

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

**DATE: FRIDAY, JANUARY 5, 2024**

**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 January 5, 2024 Public Safety meeting.
3. Read and approve agenda for January 5, 2024 Public Safety meeting.
4. Read and approve minutes of the December 1, 2023 Public Safety Meeting.
5. Coroner updates.
6. Circuit Court Judge updates/comments
7. **Report from the Courthouse Security and Facility Meeting.**
8. Clerk of Court Updates.
  - a. Monthly updates/reports
9. Probate Department
  - a. Monthly updates/reports
10. District Attorney Update.
  - a. Monthly updates/reports
11. Emergency Management
  - a. **Discussion and possible action on Emergency Services Director position**
  - b. **Discussion and possible action on Emergency Services Director job description**
  - c. **Discussion and possible action on Hiring Committee composition**

**d. Discussion and possible action on  
Emergency Services Director salary range.**

12. PSAP & GIS grants monthly update.
13. Approve monthly invoices and other Sheriff's Department reports.
14. Discussion - demographics of the Sheriff's Dept
15. Continued discussion and possible changes on Ordinance 89-7.
16. Radio Tower Project updates
17. Mapping, Radio System & Squad Updates
18. Future agenda items
19. **Jail Inspection and Evaluation of Jail Staff Performance: CLOSED SESSION pursuant to Wis. State Statute 19.85(1) (c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility**
20. **Interview of the Jail Administrator: CLOSED SESSION pursuant to Wis. State Statute 19.85(1) (c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility**
21. Adjourn.

**RICHLAND COUNTY PUBLIC SAFETY COMMITTEE MEETING**  
**Friday, December 1, 2023**

The Richland County Board of Supervisors Public Safety Committee met on Friday, December 1, 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 Chair Melissa Luck and Committee members David Turk, Kerry Severson, and Bob Frank. 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 Candace Pesch, and Jenifer Laue.

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

**Agenda Item #2: Read and Approve Notice of Posting for December 1, 2023 Public Safety Committee Meeting:** Committee Chair Luck confirmed that the meeting was properly posted. Upon receiving confirmation Luck declared meeting properly posted.

**Agenda Item #3: Read and Approve the Agenda for December 1, 2023 Meeting:** Motioned by Bob Frank to approve the agenda. 2<sup>nd</sup> to this motion by Kerry Severson. Motion passed.

**Agenda Item #4: Read and Approve Minutes of the November 3, 2023 LEJC Meeting:** Motion by Bob Frank to approve the minutes as printed. 2<sup>nd</sup> to this motion by David Turk. Motion passed, minutes accepted.

**Agenda Item #5: Coroner Updates:** Sheriff Porter went over the monthly information from the Coroner.

**Agenda Item #6: Circuit Court Judge updates/comments:** Not available for this meeting.

**Agenda Item #7: Clerk of Court Update:** No update at this meeting.

**Agenda Item #8: Probate Updates:** No update at this meeting.

**Agenda Item #9: District Attorney Updates:** Not available for this meeting.

**Agenda Item #10: Emergency Management:** No update at this meeting.

**Agenda Item #11: PSAP & GIS grant monthly updates:** No update this month.

**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 Bob Frank, second to this motion by David Turk. Motion approved.

Sheriff Porter went over the monthly jail statistic report. The sheriff informed the committee that the department is going to re-open the huber center in the jail.

**Agenda Item #13: Discussion and possible action on Sheriff's Dept. uniform allowance:** Administrator Pesch talked about the uniform allowance for the secretarial staff and the IRS has restrictions on this and what can be done for the secretarial staff. The options are to either do no uniform allowance, any clothing purchased must have the department logo on the clothing or any clothing purchased must be considered taxable income. Historically it was taxed and part of the paycheck and somewhere that was changed to be given and held as a lump to be used as needed. Committee Frank talked about what happened in the past with the allowance. Sheriff Porter talks about this is something that has always been given and doesn't want to see it be taken away. Motion by Bob Frank that the uniform allowance for the administrative staff would be given at a taxable amount, second to this motion by Kerry Severson. Motion approved.

**Agenda Item #14: Continued discussion & possible changes on Ordinance 89-7:** Sheriff Porter and the committee members went over wording in the ordinance to make the changes and updates that will reflect how the department currently operates.

**Agenda Item #15: Radio Tower project updates:** No updates given this month.

**Agenda Item #16: Mapping, Radio System & Squad Updates:** The squad report was shared with the committee members

**Agenda Item #17: Future agenda items:** Demographics of the Sheriff's Department.

**Agenda Item #18: Jail Inspection & Evaluation of Jail Staff Performance:**  
**Closed Session:** The committee went into closed session as of 10:09 am, motion by David Turk, second by Bob Frank. Motion approved.

Motion to approve going back into open session at 11:09 by Melissa Luck, second to this motion by Bob Frank.

**Agenda Item #19: Adjourn;** Motion by Melissa Luck to adjourn until the regular Public Safety Committee meeting on Friday, January 5, 2023 at 8:30am. Second to this motion by Bob Frank. Motion passed, meeting adjourned.

Respectfully Submitted by Office Manager, Amber Muckler

2023 ended on a rough note for the Coroner's Office. We had 15 calls, two of which were suicides. We had one death due to a vehicle vs bicycle accident and 2 due to COVID-19. We also had an unusual case involving a Hospice death where there was a suspicion of neglect contributing to the death. An autopsy was performed on this decedent at the request of Law Enforcement and the District Attorney. Ages of decedents ranged from 37-105.

In 2023 we had 147 calls (130 in 2022)

3 Suicides (5 in 2022)

2 Overdose deaths (2 in 2022)

8 Accidents (7 in 2022)

The breakdown for accidents in 2023 is as follows:

1 car vs. pedestrian

1 fire

1 logging

1 ATV

1 motorcycle

1 tractor

1 fall

1 truck vs. bicycle

6 COVID deaths

127/140 cremations

43 Hospice

20 Autopsies (7 pending)

The ages of decedents ranged from 5 yrs old to 105

My Chief Deputy, Ruth Bristol, retired from the Coroner's Office at the end of 2023. I am very grateful for all of her years of service and she will be deeply missed. Please be sure to wish her well in her retirement.

I am pleased to share that Kate Lezendowski started with the Coroner's Office on January 1st. Kate is an EMT with Blue River EMS and has a background as a Medic in the Military. She will be taking the majority of the weekday shifts from 5 a.m. to 5 p.m. and I will continue with weekday evenings, 5 p.m. to 5 a.m. Jeff Bristol, Nicky Doyle, and Kathy Rossing will be rotating weekends and I will be filling in, as needed.

Best wishes to all for a happy and healthy 2024! As always, please reach out if you have any questions or concerns.

Regards,  
Jim

**Please reference the Courthouse Security Meeting minutes from the December 5, 2023 meeting.**

**RECOMMENDATIONS TO PUBLIC SAFETY COMMITTEE**

**(This list will be added to over time and is not inclusive or ending-it is work in progress)**

Security cameras/surveillance for both sides of the courtroom

Single Entrance to the Building

Additional Signage entering the courthouse and entering the courtrooms

Screening of every person coming into the courtroom

Improvements to the Judge's chambers

Metal Detector at the entrance/Screening upon entering building –  
2025 Capital Improvement Budget

Security Kiosk for Courtroom Security Officers – 2025 Capital Improvement Budget

		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							
0000	PROJECT							
5111	SALARIES - REGULAR	159,083.00	0.00	19,177.71	164,308.82	5,225.82-	103	-----
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	200.00	0.00	0.00	103.00	97.00	51	-----
5145	PER DIEM COURT REPORTER	300.00	0.00	0.00	0.00	300.00	0	
5150	SECTION 125 PLAN-CO SHARE	180.00	0.00	18.40	229.26	49.26-	127	-----!!
5151	FICA - COUNTY SHARE	12,398.18	0.00	1,414.11	11,792.81	605.37	95	-----
5152	RETIREMENT - COUNTY SHARE	11,020.60	0.00	1,304.10	11,173.14	152.54-	101	-----
5153	DENTAL INSURANCE-CO SHARE	2,514.48	0.00	209.55	2,514.60	0.12-	100	-----
5154	HEALTH INSURANCE - COUNTY SH	43,474.08	0.00	3,918.96	44,872.40	1,398.32-	103	-----
5155	LIFE INSURANCE - COUNTY SHAR	32.02	0.00	4.12	42.34	10.32-	132	-----!!!
5161	HEALTH INS REIMBURSEMENT DED	2,000.00	0.00	0.00	985.94	1,014.06	49	----
5167	DEFERRED COMP	0.00	0.00	0.00	0.00	0.00	0	
5214	SOFTWARE SUPPORT	724.00	0.00	0.00	0.00	724.00	0	
5215	PSYCHOLOGICAL EVALUATION	8,000.00	0.00	0.00	7,727.50	272.50	96	-----
5216	INTERPRETER FEES	2,500.00	0.00	375.00	7,180.02	4,680.02-	287	-----!!!!
5225	TELEPHONE	600.00	0.00	36.13	433.96	166.04	72	-----
5248	SERVICES ON MACHINES	500.00	0.00	0.00	0.00	500.00	0	
5251	TRANSCRIPTS	1,200.00	0.00	73.00	307.00	893.00	25	--
5256	JURY TRIAL EXPENSE	10,000.00	0.00	2,130.85	5,611.73	4,388.27	56	-----
5259	SMALL CLAIMS MEDIATION	1,500.00	0.00	280.00	665.00	835.00	44	----
5311	POSTAGE AND ENVELOPES	5,000.00	0.00	223.74	4,387.01	612.99	87	-----
5315	COPY PAPER AND EXPENSE	1,900.00	0.00	88.10	1,427.64	472.36	75	-----
5319	OFFICE SUPPLIES & COMPUTER S	2,500.00	0.00	106.83	654.66	1,845.34	26	--
5321	LAW LIBRARY	1,000.00	0.00	0.00	83.90	916.10	8	
5323	CLEAR (ON-LINE DATA SEARCH)	1,400.00	0.00	123.00	1,475.90	75.90-	105	-----
5324	DUES	125.00	0.00	0.00	125.00	0.00	100	-----
5326	ADVERTISING	200.00	0.00	0.00	0.00	200.00	0	
5334	REGISTRATION	200.00	0.00	0.00	270.00	70.00-	135	-----!!!
5335	MEALS	100.00	0.00	0.00	231.46	131.46-	231	-----!!!!
5336	LODGING	640.00	0.00	0.00	735.00	95.00-	114	-----!
5339	MILEAGE	700.00	0.00	0.00	397.80	302.20	56	-----
5819	NEW EQUIPMENT	2,000.00	0.00	0.00	1,099.97	900.03	54	-----
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	271,991.36	0.00	29,483.60	268,835.86	3,155.50	98	-----
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							

		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	30,000.00	0.00	9,848.79	46,369.97	16,369.97-	154 -----!!!!
TOTAL:	GAL FEES CHAPTER 767	30,000.00	0.00	9,848.79	46,369.97	16,369.97-	154 -----!!!!
0112	N/F COURT COMMISSIONER						
5212	ATTORNEY-N/F COURT COMMISSNR	2,500.00	0.00	70.00	1,181.50	1,318.50	47 ----
TOTAL:	N/F COURT COMMISSIONER	2,500.00	0.00	70.00	1,181.50	1,318.50	47 ----
0114	GAL FEES						
5212	ATTORNEY-GAL FEES	2,000.00	0.00	0.00	903.60	1,096.40	45 ----
TOTAL:	GAL FEES	2,000.00	0.00	0.00	903.60	1,096.40	45 ----
0116	DEAN FEES						
5212	ATTORNEY-DEAN FEES	43,000.00	0.00	4,545.83	70,807.86	27,807.86-	164 -----!!!!
TOTAL:	DEAN FEES	43,000.00	0.00	4,545.83	70,807.86	27,807.86-	164 -----!!!!
TOTAL:	CIRCUIT COURT	349,491.36	0.00	43,948.22	388,098.79	38,607.43-	111 -----!
TOTAL:	GENERAL FUND	349,491.36	0.00	43,948.22	388,098.79	38,607.43-	111 -----!



	ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT
	REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE	
10 GENERAL FUND						
5120 REGISTER IN PROBATE						
0000 PROJECT						
5111 SALARIES - REGULAR	85,956.50	0.00	10,103.10	78,875.44	7,081.06	91
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	128.64	96.36	57
5151 FICA - COUNTY SHARE	6,698.35	0.00	748.94	5,601.09	1,097.26	83
5152 RETIREMENT - COUNTY SHARE	5,954.09	0.00	687.00	5,363.50	590.59	90
5153 DENTAL INSURANCE-CO SHARE	1,257.24	0.00	70.70	811.78	445.46	64
5154 HEALTH INSURANCE - COUNTY SH	21,737.04	0.00	2,756.39	30,038.91	8,301.87	138
5155 LIFE INSURANCE - COUNTY SHAR	32.54	0.00	6.55	62.10	29.56	190
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	0.00	630.00	130.00	126
5225 TELEPHONE	1,500.00	0.00	0.00	434.16	1,065.84	28
5251 TRANSCRIPTS	150.00	0.00	0.00	0.00	150.00	0
5311 POSTAGE AND ENVELOPES	1,000.00	0.00	252.54	797.91	202.09	79
5315 COPY PAPER AND EXPENSE	400.00	0.00	0.00	48.00	352.00	12
5319 OFFICE SUPPLIES & COMPUTER S	1,100.00	0.00	0.00	676.14	423.86	61
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	14,674.75	126,003.50	10,521.26	92
0103 GAL FEES CHAPTER 48 & 938						
5212 ATTORNEY-GAL FEES	16,150.00	0.00	3,995.55	21,962.78	5,812.78	135
TOTAL: GAL FEES CHAPTER 48 & 938	16,150.00	0.00	3,995.55	21,962.78	5,812.78	135
0104 GAL FEES CH 51, 54, & 55						
5212 ATTORNEY-GAL FEES	15,500.00	0.00	1,787.92	23,157.15	7,657.15	149
TOTAL: GAL FEES CH 51, 54, & 55	15,500.00	0.00	1,787.92	23,157.15	7,657.15	149
0109 ADVERSARY-REG IN PROBATE						
5212 ADVERSARY ATT-REG IN PROBATE	25,000.00	0.00	0.00	9,254.72	15,745.28	37
TOTAL: ADVERSARY-REG IN PROBATE	25,000.00	0.00	0.00	9,254.72	15,745.28	37
0112 N/F COURT COMMISSIONER						
5212 ATTORNEY-N/F COURT COMMISSNR	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	20,458.22	180,378.15	13,296.61	93
TOTAL: GENERAL FUND	193,674.76	0.00	20,458.22	180,378.15	13,296.61	93

Disbursement History Report  
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CHECK#	DATE	VENDOR	VENDOR NAME DETAIL DESCR	AMOUNT	CLAIM INVOICE PROJECT	PO#	SOURCE/JE/ID	LINE	ACCOUNT NAME
35648	12/07/23	132	FRANK/ATTORNEY THEODORE 12/07 23GN25	649.52	23GN25		D-120723-027	00014	ATTORNEY-GAL FEES
						N 01	WF52	10.5120.0104.5212	
35659	12/12/23	8035	DADOUN LAW LLC 12/11 23GN20	460.00	23GN20		D-121223-036	00010	ATTORNEY-GAL FEES
						N 01	WF52	10.5120.0104.5212	
35662	12/12/23	1511	KAMPS/ATTORNEY RACHEL A 12/11 23JG2	340.00	23JG2		D-121223-036	00008	ATTORNEY-GAL FEES
						N 01	WF52	10.5120.0103.5212	
35925	12/19/23	354	HYNEK PRINTING LLC 12/4 AC/72286	112.12	00072286		D-121823-079	00037	POSTAGE AND ENVELOPES
						-	WF52	10.5120.0000.5311	
36006	12/20/23	1575	TECH COM, INC 12/20 597500	36.13	597500		D-122023-093	00027	TELEPHONE
						-	WF52	10.5120.0000.5225	
36010	12/20/23	132	FRANK/ATTORNEY THEODORE 12/15 23GN16	70.00	23GN16		D-122023-095	00004	ATTORNEY-GAL FEES
						N 01	WF52	10.5120.0104.5212	
36012	12/20/23	2860	JACKSON LAW FIRM SC 12/18 23JC08 23JC09	1,596.80	23JC08,09		D-122023-095	00001	ATTORNEY-GAL FEES
						N 01	WF52	10.5120.0103.5212	
36016	12/20/23	2527	US POST OFFICE PO BOX 427	59.00	BOX 427		D-122023-095	00006	POSTAGE AND ENVELOPES
						-	WF52	10.5120.0000.5311	
36057	12/28/23	4233	KOPP MCKICHAN LLP 12/27 2019JC14	860.50	2019JC14		D-122823-115	00005	ATTORNEY-GAL FEES
						N 01	WF52	10.5120.0103.5212	
36057	12/28/23	4233	KOPP MCKICHAN LLP 12/26 23JC05 23JC05	412.75	23JC05-06		D-122823-115	00004	ATTORNEY-GAL FEES
						N 01	WF52	10.5120.0103.5212	
36057	12/28/23	4233	KOPP MCKICHAN LLP 12/26 23JC07	785.50	23JC07		D-122823-115	00006	ATTORNEY-GAL FEES
						N 01	WF52	10.5120.0103.5212	
				2,058.75	*CHECK TOTAL				
36066	12/29/23	132	FRANK/ATTORNEY THEODORE 12/27 23GN21	608.40	23GN21		D-122923-131	00002	ATTORNEY-GAL FEES
						N 01	WF52	10.5120.0104.5212	

		ANNUAL ACT MTD POSTED ACT YTD POSTED				REMAINING	PCT
		ADOPTED BUDGET REVISED BUDGET AND IN PROCESS AND IN PROCESS				BALANCE	
10	GENERAL FUND						
4500	PUBLIC CHARGES FOR SERVICES						
0206	PROBATE FEES						
4515	REGISTER IN PROBATE - PROBAT	6,000.00	6,000.00	91.86	6,781.04	781.04-	113
TOTAL:	PROBATE FEES	6,000.00	6,000.00	91.86	6,781.04	781.04-	113
0207	CERTIFICATIONS						
4515	REGISTER IN PROBATE - CERTIF	300.00	300.00	11.00	535.92	235.92-	178
TOTAL:	CERTIFICATIONS	300.00	300.00	11.00	535.92	235.92-	178
TOTAL:	PUBLIC CHARGES FOR SERVICES	6,300.00	6,300.00	102.86	7,316.96	1,016.96-	116
TOTAL:	GENERAL FUND	6,300.00	6,300.00	102.86	7,316.96	1,016.96-	116

	ANNUAL	ENCUMBERED	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT
	REVISED BUDGET		AND IN PROCESS	AND IN PROCESS	BALANCE	
10 GENERAL FUND						
5161 DISTRICT ATTORNEY						
0000 PROJECT	142,461.20	0.00	16,785.60	132,578.95	9,882.25	93
5111 SALARIES - REGULAR	0.00	0.00	0.00	0.00	0.00	0
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
5150 SECTION 125 PLAN-CO SHARE	112.00	0.00	9.20	118.86	6.86	106
5151 FICA - COUNTY SHARE	11,036.56	0.00	1,255.67	9,712.05	1,324.51	87
5152 RETIREMENT - COUNTY SHARE	9,810.28	0.00	1,141.41	9,015.31	794.97	91
5153 DENTAL INSURANCE-CO SHARE	1,885.86	0.00	104.78	1,412.13	473.73	74
5154 HEALTH INSURANCE - COUNTY SH	43,474.08	0.00	1,959.48	22,436.20	21,037.88	51
5155 LIFE INSURANCE - COUNTY SHAR	49.58	0.00	3.62	40.87	8.71	82
5161 HEALTH INS REIMBURSEMENT DED	2,000.00	0.00	0.00	0.00	2,000.00	0
5225 TELEPHONE	400.00	0.00	36.13	434.16	34.16	108
5251 TRANSCRIPTS	1,000.00	0.00	18.00	2,013.33	1,013.33	201
5255 PAPER SERVICE	570.00	0.00	163.62	941.48	371.48	165
5256 TRIAL EXPENSE	5,000.00	0.00	28.75	404.70	4,595.30	8
5305 NOTARY FEES	50.00	0.00	0.00	0.00	50.00	0
5311 POSTAGE AND ENVELOPES	350.00	0.00	27.60	555.43	205.43	158
5315 COPIER MAINTENANCE/SUPPLIES	0.00	0.00	0.00	140.00	140.00	9999
5319 OFFICE SUPPLIES	775.00	0.00	0.00	423.36	351.64	54
5324 DUES	50.00	0.00	0.00	0.00	50.00	0
5326 CLASSIFIED ADS	250.00	0.00	0.00	469.00	219.00	187
5334 REGISTRATION	900.00	0.00	0.00	518.94	381.06	57
5335 MEALS	0.00	0.00	0.00	134.60	134.60	9999
5336 LODGING	0.00	0.00	0.00	398.94	398.94	9999
5339 MILEAGE	0.00	0.00	0.00	0.00	0.00	0
5819 NEW EQUIPMENT	0.00	0.00	0.00	885.86	885.86	9999
TOTAL: PROJECT	220,174.56	0.00	21,752.80	182,634.17	37,540.39	82
TOTAL: DISTRICT ATTORNEY	220,174.56	0.00	21,752.80	182,634.17	37,540.39	82
TOTAL: GENERAL FUND	220,174.56	0.00	21,752.80	182,634.17	37,540.39	82

## Richland County Position Description

<b>Position Title:</b>	<b>Emergency Services Director</b>	<input type="checkbox"/> Exempt form FLSA
<b>Department:</b>	<b>Ambulance / Emergency Management</b>	
<b>Reports to:</b>	<b>County Administrator</b>	<b>Pay Grade: K</b>
<b>Date:</b>		<b>Hours per Week: 40</b>

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### PURPOSE OF POSITION

The purpose of this position is to manage the Richland County Ambulance Service and Emergency Management Department.

The Emergency Management position requires the director to develop and implement comprehensive emergency management programs for Richland County in accordance with local, state, and federal laws, rules, regulations and plans. In direct coordination with the LEPC Chair, maintains the Emergency Planning and Community Right-to-Know Act (EPCRA) files and databases necessary for conduct of the program. The Director will be responsible for the annual completion of the State emergency management Plan of Work (POW). The Director is on-call at all times to manage emergencies within Richland County or the Southwest Wisconsin Emergency Management (WEM) Region, when mutual aid compacts are enacted. Early morning, evening, and weekend meetings and training events will be necessary and common to achieve desired levels of collaboration across the community of stakeholders.

The EMS Director must be knowledgeable in all areas of pre-hospital emergency care, develop and maintain pre-hospital emergency medical protocols and policies, and keep abreast of all federal, state and local laws and regulations regarding pre-hospital emergency care and billing. The EMS Director must ensure 24/7 EMS coverage and act as a liaison between the Medical Director and Ambulance Service.

### **Essential Duties and Responsibilities:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

#### ***General***

- Ensures County-owned equipment is maintained.
- Maintains knowledge of current laws and regulations. Ensures that current ordinances and/or resolutions support the legal basis for the programs, including Federal and State mandates.
- Prepares, recommends, and monitors annual budgets for respective Department.

## **Richland County Position Description**

- Maintains positive public relations by providing information to the civic groups, schools, County departments, news media, farmers and general public;
- Ensures all local, state, and federal reports are processed in an accurate and timely manor.
- Ensures all documents and records are maintained appropriately.
- Designates and maintains office hours needed to properly administrate the emergency management and ambulance programs and ensures their availability to the general public and county departments.
- Attends and participates in meetings and seminars related to the Departments.
- Attend training as required to stay current in changes with Emergency Management and EMS.
- Applies for and manages grant funding relating to disasters, terrorism issues, and operational needs.
- Functions as Facility Manager for Emergency Services Building.

### ***Emergency Management***

- Implements preparedness strategies as outlined in the Integrated Preparedness Plan; updates the IPP on an annual basis as required by Wisconsin Emergency Management (WEM).
- Maintains and updates the County's Emergency Response Plan annually.
- Implements the strategies within the County's Hazard Mitigation Plan, with updates completed every five years.
- Acts as principal advisor to the County Administrator regarding the overall operations or actions to be taken in emergency situations.
- Plans, organizes and directs county natural and technological disaster response plans in conformance with State Disaster Plans.
- Develop off-site SARA plans for facilities using or storing hazardous materials.
- Ensures weather spotters training is provided and weather spotters activated when necessary. Assist in weather spotting when needed.
- Prepares and submits available grant applications, including those for the Vernon County HAZMAT (Hazardous Material) Type III Team.
- Must maintain a working knowledge of CAMEO program.
- Responsible for training of emergency responders relating to terrorism issues.
- Coordinates the County's response to disasters within the county.
- Maintain situational awareness of county road conditions and advisories.
- Advise the Administrator of WEM through the Regional Director for all emergency management planning for the County and render such reports as may be required by the Administrator.
- Maintains the Emergency Operations Center (EOC).
- During a disaster, perform a variety of duties such as:
  - Assist/advise public and municipal officials seeking Federal Aid/loans;

## **Richland County Position Description**

- Coordinate responders (DNR, DATCP, Fire Departments, Hazmat Teams, Federal EPA, etc.) during a hazardous materials release.
- Act as a liaison between Red Cross, Salvation Army and other non-governmental organizations (NGOs).
- Complete damage assessment, compile data, and report to State and Federal officials in order to request assistance.
- Assist eligible entities in completion of proper forms for State and/or Federal disaster funds.
- Maintains a working knowledge of the products provided by the National Weather Service.
- Establishes a method of supervising and documenting expenditures, losses, damages, injuries, fatalities, and other such statistics to establish claims for subsidy aids, reimbursements, reconstruction assistance, or aid in resolving problems from post-disaster claims.
- Assists in creating and maintaining emergency response plans for County special events when necessary.
- Answers questions of local companies and municipalities about Tier II forms for hazardous, flammable or otherwise toxic chemicals.

### ***EMS***

- Ensures Service license is maintained along with operational plan submitted to the State.
- Ensures all EMS staff maintain necessary certifications.
- Manage staff to ensure work rules and procedures established by the County are followed.
- Advises the County administrator on matters regarding EMS.
- Functions as liaison between Service and Medical Director, Joint Ambulance Committee, and County Board.
- Implement goals and priorities as set forth in the Business Plan.
- Manage EMS Staff ensuring daily operational tasks are being completed.
- Ensures ambulance coverage as required per statute.
- Meets frequently with hospital emergency room staff.
- Responds to ambulance calls.
- Completes monthly staff schedule.
- Developing appropriate policies and plans for the Service.
- Ensures the positions of Training Officer, QA/QI Designee, WARDS Designee, Infection Control Officer are filled and reported to the State.
- Regularly updates medical protocols in coordination with Medical Director and Training Officer.
- Establish and maintain quality assurance/improvement program.
- Ensures Service is utilizing industry best practices.
- Coordinates staff training and recruitment.

## **Richland County Position Description**

- Coordinates CPR training based upon request/need.
- Ensures ambulances meet state inspection standards.
- Supervises Medicare and Medical Assistance reporting and third-party billing.
- Supervises office activities.
- Assists other ambulance services within Richland County; supervise the EMS for Children.
- Ensures OSHA 1910 regulations are met.
- Creates and maintains a highly infectious disease plan.
- Functions in a command staff role during a multi-casualty incident.
- Assists Richland Center Hospital with policies in EMS;
- Creates and maintains policies and Standard Operating Procedures (SOPs) approved by the medical director; ensure proper distribution of such documents.
- Assists fire departments, law enforcement and first responders in purchasing/maintenance of medical equipment and supplies for emergency response.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

- Five years previous management experience in related field.
- Valid Wisconsin AEMT as well as NRAEMT certification.
- Valid WI Driver's license and unlimited access to reliable transportation.
- Current AHA BLS Instructor certification.
- Demonstrates working knowledge of Wisconsin Administrative Codes and Wisconsin State Statutes related to EMS and Emergency Management.
- ICS training level 100, 200 & 300 and NIMS IS-700 & IS-800 training.
- Acquire Wisconsin Certification for Emergency Managers (WCEM) within two years of hire.
- Ability to use the WARDS - Wisconsin Ambulance Run Data System.
- Working knowledge of computers, computer programs, typing, and data entry.
- Pass extensive background check.

### **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **Language Ability and Interpersonal Communication**

- Ability to train, empower, and guide others in maintaining and improving knowledge and skills necessary to Scope and role.



## **Richland County Position Description**

- Ability to communicate effectively with County Administrator, Medical Director, staff, other emergency responders, elected officials, physicians, nurses, patients and families, emergency communication personnel, and the public.
- Ability to read and comprehend federal, state, and local policies and regulations.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute, tabulate, and categorize data.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well – established policies, procedures and standards.
- Ability to comprehend and interpret a variety of documents including patient medical assessments, medical diagnosis and medication recommendations, medical protocols, letters and memos, state and federal rules and regulations manuals, professional journals and papers EMS textbooks and budget sheets.

### **Mathematical Ability**

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.
- Ability to measure appropriate medication dosages.

### **Judgment and Situational Reasoning Ability**

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.
- Ability to apply abstract thinking to perform tasks.
- Ability to work in stressful environments.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Physical Requirements**

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.

## **Richland County Position Description**

- Ability to exert mildly physical effort in moderate to heavy work, including lifting, carrying, pushing, and pulling. Ability to handle, finger and feel. Ability to stoop, kneel, crouch, and crawl. Ability to climb and balance. Ability to lift and carry a minimum of 80lbs.
- Ability to move, manipulate and guide medical tools and equipment.
- Ability to physically respond to a variety of calls such as medical calls, trauma, lift assist, extrication, hazardous chemical, mass casualty incidents, long medical transports, scenes of physical violence, industrial accidents and active fire ground scenes.
- Ability to operate an emergency vehicle.
- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

### **Environmental Adaptability**

- Ability to work under potentially hazardous and uncomfortable conditions in environmental factors including but not limited to temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, close quarters, disease and/or dust.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date

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

(PRESENTED AT THE JAN 5TH, 2024 PUBLIC SAFETY COMMITTEE MEETING)

NO.	VENDOR	# OF INV.	DESCRIPTION	INVOICE #	General Dept. Bills \$ AMT	LINE ITEM	LINE ITEM
1	ADVANCED CORRECTIONAL HEALTHCARE	2	CARE OF PRISONERS/DEC & JAN	136290, 137057	11,072.94	10.5251.0000.5296	
2	AERO PRECISION	1	FUND 92 NEW CAR	1640042	1,618.50	FUND 92	
3	AUTOZONE	1	SQUAD MAINT	1990859733	10.84	10.5211.0000.5352	
4	BINDL TIRE & AUTO	4	SQUAD MAINT		482.00	10.5211.0000.5352	
5	CHARM-TEX	2	JAIL SUPPLIES	344627, 342930	339.80	10.5251.0000.5352	
6	CORNERSTONE SERVICE	1	SQUAD MAINT	16629	108.03	10.5211.0000.5352	
7	ELIOR - SUMMIT FOODS	5	MEALS FOR PRISONERS	194530, 191637, 192568, 193442, 193975	15,217.05	10.5251.0000.5294	
8	FILLBACK FORD	3	SQUAD MAINT	305994, 305554, 305513	154.53	10.5211.0000.5352	
9	GALLS	3	UNIFORM ALLOWANCE/MELBY, GIESE	26437641, 26506976, 26512678	233.98	19.5213.0000.5346	
10	GARCIA CLINICAL	1	CARE OF PRISONERS	67412	11.50	10.5251.0000.5296	
11	DASH	2	JAIL SUPPLIES	1300379, 1300362	270.00	10.5251.0000.5352	
12	GENERAL COMMUNICATIONS	1	RADIO MAINTENANCE CONTRACT	327330	24,600.00	10.5217.0000.5293	
13	GFC LEASING	3	COPY LEASE	10RC19, 14479579, 880192	248.22	10.5211.0000.5315	10.5251.0000.5315
14	JCOMP TECHNOLOGIES	1	COMPUTER MAINTENANCE	71365	105.00	10.5211.0000.5813	
15	MACQUEEN EQUIP	1	JAIL REPAIR	22910	455.00	10.5251.0000.5356	
16	MCKESSON MEDICAL	1	JAIL SUPPLIES	21397246, 21450941	45.58	10.5251.0000.5352	
17	OPTIONS LAB	1	CARE OF PRISONERS	504984	150.00	10.5251.0000.5296	
18	O'REILLY AUTO	1	SQUAD MAINT	146645	53.04	10.5211.0000.5352	
19	PIEPER POWER	1	JAIL REPAIR	1495	275.00	10.5251.0000.5356	
20	POMP'S TIRE	3	SQUAD MAINT	54212, 54483, 54786	1,716.76	10.5211.0000.5352	
21	RICHLAND COUNTY HHS	1	MENTAL HEALTH FEES	2023-12	62.50	10.5251.0000.5296	
22	RICHLAND HOSPITAL	1	CARE OF PRISONERS	28	764.00	10.5251.0000.5296	
23	SHOPPING NEWS	1	OFFICE SUPPLIES	N/A	132.84	10.5211.0000.5319	
24	TC AUTOWORKS	1	SQUAD MAINT	12348	399.38	10.5211.0000.5352	
25	THE SHOE BOX	1	UNIFORM ALLOWANCE/SCHILDGEN	86367	229.50	19.5213.0000.5346	
26	TOP PACK DEFENSE	2	UNIFORM ALLOWANCE/EWERS RING	12060, 12198	451.79	19.5213.0000.5346	
27	TOWN & COUNTRY	1	NEW EQUIPMENT	231939	1,299.00	10.5251.0000.5819	
28	WEGNER AUTO	1	TOWING	6709	150.00	10.5211.0000.5295	

<b>DECEMBER 2023 BILLS</b>	<b>60,656.78</b>
<b>SHERIFFS DEPARTMENT</b>	<b>3,435.37</b>
<b>POLICE RADIO</b>	<b>24,600.00</b>
<b>COUNTY JAIL</b>	<b>30,087.64</b>
<b>SHERIFFS OUTLAY-NEW CARS</b>	<b>1,618.50</b>
<b>DEPARTMENT-UNIFORM ALLOWANCE</b>	<b>915.27</b>
<b>SPECIAL INVESTIGATIONS</b>	
<b>DOG CONTRACT-MONTHLY PAYMENT</b>	<b>1,500.00</b>
<b>CURRENT MONTH'S JAIL ASSESSMENT</b>	<b>54,949.57</b>

# SHERIFF'S MONTHLY REPORT

## RICHLAND COUNTY

### MONTH OF DECEMBER 2023

(PRESENTED AT THE JAN 5, 2023 PUBLIC SAFETY MEETING)



	2023		
	OCT	NOV	DEC
TOTAL AMOUNT OF MONTHLY VOUCHERS SUBMITTED	\$22,027.50	\$65,357.30	\$60,656.78
NUMBER OF JAIL BOOKINGS	74	40	52
AVERAGE NUMBER OF INMATES HOUSED IN OUR COUNTY	37.67	28.81	30.49
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	446	470	369
TRAFFIC CITATIONS ISSUED	64	40	38
TRAFFIC WARNINGS ISSUED	0	0	7
CIVIL PROCESS PAPERS SERVED	29	13	11
TRANSPORTS FOR THE MONTH	16	8	7
AVERAGE NUMBER ON ELECTRONIC MONITORING	4.00	4.00	3.00

#### Monthly Activity

##### **Jail Activity:**

611 calls for service  
 95 calls for EMS  
 101 calls for RCPD



# Richland County Sheriff's Office

## Demographic Analysis of Persons Booked

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**Total Inmates:** 396

**Females:** 121

**Males:** 275

### **Inmate Race:**

<u>Demographic Factor</u>	<u>Current Population</u>
Asian	1
Black, Hispanic	4
Black, Non-Hisp	24
Indian/Alaska Native,Non-HI	1
Unknown	9
White, Non-Hisp	343
White/Latin, Hispanic	13
[No Code Entered]	1

### **Inmate Crime**

#### **Classification:**

<u>Demographic Factor</u>	<u>Current Population</u>
Felony	65
Misdemeanor	181
Non-criminal	5
Traffic	22
[No Code Entered]	123

### **Inmate Judicial Status:**

<u>Demographic Factor</u>	<u>Current Population</u>
Book and Release	9
Probation and Parole	13
Sentenced	19
Unsentenced	68
Wanted/Warrant	8
[No Code Entered]	279

### **Inmate Institutional Class:**

<u>Demographic Factor</u>	<u>Current Population</u>
[No Code Entered]	396

### **Inmate Security Class:**

<u>Demographic Factor</u>	<u>Current Population</u>
[No Code Entered]	396

**Inmate Marital Status:**

<b><u>Demographic Factor</u></b>	<b><u>Current Population</u></b>
Divorced	32
Married	57
Not Married	190
Separated	28
Widowed	1
[No Code Entered]	88

**Inmate Age:**

<b><u>Demographic Factor</u></b>	<b><u>Current Population</u></b>
17	8
18	2
19	5
20	8
21	12
22	10
23	9
24	12
25	14
26	10
27	8
28	13
29	8
30	11
31	11
32	5
33	12
34	11
35	7
36	18
37	12
38	17
39	11
40	15
41	20
42	15
43	11
44	9
45	7
46	8
47	8
48	6
49	6
50	1
51	3
52	3
53	3
54	3

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<u>Demographic Factor</u>	<u>Current Population</u>
55	1
56	6
57	3
58	4
59	4
60	5
61	4
62	1
63	2
64	3
65	3
66	1
67	2
68	1
69	1
73	1
76	1
93	1

**Inmate Citizenship:**

<u>Demographic Factor</u>	<u>Current Population</u>
Mexico	8
Puerto Rico	1
South Africa	1
United States	267
[No Code Entered]	119

**Inmate Religion:**

<u>Demographic Factor</u>	<u>Current Population</u>
Atheist	4
Baptist	2
Buddhist	1
Catholic	15
Christian	35
Church of Christ	1
Lutheran	5
No Professed Religion	114
Other	10
Presbyterian	1
[No Code Entered]	208

Notes: The age represents the age at the time of booking.

**Report Includes:**

All release times greater than `00:00:01 01/01/23`, All intake times less than `12:59:59 12/31/23`, All arresting agencies matching `RCSO`, All arresting officers, All arrest types, All arrest areas, All offense codes, All offense areas, All statute codes, All crime classifications, All statute descriptions, All alcohol/drug codes, All jurisdictions, All offense entry codes, All search types, All booking types, All booking officers,