

The Florence County Personnel, Law Enforcement, Emergency Management, and Emergency Medical Service Committee met at the Courthouse on May 2, 2024. The meeting was called to order at 6:00pm by the County Clerk/Administrative Coordinator, Donna Trudell. A quorum of committee members was present.

Supervisors present: Brunette, Hedmark, Johnson, Mills, and Modschiedler.
Absent: None.

Election of Committee Chair

Clerk Trudell called for nominations from the floor for Chair.

Supervisor Hedmark nominated Supervisor Johnson.

Clerk Trudell called for further nominations.

Clerk Trudell called for the vote. Motion carried, with all voting "Aye" on a voice vote.

Clerk Trudell announced Supervisor Johnson the Committee Chair and turned the meeting over.

Election of County Board Vice-Chair

Chairwoman Johnson called for nominations from the floor for Vice-Chair.

Supervisor Brunette nominated Supervisor Mills.

Chairwoman Johnson called for further nominations.

Chairwoman Johnson called for the vote. Motion carried, with all voting "Aye" on a voice vote.

Chairwoman Johnson announced Supervisor Mills was the Committee Vice-Chair.

Agenda

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

Motion Seconded by Supervisor Hedmark.

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

Minutes

Moved by Supervisor Mills to approve April 4 meeting minutes, as presented.

Motion Seconded by Supervisor Modschiedler.

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

2nd Standard Personnel Meeting

Moved by Supervisor Mills approval to add 1 additional permanent regular Personnel Meeting on the 3rd Thursday of each month @ 6:00pm.

Motion seconded by Supervisor Brunette.

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

Child Support Bills

No Bills

Chairwoman Johnson wanted to give a special thanks to the Child Support Office and staff for receiving the Federal Fiscal Year 2023 Certificate of Outstanding Achievement Award and the Federal Fiscal Year 2023 Certificate of Excellence Award.

Out-of-Town Conference

Moved by Supervisor Mills approval for Clerk of Court, McCoy, or Deputy Clerk of Court, Hruska, to attend the Clerk of Court Conference in Green Bay, June 5, 6, and 7, 2024.

Motion Seconded by Supervisor Hedmark.

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

Guardian Ad Litem/Court appointed Attorney

Moved by Supervisor Hedmark approval to raise the Guardian Ad Litem and Court Appointed Attorney Fees to \$150.00 per hour.

Motion Seconded by Supervisor Brunette.

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

Out-of-Town Conference

Moved by Supervisor Mills approval for Child Support Case Worker, Waugen, to attend the WCSEA Annual Conference in Wisconsin Dells October 1, 2, 3, and 4, 2024.

Motion Seconded by Supervisor Hedmark.

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

Resignation Letter

Moved by Supervisor Brunette to accept the resignation of Human Services Social Worker Rullcoski. Last day of employment was April 11, 2024. The Human Services Director is seeking applications and will interview.

Motion Seconded by Supervisor Modschiedler.

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

Resignation Letter

Moved by Supervisor Brunette to accept the resignation of Highway Mechanic Wertanen. Last day of employment was April 25, 2024. The Highway Commissioner is seeking applications and will interview.

Motion Seconded by Supervisor Mills.

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

Job Description

Moved by Supervisor Hedmark to approve revised job description and wage scale for the Highway Mechanic job description.

Motion Seconded by Supervisor Mills.

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

Offer of Employment

Moved by Supervisor Brunette approval to offer employment to candidate #1 for the Highway Mechanic position. If candidate #1 declines, an offer of employment will be extended to candidate #2 as recommended by the Highway Hiring Committee. The Personnel Committee will allow for room to negotiate with the wage.

Motion Seconded by Supervisor Mills.

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

Job Description

Moved by Supervisor Mills to approve revised job description and wage scale for the Forestry Technician job description as recommended by the Forestry Committee.

Motion Seconded by Supervisor Brunette.

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

Advertise and Interview

Moved by Supervisor Brunette approval to advertise and interview for the Forestry Technician job position as recommended by the Forestry Committee.

Motion Seconded by Supervisor Modschiedler.

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

Out-of-Town Conference

Moved by Supervisor Hedmark approval for Register of Deeds, Demko, to attend the Register of Deeds Conference in Green Bay June 20 and 21, 2024.

Motion Seconded by Supervisor Modschiedler.

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

Procurement Policy

Moved by Supervisor Mills approval to revise dollar amount in the Administrative Policy Manual/Procurement Policy and increase the amount to \$10,000. 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 Modschiedler.

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

Testing Alarms/Cameras

A discussion took place on the potential for a policy for testing alarms and adding more cameras around the buildings. Chairman Hedmark, the Sheriff, Emergency Management, and Buildings and Grounds will meet to discuss.

Sheriff Monthly Report

Sheriff Chrisman presented the Committee with the month of March 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, 22 citations, 95 warnings, 5 felon and 6 misdemeanor prosecutions filed/open, 124 traffic stops, 5 car accidents and 6 deer/car accidents, 6.42 inmate average daily population.

K9: 14 deployments with drugs found.

Collected Fines and Revenues: Jail booking, jail pay for stay, jail inmate housing, jail huber, Sheriff Fee's, fines, sale of sheriff equipment and 2 vehicles, and Misc. Reimbursements totaled \$42,992.

Sheriff Chrisman reported they have Deputy Parr that started April 8 and the additional new deputy hired will be starting the academy in June. Sheriff Chrisman said she was starting to see the light at the end of the tunnel getting the deputy positions filled. The department currently still has 1 male correction position to fill. They continue to auction pursuit vehicles. The 2 new trucks that have been purchased are being outfitted for lights and hope to get them on the road soon.

Committee Chair thanked Chrisman for the report.

No action

Resignation Letter

Moved by Supervisor Hedmark to officially accept the resignation of Sheriff Deputy Babich. Last day of employment was April 18, 2024. The Sheriff Department has hired his replacement.

Motion Seconded by Supervisor Mills.

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

VPN Access

Moved by Supervisor Hedmark to approve VPN access for the Sheriff Department staff and the Jail Administrator. Employees approved as follows – Sheriff Chrisman, Deputy N. Krueger, Deputy L. Krueger, Deputy Gretzon, Deputy J. Parr, Deputy T. Parr, Deputy Windell, Deputy Kelley, Deputy McLain, Deputy Behrendt, Deputy Anderson, and Jail Administrator Pataconi.

Motion Seconded by Supervisor Brunette.

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

Sheriff and Emergency Government Bills

Moved by Supervisor Hedmark 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, Emergency Management/Emergency Medical Director presented the Committee with the May 2024 monthly report.

HazMat: No incidents. Second quarter team meeting was held on 5/1 at 6pm. The team reviewed the Auto Mini Rae gas detector and exchanged the ERGs to the 2024 printed material. Decontamination drill scheduled for August 3rd. The Long Lake site review remains pending for grant opportunities via WEDC at this time.

EMS: Continued review of the Act 12 MOE for DOR filing requirements. WI DOT inspections of the full EMS Fleet successfully completed with all 5 ambulances passing at 100% compliant. A significant amount of time and work went in to making this such a successful result and appreciation is extended to the full EMS department for their hard work to achieve and maintain compliance. Delivery was taken on the 3 interceptors order in 2023 (2 fully grant funded & 1 purchased under a capital project). These units are presently being outfitted with radios, lights, sirens and decaling. Cardiology training reviewing 12-lead cardiac monitoring was completed with all staff members. Continued work on the building bid notices. Uniforms for EMS staff arrived and were distributed. Added one full-time staff member at the Paramedic level. Run revenues are beginning to be received.

LEPC: Next regular meeting date 7/24 at 8:45am.

EMPG/EPCRA: Completed fourth & final week of FEMA Basic EM Academy (PIO: Public Information Officer). Work continues to meet IPP targets for 2024. Completed ICS-400 Training Course. Continued IPP Plan of Work deliverables. Severe Weather Awareness Week tornado drills at multiple county facilities including the schools. TSWA Article published in local newspaper and social media campaign.

Other: Met with Tim McKee (PFN) to go over MEVO phone changes in dispatch. Met with WEM Regional Manager to review status of IPP and overall position questions. Moved in to larger office space adjacent to the existing EM Office. Public notification on courthouse single point of entry. Met with Anna Ringstad from Senator Baldwin's office during her visit to Florence County.

Committee Chair thanked Mulvey for the report.

No action

Resignation Letter

Moved by Supervisor Hedmark to accept the resignation of Assistant EMS Coordinator- McGuire with regret. Last day of employment is May 31st, 2024.

Motion Seconded by Supervisor Mills.

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

Advertise and Interview

Moved by Supervisor Mills approval to advertise and interview for the Assistant EMS Coordinator job position as recommended by the Personnel Committee.

Motion Seconded by Supervisor Brunette.

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

Out-of-Town Conference

Moved by Supervisor Hedmark approval for Emergency Management Coordinator, Mulvey, to attend the WEMA Conference in Stevens Point, October 24, 25, 26, and 27, 2024.

Motion Seconded by Supervisor Modschiedler.

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

Out-of-Town Conference

No dispatch staff available to attend the WIPSCOM Conference.

Patrol Vehicle Radio

Moved by Supervisor Hedmark approval for Emergency Management to replace the Chief Deputy patrol vehicle radio.

Motion Seconded by Supervisor Mills.

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

EMS Building Projects

Director Mulvey is waiting on last bid.

No action at this time

Offer of Employment

Moved by Supervisor Hedmark approval to offer employment to candidate #1 for the Public Health Nurse position as recommended by the Health Hiring Board. The Personnel Committee will allow for room to negotiate with the wage.

Motion Seconded by Supervisor Modschiedler.

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

Closed Session

Moved by Supervisor Modschiedler 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. Discuss 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. Discuss Highway Interim Foremen.
- 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. Discuss job description and wage review for EM/EMS Director.

- 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. Discuss military training policy as it affects employees in the reserves or guard.
- 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. Discuss employee unpaid leave.

Motion Seconded by Supervisor Mills.

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

Open Session

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

Motion Seconded by Supervisor Modschiedler.

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

Moved by Supervisor Mills to approve employee FML.

Motion Seconded by Supervisor Hedmark.

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

Moved by Supervisor Brunette to approve Highway Interim Foremen and wage.

Motion Seconded by Supervisor Modschiedler.

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

Moved by Supervisor Mills to approve discussed wage proposal for Emergency Management/Emergency Medical Director.

Motion Seconded by Supervisor Modschiedler.

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

Moved by Supervisor Hedmark to approve the proposed employee reserves/guard military personnel policy.

Motion Seconded by Supervisor Brunette.

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

Moved by Supervisor Mills to approve employee extended unpaid medical leave for 6 months.

Motion Seconded by Supervisor Modschiedler.

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 7:00 p.m.

Respectfully submitted,

Donna Trudell,
County Clerk/
Administrative Coordinator