

Dodge County External Audit Review Oversight Committee Minutes

November 11, 2019 – 10:00 a.m.

First Floor – Rooms H & I

Administration Building, Juneau, WI

Call to Order:

The meeting was called to order at 10:00 a.m. by Joe Marsik.

Roll Call:

Members present: Russell Kottke, David Frohling, Joe Marsik, Dan Hilbert and MaryAnn Miller.

Also present were: Shelby J. Miller, Chief Deputy County Clerk, Sheriff Schmidt and Scott Mittelstadt, Chief Deputy.

Approval of Minutes:

A motion was made by Frohling, second by Hilbert to approve the minutes of the October 28, 2019 meeting as presented. Motion carried.

Discuss Sheriff's Office Operational Review:

Review and Evaluate Drug Task Force:

Sheriff Schmidt informed the Committee that the Sergeant position has been filled, they are currently recruiting to fill a deputy position, as the current deputy will be transitioning out in May of 2020, and they will look to fill the third, part-time, position at the end of the year for the Drug Task Force. He also said that the Sheriff's Office has currently been networking with the Beaver Dam and Horicon Police Chiefs and other chiefs have shown some interest in the Drug Task Force. The plan is to have a Drug Task Force Agreement in place by January 1, 2020. The Sheriff's Office plans to get some additional full-time Drug Task Force support from other local agencies as well as guidance from local police chiefs. Sheriff Schmidt advised that there are basically 2 FTE's enforcing drug laws and he would like to see 3.5 FTE's as well as 3 to 4 additional full time support staff from other local agencies. Sheriff Schmidt would like to see the Drug Task Force be the lead on any drug related homicides and work with the general detectives on these types of crimes. The goal is to first get a Drug Task Force Agreement in place and then approach incorporating a Drug Task Force Agreement similar to Jefferson County.

Review and Discuss Vehicles/Fleet:

Sheriff Schmidt provided a listing of the 8 jail transport vans that the Sheriff's Office currently has on inventory including their 11-1-19 odometer mileage and whether they were diesel or gas vans. The Sheriff's Office typically replaces one van per year sometimes two. Van # 178, a Chevy diesel that has 433,674 miles on it, is scheduled to be replaced next. Sheriff Schmidt advised that diesel vans last longer than the gas vans. Sheriff Schmidt also advised that transports are down a little bit due to ICE having to lodge detainees. Currently the Sheriff's Office makes two daily trips to Chicago, one in the a.m. and one in the p.m.

Sheriff Schmidt provided a Current Estimated Squad Replacement Schedule listing as well as an Estimate Squad Replacement Schedule for 125,000 miles. Sheriff Schmidt stated that the recommendation by Matrix was to replace vehicles every 100,000 miles. Sheriff Schmidt said they are currently on a schedule to replace vehicles every 150,000 miles and would like to see them being replaced every 125,000 miles. The Sheriff's Office is currently behind in replacing vehicles, as every year at budget time when items have to be cut, replacing some vehicles is typically an item that is cut from the budget. The Sheriff's Office currently has 55 fleet vehicles. Scott Mittelstadt said that they have looked into leasing

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options in the past and have determined that owning is more beneficial. Hilbert would like to see the Sheriff's Office continuously explore the leasing option. The Committee would like to see the Sheriff's Office get back to a normal replacement schedule of 10 cars a year at 125,000 miles getting replaced and if these do not get cut in the budget, the Sheriff's Office should get caught up on the replacement schedule.

The Committee summarized this meeting as follows:

Review and Evaluate Drug Task Force	Goal is to eventually have an agreement in place similar to Jefferson County. Encourage Sheriff's Office to seek cooperation with other municipalities implementing this. Recommending 3.5+ FTE's to work in the Drug Task Force.
Review and Discuss Vehicles/Fleet	The Committee would like to see the Sheriff's Office get back to a normal replacement schedule of 10 cars a year at 125,000 miles. Matrix recommended 100,000 miles, but would like to start at 125,000 miles. Have Sheriff's Office continuously look at alternate plans for purchasing/leasing vehicles.

The Committee will discuss the following at the next meeting:

- **Jail – 8/12 hour shifts**
- **Review Administrative Processes/Fees**

Determine Future Meeting Schedule

Next meeting is scheduled for **Monday, November 25, 2019, at 10:00 a.m.** in Rooms 1H & 1I.

Future meetings will be held on the 2nd and 4th Mondays of the month at 10:00 a.m.

With no further business on the agenda, Chair Marsik declared the meeting adjourned at 10:50 a.m.

Russell Kottke, Russell Kottke, Secretary