

The Florence County Personnel, Law Enforcement, Emergency Management, and Emergency Medical Committee met at the Courthouse on June 1, 2023. 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 Johnson to approve the Agenda, as presented.

Motion Seconded by Supervisor Steber.

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

Minutes

Moved by Supervisor Mills to approve June 1, June 13, June 20, and June 29, 2023 meeting minutes, as presented.

Motion Seconded by Supervisor Theer.

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

Child Support Bills

No Bills this month

Out-of-Town Meeting

Moved by Supervisor Johnson approval for Jessica McCoy, Clerk of Court, to attend the Juvenile Clerks Conference in Pembine, Wisconsin July 26, 27, and 28, 2023. No overnight stay is needed.

Motion Seconded by Supervisor Steber.

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

IT Interim

Moved by Supervisor Theer to approve Denny Bomberg as the IT Coordinator and remove Interim status.

Motion Seconded by Supervisor Mills.

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

Personnel Policy – Comp Time/Additional Hours

Moved by Supervisor Johnson to approve the Additional Hours and Comp Time Personnel Policy changes as presented.

Motion Seconded by Supervisor Theer.

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

Personnel Policy – PTO

Moved by Supervisor Mills approval to move forward with the Paid Time Off Policy (PTO) as presented by County Clerk/Administrative Coordinator Donna Trudell. She explained the policy will fit into the new Tyler Finance Tracking System. Trudell said a few minor additions to the policy will come.

Motion Seconded by Supervisor Steber.

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

Personnel Policy – Out-of-Town Travel Expense

Moved by Supervisor Johnson to table Out-of-Town Travel discussion for further review.

Motion Seconded by Supervisor Mills.

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

Veterans Memorial Wall

Mario Zaroni, American Legion Post 211, presented a proposal to the Committee asking permission to move forward with building a pavilion next to the Florence County Resource/Visitor Center. He stated that he has met with Forestry and the DNR and was given permission with the final decision coming from Personnel. He said they have started fundraising with plans for more.

Moved by Supervisor Johnson to approve the American Legion to move forward to build a pavilion at the Florence Resource/Visitor Center.

Motion Seconded by Supervisor Theer.

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

Land Information

Moved by Supervisor Johnson to approve Deputy Register of Deeds, Jerue, additional hours under the Land Information Grant as recommended by the Zoning Committee.

Motion Seconded by Supervisor Steber.

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

Sheriff Monthly Report

Chief Deputy Chrisman presented the Committee with the month of May 2023 report which recorded 792 calls for service, 144 calls received to 911, 14 arrests, 11,465 jail log of activity, 54 incident reports by Deputies, 80 written warnings, 82 citations, 2 felony prosecutions, 7 misdemeanors', 190 traffic stops, 3 crashes, 6-K9 deployments, 1-K9 drugs found, and 11.81 inmate average daily population.

Collected Fines and Revenues: Jail booking, jail pay for stay, jail inmate housing, jail huber, Sheriff Fee's, fines, and Misc. Reimbursements totaled \$9,622.

Chrisman discussed using Ready Transport for inmates allowing for less Deputy overtime. She also expressed hiring an administrative assistant for the department.

Committee Chair thanked her 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 Johnson.

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

Emergency Management Report

Amanda Mulvey, Emergency Management Coordinator, presented reports for June and July.

HazMat: No incidents. Continuing to work with NWTC to set the annual refresher course. Computer Hazmat Equipment Grant pre-application submitted – final application to be filed by 7/14 deadline. Items being considered for the FY23 grant cycle include SCBA replacement bottles, EM field laptop and Sensit gas monitor repair/replacement.

EMS: FCEMS completed several community outreach activities for EMS Week in May including visits at the grade school. Visits were well received by staff and students; plans to continue this event in future years. Blood Drive held on 6/1 was successful – thank you to the community members for their support of this event. Med control meetings for MMC-Dickinson and Aspirus were attended in June. Attended the Aurora Rescue meeting in June to provide an update on FCEMS status. BLS Operational Plan has been filed with the State of WI Office and is pending approval. Interviews for general EMS staffing began 6/29 – offers pending service licensure. EMS Portal system is being built by staff with Implicit Technologies for scheduling, staff, station & rig management, in addition to protocol uploads. Lexipol onboarding began and will continue to be a work in progress until all department specific policies are revised and approved by committee. The ALS flexible staffing operation request and supporting documents are complete and ready for submission to the state office following initial licensure.

Station site planning continued and for sale commercial properties were viewed for consideration as cost saving measure if code compliance is met. LifeQuest is now EMS MC – contract revision reviewed and approved with changes by corp. counsel.

Hazard Mitigation Planning: 2023 Plan remains in review status by Wisconsin Emergency Management (WEM). Jeff at Bay Lake RPC has retired and the plan is now being handled by Brandon making it the 4th staff change since the beginning of this process. Follow-up with WEM and Bay Lake RPC found that the plan had been missed for review since its initial submission in April. Assurance that this will be completed for filing by August deadline from both agencies.

LEPC: Next meeting set for July 26th, 2023 at 8:45am.

EMPG/EPCRA: FY23 Outreach: WHOPRS update of Fire Depts. in the County, review of Annex H with Public Health, NNO advertisement via banner on truck at area parade, continued social media outreach campaigns June/July, updated Agreement for Use of Facilities with Susan Moll – NWTC.

Other: 5/25 NWTC Fire Advisory Council Meeting attended. 6/22 911 Subcommittee Meeting attended. FY24 PSAP NG911 & GIS grants have been posted with August 1 & 15 submission deadlines. Met with FCSO staff to review opportunities and COOP template webinar for grant eligibility. FCSO will make determination on grant filing. Attendance of Lead Dispatcher Nickels at the WIPSCOM conference & Deputy Anderson at the SIMCOM conference both generated quality information being brought back on our communications and areas of opportunity to focus on for the future. Both attendees provided EM with recap presentations for awareness of the opportunities and upcoming advancement potentials for our county.

Committee Chair thanked her for the report.

No action

Resolution

Moved by Supervisor Johnson to table resolution to purchase real estate.

Motion Seconded by Supervisor Steber.

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

Office Building purchase

Moved by Supervisor Theer to table resolution to purchase real estate.

Motion Seconded by Supervisor Steber.

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

Contract

Moved by Supervisor Johnson to approve Design Tech Contract.

Motion Seconded by Supervisor Steber.

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

EMS Building Projects

Moved by Supervisor Steber approval to move forward finding and applying for funding for the 3 buildings needed.

Motion Seconded by Supervisor Mills.

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

Combine Positions

Moved by Supervisor Johnson approval to combine the Emergency Management (EM) Coordinator 50% duties and Emergency Medical Services (EMS) Director 50% duties as one position. No wage review.

Motion Seconded by Supervisor Theer.

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

Advertise and Interview

Moved by Supervisor Theer approval to advertise and interview for an EMS Coordinator position.

Motion Seconded by Supervisor Johnson.

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

Existing Volunteer EMS Staff

Moved by Supervisor Johnson approval for the Personnel Committee to review existing EMS volunteers that apply. These applicants must be EMS licensed providers and will receive background and drivers license checks before being placed on a casual call-in list for the new EMS.

Motion Seconded by Supervisor Steber.

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

EMS Vacation determination

Moved by Supervisor Johnson approval to table EMS Vacation discussion for further review.

Motion Seconded by Supervisor Steber.

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

EMS On-call

Moved by Supervisor Johnson approval to recommend a pay rate of \$2.50 per hour for all license levels when scheduled on-call EMS personnel are responding from a location other than the EMS buildings (but within 10 minutes of the station they are scheduled to respond with). Further recommend that employees called in begin their timeclock when they have confirmed they are responding with a minimum pay of 2 hours at their hired rate following call in. IF the employee is released but called back in during those same 2 hours, their timeclock for pay continues but does not restart the 2-hour minimum pay. This policy would be included in the department specific policy manual if approved by the personnel committee.

Motion Seconded by Supervisor Mills.

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

EMS Billing Rates for Events

Moved by Supervisor Steber approval to waive standby fees for County sponsored events. Approve billing rates for all other standby events will be \$750 for the first 4 hours and \$75 per hour thereafter. Contracts must be complete no less than 30 days prior to the event.

Motion Seconded by Supervisor Theer.

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

EMS Waive Fee School Events

Moved by Supervisor Johnson approval to waive standby fee for all Florence County School home sporting events.

Motion Seconded by Supervisor Mills.

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

Out-of-Town Meeting

Moved by Supervisor Johnson approval for Amanda Mulvey, EM Coordinator, to attend the WEMA (Wisconsin Emergency Management Association) Conference with pre-conference training in Steven's Point, Wisconsin September 18, 19, 20, and 21, 2023.

Motion Seconded by Supervisor Theer.

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

Standing Comp time

Moved by Supervisor Steber approval for EM/EMS Dept. head to have standing approval for additional and compensatory time use.

Motion Seconded by Supervisor Johnson.

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

Interim 911 Duty Pay

Moved by Supervisor Johnson approval for Interim 911 Coordinator Mulvey to receive 911 extra duty pay until new Sheriff is appointed by the Governor.

Motion Seconded by Supervisor Steber.

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

Closed Session

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

- WI State Stat. §§ 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility. Employee job description review.
- WI State Stat. §§ 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility. Employee FML.

Motion Seconded by Supervisor Johnson.

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 Mills.

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

Moved by Supervisor Theer to approve Zoning department head job description revisions as approved by the Zoning Committee. Administrative Coordinator will send the job description to the County wage consult for review.

Motion Seconded by Supervisor Johnson.

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

Moved by Supervisor Theer to approve Assistant DA Family Medical Leave.

Motion Seconded by Supervisor Mills.

Supervisor Johnson abstains.

Motion carries, with majority of 4 voting "Aye" on a voice vote.

Adjourn

Meeting adjourned by Chair at 7:18 p.m.

Respectfully submitted,

Donna Trudell, County Clerk/
Administrative Coordinator