

The Florence County Personnel, Law Enforcement, Emergency Management, and Emergency Medical Service Committee met at the Courthouse on April 4, 2024. The meeting was called to order by the Chair at 6:00 p.m. A quorum of committee members was present.

Committee Supervisors present: Bomberg, Johnson, Mills, Steber, and Theer.

Absent: None

#### Agenda

Moved by Supervisor Steber to approve the agenda, as presented.

Motion Seconded by Supervisor Johnson.

Motion carries, with all voting "Aye" on a voice vote.

#### Minutes

Moved by Supervisor Mills to approve March 7, March, 12, and March 14, 2024 meeting minutes, as presented.

Motion Seconded by Supervisor Steber.

Motion carried, with all voting "Aye" on a voice vote.

#### Child Support Bills

Moved by Supervisor Steber approval to send Child Support monthly bills to Audit and Budget Committee for approval.

Motion seconded by Supervisor Johnson.

Motion carried, with all voting "Aye" on a voice vote.

#### Resignation Letter

Moved by Supervisor Johnson to accept a resignation letter from Public Health Nurse Supervisor/WIC Director-Kalkofen with regret. Last day of employment will be June 13<sup>th</sup>, 2024. The Health Officer is currently seeking applications.

Motion Seconded by Supervisor Theer.

Motion carries, with all voting "Aye" on a voice vote.

#### Job Description

Moved by Supervisor Johnson to approve revised job description for the Public Health Nurse Supervisor/WIC Director position in the Health Department as approved by the Health Board.

Motion Seconded by Supervisor Theer.

Motion carries, with all voting "Aye" on a voice vote.

#### Wage Update

Moved by Supervisor Johnson to approve wage consults update for scale and wage for the Public Health Nurse Supervisor/WIC Director position in the Health Department as approved by the Health Board.

Motion Seconded by Supervisor Theer.

Motion carries, with all voting "Aye" on a voice vote.

#### Human Services Director Fill-in for Public Health Nurse

Moved by Supervisor Johnson to approve Human Service Director-Price to fill-in for the Public Health Nurse position, if needed. Price will receive a separate stipend when filling in.

Chair Bomberg thanked Price for stepping up and helping.

Motion Seconded by Supervisor Theer.

Motion carries, with all voting "Aye" on a voice vote.

### Offer of Employment

Moved by Supervisor Steber approval to offer employment to candidate #1 for the ADRC Head Cook position as approved by the ADRC Hiring committee.

Motion Seconded by Supervisor Mills.

Motion carries, with all voting "Aye" on a voice vote.

### Offer of Employment

Moved by Supervisor Johnson approval to offer employment to candidate #1 for the UW-Ext LTE 4-H Summer Assistant. If candidate #1 declines, an offer of employment will be extended to candidate #2. If candidate #2 declines, an offer of employment will be extended to candidate #3 as recommended by the UW-Ext Hiring Committee.

Motion Seconded by Supervisor Steber.

Motion carries, with all voting "Aye" on a voice vote.

### VPN Access

Moved by Supervisor Johnson to approve VPN access for Carol Demko-Register of Deeds, Donna Trudell-County Clerk/Administrative Coordinator, Kim Merrill-Finance Manager, Kelly Prevost-Assistant Finance, Amanda Mulvey-Emergency Management/EMS Director, and Jeanette McGuire-Assistant EMS.

Motion Seconded by Supervisor Theer.

Motion carries, with all voting "Aye" on a voice vote.

### PTO Policy

Moved by Supervisor Johnson approval to clean up additional language to the PTO Policy that was presented. A copy of the policy changes will be given to all employees and a copy will be added to these minutes.

Motion Seconded by Supervisor Theer.

Motion carried, with all voting "Aye" on a voice vote.

### FML Policy

Moved by Supervisor Johnson approval to clean up additional language to the FML Policy that was presented. A copy of the policy changes will be given to all employees and a copy will be added to these minutes.

Motion Seconded by Supervisor Theer.

Motion carried, with all voting "Aye" on a voice vote.

### Holiday Policy

Moved by Supervisor Johnson approval to clean up additional language to the Holiday Policy that was presented. A copy of the policy changes will be given to all employees and a copy will be added to these minutes.

Motion Seconded by Supervisor Theer.

Motion carried, with all voting "Aye" on a voice vote.

### Sheriff Monthly Report

Sheriff Chrisman presented the Committee with the month of February 2024 report:

Citizen contacts: 620 calls for service, 97 calls received to 911

Activities on the Road and in the Jail: 13 arrests, 7,193 jail log of activity, 42 incident reports by Deputies, 34 citations, 6 prosecutions filed/open, 132 traffic stops, 5 accidents, 6.42 inmate average daily population.

K9: 15 deployments with some of these drug deployments leading to larger arrests in other counties.

Collected Fines and Revenues: Jail booking, jail pay for stay, jail inmate housing, jail huber, Sheriff Fee's, fines, and Misc. Reimbursements totaled \$14,083.

Sheriff Chrisman discussed another K9 fish fry fundraiser on March 29 resulting in a good turnout. New Deputy starts April 8. Auctioned another pursuit truck. Sheriff met with the Rainbow House and went over everything they offer to include training on special equipment to our Deputies.

Committee Chair thanked the Sheriff for the report.

No action

### Sheriff and Emergency Government Bills

Moved by Supervisor Steber approval to send Sheriff and Emergency Government's monthly bills to Audit and Budget Committee for approval.

Motion seconded by Supervisor Mills.

Motion carried, with all voting "Aye" on a voice vote.

### Emergency Management/EMS Reports

Amanda Mulvey was out-of-town and County Clerk Trudell presented the Committee with Mulvey's April 2024 monthly report.

HazMat: No incidents. Annual Team Physicals completed 3/18 for 11 members. First quarter team meeting was held on 3/28 at 6pm. Election of team officers were held. Daniel Maruszczak accepted election to serve as the Team President for the 2024-26 term. Additional Officers elected for the same term as follows: Donald Lenehan-Vice President, Roger (Paul) Osterberg-Secretary, Amanda Mulvey-Treasurer. The team approved allocating the 2024 CHREG grant funding to the purchase of a thermal drone. Quarterly meetings will resume going forward. The Long Lake site review update was completed with County Board and returned to local committees for review on how to proceed.

EMS: Staffing configurations remain the same as previously reported. Spectrum was installed in Aurora which has improved connectivity at that site. Continued work on station building plans which remains the critical need. Staff completed Carter Kits Training in-house to increase their level of education about Autism Spectrum Disorder and mental illness for improved response during local emergencies. Director attended virtual WEMSA meeting to gain familiarity of WI Act 12 and corresponding MOE requirements for EMS due July 1<sup>st</sup> annually beginning in 2024 in reference to municipal and county shared revenue payments. Review of venous blood draw protocol in advance of implementation to provide legal draws for law enforcement.

LEPC: Next meeting date remains TBD. Tentative date was 4/24 at 8:45am but EM Director needs to reschedule due to a FEMA training conflict.

EMPG/EPCRA: NE Regional Mtg. cancelled due to Governor's Conference. Attended Governor's Conference in Lake Geneva and completed the pre-conference training on the topic of Cybersecurity resulting in outreach to IT Coordinator to discuss cyber "hygiene" practices to improve security efforts locally. Met with Hyper Reach & Genasys for a review of their mass notification system programs for comparison to the current CodeRED system in place for cost savings. Completed third week of FEMA Basic EM Academy (HSEEP: Homeland Security Exercise Evaluation Planning). Work continues to meet IPP targets for 2024. Published required Community Right to Know notification regarding Tier II facilities in the Florence Mining News to maintain compliance.

Other: Preparation continues for Severe Weather Awareness Week coming up the week of April 8<sup>th</sup>. Worked with Maintenance Dept. to changeover AEDs in the courthouse. Facilitated Florence County Emergency Responders Association Meeting to include virtual attendance by Gary Peck, District 3 Fire Coordinator WI DPCS to review WI SPS330 regulatory requirements with fire chiefs and conduct a Q&A portion.

Committee Chair thanked the Sheriff for the report.

No action

### EMS Building Projects

No action at this time

### Closed Session

Moved by Supervisor Johnson to adjourn to Closed Session Pursuant to the following:

- WI State Stat. §§ 19.85(1)(c). (c) Considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility. 1 Employee FML
- WI State Stat. §§ 19.85(1)(c). (c) Considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discussion for Emergency Preparedness Coordinator/Registered Sanitarian job description and wage review.

Motion Seconded by Supervisor Steber.  
Motion carries, with all voting "Aye" on a voice vote.

Open Session

Moved by Supervisor Steber to reconvene to Open Session to take action, if appropriate, on matters discussed in Closed Session.

Motion Seconded by Supervisor Theer.  
Motion carries, with all voting "Aye" on a voice vote.

Moved by Supervisor Steber approval to revise the Emergency Preparedness Coordinator/Registered Sanitarian job description to include a wage adjustment for employee for reaching 2 additional certifications not required by the current position.

Motion Seconded by Supervisor Theer.  
Motion carries, with all voting "Aye" on a voice vote.

Committee Concerns for Future Agenda Items

None at this time

Adjourn

Meeting adjourned by Chair at 6:27 p.m.

Respectfully submitted,

Donna Trudell,  
County Clerk/  
Administrative Coordinator