



Calumet County Clerk

206 Court Street
Chilton, WI 53014

Beth A. Hauser, Clerk

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Chilton Phone Number:
(920) 849-1458

**Appleton Area
Phone Number:**
(920) 989-2700 EXT 3001

Fax Number:
(920) 849-1469

April 11, 2018

TO THE MEMBERS OF THE CALUMET COUNTY BOARD OF SUPERVISORS:

Dear Supervisors:

The County Board of Supervisors of Calumet County, Wisconsin, will meet pursuant to Section 59 of the Wisconsin Statutes in an organizational session on April 17, 2018 at 8:30 A.M. at the Courthouse in the County Board Room 019 to transact any and all business as may properly come before said meeting. You, as a member, are requested to be present.

AGENDA FOR APRIL ORGANIZATIONAL MEETING

1. Reading of Certificate of Membership
2. Administration of Oath by Beth Hauser, County Clerk
3. Call to order by the County Clerk/Roll Call
4. Pledge of Allegiance to the flag
5. **RULES OF THE COUNTY BOARD:**
 - A. RESOLUTION 2018-01 RESOLUTION ADOPTING RULES OF COUNTY BOARD
6. Appointment of Ballot Clerks
7. Election of Chair for a two-year term
8. Approval of Agenda
9. Approval of Minutes of March 20, 2018 meeting
10. Election of Vice-Chair for a two-year term
11. Possible Election of 2nd Vice-Chair for a two-year term
12. Petitions
13. Communications
14. Public Participation
15. **SPECIAL BUSINESS:**
 - A. Dr. Nissan Bar Lev will present the proposed 2018-2019 Calumet County CDEB Budget for review and approval
 - B. Recognition of County Board Supervisors, and citizen members of committees, boards and commissions:
10 year anniversary:
Randy Friday – Local Emergency Planning Committee

5 year anniversary:
Mike Zuege – Land Information Council

16. **RESOLUTIONS:**
- A. RESOLUTION 2018-02 RESOLUTION ACKNOWLEDGING THE MERITORIOUS WORK OF SUPERVISOR ROBERT STANKE
 - B. RESOLUTION 2018-03 RESOLUTION ACKNOWLEDGING COUNTY BOARD SUPERVISORS, AND CITIZEN MEMBERS OF COMMITTEES, BOARDS AND COMMISSIONS
 - C. RESOLUTION 2018-04 RESOLUTION AUTHORIZING TRANSFERRING FUNDS TO COVER 2017 OVERDRAWN ACCOUNTS
 - D. RESOLUTION 2018-05 RESOLUTION AUTHORIZING PARTICIPATION BY CALUMET COUNTY IN THE STATE-FUNDED SNOWMOBILE TRAIL PROGRAM
 - E. RESOLUTION 2018-06 RESOLUTION AUTHORIZING GRANT APPLICATION FOR TREE PLANTING THROUGHOUT THE CALUMET COUNTY PARKS SYSTEM
 - F. RESOLUTION 2018-07 RESOLUTION ABOLISHING THE POSITION OF 1.0 FTE EMERGENCY MANAGEMENT DIRECTOR/SAFETY MANAGER AND THE EMERGENCY MANAGEMENT DEPARTMENT AND CREATING 1.0 FTE EMERGENCY MANAGEMENT COORDINATOR IN THE SHERIFF'S DEPARTMENT
17. Supervisors' Reports of Meetings and Seminars Attended
18. **REPORT OF THE COUNTY ADMINISTRATOR**
- A. Monthly Report
19. **NEXT MEETING DATE:** The next regular meeting date is May 15, 2018 at 7 PM.
Please note: County Clerk Hauser has requested the meeting time be changed to 8:30 AM due to a conflict with the Special Primary Election in Senate District 1.
20. **CLOSED SESSION:**
- A. Discuss employment matters involving a public employee.¹
21. **4:00 P.M. - COMMITTEE ASSIGNMENTS:** Approval of 2018-2020 Committee Assignments
22. ADJOURNMENT

Beth A. Hauser,
 County Clerk

So as not to disturb the meeting, all cell phones should be placed on vibrate, and all calls should be taken outside the meeting room.

Any person wishing to attend who, because of a disability, requires special accommodations, should contact the County Clerk at 920-849-1458 or 920-989-2700 EXT 458 at least 24 hours before the scheduled meeting time so appropriate arrangements can be made.

¹ The County Board may go into closed session pursuant to Wis. Stats. §19.85(1)(c) and (f) to consider employment, promotion, compensation or performance evaluation data of any public employee.

The Board will reconvene in open session immediately after the closed session.

RESOLUTION 2018-01

RESOLUTION ADOPTING RULES OF COUNTY BOARD

To the Honorable Chair and Board of Supervisors of Calumet County, Wisconsin:

Motion:	Adopted: <input type="checkbox"/>
1 st _____	Lost: <input type="checkbox"/>
2 nd _____	Tabled: <input type="checkbox"/>
Yes: _____ No: _____	Absent: _____
Number of votes required:	
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds
Reviewed by: Kimberly Tenerelli	Corp Counsel

WHEREAS, It is necessary for the Board of Supervisors to incorporate Rules of Order for the 2018-2020 Session to conduct regular business, pursuant to Wisconsin Statutes.

NOW, THEREFORE, BE IT RESOLVED By the Board of Supervisors of Calumet County herein assembled, that the Rules of Order, attached hereto, and made a part hereof by reference, are adopted as the Rules of Order of the Calumet County Board.

Dated this 17th day of April 2018.

**INTRODUCED BY COMMITTEE ON
THE RULES OF ORDER**

Matthew Budde

Dave La Shay

Kevin Weinberger

Gary Deiter

COUNTERSIGNED BY

County Board Chair

	YES	NO	A
1 BARRIBEAU			
2 BUDDE			
3 CONNORS			
4 DEITER			
5 DIETRICH			
6 DRAHEIM			
7 GENTZ			
8 GIBLER			
9 HARTL			
10 HOFBERGER			
11 KARTH			
12 KLECKNER			
13 LA SHAY			
14 LAUGHRIN			
15 MUELLER			
16 SCHWALENBERG			
17 STECKER			
18 STIER			
19 STILLMAN			
20 STOFFEL			
21 WEINBERGER			

RESOLUTION 2018-02

**RESOLUTION ACKNOWLEDGING THE MERITORIOUS WORK OF
SUPERVISOR ROBERT STANKE**

To the Honorable Chair and Board of Supervisors of Calumet County, Wisconsin:

Motion:	Adopted:	<input type="checkbox"/>
1 st _____	Lost:	<input type="checkbox"/>
2 nd _____	Tabled:	<input type="checkbox"/>
Yes: _____ No: _____	Absent:	<input type="checkbox"/>
Number of votes required:		
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by:	Kimberly Tenerelli	Corp Counsel

WHEREAS, ROBERT STANKE was elected supervisor on the Calumet County Board in 2000 and served until the end of his term in April, 2008, and elected in 2014 and served until the end of his term in April, 2018; and

WHEREAS, ROBERT STANKE has served on various committees during his tenure; and

WHEREAS, ROBERT STANKE has been diligent in his work by giving of his time and effort for the betterment of Calumet County.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of Calumet County herein assembled, acknowledge the effort, time and talent given by ROBERT STANKE for his service on the Calumet County Board.

BE IT FURTHER RESOLVED That a copy of this Resolution be presented to ROBERT STANKE.

Dated this 17th day of April 2018.

**INTRODUCED BY THE CALUMET COUNTY
BOARD OF SUPERVISORS**

Bill Barribeau

Matthew Budde

Alice Connors

Gary Deiter

Ronald Dietrich

	YES	NO	A
1 BARRIBEAU			
2 BUDDE			
3 CONNORS			
4 DEITER			
5 DIETRICH			
6 DRAHEIM			
7 GENTZ			
8 GIBLER			
9 HARTL			
10 HOFBERGER			
11 KARTH			
12 KLECKNER			
13 LA SHAY			
14 LAUGHRIN			
15 MUELLER			
16 SCHWALENBERG			
17 STECKER			
18 STIER			
19 STILLMAN			
20 STOFFEL			
21 WEINBERGER			

Ken Draheim

Merlin Gentz

Heather Gibler

Judith Hartl

Mike Hofberger

Hope Karth

Ed Kleckner

Dave La Shay

Patrick Laughrin

Joe Mueller

Mary Schwalenberg

James Stecker

Peter Stier

Duaine Stillman

Tom Stoffel

Kevin Weinberger

COUNTERSIGNED BY

County Board Chair

RESOLUTION 2018-03

RESOLUTION ACKNOWLEDGING COUNTY BOARD SUPERVISORS, AND CITIZEN MEMBERS OF COMMITTEES, BOARDS AND COMMISSIONS

To the Honorable Chair and Board of Supervisors of Calumet County, Wisconsin:

Motion:	Adopted: <input type="checkbox"/>
1 st _____	Lost: <input type="checkbox"/>
2 nd _____	Tabled: <input type="checkbox"/>
Yes: _____ No: _____	Absent: _____
Number of votes required:	
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds
Reviewed by: _____	Kimberly Tenerelli Corp Counsel

WHEREAS, The Rules of Order of the Calumet County Board of Supervisors includes Rule XXIII: Recognition of County Board Supervisors, and citizen members of committees, boards and commissions; and

WHEREAS, The following members have been diligent in their work by giving of their time and effort for the betterment of Calumet County and are eligible for recognition under Rule XXIII:

	YES	NO	A
1 BARRIBEAU			
2 BUDDE			
3 CONNORS			
4 DEITER			
5 DIETRICH			
6 DRAHEIM			
7 GENTZ			
8 GIBLER			
9 HARTL			
10 HOFBERGER			
11 KARTH			
12 KLECKNER			
13 LA SHAY			
14 LAUGHRIN			
15 MUELLER			
16 SCHWALENBERG			
17 STECKER			
18 STIER			
19 STILLMAN			
20 STOFFEL			
21 WEINBERGER			

10 year anniversary:

Randy Friday – Local Emergency Planning Committee

5 year anniversary:

Mike Zuege – Land Information Council

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors of Calumet County herein assembled, acknowledge the effort, time and talent given by the above individuals for their years of service on various Calumet County committees, boards and commissions.

BE IT FURTHER RESOLVED, That a copy of this Resolution be presented to each member.

Dated this 17th day of April 2018.

INTRODUCED BY COMMITTEE ON THE RULES OF ORDER

Matthew Budde

Gary Dieter

Dave La Shay

Kevin Weinberger

COUNTERSIGNED BY

Alice Connors, County Board Chair

RESOLUTION 2018-04

**RESOLUTION AUTHORIZING TRANSFERRING FUNDS
TO COVER 2017 OVERDRAWN ACCOUNTS**

To the Honorable Chair and Board of Supervisors of Calumet County, Wisconsin:

Motion:	Adopted: <input type="checkbox"/>
1 st _____	Lost: <input type="checkbox"/>
2 nd _____	Tabled: <input type="checkbox"/>
Yes: _____ No: _____	Absent: _____
Number of votes required:	
<input type="checkbox"/> Majority	<input checked="" type="checkbox"/> Two-thirds
Reviewed by:	Kimberly Tenerelli Corp Counsel

WHEREAS, Certain budgeted activities for calendar year 2017, have been overdrawn by more than 10 percent of their appropriation or \$20,000; and

WHEREAS, Section 65.90 (5)(a) of the Wisconsin Statutes requires approval of two thirds of the members of the County Board of Supervisors to authorize transfers of such activities which are overdrawn; and

WHEREAS, The Board of Supervisors of Calumet County authorized the Administrative Services committee to make budgetary transfers of separately appropriated departmental budgets of less than 10% of the original budget or \$20,000 per Resolution 2017-02 dated April 18th, 2017.

NOW, THEREFORE, BE IT RESOLVED By the Board of Supervisors of Calumet County herein assembled that the following transfers be made:

	YES	NO	A
1 BARRIBEAU			
2 BUDDE			
3 CONNORS			
4 DEITER			
5 DIETRICH			
6 DRAHEIM			
7 GENTZ			
8 GIBLER			
9 HARTL			
10 HOFBERGER			
11 KARTH			
12 KLECKNER			
13 LA SHAY			
14 LAUGHRIN			
15 MUELLER			
16 SCHWALENBERG			
17 STECKER			
18 STIER			
19 STILLMAN			
20 STOFFEL			
21 WEINBERGER			

<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
From:		
469-0000	Hospice Revenue	\$ 445,038.
635-0000	Highway – STH Maint. Revenue	207,323.
523-0000	Sundry Unclassified	245,214.
518-0000	Contingency Fund	94,775.
325-0000	General Fund Balance	<u>15,577.</u>
	Total	<u>\$ 1,007,927.</u>
To:		
554-9807	HHC Rehab Agency Expense	\$ 445,038.
780-0390	Highway – STH Maintenance	207,323.
522-0000	Tax Refunds	339,989.
506-0215	Medical Examiner Pathology	<u>15,577.</u>
	Total	<u>\$ 1,007,927.</u>

BE IT FURTHER RESOLVED, That the Administrative Services Committee is authorized to transfer funds from Contingency Funds to cover accounts overdrawn by less than 10 percent of their budgeted amount or \$20,000, pursuant to Section 65.90 (5)(b).

Dated this 17th day of April 2018.

**INTRODUCED BY THE
ADMINISTRATIVE SERVICES COMMITTEE**

Merlin Gentz

Ronald Dietrich

Bill Barribeau

Patrick Laughrin

Pete Stier

Mary Schwalenberg

COUNTERSIGNED BY

County Board Chair

RESOLUTION 2018-05

RESOLUTION AUTHORIZING PARTICIPATION BY CALUMET COUNTY IN THE STATE-FUNDED SNOWMOBILE TRAIL PROGRAM

To the Honorable Chair and Board of Supervisors of Calumet County, Wisconsin:

Motion:	Adopted: <input type="checkbox"/>
1 st _____	Lost: <input type="checkbox"/>
2 nd _____	Tabled: <input type="checkbox"/>
Yes: _____ No: _____	Absent: _____
Number of votes required:	
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds
Reviewed by: Kimberly Tenerelli Corp Counsel	

WHEREAS, The Wisconsin Snowmobile Aids Program provides funds for the acquisition, development, and maintenance of public snowmobile trails in eligible counties; and

WHEREAS, Calumet County is eligible to continue its participation in the Snowmobile Aids Program and has budgeted \$39,900.00 for a Snowmobile Trail Program to cover the costs for 133 miles of trail.

NOW, THEREFORE, BE IT RESOLVED That the Calumet County Board of Supervisors hereby authorizes the County Administrator, in coordination with the Parks Department, to act on behalf of the County in submitting applications for state snowmobile aids for acquisition, bridge rehabilitation, development, insurance, and maintenance costs of the county's public snowmobile trail system.

Upon completion of acquisition, development, and redevelopment of the snowmobile trails through the Snowmobile Trail Program, the trails will be designated as public snowmobile trails.

BE IT FURTHER RESOLVED That Calumet County will, subject to the limits of funds appropriated for such purposes, provide for adequate maintenance of the trails and facilities that have been funded for acquisition and maintenance through the Wisconsin Snowmobile Trail Program in accordance with DNR requirements and funding criteria; comply with state and federal rules for the program; maintain the completed project in an attractive, inviting, and safe manner; keep facilities open to the general public during reasonable hours consistent with the type of facility; and obtain approval in writing from the DNR before any changes are made in the use of the project site.

Dated this 17th day of April 2018.

INTRODUCED BY THE PARKS COMMISSION

Mary Schwalenberg

Kenneth Draheim

	YES	NO	A
1 BARRIBEAU			
2 BUDDE			
3 CONNORS			
4 DEITER			
5 DIETRICH			
6 DRAHEIM			
7 GENTZ			
8 GIBLER			
9 HARTL			
10 HOFBERGER			
11 KARTH			
12 KLECKNER			
13 LA SHAY			
14 LAUGHRIN			
15 MUELLER			
16 SCHWALENBERG			
17 STECKER			
18 STIER			
19 STILLMAN			
20 STOFFEL			
21 WEINBERGER			

Ed Kleckner

Pete Stier

COUNTERSIGNED BY

County Board Chair

RESOLUTION 2018-06

**RESOLUTION AUTHORIZING GRANT APPLICATION FOR TREE PLANTING
THROUGHOUT THE CALUMET COUNTY PARKS SYSTEM**

To the Honorable Chair and Board of Supervisors of Calumet County, Wisconsin:

Motion:	Adopted: <input type="checkbox"/>
1 st _____	Lost: <input type="checkbox"/>
2 nd _____	Tabled: <input type="checkbox"/>
Yes: _____ No: _____	Absent: _____
Number of votes required:	
<input type="checkbox"/> Majority	<input checked="" type="checkbox"/> Two-thirds
Reviewed by: Kimberly Tenerelli	Corp Counsel

WHEREAS, In the winter of 2018 the Calumet County Parks Department began selectively removing ash trees from County Park. The department will continue removing ash trees from all of the parks within the Calumet County park system. The cut trees will be replaced with a variety of different tree species; and

WHEREAS, The applicant, Calumet County, is interested in obtaining a cost-share grant from the Bay-Lake Regional Planning Commission for the purpose of funding Emerald Ash Borer mitigation projects in the form of tree planting under funding originating from the U.S. Forest Service, Great Lakes Restoration Initiative; and

WHEREAS, The project cost is estimated at \$30,000, which will be funded with \$20,000 in Federal grant funds; \$5,000 in matching funds from the Grounds Maintenance Expense Account; and \$5,000.00 from in-kind labor; and

WHEREAS, The department requests a grant agreement to carry out the project.

NOW, THEREFORE, BE IT RESOLVED, That the Calumet County Board of Supervisors herein assembled authorize the County Administrator, in coordination with the Parks Department, to act on behalf of the County to submit and apply for financial aid to pay for the Parks Department to replant trees throughout the Calumet County park system, and take necessary action to undertake, direct, and complete the grant application process.

Calumet County will comply with all local, state, and federal rules, regulations, and ordinances relating to this project and the cost-share agreement; will be responsible for updating plans and monitoring ongoing operations, and will maintain a record of expenditures, as required.

BE IT FURTHER RESOLVED, That revenues in the Park budget are amended by the amount of the grants received; that expenditures in the Park budget are amended by an amount equal to the grants; and that the Finance Director is directed to record such information in the official books of the County as may be required.

Dated this 17th day of April 2018.

	YES	NO	A
1 <u>BARRIBEAU</u>			
2 <u>BUDDE</u>			
3 <u>CONNORS</u>			
4 <u>DEITER</u>			
5 <u>DIETRICH</u>			
6 <u>DRAHEIM</u>			
7 <u>GENTZ</u>			
8 <u>GIBLER</u>			
9 <u>HARTL</u>			
10 <u>HOFBERGER</u>			
11 <u>KARTH</u>			
12 <u>KLECKNER</u>			
13 <u>LA SHAY</u>			
14 <u>LAUGHRIN</u>			
15 <u>MUELLER</u>			
16 <u>SCHWALENBERG</u>			
17 <u>STECKER</u>			
18 <u>STIER</u>			
19 <u>STILLMAN</u>			
20 <u>STOFFEL</u>			
21 <u>WEINBERGER</u>			

INTRODUCED BY THE PARKS COMMISSION

Mary Schwalenberg

Kenneth Draheim

Ed Kleckner

Pete Stier

COUNTERSIGNED BY

County Board Chair

RESOLUTION 2018-07

**RESOLUTION ABOLISHING THE POSITION OF 1.0 FTE EMERGENCY
MANAGEMENT DIRECTOR/SAFETY MANAGER AND THE EMERGENCY
MANAGEMENT DEPARTMENT AND CREATING 1.0 FTE EMERGENCY
MANAGEMENT COORDINATOR IN THE SHERIFF'S DEPARTMENT**

Motion:	Adopted: <input type="checkbox"/>
1 st _____	Lost: <input type="checkbox"/>
2 nd _____	Tabled: <input type="checkbox"/>
Yes: _____ No: _____	Absent: _____
Number of votes required:	
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds
Reviewed by: _____	Kimberly Tenerelli Corp Counsel

To the Honorable Chair and Board of Supervisors of Calumet County, Wisconsin:

WHEREAS, The purpose of the head of emergency management is to coordinate community disaster planning, administer grant programs, and assist with training and exercise functions to encourage an inclusive, proven partner-based, and multi-disciplined approach to all types of potential hazardous events that may threaten the County; and

WHEREAS, A staffing analysis has been completed due to the resignation of the Emergency Management Director/Safety Manager in the Emergency Management Department; and

WHEREAS, The mission of the Sheriff's Department and that of emergency management is very compatible and consistent with each other; and

WHEREAS, The needs of the County are better met by eliminating 1.0 FTE Emergency Management/Safety Director in the Emergency Management Department and creating 1.0 FTE Emergency Management Coordinator in the Sheriff's Department; and

WHEREAS, The Emergency Management Coordinator reporting to the Chief Deputy, in the Sheriff's Department, will provide for an integrated emergency management framework to prepare for, respond to, and recover from all types of emergencies and disasters; and

WHEREAS, The termination and removal of the Emergency Management Coordinator shall be under the direction of the County Administrator; and

WHEREAS, The elimination and creation of the aforementioned positions will not result in an increase of the overall staffing; and

WHEREAS, The job description for the classification of Emergency Management Coordinator is attached and made part hereof. The position has been approved by the Administrative Services Committee at a salary range of Grade 10 on the Non Union Wage Schedule. The 2018 wage range is as follows:

	YES	NO	
1			BARRIBEAU
2			BUDDE
3			CONNORS
4			DEITER
5			DIETRICH
6			DRAHEIM
7			GENTZ
8			GIBLER
9			HARTL
10			HOFBERGER
11			KARTH
12			KLECKNER
13			LA SHAY
14			LAUGHRIN
15			MUELLER
16			SCHWALENBERG
17			STECKER
18			STIER
19			STILLMAN
20			STOFFEL
21			WEINBERGER

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
\$27.29	\$28.08	\$28.85	\$29.65	\$30.41	\$31.21	\$31.98	\$32.76	\$33.54	\$34.32	\$35.10

WHEREAS, The management of the County's safety program has been moved to the direction of the Human Resources Director, in the Department of Administration; and

WHEREAS, The Administrative Services Committee has determined that by eliminating the one person office of the Emergency Management Department, certain operations of county government could efficiently be consolidated and overseen by an established county department; and

WHEREAS, There will be no fiscal impact with these changes. In addition, this new structure will result in increased efficiency by improved communications; and the benefit of departmental administrative resources, not currently available, will provide for flexibility to meet emerging emergency management priorities.

NOW, THEREFORE, BE IT RESOLVED That the Calumet County Board of Supervisors hereby approve abolishing the Emergency Management Department and the 1.0 FTE position of Emergency Management Director/Safety Manager and authorize the creation of 1.0 FTE Emergency Management Coordinator in the Sheriff's Department, with an effective date immediately upon passage of this resolution.

BE IT FURTHER RESOLVED That the Finance Director shall make the necessary budget adjustments to reflect these changes.

Dated this 17th day of April 2018.

**INTRODUCED BY THE
ADMINISTRATIVE SERVICES COMMITTEE**

Merlin Gentz, Chair

Ronald Dietrich

Bill Barribeau

Patrick Laughrin

Pete Stier

Mary Schwalenberg

COUNTERSIGNED BY

County Board Chair

Calumet County Position Description

Job Title:	Emergency Management Director (75%) / Safety Manager (25%) <u>Coordinator</u>
Salary Level:	<u>A07 Grade 10</u>
FLSA Status:	Exempt
Department:	<u>Emergency Management Sheriff's Department</u>
Reports To:	<u>County Administrator Chief Deputy</u>
Prepared By:	<u>Patrick W. Glynn Michelle L. Wright</u> , Human Resource Director
Prepared Date:	<u>May 16, 2005 April 3, 2018</u>
Approved By:	<u>Salary and Personnel Administrative Services</u> Committee
Approved Date:	<u>May 16, 2005</u> April 10, 2018

Summary Under the direction of the Protection of Persons and Property Committee, plans, organizes and directs the emergency management ~~and safety~~ programs for the County. Performs related duties as required.

Essential Duties and Responsibilities *include the following. Other duties may be assigned.*

Coordinates and directs the planning, development, organization, control, and implementation of countywide emergency management activities. Maintains up-to-date information and general knowledge of the disaster capabilities of each element of County Government and the ability of the community at large to contribute human and material resources to limit the damage effects and recover from disasters of all types.

Holds the office of emergency management director of such municipalities of the County as have enacted an ordinance parallel to the County Code of Ordinances. Fulfills the general duties of Director or Coordinator of Emergency Management as prescribed in the County Code of Ordinances.

Coordinates and assists in developing town and municipal emergency management plans within the County, integrates such plans with the County plans; and directs the emergency management program.

Facilitates effective relationships between County law enforcement agencies, fire departments, EMS agencies, hospitals, volunteer disaster services agencies, and all others involved in emergency services. Maintains positive relationships with local, state and national, units of government to assure that the interests of the County are fully protected and accommodated.

Serves as the County's principal contact with state and federal emergency management agencies, and advises of all countywide emergency management planning and renders such reports as may be required.

Directs or coordinates countywide emergency management educational opportunities, training programs, and planning exercises. Monitors and coordinates an emergency organization of disaster services utilizing all elements of County Government of the community as required. Coordinates training to all elements of the County's Disaster Organization in emergency services and operations.

Performs assessments and documents disaster damage; provides reports to Wisconsin Emergency Management pursuant to required time frames; directs efforts with other agencies involved with post-emergency restoration activities. Directs post incident, disaster, and exercise reviews of emergency responses; updates response plans and implements revisions as may be necessary or appropriate.

Directs and maintains plans and procedures for the operation of an Emergency Operating Center (EOC) to enable lead officials to support emergency field operations by assessing damage, analyze the possible deployment of resources, make decisions based upon sound priorities, coordinate activities among disaster services and keep the public informed.

Develops and promulgates county-wide emergency plans and facility off-site plans in accordance with state and federal requirements. Assists with coordinating, advising and administering the activities of the Local Emergency Planning Committee (LEPC). Coordinates with industry, businesses and public agencies, all activities related emergency planning, reporting, tracking and providing assistance when needed to these facilities.

Develops and maintains an organizational alerting system to include procurement and assignment of alerting devices, maintenance, training and testing.

Develops and administers the Emergency Management budget, prepares necessary reports, writes and administers grants, maintains records, and performs other duties related to [emergency the management of the Emergency Management Department](#).

~~Develops, prepares and updates County personnel safety policies, procedures and programs to comply with local, state and federal rules and regulations. Administers safety programs, and coordinates employee training and recordkeeping. Provides guidelines and procedures for handling workplace violence and threats.~~

~~Assists and advises all County Departments regarding safety issues, conducts risk assessments of County departments, determines corrective or preventative measures when needed, works with at-risk employees and their supervisors to develop safety plans to address specific issues, and follows up to ensure measures have been implemented.~~

~~Serves as the primary contact for unsafe conditions in the workplace.~~

Attends and participates in committee and organization meetings, workshops, and in-service training as required by the demands of the position.

Performs such other duties relating to emergency management ~~and employee safety activities~~ as may be required by the County Board and the Protection of Persons and Property Committee of the County Board.

It is unlikely an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties an employee may be required to perform. The examples are merely indicative, not restrictive.

Supervisory Responsibilities

~~May d~~Directly supervises a limited term employee ~~in the Emergency Management Department. Carries carrying~~ out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Directs and coordinates emergency management activities throughout the County during a state of emergency.

Qualifications *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience

Associate's degree in law enforcement, **safety**, public administration, fire service, or other related field. Bachelor's degree preferred. Three or more years of managerial experience in emergency/disaster planning, preparedness, response and mitigation; ~~employee/workplace safety~~ or other related field; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information, respond to questions and has regular contact with members of the public; civic, volunteer and professional organizations; law enforcement, fire/rescue providers; county committees; county municipalities and elected officials; various state agencies and officials; employees; and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to interpret basic statistical reports.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to deal effectively with state and other local government officials. Ability to remain calm and work in stressful situations and ability to exercise good judgment, evaluate situations and make decisions.

Computer Skills

To perform this job successfully, an individual should have knowledge of Word Processing and mapping software.

Certificates, Licenses, Registrations

None.

Other Skills and Abilities

Thorough knowledge of the federal, state and county laws, rules and regulations effecting and related to emergency government operations; resources available to utilize during an emergency or disaster situation.

~~Thorough knowledge of occupational safety regulations and model safety programs.~~

Thorough knowledge of the methods of organization, planning, management and supervision.

Thorough knowledge of the structure, functions and interrelationships of state and local governments.

Ability to prepare and administer grants, and to negotiate bids and pricing in the procurement of emergency response equipment.

Ability to organize and record various reports, plans and other documents.

Other Qualifications

Must possess a valid Wisconsin driver's license.

Physical Demands *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl, and smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move

up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. May be exposed to adverse weather, dangerous situations as well as contact with communicable diseases, toxic agents, explosives, and hostile people. On-call availability.

Employee

Date

Supervisor

Date