand Rapids Volunteer Fire Department

Date: 4/20/2019

## Event Description:

Show and tell prior to event.

Vehicles at Event: ☒ Rescue 3    ☐ Rescue 4    ☐ Rescue 5    ☐ ATV  
☐ Marine 1    ☐ Waverunners    ☐ Generator    ☐ ATV Trailer

Tools and Equipment ☐ Spreader    ☐ Cutters    ☐ Ram    ☐ Portable Pump  
Used at Event: ☐ Scene Lights    ☒ Traffic Cones    ☐ Stop Signs    ☐ Cold Water Suits  
☐ Marc Repeater    ☐ Other:

## Rescue Members Present

Name:	Role:
Cat Pidgeon	
Riley Potter	
Josh Alexander	
Brandon Franz	Rescue 3

# Wood County Sheriff's Rescue Special Event Form

**Event:** New Car Technology Class

Host: Mid-State Technical College

Date: 4/22/2019

### Event Description:

Instructor from Stevens Point FD informing class about importance of air bag locations, lithium ion batteries, hybrid and electric cars. Also, informed about the safety of working around these new cars.

Vehicles at Event: ☐ Rescue 3 ☐ Rescue 4 ☒ Rescue 5 ☐ ATV  
☐ Marine 1 ☐ Waverunners ☐ Generator ☐ ATV Trailer

Tools and Equipment ☐ Spreader ☐ Cutters ☐ Ram ☐ Portable Pump  
Used at Event: ☐ Scene Lights ☐ Traffic Cones ☐ Stop Signs ☐ Cold Water Suits  
☐ Marc Repeater ☐ Other:

### Rescue Members Present

[illegible]

# Wood County Sheriff's Rescue Special Event Form

**Event:** Run The Rapids 5K

**Host:** Wood County Task Force on Child Abuse

Date: 4/27/19

### Event Description:

Rescue 3 stayed at the start/finish line during the race. Rescue 4 was stationed at the race turn around.

### Vehicles at Event:

### ✓ Rescue 3

#### ✓ Rescue 4

## Rescue 5

☐ ATV

☐ Marine 1

## ☐ Waverunners

☐ Generator

☐ ATV Trailer

## Tools and Equipment

☐ Spreader

☐ Cutters

☐ Ram

☐ Portable Pump

Used at Event:

☐ Scene Lights☐ Traffic Cones

 Stop Signs

☐ Cold Water Suits☐ Marc Repeater☐ Other:

### Rescue Members Present

[illegible]



# Wood County

WISCONSIN

SHERIFF'S  
DEPARTMENT

*Shawn Becker*  
SHERIFF

---

May 6<sup>th</sup>, 2019

Sheriff Becker:

During the month of April the Crime Stoppers program received 23 tips that were forwarded to the appropriate agencies for follow-up.

We did not have a monthly meeting. Our next meeting is scheduled for 5/21/19.

Sgt. Scott Drew

# Committee Report

County of Wood

Report of claims for: SHERIFF'S DEPT

For the period of: APRIL 2019

For the range of vouchers: 25190253 - 25190316

Voucher	Vendor Name	Refund or Claim	Doc Date	Amount	Paid
25190253	ACACIA FOUNDATION	K9 FUND	04/17/2019	\$119.00	P
25190254	AMAZON CAPITAL SERVICES	COFFEE JAIL CANTEEN	04/11/2019	\$28.68	P
25190255	AMAZON CAPITAL SERVICES	COFFEE JAIL CANTEEN	04/11/2019	\$28.68	P
25190256	AMAZON CAPITAL SERVICES	COFFEE JAIL CANTEEN	04/11/2019	\$28.68	P
25190257	AMAZON CAPITAL SERVICES	COFFEE JAIL CANTEEN	04/11/2019	\$28.68	P
25190258	AMAZON CAPITAL SERVICES	COFFEE JAIL CANTEEN	04/11/2019	\$28.68	P
25190259	AUTOZONE(Sheriff)	#15 HEADLIGHT BULB	04/16/2019	\$15.99	P
25190260	AXON ENTERPRISE INC	TASER BATTERIS	04/05/2019	\$264.00	P
25190261	BELLIN HEALTH	DRUG TESTING	04/10/2019	\$265.00	P
25190262	BERLIN POLICE DEPARTMENT	COST REIMBURSEMENT	04/12/2019	\$209.88	P
25190263	CBM MANAGED SERVICES	JAIL FOOD SERVICES	04/10/2019	\$5,248.81	P
25190264	FREEDOM PEST CONTROL LLC	JAIL PEST CONTROL	04/12/2019	\$40.00	P
25190265	FUNDRAISING TEAM LLC	MAGIC SHOW K9 FUND	04/16/2019	\$476.00	P
25190266	MARSHFIELD POLICE DEPT	COST REIMBURSEMENT	04/12/2019	\$366.12	P
25190267	MIDWEST MONITORING & SURVEILLANCE	EMP PAYMENT MARCH 2019	03/31/2019	\$11,730.00	P
25190268	POMP'S TIRE SERVICE INC - GREEN BAY	#31 OIL CHANGE & ROTATE	04/12/2019	\$71.94	P
25190269	PORTER LEE CORPORATION	PRINTER RIBBON & LABELS	04/09/2019	\$298.54	P
25190270	MY FLEET CENTER (SUPER LUBE)	#47 WIPER BLADE	04/11/2019	\$8.99	P
25190271	QUALITY PLUS PRINTING INC	BUSINESS CARDS	04/10/2019	\$135.00	P
25190272	SIRCHIE FINGER PRINT LABS	DRUG TESTING SUPPLIES	04/04/2019	\$109.60	P
25190273	STAPLES ADVANTAGE	OFFICE SUPPLIES	04/06/2019	\$38.08	P
25190274	TJ'S AUTO & COLLISION REPAIR	#24 STARTER	04/10/2019	\$337.35	P
25190275	TOM'S PAINT & DECORATING	PICTURE FRAMING	04/11/2019	\$71.00	P
25190276	UPS STORE THE	SHIPPING	04/11/2019	\$19.33	P
25190277	WAUSHARA COUNTY SHERIFF'S DEPT	COST REIMBURSEMENT	04/12/2019	\$363.05	P
25190278	WAUPACA COUNTY SHERIFF'S DEPT	COST REIMBURSEMENT	04/12/2019	\$148.54	P
25190279	WI DEPT OF ADMINISTRATION	LT PROMOTIONAL EXAM	04/10/2019	\$175.00	P
25190280	WI DEPT OF JUSTICE TIME	SECOND QUARTER	04/10/2019	\$1,610.00	P
25190281	CBM MANAGED SERVICES	JAIL FOOD SERVICE	04/24/2019	\$5,370.28	P
25190282	FREEDOM PEST CONTROL LLC	JAIL PEST CONTROL	04/15/2019	\$40.00	P
25190283	ID NETWORKS	FINGERPRINT SCANNER MAINTENANC	05/01/2019	\$4,495.00	P
25190284	STAPLES ADVANTAGE	OFFICE SUPPLIES	04/13/2019	\$115.95	P
25190285	MY FLEET CENTER (SUPER LUBE)	#10 HEADLIGHT & MARKER BULBS	04/23/2019	\$28.97	P
25190286	MY FLEET CENTER (SUPER LUBE)	#37 WIPER BLADES	04/17/2019	\$17.98	P

Committee Report - County of Wood

SHERIFF'S DEPT - APRIL 2019

25190253 - 25190316

Invoice #	Vendor Name	Name of Item	Due Date	Amount	Paid
25190287	ACACIA FOUNDATION	K9 FUND	04/25/2019	\$100.00	P
25190288	ADVANCED CORRECTIONAL HEALTHCARE INC	PRISONER HEALTHCARE	05/01/2019	\$22,400.48	P
25190289	BAUERNFEIND BUSINESS TECHNOLOGIES INC	DEPARTMENT PRINTING SERVICES	04/29/2019	\$424.86	P
25190290	CBM MANAGED SERVICES	JAIL FOOD SERVICES	04/24/2019	\$5,434.91	P
25190291	COUNTY OF WAUPACA TREASURER	SAFEKEEPER HOUSING FEB 2019	04/25/2019	\$82,125.00	P
25190292	COUNTY OF WAUPACA TREASURER	SAFEKEEPER HOUSING MARCH 2019	04/24/2019	\$82,125.00	P
25190293	DIAMOND BUSINESS GRAPHICS	RABIES FORMS	04/30/2019	\$75.48	P
25190294	ASPIRUS DOCTOR'S CLINIC INC	INMATE MEDICAL	04/24/2019	\$22.00	P
25190295	HAZARD SKATES AND SPORTS LLC	UNIFORMS PARTS	04/20/2019	\$484.90	P
25190296	KUNA FOODSERVICE	JAIL SUPPLIES	04/25/2019	\$339.44	P
25190297	SOLARUS	IMPOUND INTERNET SERVICES	05/01/2019	\$79.99	P
25190298	ACACIA FOUNDATION	K9 FUND	05/06/2019	\$750.00	
25190299	WOOD COUNTY CRIMESTOPPERS	CRIMESTOPPERS	05/06/2019	\$750.00	
25190300	ADAMS COUNTY SHERIFF WISCONSIN	SAFEKEEPER HOUSING MAY 2019	05/01/2019	\$26,615.50	
25190301	ASPIRUS BUSINESS HEALTH RIVERVIEW	DRUG TESTING	05/01/2019	\$23.00	
25190302	BROWNELL'S INC	RIFLE PARTS	04/30/2019	\$2,136.65	
25190303	CARDMEMBER SERVICE	VARIOUS PURCHASE APRIL 2019	04/25/2019	\$2,158.71	
25190304	CBM MANAGED SERVICES	JAIL FOOD SERVICES	05/01/2019	\$5,427.76	
25190305	GROSS MOTORS	#36 ALTERNATOR	05/03/2019	\$605.63	
25190306	H & S PROTECTION SYSTEMS INC	ALARM MONITORING IMPOUND	05/01/2019	\$367.93	
25190307	PROVISION PARTNERS	FUEL CHARGES APRIL 2019	04/30/2019	\$162.82	
25190308	RIVERHILL DENTAL ASSOCIATES	INMATE DENTAL	04/25/2019	\$729.00	
25190309	ASPIRUS RIVERVIEW HOSPITAL & CLINICS	BLOOD DRAWS	04/30/2019	\$84.00	
25190310	SATELLITE TRACKING OF PEOPLE LLC	EMP PAYMENT APRIL 2019	04/30/2019	\$6,094.50	
25190311	SHELL - WEX BANK	FUEL CHARGES APRIL 2019	05/06/2019	\$260.16	
25190312	TOM'S PAINT & DECORATING	PICTURE FRAMING	05/02/2019	\$122.00	
25190313	TRANS UNION LLC	PRE EMPLOYMENT FINANCIAL	04/28/2019	\$130.00	
25190314	WLECHA	K-9 TRAINING	05/06/2019	\$150.00	
25190315	WLECHA	K9 TRAINING	05/06/2019	\$150.00	
25190316	POMP'S TIRE SERVICE INC - GREEN BAY	#34 OIL CHANGE & ROTATE	05/08/2019	\$30.69	

**Grand Total:**

**\$272,693.21**

Signatures

Committee Chair:

\_\_\_\_\_

Committee Member:

\_\_\_\_\_

Committee Member:

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Committee Member:

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# WOOD COUNTY JAIL & SAFE KEEPER

January - June 2019

## DAILY POPULATION BREAK DOWN BY LOCATION

Day	January			February			March			April			May			June		
	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD
1	106	73	0	72	71	25	96	63	23	103	78	25	107	75	24	0	0	0
2	106	73	0	69	75	25	86	73	25	99	74	26	106	67	24			
3	103	70	15	77	75	25	89	73	25	101	75	26	97	70	24			
4	92	68	15	83	75	25	92	73	25	99	78	24	94	73	25			
5	85	67	25	81	74	25	90	72	25	101	78	24	96	73	25			
6	88	67	25	90	71	25	94	72	25	98	75	25	102	73	25			
7	93	67	25	88	73	23	92	77	25	104	75	25						
8	83	71	25	83	77	25	98	76	25	105	75	25						
9	78	68	25	83	76	25	96	76	25	105	73	25						
10	93	66	25	85	76	25	95	76	25	115	74	24						
11	88	71	22	85	76	25	98	76	25	117	74	25						
12	94	71	24	90	73	25	92	78	25	114	72	25						
13	96	71	24	87	75	25	92	79	25	110	76	25						
14	98	71	24	90	74	26	97	75	25	113	75	25						
15	88	69	24	91	74	24	93	78	25	118	74	25						
16	85	71	25	97	73	24	101	77	25	109	72	24						
17	80	71	24	97	73	24	106	77	25	108	69	25						
18	75	74	24	97	73	24	108	77	25	107	72	24						
19	72	74	24	96	72	24	101	77	25	104	73	25						
20	71	74	24	96	72	25	102	74	25	103	73	25						
21	73	74	24	95	70	25	103	73	25	107	73	25						
22	64	72	24	98	66	25	104	73	25	111	73	25						
23	63	72	24	92	72	25	101	76	25	112	71	24						
24	61	78	25	95	72	25	105	76	25	109	71	24						
25	66	78	25	95	72	25	106	76	25	112	70	25						
26	73	77	25	93	70	24	105	74	24	103	75	26						
27	82	77	25	98	67	24	94	75	24	101	76	26						
28	81	77	25	93	66	25	101	73	25	106	76	24						
29	75	76	25				94	77	25	108	76	24						
30	77	69	25				95	78	25	104	76	24						
31	74	71	25				100	78	25									
WOOD	82.68			89.14			97.61			106.87			100.33			0.00		
WPSO	71.87			72.61			75.10			74.07			71.83			0.00		
ADSO	22.29			24.71			24.87			24.80			24.50			0.00		
TOTAL	218.81			231.04			245.55			252.87			245.33			0.00		

MONTH	High	Low
January	106	61
February	98	72
March	108	86
April	117	98
May	0	0
June	0	0

**WOOD COUNTY JAIL & SAFE KEEPER**  
**July - December 2019**  
**DAILY POPULATION BREAK DOWN BY LOCATION**

Day	July			August			September			October			November			December		
	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD	Wood	WP	AD
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2																		
3																		
4																		
5																		
6																		
7																		
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27																		
28																		
29																		
30																		
31																		
<b>WOOD</b>	0.00			0.00			0.00			0.00			0.00			0.00		
<b>WPSO</b>	0.00			0.00			0.00			0.00			0.00			0.00		
<b>ADSO</b>	0.00			0.00			0.00			0.00			0.00			0.00		
<b>TOTAL</b>	0.00			0.00			0.00			0.00			0.00			0.00		

2019 Safe Keeper Averages		
WOOD Co Jail	95.33	108
WAUPACA Co	73.09	75
ADAMS Co	24.24	25
Total Population	238.72	232

# WOOD COUNTY JAIL

January - June 2019

## DAILY POPULATION / INMATES SHIPPED OUT / EMP

Day	January			February			March			April			May			June		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	223	73	43	210	96	42	231	86	49	248	103	42	255	99	49	0	0	0
2	223	73	43	211	100	42	235	98	51	241	100	42	244	91	47			
3	218	70	44	218	100	41	237	98	50	245	101	43	238	94	47			
4	222	83	46	223	100	40	239	98	49	246	102	45	242	95	50			
5	225	92	47	221	99	41	238	97	51	248	102	45	244	98	50			
6	227	92	47	228	96	42	242	97	51	247	100	49	249	98	49			
7	232	92	47	228	96	44	246	102	52	253	104	49						
8	223	96	44	231	102	46	251	101	52	253	100	48						
9	214	93	43	231	101	47	250	101	53	252	98	49						
10	226	91	42	232	101	46	249	101	53	260	98	47						
11	221	93	40	232	101	46	253	101	53	262	99	46						
12	229	95	40	234	98	46	244	103	49	258	97	47						
13	231	95	40	233	100	46	246	104	50	258	101	47						
14	232	95	39	236	100	46	247	100	50	259	100	46						
15	222	93	41	235	98	46	245	103	49	264	99	46						
16	223	89	39	240	97	46	249	102	46	252	96	47						
17	221	93	40	237	97	44	254	102	46	250	94	48						
18	215	95	40	241	97	43	256	102	46	250	96	47						
19	213	98	40	236	96	44	251	102	48	249	98	47						
20	209	98	39	237	96	44	249	99	48	246	98	45						
21	207	98	38	239	95	46	248	98	47	250	98	45						
22	208	98	37	235	91	45	247	98	45	254	98	45						
23	198	96	38	233	97	44	248	101	46	255	95	48						
24	203	103	39	236	97	44	251	101	45	255	95	51						
25	209	103	40	235	97	43	251	101	44	257	95	50						
26	216	102	41	233	94	46	248	98	45	255	101	51						
27	225	102	41	234	91	45	239	99	46	253	102	50						
28	224	102	41	230	91	46	243	98	44	256	100	50						
29	217	101	41				239	102	43	256	100	48						
30	214	94	43				241	103	43	254	100	49						
31	213	96	43				245	103	42									
WCJail	218.81			231.04			245.55			252.87			245.33			0.00		
Shipped	93.35			97.29			99.97			99.00			95.83			0.00		
EMP	41.48			44.32			47.94			47.07			48.67			0.00		
Avg Length of Stay (Days)	30.30			27.00			23.60			26.60			0.00			0.00		

# WOOD COUNTY JAIL

July - December 2019

## DAILY POPULATION / INMATES SHIPPED OUT / EMP

Day	July			August			September			October			November			December		
	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP	Total	SK	EMP
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2																		
3																		
4																		
5																		
6																		
7																		
8																		
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25																		
26																		
27																		
28																		
29																		
30																		
31																		
WCJail	0.00			0.00			0.00			0.00			0.00			0.00		
Shipped	0.00			0.00			0.00			0.00			0.00			0.00		
EMP	0.00			0.00			0.00			0.00			0.00			0.00		
Avg Length of Stay (Days)	0.00			0.00			0.00			0.00			0.00			0.00		

### 2019 Yearly Averages

Total	238.7
Safekeeper	97.09
EMP	45.9
LENGTH of STAY	26.9

SK Total
WP 75
AD 25
SK 100

Color indicates low population	198	01/23/19
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Color indicates high population	264	04/15/19
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# SAFE KEEPER DIFFERENCE 2019

MONTH	BED DAYS	WOOD CTY COSTS \$28.84/DAY	OUT OF COUNTY COSTS Including Wages/mileage \$41.30/DAY	DIFFERENCE	YTD TOTAL AMOUNT	2018 TOTAL AMOUNT
January	2894	\$83,462.96	\$119,522.20	\$36,059.24	\$36,059.24	\$16,957.25
February	2724	\$78,560.16	\$112,501.20	\$33,941.04	\$70,000.28	\$15,210.50
March	3099	\$89,375.16	\$127,988.70	\$38,613.54	\$108,613.82	\$16,733.00
April	2970	\$85,654.80	\$122,661.00	\$37,006.20	\$145,620.02	\$16,334.25
May	575	\$16,583.00	\$23,747.50	\$7,164.50	\$152,784.52	\$17,102.75
June	0	\$0.00	\$0.00	\$0.00	\$152,784.52	\$16,203.75
July	0	\$0.00	\$0.00	\$0.00	\$152,784.52	\$16,936.00
August	0	\$0.00	\$0.00	\$0.00	\$152,784.52	\$17,291.25
September	0	\$0.00	\$0.00	\$0.00	\$152,784.52	\$15,957.25
October	0	\$0.00	\$0.00	\$0.00	\$152,784.52	\$15,754.25
November	0	\$0.00	\$0.00	\$0.00	\$152,784.52	\$16,406.75
December	0	\$0.00	\$0.00	\$0.00	\$152,784.52	\$16,305.25
<b>TOTAL</b>	12262	\$353,636.08	\$506,420.60	<b>\$152,784.52</b>		<b>\$197,192.25</b>

\$28.84  
\$41.30

OVERTIME BREAKDOWN 2019 (HRS.)						
MONTH	FUNERAL LEAVE	FILL IN OT	FMLA	SICK LEAVE	TRAINING	TOTAL
January	0.00	0.00	36.00	119.00	2.00	157.00
February	0.00	3.00	0.00	121.75	16.00	140.75
March	0.00	2.25	0.00	106.50	15.25	124.00
April	24.00	35.50	0.00	35.00	31.50	126.00
May	0.00	1.50	0.00	0.00	13.00	14.50
June	0.00	0.00	0.00	0.00	0.00	0.00
July	0.00	0.00	0.00	0.00	0.00	0.00
August	0.00	0.00	0.00	0.00	0.00	0.00
September	0.00	0.00	0.00	0.00	0.00	0.00
October	0.00	0.00	0.00	0.00	0.00	0.00
November	0.00	0.00	0.00	0.00	0.00	0.00
December	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS	24.00	42.25	36.00	382.25	77.75	562.25

OVERTIME BREAKDOWN 2018 (HRS.)						
MONTH	FUNERAL LEAVE	FILL IN OT	FMLA	SICK LEAVE	TRAINING	TOTAL
January	0.00	0.00	0.00	0.00	0.00	0.00
February	0.00	0.00	0.00	0.00	0.00	0.00
March	0.00	0.00	0.00	0.00	0.00	0.00
April	0.00	0.00	0.00	0.00	0.00	0.00
May	0.00	0.00	0.00	0.00	0.00	0.00
June	0.00	0.00	0.00	0.00	0.00	0.00
July	0.00	0.00	0.00	0.00	0.00	0.00
August	0.00	0.00	0.00	0.00	0.00	0.00
September	0.00	0.00	0.00	0.00	0.00	0.00
October	0.00	0.00	0.00	0.00	0.00	0.00
November	0.00	0.00	0.00	0.00	0.00	0.00
December	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00

# Electronic Monitoring 2019

## Monthly Savings vs. Out of County Housing

Month	Monthly Average	Monthly Savings	YTD 2019 Total Amount	2018 Total Amount
January	41.48	\$37,676.28	\$37,676.28	\$76,372.23
February	44.32	\$36,360.13	\$74,036.41	\$145,047.66
March	47.94	\$43,543.90	\$117,580.31	\$232,307.17
April	47.07	\$41,374.53	\$158,954.84	\$313,895.41
May	0	\$0.00	\$158,954.84	\$383,767.53
June	0	\$0.00	\$158,954.84	\$451,510.59
July	0	\$0.00	\$158,954.84	\$527,059.59
August	0	\$0.00	\$158,954.84	\$602,867.30
September	0	\$0.00	\$158,954.84	\$673,263.89
October	0	\$0.00	\$158,954.84	\$746,474.78
November	0	\$0.00	\$158,954.84	\$820,508.27
December	0	\$0.00	\$158,954.84	\$891,267.51
<b>TOTAL</b>	<b>0.00</b>	\$158,954.84	<b>\$158,954.84</b>	<b>\$891,267.51</b>

EMP Monthly Average x number of days in month = bed days  
 Bed Days x \$29.30 = Monthly Savings

[REDACTED]

# SAFEKEEPER HOUSING

2019

MONTH	Other Facilitiy	Other Facility	ADAMS	WAUPACA	MONTH TOTAL	2019 YTD TOTAL	2018 YTD TOTAL
JANUARY	\$0.00	\$0.00	\$27,125.00	\$82,125.00	\$109,250.00	\$109,250.00	\$82,125.00
FEBRUARY	\$0.00	\$0.00	\$27,125.00	\$82,125.00	\$109,250.00	\$218,500.00	\$82,125.00
MARCH	\$0.00	\$0.00	\$27,125.00	\$82,125.00	\$109,250.00	\$327,750.00	\$82,125.00
APRIL	\$0.00	\$0.00	\$27,125.00	\$82,125.00	\$109,250.00	\$437,000.00	\$82,125.00
MAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$82,125.00
JUNE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$82,125.00
JULY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$82,125.00
AUGUST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$82,125.00
SEPTEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$82,125.00
OCTOBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$82,125.00
NOVEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$82,125.00
DECEMBER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437,000.00	\$82,125.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$108,500.00</b>	<b>\$328,500.00</b>	<b>\$437,000.00</b>		<b>\$985,500.00</b>

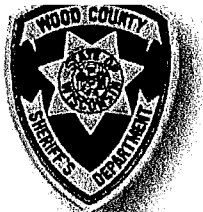
2019 is a 100 average
Waupaca \$36.00 per bed day (75)
Adams \$35.00 per bed day (25)

Wood County Sheriff's Department Kitchen Report 2019						
MONTH	Breakfast	Dinner	Lunch	Sack	Total meals	Food Cost plus Labor
January	2883	2756	2685	467	8791	\$20,546.90
February	2637	2619	2473	483	8212	\$20,605.13
March	2934	2865	2750	342	8891	\$20,343.31
April	3167	2986	2291	459	8903	\$21,197.31
May	0	0	0	0	0	\$0.00
June	0	0	0	0	0	\$0.00
July	0	0	0	0	0	\$0.00
August	0	0	0	0	0	\$0.00
September	0	0	0	0	0	\$0.00
October	0	0	0	0	0	\$0.00
November	0	0	0	0	0	\$0.00
December	0	0	0	0	0	\$0.00
<b>TOTAL</b>	<b>11621</b>	<b>11226</b>	<b>10199</b>	<b>1751</b>	<b>34797</b>	<b>\$82,692.65</b>

Cost per meal **\$2.38**

Cost per day **\$7.13**

Wood County Jail Kitchen Expenses					
	2013	2014	2015	2016	2017
Food & Labor	\$335,733.47	\$312,317.25	\$285,692.96	\$275,088.44	\$289,481.66
Number of Meals	103,993	86,637	77,044	88,993	118,016
Cost per Meal	\$3.23	\$3.60	\$3.71	\$3.09	\$2.45
Cost per Day	\$9.69	\$10.81	\$11.12	\$9.27	\$7.36
	2018	2019	2020	2021	2022
Food & Labor	\$258,580.43	\$82,692.65	\$0.00	\$0.00	\$0.00
Number of Meals	120,952	34,797	0	0	0
Cost per Meal	\$2.14	\$2.38	#DIV/0!	#DIV/0!	#DIV/0!
Cost per Day	\$6.41	\$7.13	#DIV/0!	#DIV/0!	#DIV/0!



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

To: Sheriff Shawn Becker  
From: Capt. Theodore C. Ashbeck Jr.  
Date: April 30<sup>th</sup>, 2019  
RE: Out of County Safe keeper cost and availability options

Sheriff Becker,

On April 11<sup>th</sup> 2019, I met with Chief Deputy Dorshorst reference to the inmate population in the Wood County Jail. Once we started shipping safe keepers to Adams County, the first week in January 2019, the jail population in house dropped to an average of 83 inmates. This brought the average daily population (ADP) below the state recommended 80% of capacity (108 inmate) and allowed the Wood County Jail to comply with DOC 350.03 reported in the 2018 Jail Inspection conducted by the Wisconsin Department of Office of Detention Facilities.

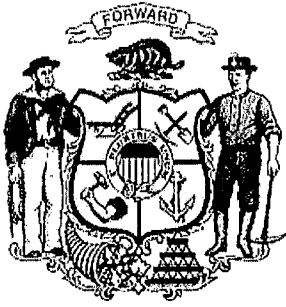
Since that time the in house inmate population has risen steadily (February 89 average, March 98 average & April 107 average) to where we implemented the use of boat beds. On April 15 2019, the Wood County Jail had 264 inmates in our custody, but our overall daily population was 241 inmates. Our all-time high was set August 15 2018, at 265 inmates and we ended 2018 with a yearly average population of 225. Our contract with Adams County allowed us to ship 25 males, but with the increase in population we're once again out of compliance with DOC 350.06(6)(c).

Chief Deputy Dorshorst requested that I start contacting other facilities to check on availability for additional safe keepers and the associated costs (see attached safe keeper report) per day. There are facilities accepting out of county contracts and the cost per inmate per day varies from \$38.00 to \$60.00. As you can see only Taylor County and Winnebago County are able to house the number of inmates Wood County requires (25 to 30 inmates) to address the overcrowding.

Sincerely,

Captain Theodore C. Ashbeck Jr.  
Wood County Jail Administrator

OUT OF COUNTY HOUSING							To House	30
COUNTIES CONTACTED	ACCEPTING SAFE KEEPERS	COST PER INMATE PER DAY	MALE	FEMALE	COST PER YEAR based on agency availability	TRANSPORT COSTS		
	YES / NO		YES / NO = black out	YES / NO = black out		MILES	1 FULL TIME	2 PART TIME
Columbia Co	YES	\$50.00	8		\$146,000.00	153.00	\$133.35	\$126.54
Green Lake Co.	No reply	\$0.00	No reply	No reply	No reply	157.26	\$135.87	\$129.06
Jackson Co.	No reply	\$0.00	No reply	No reply	No reply	117.50	\$112.72	\$105.91
Juneau Co.	YES	\$38.00		5	\$69,350.00	113.48	\$109.98	\$103.16
Langlade Co.	YES	\$41.00	5		\$74,825.00	154.66	\$134.32	\$127.52
Lincoln Co.	YES	\$35.00	25	10	\$383,250.00	146.56	\$129.54	\$122.73
Marquette Co.	YES	\$45.00	5	12	\$279,225.00	129.24	\$119.30	\$112.49
Monroe Co.	NO	\$0.00				143.04	\$127.46	\$120.65
Outagamie Co.	No reply	\$0.00	No reply	No reply	No reply	162.06	\$138.71	\$131.90
Sauk Co.	NO	\$0.00				145.92	\$129.16	\$122.35
Taylor Co.	YES	\$45.00	35	35	\$492,750.00	136.52	\$123.60	\$116.79
Waupaca Co.	Not accepting more	\$0.00				82.66	\$91.74	\$84.93
Waushara Co.	NO	\$0.00				329.34	\$90.85	\$84.04
Winnebago Co.	YES	\$45.00	25	15	\$492,750.00	158.48	\$136.60	\$129.78



# Wisconsin Department of Corrections

Governor Tony Evers | Secretary Kevin A. Carr

## Office of Detention Facilities

March 26, 2019

Sheriff Shawn Becker  
Wood County Sheriff's Department  
400 Market Street  
Wisconsin Rapids, WI 54495

### RE: 2018 Jail Inspection

Dear Sheriff Becker:

Pursuant to Wisconsin Statute 301.37(3), an inspection of the Wood County Jail was conducted on November 15, 2018. The inspection compared the facility to the Department of Corrections Administrative Code Chapter DOC 350, applicable state statutes, and best correctional practices. The process included a review of records, dialogue with staff and inmates, and a walkthrough of the jail to assess the safety, sanitation, adequacy, and fitness of the facility. This correspondence will summarize the findings of the inspection.

### SUMMARY OF THE FACILITY

The Wood County Jail has a maximum rated capacity of 132 adult inmates, and this was verified on the date of the inspection. On the date of the inspection there were 100 inmates at the facility, 75 in contract beds, and 51 individuals on electronic monitoring.

Inmate housing areas consist of the following, and all beds were verified on the day of the inspection.

**A Block** – 5 single cells, **B Block** – 5 single cells, **C Block** – 5 single cells, **D Block** – 5 single cells, **E Block** – 5 single cells, **F Block** – 5 single cells, **G Block (Dorm)** – 8 beds, **H Block (Dorm)** – 8 beds, **J Block (Dorm)** – 9 beds, **K Block** – 2 single cells, **L Block (Dorm)** – 4 beds, **N Block (Dorm)** – 12 beds, **P Block (Dorm)** – 12 beds, **R Block (Dorm)** – 12 beds, **S Block (Dorm)** – 12 beds, **T Block (Dorm)** – 4 beds, **X Block** – 2 single cells, **Y Block** – 3 single cells, **Z Block** – 2 single cells, **Huber M** – 12 beds

**Total = 132 beds**

## INMATE RESOURCES

- **Support Groups** – AA/NA weekly, domestic violence counseling
- **Religious Services** – Nondenominational religious services weekly; scheduled religious individual consultations as requested
- **Visitation** – Inmates are generally allowed to receive one 45-minute visit per week. Visits are conducted through a non-contact booth.
- **Commissary** – Canteen can be ordered weekly by eligible inmates.
- **Recreation** – Recreation is limited to dayroom activities and the outdoor recreation area (weather permitting and there are available staff).
- **Reading Materials** – Inmates are afforded access to reading materials weekly.
- **Schooling** – Volunteer provided one-on-one tutoring for reading, math and science
- **Life Skills Programming** – Life Changes, Family, Anger Management, Windows to Work

## IMPROVEMENTS/CHANGES FOLLOWING THE 2017 INSPECTION

- Partnership with Three Bridges to Recovery for inmates with heroin dependence issues.
- Addition of a full-time qualified mental health professional (QMHP) to help address the mental health concerns of the inmate population.
- Upgraded video equipment storage, replaced DVR fans to improve performance, and added two new cameras.
- Added emergency lighting in jail facility hallways, Huber and booking area.
- Cross-training with patrol division has occurred in reference to procedures and requirements of DOC 350.
- Kitchen plumbing was replaced due to pipe failure.
- Upgraded all shower heads and related equipment to reduce possible tie-off points for inmates who have suicidal thoughts.
- Added wellness check pads to all the holding cells to ensure each cell is equipped for all situations. Additionally, the old wellness pads are assigned to be used in F Block to accommodate the increased number of inmates on suicide watches.
- Received quotes for removing bars from individual cells on the north end of the jail.
- Updated policies and procedures for Lexipol.
- Mental health has been working with PDC Orenda Center in Marshfield to establish a Victim Service and Advocacy for Domestic Violence and Sexual Assault Victims. Two group sessions will be held in the jail for females who are victims of sexual assault. Classes would be an hour long and limited to eight individuals in each group. The group will focus on coping skills and doing some therapeutic work. This began on November 10, 2018.
- Phone cards purchased in the lobby kiosk are no longer given to inmates. PIN numbers are now provided to inmates, as it was discovered the cards were being compromised and contraband hidden in the cards by individuals purchasing the cards on the outside.
- Representative assigned to Wood County Drug Court to assist Wood County in processing and identification of inmates in need of services or additional supervision.
- Wood County signed a contract to start holding 25 inmates (Safe Keepers) in the Adams County Jail beginning on January 1, 2019.

## CURRENT GOALS AND INITIATIVES

- Remove the bars in the north end cell blocks.
- Start photocopying all inmate mail and delivering them the photocopy to reduce the amount of contraband (drugs) getting in the facility.
- Add electrical options for all holding cells to accommodate medical equipment.
- Upgrade all lighting to LED, starting with the hallways.
- Video court to be held in Safe Keeper facilities to link with Wood County Court System.
- Tablets communication and inmate accounts linked through WIFI.
- Video visitation and email for inmate population.
- Tablets added to each block for inmates to communicate and have access to the law library from their cell.
- Add Kiosk system to the lobby to allow family access to inmates.

## SUMMARY OF INSPECTION

The annual jail inspection consisted of meeting with Wood County administrative staff, security staff and healthcare personnel. The site visit included a review of records, dialogue with staff and inmates, and a walkthrough of the jail to assess the safety, sanitation, adequacy and fitness of the facility.

Safety inspections and procedures continue to be completed as required: daily, weekly, monthly and annually. Weekly cell searches are completed by jail staff, and all searches are properly documented. The inmate climate was mixed on the day of the inspection. Numerous inmates reported they were appreciative of the programming that is provided for them, while other inmates reported that there was not enough programming. Inmates further reported that jail staff treat inmates respectfully and are helpful.

The following items are in need of attention to ensure the facility is clean and in a healthful conditions as outlined in Wisconsin Statute 302.37: *The sheriff or other keeper of a jail shall constantly keep it clean and in a healthful condition and pay strict attention to the personal cleanliness of the prisoners and shall cause the clothing of each prisoner to be properly laundered.*

- C Block shower constantly dripping according to inmates on the day of the inspection; staff was notified.
- C Block Cell 1 hot water did not work on the day of the inspection; staff was notified.
- D Block Cell 5 hot water did not work on sink on the day of the inspection; staff was notified.
- D Block shower had tile missing on the day of the inspection; staff was notified.
- E Block Cell 3 water on sink stays on when utilized; staff was notified.
- F Block Cell 1 water on sink stays on when utilized; staff was notified.
- X Block Cell 2 cold water did not work on sink on day of the inspection; staff was notified.
- G Block shower needs attention. On the day of the inspection there was a buildup of soap scum and mildew.

- G Block walls were covered with graffiti on the day of the inspection; this needs to be addressed.
- H Block right sink did not drain properly on the day of the inspection; staff was notified.
- J Block shower had tile missing on the day of the inspection; staff was notified.
- S Block shower had tile missing on the day of the inspection; staff was notified.
- T Block toilet button was leaking on the day of the inspection; staff was notified.
- Laundry room had missing tile on the floor on the day of the inspection; staff was notified.

## **VIOLATIONS**

- **DOC 350.03(6)** defines what a dayroom is and how it can be used. Contrary to the code, numerous inmates were observed sleeping on a dayroom floor in a boat on the day of the inspection. Moreover, DOC 350.06(6)(c) requires *a detention strength bed shall be provided for each occupant of a dormitory*.
- **DOC 350.15(5)** *A health appraisal that is to be completed within 14 days after arrival at the facility unless a health appraisal has been completed by health care staff within the previous 90 days.* A random review of completed health appraisals during the course of this inspection found that not all health appraisals are completed within the required 14 day allotted time frame.
- **DOC 350.16(7)** *Medication administered or delivered to an inmate shall be documented, including who prescribed the medication, who administered or delivered the medication, and the date and time of administration or delivery.* On the day of the inspection, a random sample of medication administration records (MARs) was reviewed, and numerous records were missing required information.
- **DOC 350.18** *The jail shall have a system providing for well-being checks of inmates. Policies and procedures shall provide that all inmates are personally observed by jail security staff at staggered intervals not to exceed the following: (a) 60 minutes (b) 15 minutes for inmates housed on suicide watch.* Observation logs reviewed found areas where the timeframe is past the timeframe allowed between checks; specifically inmates placed on suicide watch.

## **RECOMMENDATIONS**

- Address maintenance issues noted above.
- Address Administrative Code 350 violations noted above.

## **STATEMENT OF APPROVAL**

The Wood County Jail is approved by the Department of Corrections for the secure detention of adult offenders with the maximum rated capacity of 132. This approval is contingent on correction of the noted violations and continued compliance with all applicable state statutes and administrative codes.

If you have any questions regarding the inspection results summarized in this letter or to request assistance regarding correctional matters, please contact our office.

I wish to thank you, Jail Administrator Ashbeck, and the remainder of the jail officers on duty on the day of the inspection for the assistance provided during the inspection. I appreciate all of your efforts preparing for the inspection. Jail Administrator Ashbeck is recognized for the detailed assembly of documents requested prior to my arrival. Thank You!

Sincerely,



Heidi Mellenberger  
Detention Facilities Specialist

Cc: Ted Ashbeck, Jail Administrator  
Melissa Roberts, Director of ODF  
File



# WOOD COUNTY SHERIFF'S DEPARTMENT



SHAWN BECKER, SHERIFF

To: Sheriff Shawn Becker  
From: Capt. Theodore C. Ashbeck Jr.  
Date: May 3, 2019  
RE: Plumbing issue in Wood County Jail

Sheriff Becker,

On April 6, 2018, Wood County started a plumbing remodel project in the Wood County Jail kitchen. This project was not a scheduled project but in response to a sewer leak into the Sheriff's Department evidence room. At the time, I met with Wood County Maintenance Director Reuben Van Tassel and Steve's Plumbing (contractor at the time for the leak) reference the sewer issues occurring inside the Wood County Jail Laundry room. It was determined that the priority was to get the kitchen operational and then we would address the issue with the laundry room.

Over the course of the kitchen project, we discovered (see attached kitchen photos) the sewer pipes were beyond their useful life. Attempts to resolve the issue with limited disruption; however, we ended up cutting open the floor, removing the pipes and re-plumbed the space. When they were re-establishing service to the kitchen by tying into the existing sewer pipes back into the jail they discovered the plumbing issue continued into the facility. They connected the pipes and advised further inspection would be required to determine the condition, as they would not guarantee the connection. Reuben Van Tassel and I have met about exploring the problem further.

Since the kitchen repair was completed, the sewer drains in the Jail Laundry have steadily declined. The sewer pipes receiving water from the washers, overflows on the floor every time we run the machines. We have cleaned the drains (power snake and chemicals) multiple times but it does not help for long. We stagger the use of the washers to limit the water discharge but this has added 2 hours per day to finish the laundry. The water has caused the floor tiles to break loose and we believe the standing water in this area is causing issues with the kitchen dry storage.

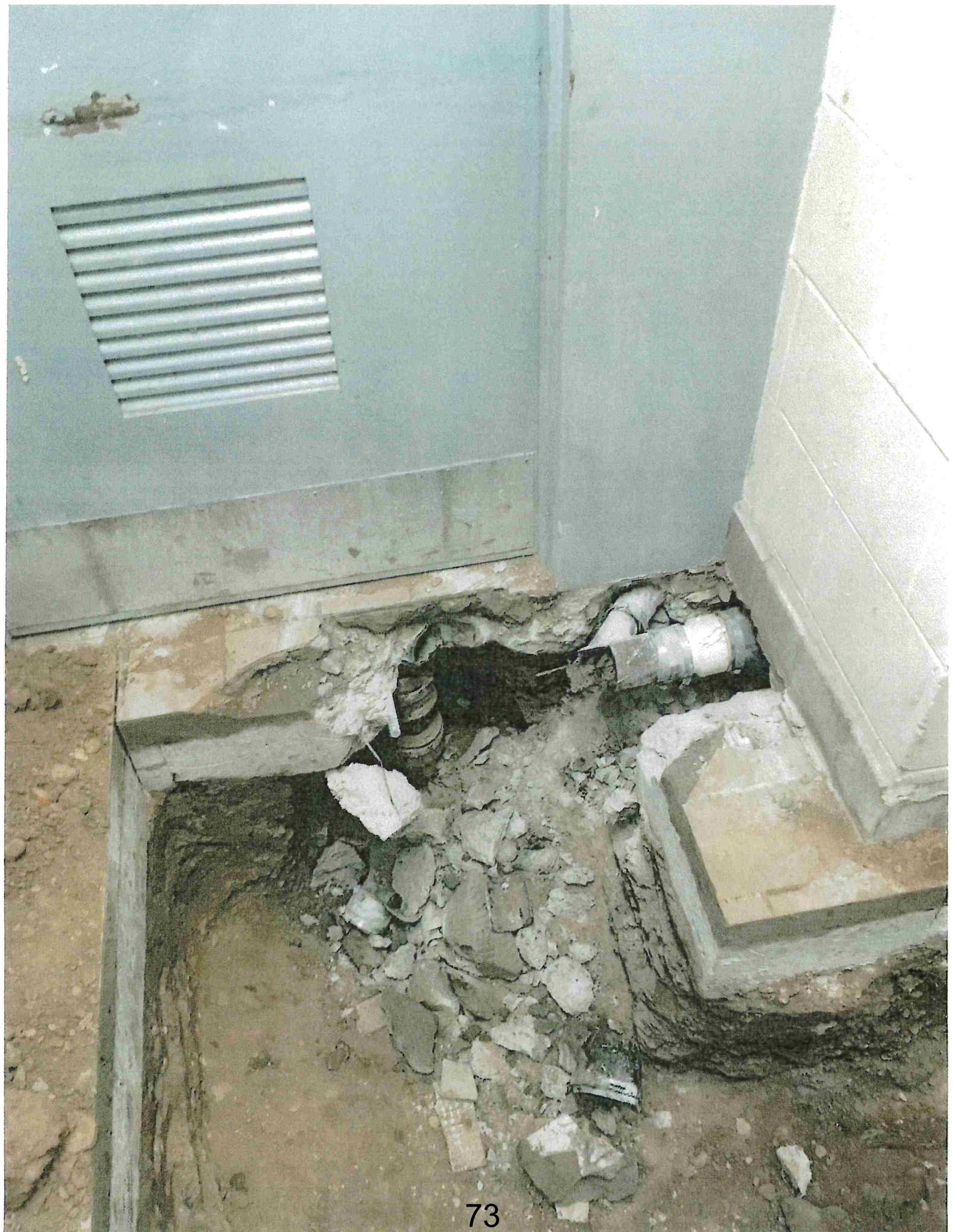
Reuben Van Tassel and I are working out plans to have the sewer lines explored (by camera) to determine the extent of the problem, how soon we have to act and how much of this sewer line need to be replaced. The preliminary exploration process will present some disruption of scheduled operations, but we will remain operational. I will keep you and Chief Deputy Dorshorst apprised of any developments from this project.

Sincerely,

Captain Theodore C. Ashbeck Jr.  
Wood County Jail Administrator











May 7, 2019

Randal Dorshorst, Chief Deputy  
Wood County Sheriff's Department  
400 Market Street  
Wisconsin Rapids, WI 54494

**RE: WOOD COUNTY**  
Law Enforcement Center Study

Dear Randy:

Thank you for the opportunity to discuss your proposed Law Enforcement Center Study with me this week.

In 2005, Venture Architects completed a Master Plan Study for Wood County's Downtown Campus, including an assessment of the existing Jail and Sheriff's Department. Based on discussions with you and results from our recent presentation to the County's Public Safety Committee, Venture Architects is pleased to submit this proposal for Professional Services to complete a Study for a new Law Enforcement Center for Wood County.

Our proposed Study includes the following services:

**FACILITY ASSESSMENT**

- Identify deferred existing Jail maintenance items
- Review Wisconsin Jail Code to identify any physical plant code deficiencies
- Provide a high level overview of PREA deficiencies

**SPACE PROGRAM**

- Identify who is in Jail today
- What have inmate trends been and how will they be in the future
- Identify number of future beds and types of beds
- Identify Jail and Jail support space needs
- Identify Sheriff's Office space needs

**MASTER PLAN DIAGRAM**

- Develop a generic site plan diagram to be used in evaluating potential sites

**BUDGET**

- Develop a Construction Budget
- Develop a Project Budget
- Identify inflation factors for future years

May 6, 2019

Wood County  
Law Enforcement Center Study

Page 2 of 2

**ONSITE MEETINGS**

- Two meetings with Sheriff and staff
- One interim presentation to the Public Safety Committee
- One final presentation to the Public Safety Committee
- One final presentation to the Wood County Board

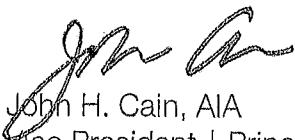
Our fee to complete this Study is ..... \$24,950<sup>1</sup>

These terms being acceptable, please sign this contract and forward to our office.

Thank you for giving us this opportunity to again work with you and Wood County.

Sincerely,

VENTURE ARCHITECTS



John H. Cain, AIA  
Vice President | Principal | Justice Design Director

JHC/kg

APPROVED BY:  
WOOD COUNTY

APPROVED BY:  
VENTURE ARCHITECTS

Signature

Signature

Printed or Typed Name

John H. Cain

Printed or Typed Name

Title

Vice President | Principal | Justice Design Director

Title

Date Signed

Date Signed

<sup>1</sup> Fee includes all normal reimbursable expenses.

Dept. Head Humane Officer Nanci Olson  
April 7<sup>th</sup> – April 20<sup>th</sup>, 2019

4-12; WR6161 Welfare check on thin, aggressive dog @ 400 block of 11<sup>th</sup> Avenue North WR 16

4-2; Report Writing

4-12, 14, 15; WR6176 Animal welfare check, sanitation concerns @ 430 11<sup>th</sup> Avenue North WR 16, 16, 16

4-12; WC4994 Dog bite follow-up 92

4-13; WR6376 Welfare check on 15+ cats, sanitation concerns @ 2800 block of 3<sup>rd</sup> Avenue South WR 18

4-13; NK887 Dog bite follow-up 0

4-14, 16; WC1474 Welfare check, issue an Order of Abatement @ Milladore. 62, 62

4-13; WC964 Improper confinement-open case 38

4-15; Public Safety Meeting. 12

4-15; PE432 Open case regarding aggressive dogs, improper confinement. 22

4-16, 17; WR6376 Cats were removed and sent to the Humane Society, where the owner agreed to surrender them. , 18, 22

4-16, 17, 18, 19; WC5931 Mistreatment, possibly causing death. Open Case. 31,31,31,31

4-17, 18, 20 WC6107 Two large huskies and two puppies left outside in a small portable cage. Puppies were not in good health, also wet, cold and shivering, they were removed via impoundment form and taken to the Humane Society & later the owner surrendered them. 10, 22, 10

**EMPLOYEE NAME:** Nanci Olson

## Monthly Time Report

**DEPARTMENT: Wood County Humane Officer**

**Olson**

**4/7/2019**

THROUGH

**4/20/2019**

**APPROVED BY: Public Safety Committee**

[illegible]

Per Diem: 101-3901-54129-000-101

Mileage: 101-3901-54129-000-331

(Mileage Check)

Department Head Humane Officer Nanci Olson  
April 21 – May 4 2019

4-21 Reports

- 4-21, 5-2; WC1474 Welfare check-issue an Order of Abatement @ Milladore. 62, 62
- 4-22, 23; WR8109 Dog causing injury to another dog @ 2000 block of 1<sup>st</sup> Street WR 16, 16
- 4-23, 28, 30; WC6413 Concern of non-compliance of animal carcasses, mistreatment, improper shelter-open case. 70, 70, 70
- 4-24, 27; WC6694 Concern of non-compliance of animal carcasses of cattle, mistreatment of dog-open case. 18, 18
- 4-24, 25, 5-2; WC5931 Mistreatment causing death-open case 31,31,0
- 4-25,27; PE619 Dog bite-child was bit by a service dog, owner has communication issues so the manager of the assistant living home helped with quarantine and rabies checks @ 100 block of Market Street, Port Edwards. 18, 0
- 4-26; WR8634 Cat bite-owner was bit by her elderly cat when she was giving it medication @ 1000 block of Dewy Street, WR 14
- 4-26, 5-1; WC5685 Multiple cats, sanitation concerns @ 4000 block of County Rd Q. 34, 34
- 4-28; WC6107 Mistreatment of two large huskies and two puppies-follow-up. 22
- 5-3, 4 WC3918 Welfare check on horses @ 8000 County Road Rd T, Township of Richfield-open case. 64, 64
- 5-3; WR6376 Follow-up on several cats removed from property 2200 block of 3<sup>rd</sup> Avenue South WR 18
- 5-4; WR9261 Dog bite @ 400 block of 14<sup>th</sup> Street North when a postal worker was bit. WR 14

**EMPLOYEE NAME:** Nanci Olson

## Monthly Time Report

**DEPARTMENT: Wood County Humane Officer**

**Olson**

**4/21/2019**

THROUGH

**5/4/2019**

**APPROVED BY: Public Safety Committee**

Date	Incident #	Per Diem	Mileage	Start Time	End Time	Total Hours	Description
04/21/19		\$50.00	0	2p	5p	3.00	Reports
04/21/19	WC1474	\$50.00	62	8a	11a	3.00	Welfare
05/02/19	WC1474	\$50.00	62	9a	12p	3.00	Welfare
04/22/19	WR8109	\$50.00	16	4p	6p	2.00	Dog bite
04/23/19	WR8109	\$50.00	16	8a	10	2.00	Dog bite
04/23/19	WC6413	\$50.00	70	12p	3p	3.00	Carcasses
04/28/19	WC6413	\$50.00	70	9a	12p	3.00	Carcasses
04/30/19	WC6413	\$50.00	70	1p	4p	3.00	Carcasses
04/24/19	WC6694	\$50.00	18	5p	7p	2.00	Carcasses
04/27/19	WC6694	\$50.00	18	8a	10a	2.00	Carcasses
04/24/19	WC5931	\$50.00	31	2p	4p	2.00	Mistreatment
04/25/19	WC5931	\$50.00	31	8a	10a	2.00	Mistreatment
05/02/19	WC5931	\$50.00	0	4p	6p	2.00	Mistreatment
04/25/19	PE619	\$50.00	18	10a	12p	2.00	DogBite
04/27/19	PE619	\$50.00	0	3p	5p	2.00	Dog bite
04/26/19	WR8634	\$50.00	14	11a	1p	2.00	Cat Bite
04/26/19	WC5685	\$50.00	34	3p	5p	2.00	Sanitation
05/01/19	WC5685	\$50.00	34	8a	10a	2.00	Sanitation
04/28/19	WC6107	\$50.00	22	3p	5p	2.00	Mistreatment
05/03/19	WC3918	\$50.00	64	8a	11a	3.00	Welfare
05/04/19	WC3918	\$50.00	64	12p	3p	3.00	Welfare
05/03/19	WR6376	\$50.00	18	4p	6p	2.00	Welfare
05/04/19	WR9261	\$50.00	14	7p	9p	2.00	Dog bite
TOTAL		\$1,150.00	746			54.00	\$432.68

Per Diem: 101-3901-54129-000-101  
Mileage: 101-3901-54129-000-331

(Mileage Check)

## Committee Report

County of Wood

Report of claims for: HUMANE OFFICER

For the period of: APRIL 2019

For the range of vouchers: 39190009 - 39190009

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
39190009	OLSON Nanci K	MILEAGE	04/24/2019	\$334.08	P
<b>Grand Total:</b>				<b>\$334.08</b>	

### Signatures

Committee Chair:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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Committee Member:

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