Richland County
Public Safety Standing Committee

Date Posted: November 27, 2024

NOTICE OF MEETING

Please be advised that the Richland County Public Safety Standing Committee will convene on Friday, December 6, 2024 at 8:30 AM in the Richland County Board Room of the Courthouse at 181 West Seminary Street, Richland Center, WI 53581.

Information for attending the meeting virtually (if available) can be found at the following link:

https://administrator.co.richland.wi.us/minutes/public-safety-committee/

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or barbara.scott@co.richland.wi.us (email).

AGENDA

1. Call To Order
2. Roll Call
3. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From November 1, 2024 Meeting
6. Public Comment
7. Reports
    A. Sheriff – Departmental Activities
    B. Coroner – Departmental Activities
    C. Circuit Court Judge – Departmental Activities
    D. Clerk Of Court – Departmental Activities
    E. Register In Probate – Departmental Activities
    F. District Attorney – Departmental Activities
    G. Emergency Management – Departmental Activities
    H. PSAP & GIS Grants
    I. Radio Tower Project
    J. Courthouse Security Report
8. Approval Of Monthly Invoices
9. Discussion & Possible Action: Approval Of The Richland County Integrated Preparedness Plan
10. Discussion & Possible Action: Opening And Selection Of Squad Car Bid(s)
11. Discussion & Possible Action: Approval Of A Casual Patrol Deputy Hire
12. Correspondence
13. Future Agenda Items
14. Adjourn

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Public Safety Standing Committee.

Derek S. Kalish
County Clerk

Richland County
Public Safety Standing Committee

November 1, 2024

The Richland County Public Safety Standing Committee convened on Friday, November 1, 2024 in person and virtually at 8:30 AM in the County Boardroom of the Richland County Courthouse.

Call To Order: Committee Chair Frank called the meeting to order at 8:45 AM.

Roll Call: Deputy Clerk Hege conducted roll call. Committee member(s) present: David Turk via WebEx, Chad Cosgrove, Bob Frank, and Julie Fleming. Committee member(s) absent: Gary Manning, Craig Woodhouse, and Kerry Severson.

Verification of Open Meetings Law Compliance: Deputy Clerk Hege confirmed the meeting had been properly noticed.

Approval Of Agenda: Motion by Fleming, second by Cosgrove to approve agenda. Motion carried and agenda declared approved.

Approval Of Minutes From October 4, 2024 Meeting: Motion by Cosgrove, second by Fleming to approve the October 4, 2024 minutes. Motion carried and minutes declared approved.

Public Comment: None.

Reports:
  A.   **Sheriff – Departmental Activities:** Sheriff Porter presented the Sheriff's Monthly Report for October 2024. Brief discussion ensued.

  C.   **Circuit Court Judge - Departmental Activities:** Richland County Circuit Court Judge, the Honorable Lisa McDougal, reported on various activities in the office of the Circuit Court Judge including: the need for chairs in the court room, a court security work station/kiosk, a public access computer to use for legal data base searches, continuing renovations to the small court room, and the need for mediators and translators in the court. Judge McDougal commended Sheriff Porter and Jail Administrator Rupnow for their continued work to ensure security. Judge McDougal also reported that the Court House Security Report was not ready to be presented to the Committee. Extensive discussion on the items that the Honorable McDougal reported to the committee.

  E.   **Register In Probate - Departmental Activities**: Register in Probate, Ms. Jenifer Laue, reported that her office has been very busy over the last month.

  D.   **Clerk Of Court – Departmental Activities:** Clerk of Court, Ms. Stacy Kleist reported on various actives of the Clerk of Courts Office, including: the disposal of expired files, updates to the Law Library, collaboration with the District Attorney's Office with criminal information reporting, and the juror selection process. Brief discussion ensued.

  B.   **Coroner – Departmental Activities:** Sheriff Porter shared the Coroner's Report on behalf of Mr. Rossing.

Richland County
Public Safety Standing Committee

F.   **District Attorney – Departmental Activities:** No one was present from the District Attorney's Office to give report to the committee.

G.   **Emergency Management – Departmental Activities:** No one was present from the Emergency Management Department to give report to the committee.

H.   **PSAP & GIS Grants:** Sheriff Porter and MIS Director, Ms. Barb Scott briefly reported on the status of the PSAP and GIS grants. Richland County was awarded the monies that was applied for.

I.   **Radio Tower Project:** Sheriff Porter and MIS Director, Ms. Barb Scott briefly reported that the Radio Tower Project continues and progress has been made.

J.   **Mapping, Radio Systems, And Squad Updates:** Sheriff Porter briefly reported that one new squad is currently being outfitted and the first batch of the new radios have been issued.

Approval of Monthly Invoices: Sheriff Porter gave a brief explanation of the monthly invoices. Brief discussion ensued. Motion by Cosgrove, second by Fleming to approve the Sheriff's Department monthly invoices. Motion carried and the monthly invoices were approved.

Discussion & Possible Action: Approval Of Amendments To The Richland County Sheriff's Office Ordinance No. 89-7 Relating To Department Staffing & Hiring Practices: Chair Frank presented the draft Sheriff's Office Ordinance noting that the hiring process would be moved into the county policy. Motion by Fleming, second by Cosgrove to approve amendments to the Richland County Sheriff's Office ordinance No. 89-7 relating to department staffing & hiring practices. Motion carried and the amendments to The Richland County Sheriff's Office ordinance no. 89-7 relating to department staffing & hiring practices was moved forward to county board for final approval.

Discussion & Possible Action: Approval To Solicit Bids For 2025 Squad Cars: Sheriff Porter gave a brief explanation. Brief discussion ensued. Motion by Cosgrove, second by Fleming to approve the Sheriff to solicit bids for 2025 squad cars. Motion carried and approval was given to the Sheriff to solicit bids for 2024 squad cards.

Discussion & Possible Action: Approval To Enter Into Contract With Flock Safety For LPR Cameras: Sheriff Porter gave background on the use of the LPR (license plate recording) cameras, a donation that had been made to the Sheriff's Department that would cover the start up costs for 3 cameras. Sheriff Porter mention possible funding for the continuing costs for the contract with Flock. Discussion ensued. Chair Frank recommended that Sheriff Porter work on finalize the funding sources before forwarding it for final approval. Brief discussion ensued. Consensus from the committee was for Sheriff Porter to finalize the funding sources and bring the contract back to the committee.

Discussion & Possible Action: Approval To Start A Hiring Process For A Road Patrol Deputy: Sheriff Porter gave a brief explanation of the need to hire a Road Patrol Deputy in 2025. Brief discussion ensued. Motion by Cosgrove, second by Fleming to approve the Sheriff to start the hiring process for a Road Patrol Deputy. Motion carried and the Sheriff was approved to start the hiring process for a Road Patrol Deputy.

Correspondence: None

Richland County
Public Safety Standing Committee

Future Agenda Items:
Courthouse Security Report – Circuit Court Judge
Discussion & Possible Action: Approval To Enter Into Contract With Flock Safety For LPR Cameras

Chair Frank mention he might want item J: Mapping, Radio Systems, And Squad Updates struck from the agenda going forward.

Adjourn: Committee Chair Frank entertained a motion to adjourn. Motion by Fleming, second by Turk to adjourn. Motion carried and meeting adjourned at 10:06 AM.

Myranda H. Hege
Deputy County Clerk

RICHLAND COUNTY SHERIFF'S DEPARTMENT
MONTHLY BILLS SUBMITTED FOR APPROVAL
NOVEMBER 2024 BILLS
(PRESENTED AT THE DEC 6TH, 2024 PUBLIC SAFETY COMMITTEE MEETING)

NO.	VENDOR	# OF INV.	DESCRIPTION	INVOICE #	General Dept. Bills $ AMT	LINE ITEM	LINE ITEM
1	ADVANCED CORRECTIONAL HEALTH	2	CARE OF PRISONERS	3366, 722	5,400.22	10.5251.0000.5296	
2	AUTOZONE	2	SQUAD MAINTENANCE	1990984446, 1990991145	39.37	10.5211.0000.5352	
3	BINDL TIRE & AUTO	2	SQUAD MAINTENANCE	905793, 885774	244.00	10.5211.0000.5352	
4	CARDIO PARTNERS	1	NEW EQUIPMENT	3511093	4,374.70	10.5211.0000.5819	
5	CDW GOVERNMENT	1	COMPUTER MAINTENANCE	15J7J	75.37	10.5211.0000.5813	
6	CHARM-TEX	1	JAIL SUPPLIES	382508	62.90	10.5251.0000.5352	
7	CORNERSTONE SERVICE	1	SQUAD MAINTENANCE	19636	552.09	10.5211.0000.5352	
8	ELIOR/SUMMIT FOODS	5	MEALS FOR PRISONERS	224822, 225399, 226133, 226703, 227274	16,690.90	10.5251.0000.5294	
9	FILLBACK FORD	1	SQUAD MAINTENANCE	313096	71.51	10.5211.0000.5352	
10	GENERAL COMMUNICATIONS	3	NEW SQUAD - FUND 92	338053, 338052, 9616	21,287.00		
11	GALLS	3	UNIFORM ALLOWANCE/D RUPNOW, GRAHAM, L CROTSENBERG	29046279, 29452090, 29530285	414.18	19.5213.0000.5346	
12	GFC LEASING	4	COPY LEASE JAIL & GENERAL	100971432, 100954743, 14918723, 14918724	465.61	10.5211.0000.5315	10.5251.0000.5315
13	GRIM, SHAWN	2	SQUAD MAINTENANCE	36892, 36926	269.61	10.5211.0000.5352	
14	ISAACSON, CAUY	1	UNIFORM ALLOWANCE	N/A	89.97	19.5213.0000.5346	
15	MCKESSON MEDICAL	2	JAIL SUPPLIES	22893699, 22894382	170.25	10.5251.0000.5352	
16	MOTOROLA SOLUTIONS	1	NEW EQUIPMENT	1411135404	780.00	10.5211.0000.5819	
17	NORTHCENTRAL TECH COLLEGE	1	TRAINING	204982	103.37	10.5251.0000.5157	
18	O'REILLY AUTOPARTS	1	SQUAD MAINTENANCE	176129	50.60	10.5211.0000.5352	
19	POMPS TIRE SERVICE	1	SQUAD MAINTENANCE	1520067824	642.12	10.5211.0000.5352	
20	RAY O'HERRON	1	NEW EQUIPMENT	2351413	2,643.85	10.5211.0000.5819	
21	RICHLAND COUNTY AMBULANCE	1	CARE OF PRISONERS/K.L DOS 9/6/24	N/A	69.00	10.5251.0000.5296	
22	RICHLAND HOSPITAL	1	MEDICAL EXAMS/CARE OF PRISONERS	45	358.00	10.5211.0000.5346	10.5251.0000.5296
23	RICHLAND MOBIL MART	1	SQUAD MAINTENANCE	30535	350.00	10.5211.0000.5352	
24	SUTTON, JASON	1	UNIFORM ALLOWANCE/SUTTON	N/A	65.40	19.5213.0000.5346	
25	SVENSSON, FRED	1	NO DETAIL/TRANSLATION OF BAIL BOND	N/A	150.00	10.5251.0000.5999	
26	SYSTEMS TECHNOLOGIES	1	JAIL LOCK CONTRACT	99023279	3,319.00	10.5251.0000.5357	
27	TOP PACK DEFENSE	2	UNIFORM ALLOWANCE/J CROTSENBERG	14473, 14477	146.70	19.5213.0000.5346	
28	WALSHS ACE HARDWARE	2	OFFICER SUPPLIES/RADIO PARTS	N/A	123.65	10.5211.0000.5319	10.5217.0000.5352
29	WEGNER AUTO SERVICE	3	TOWING	7205, 7029, 7034	675.00	10.5211.0000.5295	
30	WI DEPT OF JUSTICE	1	TRAINING/J RUPNOW	77	150.00	10.5211.0000.5157	
31	WI DEPT OF JUSTICE/DCI	1	TRAINING/BARR	3	450.00	10.5211.0000.5157	

NOVEMBER 2024 BILLS		60,284.37
SHERIFFS DEPARTMENT		11,782.44
POLICE RADIO		20.45
COUNTY JAIL		26,478.23
SHERIFFS OUTLAY-NEW CARS		21,287.00
DEPARTMENT-UNIFORM ALLOWANCE		716.25
SPECIAL INVESTIGATIONS		
DOG CONTRACT-MONTHLY PAYMENT		1,500.00
CURRENT MONTH'S JAIL ASSESSMENT		

SHERIFF'S MONTHLY REPORT
RICHLAND COUNTY
MONTH OF NOVEMBER 2024
(PRESENTED AT THE DEC 6TH, 2024 PUBLIC SAFETY MEETING)

	2024		
	SEPT	**OCT**	**NOV**
TOTAL AMOUNT OF MONTHLY VOUCHERS SUBMITTED	$79,398.56	$43,973.25	$60,284.37
NUMBER OF JAIL BOOKINGS	48	45	42
AVERAGE NUMBER OF INMATES HOUSED IN OUR COUNTY	30.15	33.04	32.48
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	415	368	395
TRAFFIC CITATIONS ISSUED	35	13	19
TRAFFIC WARNINGS ISSUED	1	0	0
CIVIL PROCESS PAPERS SERVED	23	12	27
TRANSPORTS FOR THE MONTH	13	12	11
AVERAGE NUMBER ON ELECTRONIC MONITORING	8.00	12.00	6.00

Monthly Activity

Jail Activity:

608 calls for service
85 calls for EMS
116 calls for RCPD
15 calls for RCFD

Sq year	Plate	Vin#	January	February	March	April	May	June	July
2018	ADY7972	8JGB69005	56,723	58,439	59,310	60,140	60,513	61,316	61,960
2018	AED1287	6JGB69004	64,194	67,030	68,745	70,648	72,012	73,979	75,564
2018	7755	KJGB93287	56,940	57,748	58,347	58,736	59,119	60,072	60,100
2018	AST2493	LJGA84720	77,796	78,531	79,377	80,526	81,635	83,210	84,037
2018	5871	4JGC17213	151,223	151,514	151,550	151,550	151,602	152,007	152,630
2018	7754	2JGC17212	172,731	172,731	172,740	172,780	172,875	172,925	173,102
2019	5874	KH600559	111,939	113,964	114,220	114,250	115,393	115,895	117,383
2019	AJM5933	8KR808426	44,123	45,910	47,890	48,999	49,772	50,773	52,136
2019	6898	9KKC42277	73,645	76,851	78,761	80,941	82,574	84,968	85,761
2019	6958	7KKC42276	68,310	69,446	71,294	73,004	74,468	76,107	77,240
2020	5872	6LC369759	38,070	39,330	40,118	40,764	41,999	43,515	45,723
2020	8980	2LC369757	70,285	75,079	77,393	80,747	82,737	85,793	86,186
2020	9047	4LC369758	71,186	74,346	76,233	78,226	79,486	82,322	83,564
2020	F2574	2LC369760	83,379	89,931	92,504	95,368	97,309	100,873	101,917
2021	TM8804	MN708092	25,055	26,654	27,628	29,412	30,736	31,469	32,615
2021	5873	MGB61433	39,628	43,230	44,585	46,760	48,285	50,773	52,324
2021	9794	MGB61434	42,130	44,652	46,877	48,917	50,334	52,484	54,325
2022	E5876	NGB48221	26,675	30,787	32,643	34,169	35,895	37,617	39,548
2022	E5619	1FM5K8A B2NGB50 491	27,369	27,400	31,542	34,377	36,892	38,997	40,816
2023	E5875	1C4RDJFG8PC591449		4,169	6479	9,081	10,748	13,752	14,485
2023	E7754	1C4RDJFG9PC591539		3,746	5461	7,539	9,236	10,835	12,513
2024	AXF7591	1C4RDJFG1RC139717				880	1,569	2,000	2,332
2024	F2890	1C4RDJFGXRC139716							

August	September	October	November	December
63,012	63,993	65,212	66,204	66,743
77,334	79,155	79,243	80,359	81,126
60,239	60,922	62,444	63,707	65,184
84,836	86,440	87,635	89,040	91,217
153,188	153,970	154,483	154,495	154,814
173,274	173,294	173,310	176,455	176,492
119,053	119,761	119,840	120,076	121,592
52,536	53,317	55,178	56,608	57,336
87,330	88,726	90,559	92,183	93,486
78,740	80,371	81,065	82,438	84,399
47,072	48,761	50,388	51,671	52,322
89,454	91,640	93,798	95,582	96,605
85,722	87,540	87,575	89,033	90,350
103,112	106,632	108,133	109,369	110,129
34,666	35,889	36,654	37,885	38,426
54,422	56,814	58,441	59,511	61,654
55,171	57,254	58,899	60,503	61,814
41,728	44,562	46,459	48,120	49,174
43,881	47,058	49,672	51,746	55,281
17,097	19,626	20,538	22,176	23,733
13,836	16,056	18,070	19,809	21,240
2,902	3,460	4,264	4,737	5,518
				1,054

		ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
10	GENERAL FUND						
5121	CIRCUIT COURT						
0000	PROJECT						
5111	SALARIES - REGULAR	175,922.24	0.00	0.00	164,444.16	11,478.08	93 ---------
5112	SALARIES - PART-TIME	0.00	0.00	0.00	0.00	0.00	0
5113	SALARIES - OVERTIME	0.00	0.00	0.00	0.00	0.00	0
5115	TEMPORARY - CASUAL	0.00	0.00	0.00	0.00	0.00	0
5144	WITNESS FEES	300.00	0.00	0.00	234.80	65.20	78 -------
5145	PER DIEM COURT REPORTER	200.00	0.00	0.00	0.00	200.00	0
5150	SECTION 125 PLAN-CO SHARE	250.00	0.00	0.00	210.86	39.14	84 --------
5151	FICA - COUNTY SHARE	13,458.05	0.00	0.00	11,737.41	1,720.64	87 --------
5152	RETIREMENT - COUNTY SHARE	12,138.63	0.00	0.00	11,346.72	791.91	93 ---------
5153	DENTAL INSURANCE-CO SHARE	2,514.48	0.00	0.00	2,305.05	209.43	91 ---------
5154	HEALTH INSURANCE - COUNTY SH	50,484.48	0.00	0.00	43,108.56	7,375.92	85 --------
5155	LIFE INSURANCE - COUNTY SHAR	32.31	0.00	0.00	49.28	16.97-	152 ---------!!!!
5161	HEALTH INS REIMBURSEMENT DED	2,000.00	0.00	0.00	0.00	2,000.00	0
5167	DEFERRED COMP	0.00	0.00	0.00	0.00	0.00	0
5214	SOFTWARE SUPPORT	0.00	0.00	0.00	0.00	0.00	0
5215	PSYCHOLOGICAL EVALUATION	0.00	0.00	0.00	10,112.50	10,112.50-	9999 ----------!!!!
5216	INTERPRETER FEES	4,000.00	0.00	0.00	4,880.00	880.00-	122 ----------!!
5225	TELEPHONE	600.00	0.00	0.00	375.75	224.25	62 ------
5248	SERVICES ON MACHINES	0.00	0.00	0.00	0.00	0.00	0
5251	TRANSCRIPTS	800.00	0.00	0.00	332.00	468.00	41 ----
5256	JURY TRIAL EXPENSE	10,500.00	0.00	0.00	4,652.59	5,847.41	44 ----
5259	SMALL CLAIMS MEDIATION	1,500.00	0.00	60.00	1,220.00	280.00	81 --------
5311	POSTAGE AND ENVELOPES	5,000.00	0.00	0.00	4,268.65	731.35	85 --------
5315	COPY PAPER AND EXPENSE	1,900.00	0.00	0.00	1,477.10	422.90	77 -------
5319	OFFICE SUPPLIES & COMPUTER S	2,500.00	0.00	0.00	1,871.83	628.17	74 -------
5321	LEGAL SOFTWARE SUBSCRIPTION	3,705.84	0.00	0.00	1,621.12	2,084.72	43 ----
5323	CLEAR (ON-LINE DATA SEARCH)	2,000.00	0.00	0.00	1,289.04	710.96	64 ------
5324	DUES	300.00	0.00	0.00	325.00	25.00-	108 ----------
5326	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0
5334	REGISTRATION	300.00	0.00	0.00	365.00	65.00-	121 ----------!!
5335	MEALS	200.00	0.00	0.00	265.62	65.62-	132 ----------!!!
5336	LODGING	700.00	0.00	0.00	980.00	280.00-	140 ----------!!!!
5339	MILEAGE	700.00	0.00	0.00	561.51	138.49	80 --------
5819	NEW EQUIPMENT	2,000.00	0.00	0.00	0.00	2,000.00	0
5906	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	0.00	0
5970	CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
5999	BILLS-NO-LINE DETAIL	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	PROJECT	294,006.03	0.00	60.00	268,034.55	25,971.48	91 --------
0103	GAL FEES CHAPTER 48 & 938						
5212	ATTORNEY-GAL FEES	0.00	0.00	0.00	0.00	0.00	0
TOTAL:	GAL FEES CHAPTER 48 & 938	0.00	0.00	0.00	0.00	0.00	0
0106	GAL FEES CHAPTER 767						

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                                    ANNUAL                   ACT MTD POSTED ACT YTD POSTED  REMAINING
                              REVISED BUDGET   ENCUMBERED    AND IN PROCESS AND IN PROCESS   BALANCE        PCT
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10      GENERAL FUND

5121    CIRCUIT COURT
0106    GAL FEES CHAPTER 767
5212    ATTORNEY-GAL FEES         38,000.00         0.00          0.00        17,097.14       20,902.86     44 ----
TOTAL: GAL FEES CHAPTER 767      38,000.00         0.00          0.00        17,097.14       20,902.86     44 ----

0112    N/F COURT COMMISSIONER
5212    ATTORNEY-N/F COURT COMMISSNR  2,500.00      0.00          0.00           339.50        2,160.50     13 -
TOTAL: N/F COURT COMMISSIONER     2,500.00         0.00          0.00           339.50        2,160.50     13 -

0114    GAL FEES
5212    ATTORNEY-GAL FEES          2,000.00         0.00          0.00         1,320.00          680.00     66 -------
TOTAL: GAL FEES                    2,000.00         0.00          0.00         1,320.00          680.00     66 -------

0116    DEAN FEES
5212    ATTORNEY-DEAN FEES        80,000.00         0.00          0.00        29,260.69       50,739.31     36 ---
TOTAL: DEAN FEES                  80,000.00         0.00          0.00        29,260.69       50,739.31     36 ---
TOTAL: CIRCUIT COURT             416,506.03        0.00         60.00        316,051.88      100,454.15     75 -------

TOTAL: GENERAL FUND              416,506.03        0.00         60.00        316,051.88      100,454.15     75 -------
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November 2024 Coroner's Report

Public Safety Committee 12/06/2024

8 Calls

7/8 were cremations

Ages ranged from 19-91

2 were on Hospice

Cause of death:

3 cancer-related

2 heart-related

1 lung disease

1 injury related to a fall

1 suicide

We are at 109 cases for the year

Next month's report will be more detailed, with statistics and totals for the year and comparisons to years past

James Rossing

Richland County Coroner

Richland County Committee

Agenda Item Cover

Agenda Item Name: **Richland County Integrated Preparedness Plan**

Department	Emergency Management	Presented By:	John Heinen
Date of Meeting:	12/6/2024	Action Needed:	Discussion and approval
Disclosure:		Authority:	
Date submitted:	11/22/2024	Referred by:	Melvin Frank
Action needed by no later than (date)		Resolution	

Recommendation and/or action language:

Background:

Integrated Preparedness Plan discussion for 2025 plan. This is the committees opportunity to provide input, ask questions and give direction into the 2025 plan and what priorities the see for the upcoming three years.

Attachments and References: Sent with this document

Financial Review:

(please check one)

	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
	Other funding Source		
	No financial impact		

_____   _____

Department Head   Administrator, Candace Pesch

COUNTY
Richland
Emergency Management

RICHLAND COUNTY
INTEGRATED PREPAREDNESS PLAN

CONTENTS

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

Richland County Office of Emergency Management
1027 N Jefferson St.
Richland Center, WI 53581

Melissa Luck
Public Safety Committee Chair
608.537.2045
melissa.luck@co.richland.wi.us

Clay Porter
Richland County Sheriff
608.647.8906
clay.porter@co.richland.wi.us

John Heinen
All Hazards Planner
608.647.8187
john.heinen@co.richland.wi.us

Brandon Fetterley
Richland County LEPC Chairperson
608.475.3223
brandon.fetterley@ithaca.k12.wi.us

Amber Burch
Administrative Assistant
608.647.6474
amber.burch@co.richland.wi.us

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 FEMAs 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

Accreditation Standards and Regulations

In Wisconsin, the following accreditations and standards are relevant for preparedness priorities:

1. Wisconsin Emergency Management (WEM) Standards: WEM, the state agency responsible for emergency management in Wisconsin, may establish specific standards and guidelines tailored to the state's needs. These standards encompass areas such as hazard mitigation, emergency operations planning, resource management, and incident response. Adherence to WEM standards helps ensure a coordinated and effective emergency management system within the state.

2. Federal Emergency Management Agency (FEMA) Standards: FEMA sets standards and guidelines for emergency management practices at the national level. Compliance with FEMA standards ensures that emergency management programs in Wisconsin align with federal requirements and are eligible for federal grants and assistance. FEMA offers various training courses and certifications for emergency management professionals to enhance their preparedness capabilities.

3. National Incident Management System (NIMS): NIMS provides a standardized framework for managing incidents and coordinating emergency response across different jurisdictions and organizations. It establishes a common language, structure, and processes to ensure effective communication and collaboration during emergencies. NIMS compliance is essential for federal funding and assistance in disaster response and recovery.

4. National Incident Management Assistance Teams (IMAT): IMATs are specialized teams that provide incident management support during disasters and emergencies. These teams are trained and equipped to assist local jurisdictions in coordinating response efforts effectively. IMAT personnel undergo rigorous training and adhere to national standards and best practices in incident management.

It's important to note that specific priorities and standards may vary based on the type of emergency or risk being addressed. Local jurisdictions, such as counties, cities, villages, and towns may also have their own preparedness priorities and standards that align with state and federal requirements. Consulting with Wisconsin Emergency Management or local officials can provide the most up-to-date and accurate information regarding preparedness priorities and standards in the state.

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

Local Units of Government	Public Safety/Infrastructure Departments
• **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**	• **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**
Business/Industry	**Healthcare and Human Services Partners**
• **Coordinated disaster preparedness planning** • **Training on how to conduct damage assessments** • **How to maintain situational awareness and conduct a rapid needs assessment**	• **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**
Education	**Public & NGOs**
• **Training related to response tactics for specific risks/hazard** • **Public Information Officer training** • **How to maintain situational awareness and conduct a rapid needs assessment**	• **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	HSEEP (POETE)	Year
Developing an Active Threat Plan	Planning	County Emergency Management, Law Enforcement, Members of Circuit Court, Public Safety Committee, & County Administrator	**Planning**	**FY 2024**
Stop the Bleed	Classroom Instruction	County Emergency Management & EMS	**Training**	**FY 2024**
CRASE	Classroom Instruction	County Emergency Management & Law Enforcement	**Training**	**FY 2024**
Threat Recognition and De-Escalation	Workshop	County Emergency Management & Law Enforcement	**Training**	**FY 2024**
ASIM	Exercise	Law Enforcement & FBI	**Exercising**	**FY 2024; FY 2026**
Courthouse Active Threat Tabletop	Exercise	County Emergency Management & Law Enforcement	**Exercising**	**FY 2024**
Courthouse Active Threat Functional	Exercise	County Emergency Management & Law Enforcement	**Exercising**	**FY 2025**
Courthouse Active Threat Full Scale	Exercise	County Emergency Management & Law Enforcement	**Exercising**	**FY 2026**

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, Recovery.

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

Activity	Activity Type	Supported By	HSEEP (POETE)	Year
IS-700: Intro to the National Incident Management System	Online Instruction	FEMA	**Training**	**FY 2024; FY 2025; FY 2026**
IS-100.c: Intro to the Incident Command System	Online Instruction	FEMA	**Training**	**FY 2024; FY 2025; FY 2026**
IS-200.c: Basic Incident Command for Initial Response	Online Instruction	FEMA	**Training**	**FY 2024; FY 2026**
G-300 (ICS-300): Intermediate ICS for Expanding Incidents	Classroom Instruction	WEM	**Training**	**FY 2024; FY 2026**
G-400 (ICS-400): Advanced ICS Command and General Staff-Complex Incidents	Classroom Instruction	WEM	**Training**	**FY 2025**
MGT-314: Enhanced All Hazards Incident Management/Unified Command	Classroom Instruction	WEM/TEEX	**Training**	**FY 2026**
Develop Communications Plan / Update ESF 2	Planning	County EM	**Planning**	**FY 2025**
Deploy new radios necessary to talk on the County's new radio system	Purchase/Install new radios	County EM; County Sheriff	**Equipment**	**FY 2025**

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	HSEEP (POETE)	Year
IS-235.c: Emergency Planning	Online Instruction	FEMA	**Training**	**FY 2025**
IS-244.b: Developing and Managing Volunteers	Online Instruction	FEMA	**Organizing**	**FY 2026**
Update the Volunteer Management Plan	Planning	County EM, County Human Services	**Planning**	**FY 2025**
IS-362.a: Multi-Hazard Emergency Planning for Schools	Online Instruction	FEMA	**Training**	**FY 2024**
Assist school districts in reviewing their emergency plans	Plan review	County EM	**Planning**	**FY 2024**
IS-366.a: Planning for the Needs of Children in Disasters	Online Instruction	FEMA	**Training**	**FY 2025**
IS-660: Introduction to Public-Private Partnerships	Online Instruction	FEMA	**Training**	**FY 2024; FY 2026**
72-Hour Preparedness for Families	Workshop	County Emergency Management	**Planning**	**FY 2024; FY 2025; FY 2026**
COOP Planning for Businesses	Workshop	County Emergency Management	**Planning**	**FY 2024; FY 2026**

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	HSEEP (POETE)	Year
IS-29.a: Public Information Officer Awareness	Online Instruction	FEMA	**Training**	**FY 2024**
IS-42.a: Social Media in Emergency Management	Online Instruction	FEMA	**Training**	**FY 2025**
IS-242.c: Effective Communication	Online Instruction	FEMA	**Training**	**FY 2025**
G-290: Basic Public Information Officer Training	Classroom Instruction	WEM	**Training**	**FY 2024; FY 2026**
G-291: Joint Information System – Joint Information Center Planning for Tribal, State, and Local PIOs	Classroom Instruction	WEM	**Training**	**FY 2025**
Establish a team of PIOs across Multiple Agencies	Organizing a team	County Admin; County EMA; Partners	**Organizing**	**FY 2026**
Update ESF 15	Plan update	County EM	**Planning**	**FY 2026**

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	HSEEP (POETE)	Year
Update County Basic Plan / Update EOC Staff Contact List	Planning	County EM; County Department Heads	**Planning**	**FY 2024; FY 2025; FY 2026**
IS-800.d: National Response Framework: an Introduction	Online Instruction	FEMA	**Training**	**FY 2024; FY 2025; FY 2026**
IS-2200: Basic Emergency Operations Center Functions	Online Instruction	FEMA	**Training**	**FY 2024**
IS-908: Emergency Management for Senior Officials	Online Instruction	FEMA	**Training**	**FY 2024; FY 2026**
G-191: Incident Command System (ICS) Emergency Operations Center (EOC) Interface	Classroom Instruction	WEM	**Training**	**FY 2025**
G-2300: Intermediate Emergency Operations Center Functions	Classroom Instruction	WEM	**Training**	**FY 2026**
WebEOC — Incident Software Training	Workshop	WEM	**Training**	**FY 2024; FY 2025; FY 2026**
Update AV equipment in the EOC	Equipment Update	County	**Equipping**	**FY 2025**
Purchase Tablets for Damage Assessment / install *Survey 123*	Equipment Purchase	County	**Equipping**	**FY 2024**

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.

<u>Please Note</u>: **These courses are not required for completion for the IPP objectives, 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	HSEEP (POETE)
IS-36.a: Preparedness for Child Care Providers	Online Instruction	FEMA	**Training**
IS-241.c: Decision Making and Problem Solving	Online Instruction	FEMA	**Training**
IS-360: Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship	Online Instruction	FEMA	**Training**
IS-406: Operating a Shelter	Online Instruction	FEMA	**Training**
IS-904: Active Shooter Prevention: You Can Make a Difference	Online Instruction	FEMA	**Training**
IS-905: Responding to an Active Shooter: You Can Make a Difference	Online Instruction	FEMA	**Training**
IS-906: Workplace Security Awareness	Online Instruction	FEMA	**Training**
IS-907: Active Shooter: What You Can Do	Online Instruction	FEMA	**Training**
IS-909: Community Preparedness: Implementing Simple Activities for Everyone	Online Instruction	FEMA	**Training**
NWS Severe Weather Training	Classroom Instruction	National Weather Service	**Training**
CPR & First Aid	Online or Classroom Instruction	American Heart Association or American Red Cross	**Training**
Shelter Operations	Workshop	Red Cross; County EM; County Human Services	**Exercising**

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.
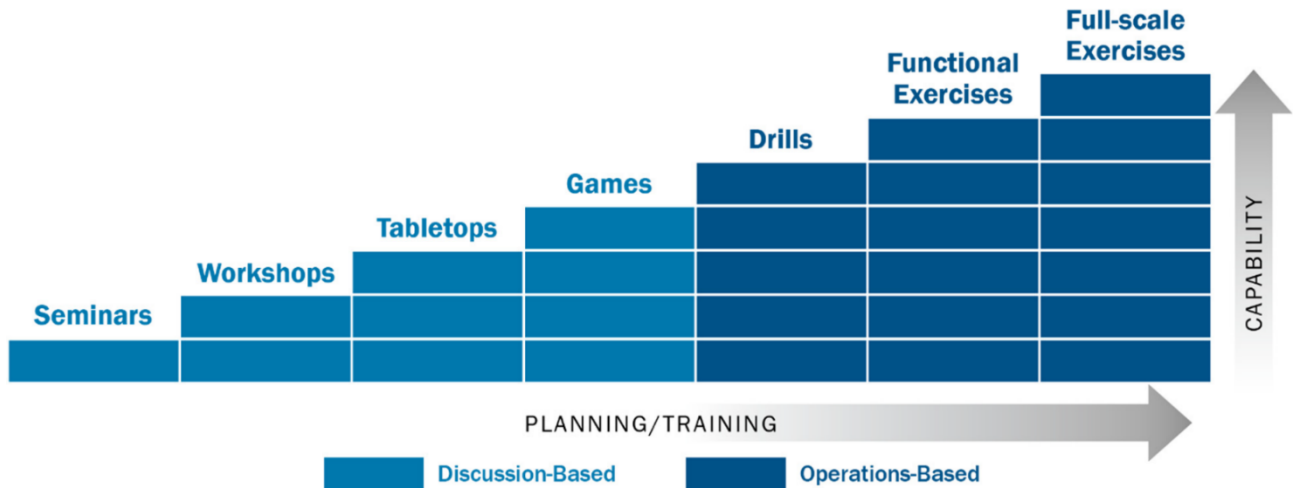
  Discussion-based activities (seminars, workshops, tabletop exercises and games) are used to develop or familiarize participants with plans, policies, agreements and procedures. Operations-based activities (drills, functional exercises and full-scale exercises) build upon participants' understanding while 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 & Exercising Schedule

[Gray shading represents annual offerings.]

Activity	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

Activity	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

NIMS Training Program

Personnel should complete all courses for their Focus Area and level. Advanced training is available for all Focus Areas but is not necessary for FEMA preparedness grant eligibility. AHJs may have additional requirements. See Appendix B for more information.
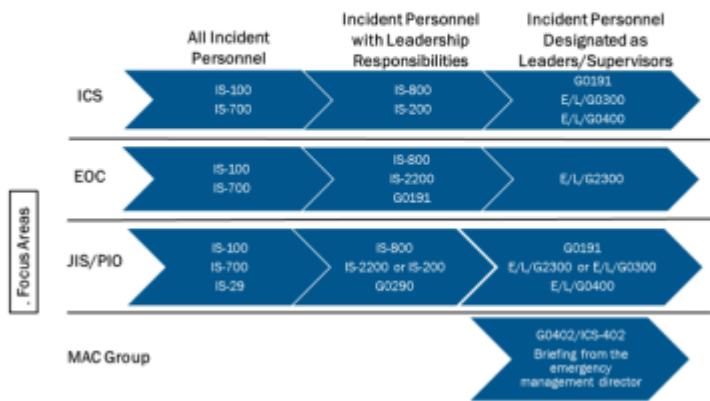
Appendix B: Activity Tracking Log

Activity   **Activity Type**   **Date**

Appendix C: Record of Revisions

Date: **Change(s) Made:**

November 2, 2023   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 combing 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 Committee

Agenda Item Cover

Agenda Item Name: Opening/Selection of Squad Bids and Approval

Department	Sheriff's Office	Presented By:	Clay Porter
Date of Meeting:	12/06/2024	Action Needed:	Selection/Approval
Disclosure:		Authority:	Public Safety Standing Committee
Date submitted:	11/26/2024	Referred by:	
Action needed by no later than (date)		Resolution	

Recommendation and/or action language:

Background: After the approval to solicit for squads bid I create a bid spec. The solicitation for bids has been advertised locally and will need to be approved so squad cars can be ordered in a time to receive in 2025.

Attachments and References: Bids are due 4pm on December 5th.

Financial Review:

(please check one)

X	In adopted budget	Fund Number	92 Short Term Borrowing
	Apportionment needed	Requested Fund Number	
	Other funding Source		
	No financial impact		

_____   _____

Department Head   Administrator, Candace Pesch

Richland County Committee

Agenda Item Cover

Agenda Item Name: Approval to hire casual patrol deputy

Department	Sheriff's Office	Presented By:	Clay Porter
Date of Meeting:	12/06/2024	Action Needed:	Approval
Disclosure:		Authority:	Public Safety
Date submitted:	11/26/2024	Referred by:	
Action needed by no later than (date)		Resolution	N/A

Recommendation and/or action language: Approval/Confirmation of Casual Hire.

Background: We have received an application from Max Hougan as a full-time employee. Max also expressed interested in working as a casual deputy in the interim. We have been working on all pre-employment screening for max and he is ready about ready to start training.

Attachments and References:

Financial Review:

(please check one)

x	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
	Other funding Source		
	No financial impact		

_____   _____

Department Head   Administrator, Candace Pesch

Memo

Date: Friday, December 6th, 2024

To: Public Safety Committee

From: Chief Deputy Aaron Wallace

RE: Personnel Announcements for Public Safety Committee

APPROVED BY SHERIFF AND PUBLIC SAFETY COMMITTEE

Current Sheriff's Office Staff:

Administration- 4 (Sheriff, Chief Deputy, Road Lieutenant, Jail Lieutenant)

Office administration- 2 (Office Manager, Administration assistant/typist)

Road Patrol- 14 (3 Sergeants, 1 Investigator, 10 deputies)

Jail/Dispatch- 14 (2 Sergeants, 12 jailer/dispatchers)

New road deputy Hires:

Investigator Tyler Barr - Start date 02/19/2024 (full time)

New Jail/Dispatch Hires:

Maria Orellana – Start date 08/05/2024 (full time) Completed training.

Abilaine Brockus – Start date 03/25/2024 (full time) Completed training, will finish jail academy on December 17th.

Aubrey Wiedenfeld –Start date 12/29/2023 (full time) Completed training.

Annabelle Chally – Start date 01/15/2024 (Casual) Training. Completed jail training, still training on dispatch.

Probationary Period (per Handbook/Union contract:

Tyler Barr, Aubrey Wiedenfeld, Abilaine Brockus and Maria Orellana

Resignations/Retirements (per Richland Co Handbook):

Lane Crotsenberg turned in his resignation letter as an employee as of 12/03/2024 and terminated his employment with Richland County.

Tonya Galston turned in her resignation letter as a casual employee as of 07/16/2024 and terminated her employment with Richland County.

Allyssa Lisney turned her resignation letter as a full time employee as of 03/07/2024 and switched her employment as a casual employee.

Vacant Sheriff's Office Positions:

1 male jailer/dispatcher position.