

COMMITTEE: SHERIFF & JUSTICE  
DATE: 04/15/2025  
TIME: 4:00 P.M.  
PLACE: FOREST COUNTY BOARD ROOM

#### CALL TO ORDER

Alan Marvin called the meeting to order at 4:00 P.M. and read the agenda.

#### ROLL CALL

Members Present: Alan Marvin, Albert Thompson, Tom Tallier, Brian Piasini, Luke Peterson

Absent:

Others present: Jeffery Marvin, Robbie Huettl, Amanda Herman

#### APPROVE AGENDA

Motion by Tallier to approve the agenda as presented, second by Piasini. All present voting (AYE). Motion carried.

#### APPROVE MINUTES FROM THE MARCH 4, 2025 MEETING

Motion by Peterson to approve the minutes of the March 4, 2025 meeting, second by Thompson. All present voting (AYE). Motion carried.

#### PUBLIC COMMENT ON AGENDA ITEMS

None.

#### DISCUSSION AND POSSIBLE ACTION ON TRAINING REQUESTS, IF ANY

Sheriff Marvin requested to send Dispatch Sgt. Robbie to the Wisconsin Public Safety Communications Conference and Deputy Gallion to the Basic Breath Examiner Specialist training. Motion by Tallier to approve the requests. Requests were signed by Chairman Alan Marvin and Committee member Albert Thompson.

#### UPDATE FROM DISTRICT ATTORNEY SEIFERT

District Attorney Seifert was not present.

#### DISCUSSION ON FILLING OPEN JAIL POSITIONS

Sheriff Marvin advised the Sheriff's Office recently had two female Corrections Officers resign. Sheriff Marvin advised that a full jail staff is 13 people and the resignations put the staffing level at 11. Motion by Peterson to forward the item to the personnel committee and a second by Tallier. All present voting (AYE). Motion carried.

#### DISCUSSION ON JAIL MEDICAL BUDGET

Jail Administrator Herman advised that the billing for the inmate medical contract is done one month in advance so it looks like the budget is over but it is not.

#### DISCUSSION ON JAIL OVERTIME BUDGET

Jail Administrator Herman advised she did not know the Dispatch overtime and the jail overtime where both coming out of her budget. Sheriff Marvin also advised that the Dispatch Center short employees and that increases the overtime budget.

#### DISCUSSION AND POSSIBLE ACTION ON SEPERATING WAGES/OVERTIME BUDGETS FOR JAIL AND DISPATCH

Sheriff Marvin advised that the overtime budgets for the Dispatch center and the jail should be separated. Sheriff Marvin advised that he has been working with the County Clerk and she requested that the two be separated in the 2026 budget.

#### DISCUSSION ON DISPATCH SERGEANT POSITION REVIEW

Sheriff Marvin advised the committee that Dispatch Sgt. Huettl has had more job responsibilities since the wage study was completed. Sheriff Marvin advised the Huettl requested a review. Huettl advised that he is requesting a title change that reflects his job duties and would like that title applied to the wage study. Huettl request his title be changed from Dispatch Sergeant to Communication Director. Alan Marvin advised he would like to see a copy of the old job description and a copy of the new job description with the additional duties.

#### DISCUSSION ON WATER SAFETY PATROL REIMBURSEMENT

Sheriff Marvin advised the committee that the boat patrol reimbursement was received in the amount of \$3087.44 for the year of 2024.

#### DISCUSSION AND POSSIBLE ACTION ON ELECTING A VICE CHAIR

Chairman Marvin opened nominations for a Vice Chairman for the Sheriff & Justice Committee. Brian Piasini nominated Tom Tallier for Vice Chairman with a second from Luke Peterson. All present voting (AYE). Motion carried.

#### DISCUSSION AND POSSIBLE ACTION ON PURCHASES, IF ANY

None.

#### BUDGET REVIEW

Budget review was already discussed in jail medical budget and jail overtime budget.

#### ANY OTHER BUSINESS THAT MAY LAWFULLY COME BEFORE THE COMMITTEE

None.

#### FUTURE AGENDA ITEMS

Al Marvin requested "Event Patrol" be added to the May agenda. Also Dispatch Sergeant position review.

#### ADJOURNMENT

There being no further business, motion by Marvin to adjourn, second by Tallier. All present voting (AYE). Motion carried.

These minutes are not official and are subject to change. They will be officially approved at the next scheduled Sheriff & Justice meeting.