

**RICHLAND COUNTY PUBLIC SAFETY AND JUDICIARY
STANDING COMMITTEE MEETING**

DATE: FRIDAY, NOVEMBER 3, 2023

TIME: 8:30 A.M.

**LOCATION: COUNTY BOARD ROOM OF THE RICHLAND
COUNTY COURTHOUSE 181 W SEMINARY ST, RICHLAND
CENTER, WI 53581**

Via webex with information available at
<https://administrator.co.richland.wi.us/minutes/public-safety/>

1. Call to Order.
2. Read and approve Notice of Posting for November 3, 2023 Public Safety meeting.
3. Read and approve agenda for November 3, 2023 Public Safety meeting.
4. Read and approve minutes of the October 6, 2023 Public Safety Meeting.
5. Coroner updates.
6. Circuit Court Judge updates/comments
7. Clerk of Court Updates.
 - a. Monthly updates/reports
8. Probate Department
 - a. Monthly updates/reports
9. District Attorney Update.
 - a. Monthly updates/reports
10. Emergency Management
11. PSAP & GIS grants monthly update.
12. Approve monthly invoices and other Sheriff's Department reports.
13. **Open squad bids**
14. Radio Tower Project updates
15. Mapping, Radio System & Squad Updates
16. Future agenda items
17. Adjourn.

RICHLAND COUNTY PUBLIC SAFETY COMMITTEE MEETING
Friday, October 6, 2023

The Richland County Board of Supervisors Public Safety Committee met on Friday, October 6, 2023 at 8:30am in the County Board Room of the Richland County Court House in Richland Center, Wisconsin.

Committee members present at the meeting were: Committee members David Turk, Kerry Severson, Bob Frank, Richard McKee, and Barbara Voyce. Present from the Richland County Sheriff's Department were Sheriff Clay Porter, Chief Deputy Aaron Wallace, and Amber Muckler. Also present for the meeting or a portion of the meeting was Judge Lisa McDougal, Clerk of Court Stacy Kleist, DA Jennifer Harper, Jenifer Laue, and Darin Gudgeon.

Agenda Item #1: Call to Order: Committee Vice Chair Frank called the meeting to order at 8:30am.

Agenda Item #2: Read and Approve Notice of Posting for October 6, 2023 Public Safety Committee Meeting: Committee Vice Chair Frank confirmed that the meeting was properly posted. Upon receiving confirmation Frank declared meeting properly posted.

Agenda Item #3: Read and Approve the Agenda for October 6, 2023 Meeting: Motioned by Richard McKee to approve the agenda. 2nd to this motion by Barb Voyce. Motion passed.

Agenda Item #4: Read and Approve Minutes of the September 1, 2023 Public Safety Meeting: Motion by Richard McKee to approve the minutes as printed. 2nd to this motion by Barb Voyce. Motion passed, minutes accepted.

Agenda Item #5: Coroner Updates: Nothing from the Coroner for the month.

Agenda Item #6: Circuit Court Judge updates/comments: Judge McDougal talked about making a document listing the priorities needed in the courtroom and it will be worked on in the future and discussed with this committee and other committees.

Agenda Item #7: Clerk of Court Update: Kleist shared her reports with the committee members. Kleist talked about the jury pool and sending letters out for next year. Kleist talked about revenue collection for 2023 and exceeding her revenue collection expectation for 2023 which will help offset the expenses for this year. There was a discussion on out of county judges assigned to our courtroom and Judge McDougal traveling to other counties for court cases in those counties.

Agenda Item #8: Probate Updates: Laue talked about capital improvement money in the budget for needs in the courtroom. Laue talked about out of county cases that the judge handles and how that impacts Richland County's courtroom. Laue talked briefly on her budget and how lawyer fees affects the budget.

Agenda Item #9: District Attorney Updates: DA Harper talked about her budget sheet with the committee members for the current month. No other updates from her at this time, staffing is good and her office is working on policy.

Agenda Item #10: Emergency Management: Director Gudgeon talked about a workshop that had been held and things are moving forward. Priorities are active threat scenarios and there will be sessions held to educate people and departments on this. There will be a document that anyone employed by the county will be able to access on the network.

Agenda Item #11: PSAP & GIS grant monthly updates: Director Gudgeon talked about the 911 grant, there is training that is taking place and equipment has been ordered. Regarding the GIS grant, there have been some things that have been adjusted on the grant but things are moving forward as well. There was a discussion on grant funding.

Agenda Item #12: Approve monthly invoices and other Sheriff's Department reports: The committee members went over the invoices for the month and discussed some specific invoices. Motion to approve paying the invoices for the month made by Barb Voyce, second to this motion by Kerry Severson. Motion approved.

Sheriff Porter went over the monthly jail statistic report, Sheriff Porter stated that reporting on how staff uses their time, especially things like UA reporting and paper service reporting. Sheriff Porter talked briefly about the budget outlook for 2023 and struggles to find staff.

Agenda Item #13: Approval to get squad bids: Sheriff Porter stated the department is looking to solicit bids for 2024. The current plan is to get 2 squads for 2024 and needs the committee to approve him to get bids. Motion to approve the Sheriff's Department to get squad bids made by David Turk, second to this motion by Kerry Severson. Motion approved.

Agenda Item #14: Discussion on alarm ordinance: Chief Deputy Wallace talked about looking into creating an alarm ordinance when county deputies have to go out on calls which involve alarms. This would be a possible revenue source by creating a permit that homes who have an alarms would have to pay, this would help home owners to keep alarms operational. Wallace provided an example of what other counties use regarding alarm permits and the costs of what that permit would cost. Wallace would like to possibly see this ordinance begin in 2024. Frank and other committee members would like to take some time to look over the ordinance.

Agenda Item #15: Discussion on Jail Inspection: Sheriff Porter wanted to talk about the jail inspection report and things that have been completed in that report. Showers and grates have been completed, intercoms have not been addressed, neither has the cameras. Cameras and intercoms will be coming with the radio project. Corrections grade fixtures/furniture have not been replaced, but pricing to replace those are being looked at, the dispatch door is being looked at for safety reasons. Key sets have been color coded and there is a lock box for all of the keys. The fire inspection has been completed in the jail and dispatch. There was a

discussion on classifications of inmates and how those classifications should be separated and that is not currently being done in our facility.

Agenda Item #16: Radio Tower project updates: Sheriff Porter stated that there is a written report on the project that was presented to Finance. Sheriff is still working on sites that are being locked in and possible alternate sites.

Agenda Item #17: Mapping, Radio System & Squad Updates: Sheriff Porter talked about squads and that the new squads will be put into the shop for outfitting and should be operational within the next month or so.

Agenda Item #18: Future agenda items: Discussion and possible action on a county alarm ordinance.

Agenda Item #19: Adjourn; Motion by Kerry Severson to adjourn until the regular Public Safety Committee meeting on Friday, November 3, 2023 at 8:30am. Second to this motion by Richard McKee. Motion passed, meeting adjourned.

Respectfully Submitted by Office Manager, Amber Muckler

12 calls in September
10 cremation and 2 traditional burial
Ages ranged from 40-101
COD included:
1 pending toxicology and histology
1 accident
2 dementia
2 neurological disorders
2 respiratory disorders
4 heart-related

For comparison, our office was at 101 calls at the end of September
We were at 90 calls the same time last year, 85 calls 10 years ago, and 76 calls 20 years ago

15 calls in October
ALL were cremations
Ages ranged from 43-99
COD included:
6 heart-related
2 cancer
3 respiratory disorders
2 alzheimers/dementia
1 accident
1 neurological disorder

For comparison, our office was at 116 calls at the end of October
We were at 90 calls at the same time last year, 95 deaths 10 years ago, and 84 calls 20 years ago

As always, please let me know if there is any other information you would like from our office.

Regards,
Jim

Register in Probate

ACS FINANCIAL SYSTEM
 11/01/2023 14:40:50
 LEVEL OF DETAIL 1.0 THRU 4.0

Expenditure Guideline
 FOR THE PERIOD(S) JAN 01, 2023 THROUGH OCT 31, 2023

RICHLAND COUNTY
 GL520R-V08.19 PAGE 1

10	GENERAL FUND	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
5120	REGISTER IN PROBATE						
0000	PROJECT						
5111	SALARIES - REGULAR	85,956.50	0.00	6,735.40	62,036.94	23,919.56	72 -----
5112	SALARIES - PART-TIME	0.00	0.00	0.00	0.00	0.00	0
5144	WITNESS FEES	150.00	0.00	0.00	108.00	42.00	72 -----
5150	SECTION 125 PLAN-CO SHARE	225.00	0.00	13.40	96.20	128.80	42 ----
5151	FICA - COUNTY SHARE	6,698.35	0.00	476.66	4,375.49	2,322.86	65 -----
5152	RETIREMENT - COUNTY SHARE	5,954.09	0.00	458.00	4,218.50	1,735.59	70 -----
5153	DENTAL INSURANCE-CO SHARE	1,257.24	0.00	70.70	670.38	586.86	53 -----
5154	HEALTH INSURANCE - COUNTY SH	21,737.04	0.00	2,617.72	24,664.80	2,927.76-	113 -----!
5155	LIFE INSURANCE - COUNTY SHAR	32.54	0.00	6.55	49.00	16.46-	150 -----!!!!
5161	HEALTH INS REIMBURSEMENT DED	1,000.00	0.00	0.00	1,000.00	0.00	100 -----
5215	PSYCHOLOGICAL EVALUATION	6,000.00	0.00	0.00	1,000.00	5,000.00	16 -
5216	INTERPRETER FEES	500.00	0.00	157.50	630.00	130.00-	126 -----!!
5225	TELEPHONE	1,500.00	0.00	36.13	361.90	1,138.10	24 --
5251	TRANSCRIPTS	150.00	0.00	0.00	0.00	150.00	0
5311	POSTAGE AND ENVELOPES	1,000.00	0.00	23.31	477.87	522.13	47 ----
5315	COPY PAPER AND EXPENSE	400.00	0.00	48.00	48.00	352.00	12 -
5319	OFFICE SUPPLIES & COMPUTER S	1,100.00	0.00	0.00	644.98	455.02	58 -----
5324	DUES & SUBSCRIPTIONS	214.00	0.00	0.00	40.00	174.00	18 -
5326	ADVERTISING	200.00	0.00	0.00	283.80	83.80-	141 -----!!!!
5334	REGISTRATION	100.00	0.00	0.00	0.00	100.00	0
5335	MEALS	200.00	0.00	0.00	71.23	128.77	35 ---
5336	LODGING	450.00	0.00	0.00	0.00	450.00	0
5339	MILEAGE	500.00	0.00	0.00	32.80	467.20	6
5819	NEW EQUIPMENT	1,200.00	0.00	0.00	0.00	1,200.00	0
TOTAL:	PROJECT	136,524.76	0.00	10,643.37	100,809.89	35,714.87	73 -----
0103	GAL FEES CHAPTER 48 & 938						
5212	ATTORNEY-GAL FEES	16,150.00	0.00	1,082.00	15,132.98	1,017.02	93 -----
TOTAL:	GAL FEES CHAPTER 48 & 938	16,150.00	0.00	1,082.00	15,132.98	1,017.02	93 -----
0104	GAL FEES CH 51, 54, & 55						
5212	ATTORNEY-GAL FEES	15,500.00	0.00	1,887.00	19,745.31	4,245.31-	127 -----!!
TOTAL:	GAL FEES CH 51, 54, & 55	15,500.00	0.00	1,887.00	19,745.31	4,245.31-	127 -----!!
0109	ADVERSARY-REG IN PROBATE						
5212	ADVERSARY ATT-REG IN PROBATE	25,000.00	0.00	0.00	8,344.72	16,655.28	33 ---
TOTAL:	ADVERSARY-REG IN PROBATE	25,000.00	0.00	0.00	8,344.72	16,655.28	33 ---
0112	N/F COURT COMMISSIONER						
5212	ATTORNEY-N/F COURT COMISSNR	500.00	0.00	0.00	0.00	500.00	0
TOTAL:	N/F COURT COMMISSIONER	500.00	0.00	0.00	0.00	500.00	0
TOTAL:	REGISTER IN PROBATE	193,674.76	0.00	13,612.37	144,032.90	49,641.86	74 -----
TOTAL:	GENERAL FUND	193,674.76	0.00	13,612.37	144,032.90	49,641.86	74 ----- *

		ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED	ACT YTD POSTED	REMAINING BALANCE	PCT
10	GENERAL FUND						
4500	PUBLIC CHARGES FOR SERVICES						
0206	PROBATE FEES	6,000.00	6,000.00	505.61	5,636.15	363.85	93
4515	REGISTER IN PROBATE - PROBAT	6,000.00	6,000.00	505.61	5,636.15	363.85	93
TOTAL:	PROBATE FEES	6,000.00	6,000.00	505.61	5,636.15	363.85	93
0207	CERTIFICATIONS						
4515	REGISTER IN PROBATE - CERTIF	300.00	300.00	56.00	497.92	197.92	165
TOTAL:	CERTIFICATIONS	300.00	300.00	56.00	497.92	197.92	165
TOTAL:	PUBLIC CHARGES FOR SERVICES	6,300.00	6,300.00	561.61	6,134.07	165.93	97
TOTAL:	GENERAL FUND	6,300.00	6,300.00	561.61	6,134.07	165.93	97



**RICHLAND COUNTY
INTEGRATED PREPAREDNESS PLAN**

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Preface

Richland County Emergency Management conducts its training and exercise activities in accordance with the requirements, goals, and expectations associated with Wisconsin Statute 323 and Emergency Management Performance Grant (EMPG) annual Plan of Work agreements.

Richland County Emergency Management uses the Homeland Security Exercise and Evaluation Program (HSEEP) cycle of planning, training and exercising for continuous quality improvement; in particular, the improvement matrix is utilized when implementing corrective actions and assessing the progress being made to close gaps in prioritized capabilities.

The training and exercise priorities included in this plan are linked to the community training and preparedness needs survey, the AARs and improvement matrices from previous exercises, the IPP workshops and, where applicable, a rationale based on existing strategic guidance, threat assessments, and/or other factors. The Richland County Emergency Management Program employs a "Whole Community" approach when developing exercises and offering trainings to both strengthen partnerships and improve capabilities to respond and recover from natural or man-made disasters.

Points of Contact

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Purpose

The Richland County Integrated Preparedness Plan (IPP) is a foundational document developed to guide a successful training and exercise program related to incident command, emergency management, recovery, and related programs for all emergency responders and private-sector partners in the county. The IPP establishes priorities and goals that will guide the County's efforts to improve and sustain core capabilities in the areas of prevention, protection, mitigation, response, and recovery.

This plan recognizes the importance of the "Whole Community" being involved in training and exercising and in developing and maintaining core competencies as well as testing and improving plans. As Richland County Emergency Management's primary role is to support and provide coordination for the local emergency responders and municipalities, the IPP contains a strong focus on building local capabilities and providing opportunities for collaborating among the whole community.

It is important to note that the three-year training schedule outlined in the plan is fluid and subject to annual change. It is also important to note that Wisconsin is a home rule state; because of this, Richland County Emergency Management cannot dictate the schedule of trainings and exercises at the municipal level. For this reason, the training schedule is limited to a three-year cycle and should be used as a roadmap to meet the current identified needs.

This IPP documents planning, training, and exercise activities to meet the program expectations within the EMPG and EPCRA Plan of Work agreements.

Implementation Strategy

Coordination

We recognize that many of our community partners such as schools, certain industry partners, the hospital, and skilled nursing facilities are required to conduct training events and exercises. This IPP is designed to be implemented in coordination with our community partners' required state and federal training and exercise programs.

We also recognize the need to have the whole community involved in training and preparedness activities. In order to achieve this, we will intentionally establish an annual preparedness workshop specifically for the public to better prepare them for when a disaster may affect their community.

Whole Community

Richland County has embraced the "Whole Community" concept in emergency preparedness, response, and recovery. Richland County actively works with the private sector, education sector, healthcare sector and volunteer agencies to provide training and opportunities to participate in exercises. It is our intent to continue to foster those existing public/private partnerships all the while looking for new opportunities to create partnerships. The "Whole Community" concept will be the framework used to strengthen all of our partnerships and facilitate learning and skill building during future training events and exercises.

Stakeholder Input

The training and exercise needs identified by stakeholders via previous exercise AARs, the IPP survey, and the IPP workshops are what provides the framework of this plan, embracing the "Whole Community" approach. Stakeholders include but are not limited to: all local units of government, local public health, schools, emergency medical services, fire departments, law enforcement agencies, industry, local volunteer organizations, county/municipal infrastructure, hospitals, and additional health care entities. As the needs of these stakeholders evolve, the training strategy should adapt; thus this becomes a flexible, living document. While this Plan details specific priorities and activities, these do not limit the County's ability to offer new courses to meet changing demands or revise exercise plans in consideration of real events.

Funding

The activities included in this plan will be funded by local program dollars, EMPG and EPCRA funds, training and exercising grants provided by Wisconsin Emergency Management (WEM), HMEP and the support provided by our public/private partnerships. Independent study courses such as those provided by FEMA are free of charge to students who create a student profile on FEMA's distance learning [website](#).

Plan Maintenance

At a minimum, Richland County Emergency Management will review and update this IPP annually based on new information gathered during incidents, drills, and exercises. The annual review is also an EMPG program requirement. The plan should also be evaluated, as needed, to accommodate changes in the organization, authorities, or capabilities.

Program Priorities

Areas of Emphasis

In order to clearly delineate the different roles each partner plays in the plan development process as well as facilitate the creation of accurate and actionable priorities through a sound priority planning process, Richland County Emergency Management has categorized agencies/partners into areas of emphasis. Those six areas of emphasis are Local Units of Government, Public Safety/Infrastructure Departments, Business/Industry, Healthcare and Humans Services Partners, Education, and the Public & NGOs.

Priority Methodology

In early 2023, in cooperation with Southwestern Wisconsin Regional Planning Commission, Richland County Emergency Management conducted a Disaster Preparedness Survey. Analytical studies of the data showed where the areas of greatest need are in relation to perceived hazards and risks that the individuals and agencies have historically responded to and subsequently had to work through recovery. The County EM Director attended several department meetings and mutual aid association meetings to gather information about training programs that would be of the greatest benefit to each community. A review of relevant AAR improvement matrices helped fine-tune the integrated preparedness planning process so that the training more closely matched the post-exercise input provided by the exercise participants.

Two workshops were conducted by Richland County Emergency Management as an additional way of collecting data and input for the integrated preparedness plan in a venue where face-to-face interaction enhanced the planning process. The data from the workshops along with the information gathered from the surveys, department meetings and exercise improvement matrices were used to structure the IPP. Through the process outlined above, the training needs became clearer and more easily prioritized.

County Areas of Emphasis

<p>Local Units of Government</p> <ul style="list-style-type: none"> • Understanding the local jurisdiction's responsibilities during an emergency • Active Threat training • Knowledge about State and Federal resources available to help with disaster recovery • Public Information Officer training • EOC Operations training • Training on how to conduct damage assessments 	<p>Public Safety/Infrastructure Departments</p> <ul style="list-style-type: none"> • ICS refresher course/training, UCS emphasis, for all public service agencies in the county • Active Threat training • Develop scenarios with unknown hazmat/cargo and have responders repetitively use ERG Guide • Public Information Officer training • EOC Operations training • Multi-agency coordination with disaster response services (such as local Office of Emergency Management, EMS, law enforcement, fire services, public health, and public works) • How to maintain situational awareness and conduct a rapid needs assessment
<p>Business/Industry</p> <ul style="list-style-type: none"> • Coordinated disaster preparedness planning • Training on how to conduct damage assessments • How to maintain situational awareness and conduct a rapid needs assessment 	<p>Healthcare and Human Services Partners</p> <ul style="list-style-type: none"> • Better understanding of how to integrate access and functional needs into emergency planning • Public Information Officer training • EOC Operations training • Training on how to manage volunteers • How to maintain situational awareness and conduct a rapid needs assessment
<p>Education</p> <ul style="list-style-type: none"> • Training related to response tactics for specific risks/hazard • Public Information Officer training • How to maintain situational awareness and conduct a rapid needs assessment 	<p>Public & NGOs</p> <ul style="list-style-type: none"> • Better understanding of risks to each community • Training specific to "72-hour" preparedness • Coordination and/or integration with disaster response organizations (such as Red Cross, Humane Society, local non-profits) • Training on how to manage volunteers

County Level Priorities

Priority 1: Active Threat Incident Management

Rationale: With staff turnover, increased incidence, and overwhelming consensus from survey and workshop participants, it is clear Active Threat Incident Management is a county-wide priority. Utilizing the strong relationship between Emergency Management and law enforcement, this will be addressed through seminars, workshops, and exercises. The County will use familiar faces to provide training to schools, businesses, and government agencies on key issues such as prevention and de-escalation strategies, threat recognition, and common courses including Stop the Bleed, CRASE, and Incident Management.

Mission Areas: Mitigation, Response, Recovery.

Core Capabilities: Operational Coordination; Threat & Hazard Identification; On-Scene Security, Protection, & Law Enforcement; Operational Communications; Situational Assessment; Planning.

Activity	Activity Type	Supported By
Stop the Bleed	Classroom Instruction	County Emergency Management & EMS
CRASE	Classroom Instruction	County Emergency Management & Law Enforcement
Threat Recognition and De-Escalation	Workshop	County Emergency Management & Law Enforcement
ASIM	Exercise	Law Enforcement & FBI
Courthouse Active Threat Tabletop	Exercise	County Emergency Management & Law Enforcement
Courthouse Active Threat Functional	Exercise	County Emergency Management & Law Enforcement
Courthouse Active Threat Full Scale	Exercise	County Emergency Management & Law Enforcement

Priority 2: Multi-Agency Coordination & Disaster Response

Rationale: During disaster response, it is vital for all responders to understand their roles and how each integrate with the others to achieve their situational goals. While many agencies/partners train on their own response tactics and processes, the ability to work jointly will ultimately determine the success of the mission. Using tools such as tabletop exercises and ICS courses, agencies and partners will learn what their role expectations are and how they integrate into a response for events large and small, whether single agency or unified command.

Mission Areas: Response.

Core Capabilities: Operational Coordination; Public Information & Warning; Planning; Operational Communications.

Activity	Activity Type	Supported By
IS-700: Intro to the National Incident Management System	Online Instruction	FEMA
IS-100.c: Intro to the Incident Command System	Online Instruction	FEMA
IS-200.c: Basic Incident Command for Initial Response	Online Instruction	FEMA
G-300 (ICS-300): Intermediate ICS for Expanding Incidents	Classroom Instruction	WEM
G-400 (ICS-400): Advanced ICS Command and General Staff-Complex Incidents	Classroom Instruction	WEM
MGT-314: Enhanced All Hazards Incident Management/Unified Command	Classroom Instruction	WEM/TEEX

Priority 3: Integrated Disaster Planning

Rationale: The best time to understand what the needs of an organization might be during an emergency is before the emergency exists. With access to training and workshops, schools and businesses can establish and strengthen Continuity of Operations (COOP) plans while individuals and families will be able to develop household plans and emergency kits to ensure they are prepared for any events where resources may be difficult to access and first responders may be delayed in getting to them to provide help.

Mission Areas: Mitigation, Response.

Core Capabilities: Planning; Community Resilience; Situational Assessment; Threats & Hazards Identification.

Activity	Activity Type	Supported By
IS-235.c: Emergency Planning	Online Instruction	FEMA
IS-244.b: Developing and Managing Volunteers	Online Instruction	FEMA
IS-362.a: Multi-Hazard Emergency Planning for Schools	Online Instruction	FEMA
IS-366.a: Planning for the Needs of Children in Disasters	Online Instruction	FEMA
IS-660: Introduction to Public-Private Partnerships	Online Instruction	FEMA
72-Hour Preparedness for Families	Workshop	County Emergency Management
COOP Planning for Businesses	Workshop	County Emergency Management

Priority 4: Public Information & Media Relations

Rationale: In a world where people have an expectation of always having access to real-time information, it is vital all stakeholders are prepared to provide the right amount of information at the right times. The provision of information, if done correctly, can create trust and reduce risks to community members and responders. If done incorrectly, it can create another emergency entirely. Understanding who should provide what information to whom will allow agencies and partners to more clearly focus on response using the community as an ally. This can be done through accessing previously published press releases and preparing templates as well as training and exercises focused on how best to engage the public during an incident.

Mission Areas: Protection, Response, Recovery.

Core Capabilities: Planning; Public Information & Warning; Intelligence & Information Sharing.

Activity	Activity Type	Supported By
IS-29.a: Public Information Officer Awareness	Online Instruction	FEMA
IS-42.a: Social Media in Emergency Management	Online Instruction	FEMA
IS-242.c: Effective Communication	Online Instruction	FEMA
G-290: Basic Public Information Officer Training	Classroom Instruction	WEM
G-291: Joint Information System – Joint Information Center Planning for Tribal, State, and Local PIOs	Classroom Instruction	WEM

Priority 5: EOC Operations

Rationale: During response to an incident, one of the first decisions made is whether an emergency operations center (EOC) needs to be opened. This one step can grant the Incident Commander a base of operations for Planning, Logistics, and numerous other vital pieces of the response and recovery puzzle. Understanding the difference between Incident Command and the EOC as well as best practices in operating the EOC will be demonstrated through trainings and exercises with emphasis in using WebEOC and other common tools as well as the importance of AARs.

Mission Areas: Response, Recovery.

Core Capabilities: Planning; Operational Coordination; Logistics & Supply Chain Management; Operational Communications; Situational Assessment; Public Information & Warning.

Activity	Activity Type	Supported By
IS-800.d: National Response Framework: an Introduction	Online Instruction	FEMA
IS-2200: Basic Emergency Operations Center Functions	Online Instruction	FEMA
G-191: Incident Command System (ICS) Emergency Operations Center (EOC) Interface	Classroom Instruction	WEM
G-2300: Intermediate Emergency Operations Center Functions	Classroom Instruction	WEM
WebEOC—Incident Software Training	Workshop	WEM

Additional Training

The following courses are available to all partners to assist in preparedness and response.

Though not directly included in the prioritized goals, these courses are recognized as being value-added for those partners whose tasks fall into more specific roles. All partners are encouraged to evaluate the applicability of these courses based on expected organizational roles and responsibilities as well as individual interest.

Please note: these course are not required for completion, nor is this list an all-inclusive one. Additional courses may be available through individual departments/organizations which will more directly apply.

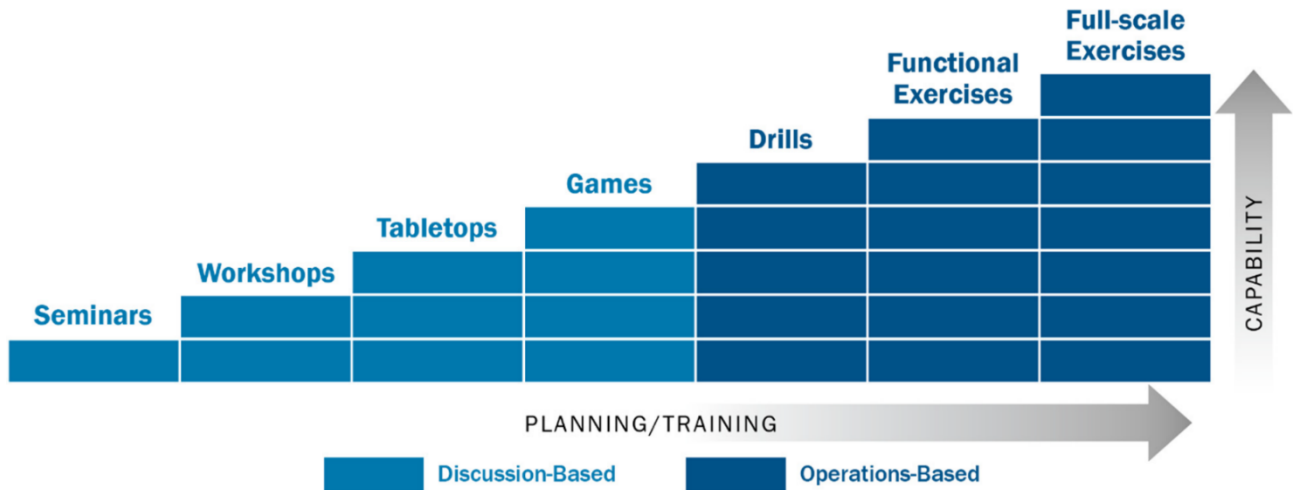
All partners are encouraged to participate in the courses most applicable to them.

Activity	Activity Type	Supported By
IS-36.a: Preparedness for Child Care Providers	Online Instruction	FEMA
IS-241.c: Decision Making and Problem Solving	Online Instruction	FEMA
IS-288.a: Role of Voluntary Organizations in Emergency Management	Online Instruction	FEMA
IS-360: Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship	Online Instruction	FEMA
IS-406: Operating a Shelter	Online Instruction	FEMA
IS-904: Active Shooter Prevention: You Can Make a Difference	Online Instruction	FEMA
IS-905: Responding to an Active Shooter: You Can Make a Difference	Online Instruction	FEMA
IS-906: Workplace Security Awareness	Online Instruction	FEMA
IS-907: Active Shooter: What You Can Do	Online Instruction	FEMA
IS-908: Emergency Management for Senior Officials	Online Instruction	FEMA
IS-909: Community Preparedness: Implementing Simple Activities for Everyone	Online Instruction	FEMA
NWS Severe Weather Training	Classroom Instruction	National Weather Service
CPR & First Aid	Online or Classroom Instruction	American Heart Association or American Red Cross
Shelter Operations	Online or Classroom Instruction	

Methodology and Tracking

- Methodology of Plan Execution**

This Plan is built on the principles of the Homeland Security Exercise and Evaluation Program (HSEEP), which describes seven types of exercises, either discussion- or operations-based. This progressive, multi-year exercise program enables participation in a series of increasingly complex activities, with each building upon the previous one addressing common program priorities and designed to test associated capabilities. This allows for early identification of shortfalls and allows for appropriate updates to address the known shortfall prior to exercising capabilities.



Discussion-based activities (seminars, workshops, tabletop exercises and games) are used to develop or familiarize participants with plans, policies, agreements and procedures. Operations-based activities (drills, functional exercises and full-scale exercises) build upon participants’ understanding while validating plans, policies, agreements and procedures; clarify roles and responsibilities; and identify resource gaps in an operational environment. See Glossary for activity definitions and descriptions.

It’s important for the County and all participating departments and agencies to implement this Plan by first using discussion-based activities to familiarize employees with plans, policies, agreements and procedures specific to a hazard or risk. Once employees have been trained and the equipment is in place, the County or agency shall then graduate to an operations-based activity, such as a drill, functional or full-scale exercise. At minimum, this plan requires participants to start by completing a training activity and participating in a tabletop exercise to test a plan prior to conducting a full-scale exercise.

- Tracking**

As stated in Plan Maintenance, Richland County Emergency Management will review and update this IPP annually. Richland County Emergency Management will track classes offered and activities facilitated within the plan year to year to ensure priority goals are being met; such offerings shall be documented in Appendix B. A record of revisions can be found in Appendix C.

Appendix A: Multi-Year Training Schedule

Gray shading represents annual offerings.

Training Topic	First Year FY24	Second Year FY25	Third Year FY26
ALL online courses. Example: ICS-100, ICS-200, IS-700	X	X	X
CRASE Training	X	X	X
Stop the Bleed Training	X	X	X
First Aid / CPR / AED	X	X	X
72-Hour Community Preparedness Workshop (September of each year)	X	X	X
WebEOC – Incident Software Training	X	X	X
WebEOC Drill – POW requirement	X	X	X
EPCRA / LEPC Exercise (TT; FN; FS) Emphasis TBD at each LEPC meeting	X	X	X
Severe Weather Spotter Training (March/April every other year)		X	
Threat Recognition and De-Escalation Workshop	X		
ASIM (Active Shooter Incident Management) (4-hr)	X		X
Courthouse Active Threat Tabletop	X		
Courthouse Active Threat Functional		X	
Courthouse Active Threat Full Scale			X
G-300 (ICS-300): Intermediate ICS for Expanding Incidents	X		X
G-400 (ICS-400): Advanced ICS Command and General Staff- Complex Incidents		X	
MGT-314: Enhanced All Hazards Incident Management/Unified Command			X
COOP Planning for Businesses (RC Resiliency Group/SWRPC)	X		X
G-290: Basic Public Information Officer Training	X		X

Training Topic	First Year FY24	Second Year FY25	Third Year FY26
G-291: Joint Information System – Joint Information Center Planning for Tribal, State and Local PIOs		X	
G-191: Incident Command System (ICS) Emergency Operations Center (EOC) Interface		X	
G-2300: Intermediate Emergency Operations Center Functions			X

Appendix B: Activity Tracking Log

Activity

Activity Type

Date

Appendix C: Record of Revisions

Date:

November 2, 2023

Change(s) Made:

Plan presented to Public Safety Committee

Appendix D: Glossary of Terms

After Action Report (AAR) – A document that generally includes an exercise overview, analysis of capabilities, and a list of corrective actions. The length, format, and development timeframe of the AAR/IP depend on the exercise type and scope.

Continuity of Operations Plan (COOP) – Such a plan outlines how the organization will continue to provide services until full operations are restored. The COOP includes a strategy for a succession plan for key leaders if they are not able or available to carry out duties as well as a delegation of authority plan for policy and decision-making.

Core Capabilities – Distinct critical elements necessary to achieve the specific mission areas of prevention, protection, mitigation, response, and recovery as outlined in the National Preparedness Goal.

Civilian Response to Active Shooter Events (CRASE) – The course is designed and built on the Avoid, Deny, Defend (ADD) strategy developed by ALERRT in 2004, providing strategies, guidance, and a proven plan for surviving an active shooter event.

Drill – An operations-based exercise often employed to validate a single operation or function.

Emergency Management Performance Grant (EMPG) – Provides state, local, tribal and territorial emergency management agencies with the resources required for implementation of the National Preparedness System and works toward the National Preparedness Goal of a secure and resilient nation.

EMS – Emergency Medical Services

EOC – Emergency Operations Center

Emergency Planning and Community Right-to-Know Act (EPCRA) – Authorized by Title III of the Superfund Amendments and Reauthorization Act (SARA Title III) in response to concerns regarding the environmental and safety hazards posed by the storage and handling of toxic chemicals.

Emergency Response Guidebook (ERG) – Provides first responders with a go-to manual to help deal with hazmat transportation accidents during the critical first 30 minutes.

Exercise – An event or activity delivered through discussion or action to develop, assess, or validate capabilities to achieve planned objectives.

FBI – Federal Bureau of Investigation

FEMA – Federal Emergency Management Agency

Full-scale exercise – An operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions/organizations, and real-time movement of resources.

Functional exercise – An operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment; however, movement of resources is usually simulated.

Game – A discussion-based exercise that is a structured form of play designed for individuals or teams in a competitive or noncompetitive environment. It is an event experienced by the players and guided by clear rules, data, and procedures for its execution. Games are designed to depict an actual or hypothetical situation to ensure that the participants make decisions and take actions that would be plausible. Games can be used to reinforce training, stimulate team building, or enhance operational and tactical capabilities.

Hazardous Materials Emergency Preparedness (HMEP) – Grant program related to Hazardous Materials Transportation Uniform Safety Act established to develop, improve, and carry out emergency plan. The grant is designed to allow grantees the flexibility to implement training and planning programs that address differing needs for each location based on demographics, emergency response capabilities, commodity flow studies, and hazard analysis.

Homeland Security Exercise and Evaluation Program (HSEEP) – A document that provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.

Incident Command System (ICS) – A standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.

Integrated Preparedness Plan (IPP) – A document for combining efforts across components of the Integrated Preparedness Cycle to make sure that a jurisdiction/organization has the capabilities to handle threats and hazards.

Local Emergency Planning Committee (LEPC) – A federally mandated entity created through partnership with local governments and industries as a resource for enhancing hazardous materials preparedness.

NGO – Non-Governmental Organization

Public Information Officer (PIO) – A role within ICS responsible for coordinating with the media and general public where the objective is to provide timely information about response efforts to them.

Scenario – A model or outline, either written or depicted by an event timeline, of the simulated sequence of events that drive the player’s discussion or actions.

Seminar – A discussion-based exercise that orients participants to or provides an overview of authorities, strategies, plans, policies, procedures, protocols, resources, concepts, and ideas.

Tabletop Exercise (TTX) – A discussion-based exercise in response to a scenario intended to generate a dialogue of various issues to facilitate a conceptual understanding, identify strengths and areas for improvement, and/or achieve changes in perceptions about plans, policies, or procedures.

TEEX – Texas A&M Engineering Extension Service

WebEOC – software available through WEM which enables multiple entities to share critical information when collaborating in the preparation, response, resolution, and review processes associated with daily activities, events, and incidents.

WEM – Wisconsin Emergency Management

Whole Community – Individuals, to include families, businesses, faith-based and community organizations, nonprofit groups, schools and academia, media outlets, and all levels of government who are involved in preparedness efforts.

Workshop – A discussion-based exercise often employed to develop policy, plans, or procedures.

Unified Command Structure (UCS) – An authority structure in which the role of incident commander is shared by two or more individuals, each already having authority in a different responding agency.

**RICHLAND COUNTY SHERIFF'S DEPARTMENT
MONTHLY BILLS SUBMITTED FOR APPROVAL
OCTOBER 2023 BILLS**

(PRESENTED AT THE NOV 3RD, 2023 PUBLIC SAFETY COMMITTEE MEETING)

NO.	VENDOR	# OF INV.	DESCRIPTION	INVOICE #	General Dept. Bills \$ AMT	LINE ITEM	LINE ITEM
1	AUTOZONE	1	SQUAD MAINTENANCE	1990849756	5.57	10.5211.0000.5352	
2	CDW GOVERNMENT	2	COMPUTER MAINTENANCE & NEW EQUIP	93674, 46194	256.31	10.5211.0000.5813	10.5211.0000.5819
3	CHARM TEX	2	JAIL SUPPLIES	339522, 341802	216.40	10.5251.0000.5352	
4	CZYS, MIKE	1	GASOLINE	N/A	46.65	10.5211.0000.5351	
5	ELIOR - SUMMIT FOODS	3	MEALS FOR PRISONERS	187220, 187910, 188415	10,862.25	10.5251.0000.5294	
6	EPITAPH NEWS	1	SUBSCRIPTIONS	N/A	45.00	10.5211.0000.5324	
7	EQUIVANT	1	TRAINING - D RUPNOW	WAUSAU16	199.00	10.5251.0000.5157	
8	FERRELLGAS	1	RADIO PARTS/REPAIR	10005992	40.00	10.5217.0000.5352	
9	FILLBACK FORD	3	SQUAD MAINTENANCE	304630, 304345, 304764	811.76	10.5211.0000.5352	
10	GALLS	2	UNIFORM ALLOWANCE/BROCKWAY	25842695, 25859668	178.84	19.5213.0000.5346	
11	GARCIA CLINICAL LAB	1	CARE OF PRISONERS	66838	11.50	10.5251.0000.5296	
12	GCF LEASING	3	COPY LEASE	14399670, 14399669, 100864438	277.54	10.5211.0000.5315	10.5251.0000.5315
13	GRIMM, SHAWN	2	SQUAD MAINTENANCE	34989, 34868	1,253.39	10.5211.0000.5352	
14	MADISON AREA TECH COLLEGE	1	TRAINING	56249	50.00	10.5211.0000.5157	
15	MCKESSON MEDICAL	1	JAIL SUPPLIES	21247790	64.00	10.5251.0000.5352	
16	PIONEER PRINT CO	2	UNIFORM ALLOWANCE/PORTER, J RUPNOW	4745, 4964	57.00	19.5213.0000.5346	
17	RICHLAND COUNTY AMBULANCE	1	CARE OF PRISONERS/R.H.	N/A	69.00	10.5251.0000.5296	
18	RICHLAND COUNTY HHS	1	MENTAL HEALTH FEES	2023-10	350.00	10.5251.0000.5299	
19	RICHLAND HOSPITAL	2	MEDICAL EXAM & CARE OF PRISONERS	23, 25	1,572.00	10.5211.0000.5346	10.5251.0000.5296
20	RICHLAND MOBIL MART	1	SQUAD MAINTENANCE/CAR WASH TOKENS	34290	800.00	10.5211.0000.5352	
21	STREICHERS	1	UNFIORM ALLOWANCE/COLLINS	1662111	133.96	19.5213.0000.5346	
22	TC AUTOWORKS	3	SQUAD MAINTENANCE	12105, 12096, 12086	925.10	10.5211.0000.5352	
23	THE SHOE BOX	2	UNFIORM ALLOWANCE/BARNES	85874, 85848	355.50	19.5213.0000.5346	
24	WALLACE, AARON	1	UNIFORM ALLOWANCE/WALLACE	N/A	258.40	19.5213.0000.5346	
25	WALSH'S ACE HARDWARE	1	SQUAD MAINTENANCE	N/A	78.08	10.5211.0000.5352	
26	WEGNER AUTO SERVICE	3	TOWING	6347, 6288, 5100	675.00	10.5211.0000.5295	
27	WI DEPT OF JUSTICE TIME	1	TIME	15252	2,435.25	10.5251.0000.5292	

OCTOBER 2023 BILLS		22,027.50
SHERIFFS DEPARTMENT		5,272.10
POLICE RADIO		40.00
COUNTY JAIL		15,731.70
SHERIFFS OUTLAY-NEW CARS		
DEPARTMENT-UNIFORM ALLOWANCE		983.70
SPECIAL INVESTIGATIONS		
DOG CONTRACT-MONTHLY PAYMENT		1,500.00
CURRENT MONTH'S JAIL ASSESSMENT		52,800.21

**SHERIFF'S MONTHLY REPORT
 RICHLAND COUNTY
 MONTH OF OCTOBER 2023**

(PRESENTED AT THE NOV 3, 2023 PUBLIC SAFETY MEETING)



	2023		
	AUG	SEPT	OCT
TOTAL AMOUNT OF MONTHLY VOUCHERS SUBMITTED	\$24,743.59	\$47,640.77	\$22,027.50
NUMBER OF JAIL BOOKINGS	62	54	74
AVERAGE NUMBER OF INMATES HOUSED IN OUR COUNTY	35.69	32.12	37.67
TOTAL NUMBER OF INMATES HOUSED OUT OF COUNTY	0	0	0
MONTHLY COST OF HOUSING INMATES OUT OF COUNTY	\$0.00	\$0.00	\$0.00
MEDICAL COST OF INMATES HOUSED OUT OF COUNTY	\$0.00	\$0.00	\$0.00
MONTHLY COMPLAINTS	278	453	446
TRAFFIC CITATIONS ISSUED	124	77	64
TRAFFIC WARNINGS ISSUED	14	3	0
CIVIL PROCESS PAPERS SERVED	15	28	29
TRANSPORTS FOR THE MONTH	9	8	16
AVERAGE NUMBER ON ELECTRONIC MONITORING	5.00	4.00	4.00

Monthly Activity

Jail Activity:

693 calls for service
 113 calls for EMS
 98 calls for RCPD

Richland County Radio Project Monthly Summary – October 2023

▪ Key Understandings:

- **General** – The Richland team has had limited success with identifying alternate locations to improve overall coverage levels but has a few alternate locations they are locking down. Other alternatives and considerations have not been successful due to the landowner's negative response. Continuing to explore other options and waiting for landowner responses is impacting the project timeline and could greatly impact engineering work with winter weather coming.
- **November Goals** – Regulatory and engineering ahead of weather, Civil bid development and release, Development of all site agreements.

▪ Site Acquisition Updates:

- **General** – USCC engineering is underway with the completion of the application process, Richland County contact was made to improve assurances of using three sites.
 - **Richland Center** – Structural Analysis ordered, looking for results.
 - **Gotham** – LOI with landowner, developing land lease.
 - **Muscoda** - Structural Analysis ordered, looking for results.
 - **Westport** - Tentative understanding with Richland Grant Telco, but alternate location being considered to improve civil costs.
 - **Boaz** - Structural Analysis ordered, looking for results.
 - **Viola** – LOI with landowner, developing land lease.
 - **Quarry Road** – Verbal agreement with landowner, but looking for LOI.
 - **Westford** – Looking for verbal acceptance by town.
 - **Keyesville** – County property, complete.
- **November Goals** – Develop use agreements to a final draft versions, react to any site concerns.

▪ Radio Vendor Updates:

- **General** – The DDR document stands ready for signature based on the Nine (9) site design and understood locations. Coverage and design information has been updated to current.
- **November Goals** – FCC frequency understandings in place, microwave design solidified, Additional equipment orders placed,

▪ Civil Engineering Updates:

- **General** – Updating site drawing detail on all sites and completing survey work and regulatory on sites deemed locked.
 - **Richland Center** – Updated plan set with separate ground space, Engineering from USCC
 - **Gotham** – Updated plan set with survey completed, regulatory moving ahead.
 - **Muscoda** – Updated plan set with shelter consideration, Engineering from USCC
 - **Westport** – Initial plan set developed, alternate location visit, survey work scheduled.
 - **Boaz** – Plan set being developed, Engineering from USCC
 - **Viola** – Updated plan set with survey completed, regulatory moving ahead.
 - **Quarry Road** – Initial plan set developed, initial site visit, survey work scheduled.
 - **Westford** – Initial plan set developed, initial site visit, survey work scheduled.
 - **Keyesville** – Updated plan set with survey completed, regulatory moving ahead.
- **November Goals** – Finish regulatory reviews ahead of weather concerns on all 6 greenfield sites. Complete application process.