

**Richland County
Executive & Finance Standing Committee**

Date Posted: February 20, 2025

NOTICE OF MEETING

Please be advised that the Richland County Executive & Finance Standing Committee will convene on Monday, February 24, 2025 at 4 PM in the Richland County Board Room of the Courthouse located 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/executive-and-finance-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).

AMENDED AGENDA

1. Call To Order
2. Roll Call
3. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From The February 11, 2025 Meeting
6. Public Comment
7. Discussion & Possible Action: Approval Of Emergency Management Coordinator Job Description And Approval To Fill Position
8. Closed Session: The Chair May Entertain A Motion To Enter Closed Session Pursuant To Wis. Stat, Sec 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: Selection Of Final County Administrator Candidates
9. Return To Open Session
10. Possible Action On Items From Closed Session
11. Correspondence
12. Future Agenda Items
13. 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 Executive & Finance Standing Committee.

Derek S. Kalish
County Clerk

Richland County Executive & Finance Standing Committee

February 11, 2025

The Richland County Executive & Finance Standing Committee convened on February 11, 2025 in person and virtually at 5:00 PM in the County Boardroom of the Richland County Courthouse.

Call To Order: Committee Chair Williamson called the meeting to order at 5:00 PM.

Roll Call: Deputy Clerk Hege conducted roll call. Committee members present: Steve Carrow, Gary Manning, Mark Gill, Ingrid Glasbrenner, Craig Woodhouse, David Turk, Melvin “Bob” Frank, Steve Williamson, and Marc Couey. Committee member(s) absent: none.

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

Approval Of Agenda: Motion by Manning, second by Frank to approve agenda. Motion carried and agenda was approved.

Approval Of Minutes From The January 27, 2025 Meeting: Committee Chair Williamson asked if there were any corrections to the minutes from the January 27, 2025 meeting. Hearing none, Committee Chair Williamson declared the minutes from the January 27, 2025 meeting approved as published.

Public Comment: None

Reports:

A. Interim County Administrator Report: Interim County Administrator Kalish presented to the committee a service agreement with Maximus US Services, INC for services relating to cost allocation for the years of 2024-2026. Interim Administrator Kalish reported that Richland County had used the service of Maximus US Services, INC since 2013. Brief discussion ensued. Interim Director Kalish gave brief updates on the Tyler Tech implementation and the Wage Study projects. The A/P and finance portion of the Tyler Tech implementation had a tentative go live date of 02/17/2025 and the final round of job description appeals was being finished with a written update from DDA to be shared at February County Board meeting. Brief discussion ensued.

Discussion & Possible Action: Resolution Approving A New Collecting Bargaining Agreement With The Richland County Deputy Sheriff’s Association, WPPA (The Union): Interim Administrator Kalish gave a brief explanation as to why this resolution had come back to the committee and introduced Sheriff Porter. Sheriff Porter went over the sections of the bargaining agreement that needed to be updated or corrected before final approval. Motion by Gill, second by Frank to approve the resolution and to forward it to county board for final approval. Motion carried and the resolution was approved and forwarded to county board for final approval.

Discussion & Possible Action: Approval Of Short-Term Rental Ordinance: Supervisor Carrow briefly spoke on the ordinance and the edits that had been made to it. County Conservationist, Cathy Cooper spoke on a few of the edits and made note of others that still needed to be made. Extensive discussion ensued. Consensus from the committee was to send the short-term rental ordinance back to the Natural Resources Standing Committee in March 2025.

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Review Of Access And Organization of Files Available Electronically To County Board Supervisors: Interim County Administrator Kalish spoke to the committee on county wide records management and how many files were yet to be digitalized. MIS Director Scott briefly spoke on the differences between viewing items on Windows products vs Apple products and gave a brief demonstration on how to use the search function on the county's website for items that had been digitalized. Brief discussion ensued.

Discussion & Possible Action: Creation Of Contingency Resources For The Interim Administration Team: Interim County Administrator Kalish briefly spoke on the suggestion by a county board supervisor to create contingency resources for the interim administration team and strongly emphasized that the current focus was to tread water and keep vital functions working at the county until permanent staff members could be in place. Interim Administrator Kalish asked the committee for their patience, understanding, and support through this transitional time and emphasized the work on the major projects including the creation of a county wide Finance policy and county wide HR policy. Deputy Interim County Administrator/Highway Commissioner, Joshua Elder joined via WebEx and reiterated the importance of the 4 core projects.

Discussion & Possible Action: Discussion Of Timeline For Update Of County's Strategic Plan: Interim Administrator Kalish addressed Supervisor Glasbrenner about the agenda item. Supervisor Glasbrenner state her concerns and hopes that the strategic plan for Richland County not be forgotten about. Interim Administrator Kalish stated he would reach out to Troy Maggied with the Southwestern Wisconsin Regional Planning Commission for an update.

Closed Session: The Chair May Entertain A Motion To Enter Closed Session Pursuant To Wis. Stat, Sec 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: Succession Planning For Vital County Positions: Chair Williamson entertained a motion to enter closed session pursuant to Wis. Stat, Sec 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: Succession Planning For Vital County Positions. Motion by Manning, second by Glasbrenner to enter into closed session. Motion carried unanimously at 5:42 PM.

Return To Open Session: Returned to Open Session

Possible Action On Items From Closed Session: No action was taken.

Correspondence: None.

Future Agenda Items:

Discussion & Possible Action: Report On Richland County Strategic Plan

Adjourn: Chair Williamson entertained a motion to adjourn to February 24, 2025 at 4:00 PM. Motion by Manning, second by Williamson to adjourn. Motion carried and meeting adjourned at 6:33 PM.

Richland County
Executive & Finance Standing Committee



Myranda H. Hege
Deputy County Clerk

DRAFT

Richland County Committee

Agenda Item Cover

Agenda Item Name:

Department	Emergency Management	Presented By:	M. Jessen
Date of Meeting:	02/24/2025	Action Needed:	Approval
Disclosure:		Authority:	D. Kalish
Date submitted:	02/21/2025	Referred by:	
Action needed by no later than (date)		Resolution	

Recommendation and/or action language:

Background: *Approval Of Emergency Management Coordinator Job Description And*

Approval To Fill Position. Position funded approximately 50% from EMPG/EPCRA grants (\$28,000) with the remainder funded under fund 10 county levy. This position ensures required time commitments to Emergency Management and provision of services. Under contract this position costed the county \$78,000 in 2024. With approval this position will save the county approximately \$15,000 per year including fringe. With growing responsibilities of the Emergency Services Chief, the ability to commit 24 hours per week to Emergency Management is near impractical. The EM coordinator will be responsible for all administrative Emergency Management tasks while the Emergency Services Chief will primarily handle the emergency response, field support, and outreach roles of Emergency Management while maintaining full responsibility and accountability of the department to the administrator, board, and public.

Attachments and References:

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	10.5241
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
X	Other funding Source	EMPG Partial Funding	
<input type="checkbox"/>	No financial impact		

Department Head Michael R Jessen

Richland County

Position Description

Position Title: Emergency Management Coordinator

Department: Emergency Services/Emergency Management

Reports to: County Administrator

Pay Grade: 13

Date: 09/18/2024

Hours per week: 32

Purpose of Position

The Emergency Manager Coordinator is required to develop and implement comprehensive emergency management programs along with an Integrated Preparedness Plan 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

Manager will be responsible for the annual completion of the State emergency management Plan of Work (POW). The Manager also assists with managing emergencies within Richland County or the Southwest Wisconsin Emergency Management (WEM) Region, when mutual aid compacts are enacted.

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.

- Establishes, maintains and directs Emergency Services and Emergency Management functions ensuring compliance with local, state and federal requirements.
- Maintains knowledge of current laws and regulations. Ensures that current ordinances and resolutions support the legal basis for the programs, including Federal and State mandates.
- Prepares, recommends, and monitors annual budgets and capital improvement plans for the Departments.
- Develops, implements and monitors policies, practices and plans for the Departments.
- Maintains positive public relations by providing information to civic groups, public officials, schools, County departments, news media, farmers and general public.
- Ensures all local, state, and federal reports are processed in an accurate and timely manner.
- Oversees appropriate preparation and maintenance of documents and records.
- Applies for and manages grant funding relating to disasters, terrorism issues, and operational needs.
- Functions as Facility Manager for Emergency Services Building.
- EMERGENCY MANAGEMENT DUTIES:
 - Updates and Implements the Integrated Preparedness Plan as required by Wisconsin Emergency Management (WEM).

- Maintains, updates and implements the County's Emergency Response Plan and Hazard Mitigation Plan.
- Advises 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.
- Develops off-site SARA plans for facilities using or storing hazardous materials.
- Ensures weather spotters are trained and activated when necessary. Assists in weather spotting when needed.
- Prepares and submits available grant applications, including for the Vernon County HAZMAT (Hazardous Material) Type III Team.
- Maintains 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.
- Maintains situational awareness of county road conditions and advisories.
- Advises and prepares reports for the Administrator of WEM for all County emergency management planning.
- Maintains the Emergency Operations Center (EOC).
- During a disaster, performs duties such as: Assist/advise public and municipal officials seeking Federal Aid/loans; and coordinate responders (DNR, DATCP, Fire Departments, Hazmat Teams, Federal EPA, etc.) during a hazardous materials release.
- Acts as a liaison between Red Cross, Salvation Army and other non-governmental organizations (NGOs).
- Completes damage assessments, compiles data, and reports to State and Federal officials in order to request assistance and assists other entities in completing forms for State and/or Federal disaster funds.
- 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, and assists in resolving problems from post-disaster claims.
- Assists in creating and maintaining emergency response plans for County special events.
- Assists local companies and municipalities with Tier II forms for hazardous, flammable or otherwise toxic chemicals.
- EMS DUTIES:
 - Ensures Service License and operational plan are maintained and submitted to the State and that EMS staff maintain necessary certifications.
 - Manages staff to ensure compliance with work rules and procedures.
 - Advises the County administrator on matters regarding EMS.
 - Functions as liaison between Service and Medical Director, Joint Ambulance Committee, and County Board.
 - Implements goals and priorities as set forth in the Business Plan.
 - Manages EMS Staff ensuring daily operational tasks are completed.
 - Ensures ambulance coverage as required per statute.
 - Meets frequently with hospital emergency room staff.
 - Responds to ambulance calls and provides patient care.
 - Completes monthly staff schedule.

- Ensures the positions of Training Officer, QA/QI Designee, WARDS Designee, Infection Control Officer are filled and reported to the State.
- Updates medical protocols in coordination with Medical Director and Training Officer.
- Establishes and maintains quality assurance/improvement program.
- Coordinates staff training and recruitment including CPR training and ensures Service is utilizing industry best practices and meets state inspection standards.
- Supervises Medicare and Medical Assistance reporting and third-party billing and other office activities.
- 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, maintains and distributes policies and Standard Operating Procedures (SOPs) approved by the medical director.
- Assists fire departments, law enforcement and first responders in purchasing and maintenance of medical equipment and supplies for emergency response.
- Oversees acquisition and maintenance of department equipment, vehicles and supplies.
- Prepares a variety of reports, data, analysis and recommendations.
- Manages staff: Makes hiring, discipline and discharge decisions. Assigns and schedules work activities, trains, mentors, monitors and evaluates work. Performs succession planning.
- Attends and participates in meetings and seminars related to the Departments.
- Attends training as required to stay current in changes with Emergency Management and EMS.
- Responsible for 24/7 on-call as necessary.
- Performs other duties as assigned or apparent.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in emergency management or related area and three years relevant work experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities for this position. Current AEMT License, NRAEMT certification, and CPR Certification. Valid Driver's License. Ability to acquire Wisconsin Certification for Emergency Managers (WCEM) within two years of hire.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.

Skills, Knowledge and Abilities

- Knowledgeable in all areas of pre-hospital emergency care, emergency medical protocols and policies, and federal, state and local laws and regulations regarding pre-hospital emergency care and billing.

- Substantial working knowledge of Federal, State, County and local regulations, statutes, ordinances and procedures relating to Emergency Management, mitigation, preparedness response and recovery.
- Knowledge of federal and county funding and grant programs related to Emergency Management.
- Working knowledge of Wisconsin Administrative Codes and Wisconsin State Statutes related to EMS and Emergency Management.
- Knowledge of ICS training level 100, 200 & 300 and NIMS IS-700 & IS-800.
- Knowledge of Microsoft Word, Excel, Access and Outlook software.
- Ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- Ability to set policies and goals for the department with top management guidance.
- Ability to perform widely varied work involving complex and significant variables requiring analytical ability and inductive thinking.

Physical Requirements

- Ability to exert moderate physical effort in sedentary to light work, involving standing, walking, stooping, kneeling, and crouching. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull up to 50 pounds.
- Ability to bend, lift and secure patients.

Working Conditions

- Work is performed in indoors and outdoors setting.
- Work is primarily moderate duty with the ability to lift, carry or push up to 50 pounds.
- Ability to work under conditions which require exposure to environmental factors such as all weather conditions, odors, toxic agents, bloodborne pathogens, and disease. This exposure may cause some discomfort and presents a risk of injury
- This position may be occasionally exposed to mental effort and stress as well as angry, intoxicated or confused persons
- This position frequently performs work under high attention to detail and deadlines.

Special Requirement

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background check and fingerprinting will be covered by Richland County.

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 encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date