

# Richland County Public Safety Standing Committee

Date Posted: March 3, 2025

## NOTICE OF MEETING

Please be advised that the Richland County Public Safety Standing Committee will convene on Friday, March 7, 2025 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 Support at 608-649-4371 (phone) or [mis@co.richland.wi.us](mailto:mis@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 February 7, 2025 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 & NG-911 Grants
  - I. Radio Tower Project
  - J. Courthouse Security Report
8. Approval Of Monthly Invoices
9. Discussion & Possible Action: Approval Of PSAP Grant Program Round 2 Fiscal Year 2025 Application
10. Correspondence
11. Future Agenda Items
12. Adjourn

Derek S. Kalish  
County Clerk

# Richland County Public Safety Standing Committee

February 7, 2025

The Richland County Public Safety Standing Committee convened on Friday, February 7, 2025 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 8:31 AM.

**Roll Call:** Deputy Clerk Hege conducted roll call. Committee member(s) present: Gary Manning, David Turk via WebEx, Chad Cosgrove, and Melvin “Bob” Frank. Committee member(s) absent: Craig Woodhouse, Kerry Severson, and Julie Fleming. Supervisor Fleming joined the meeting at 8:32 AM.

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

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

Supervisor Fleming joined the meeting in person at 08:32 AM.

**Approval Of Minutes From January 3, 2025 Meeting:** Motion by Cosgrove, second by Fleming to approve the January 3, 2025 minutes. Brief discussion. Motion carried and minutes declared approved.

**Public Comment:** None.

## Reports:

- A. Sheriff – Departmental Activities:** Sheriff Porter briefly presented the Sheriff’s Monthly Report for January 2025. Sheriff Porter highlighted that the number of calls for the RCFD averaged 1 a day for the month of January and Richland County EMS had been very busy as well with 133 calls. Sheriff Porter presented a staffing memo from Chief Deputy Wallace and noted that the sheriff’s Office is down one female jailor and one male jailor. Sheriff Porter presented the February 2025 squad mileage report and noted that the two new squads that were ordered in December of 2024 were on the way, but would need to be outfitted before they were placed into service. Brief discussion on qualifications for jailors.
- B. Coroner - Departmental Activities:** Michael Jessen, Emergency Management Director, presented the January 2025 Coroner’s Report on behalf of Mr. Rossing. Mr. Rossing’s report consisted of a total of 16 cases in January and those included 5 cancer, 3 cardiac, 4 brain related, 2 of which were directly caused by dementia, 1 Parkinson’s, 1 pneumonia, 1 motor vehicle accident, and there was 1 case pending the final autopsy report/toxicology. Director Jessen reported that it could take up to 6-8 weeks for the toxicology report to come back. Brief discussion ensued.
- C. Circuit Court Judge - Departmental Activities:** Register in Probate, Ms. Jenifer Laue reported that Judge McDougal continues to be very busy with out of county cases. Ms. Lau asked the committee if there had been any movement on getting Zoom access in the small court room. MIS Director Scott joined via WebEx and gave a brief explanation of why there had not been any

## Richland County Public Safety Standing Committee

progress made since the last meeting. Brief discussion on current projects ensued. Ms. Laue reported that she is still looking at options for new or better chairs for the court rooms and jury rooms.

- D. Clerk Of Court - Departmental Activities:** Clerk of Court, Stacy Kleist presented the expenditure documents for the period of January 1, 2025-February 28, 2025. Ms. Kleist reported that her office was using the time that they were not in court to work on several large projects, including records retention auditing and purging of expired files. Extensive discussion ensued.

Chair Frank moved item 8: Discussion & Possible Action: Resolution Urging Governor Evers And The Wisconsin Legislature To Support The County Courts up so that Ms. Kleist could speak on it.

**Discussion & Possible Action: Resolution Urging Governor Evers And The Wisconsin Legislature To Support The County Courts:** County Clerk of Courts, Ms. Stacy Kleist gave an in-depth background on the need for a resolution urging Governor Evers and the Wisconsin Legislature to support the County Courts. Motion by Cosgrove, second by Fleming to approve the resolution urging Governor Evers and the Wisconsin Legislature to support the County Courts. Motion carried and the resolution urging Governor Evers and the Wisconsin Legislature to support the County Courts was approved and moved on to county board for final approval.

- E. Register In Probate - Departmental Activities:** Register in Probate, Ms. Jenifer Laue presented the January 1, 2024 – December 31, 2024 for the Register in Probate Office and highlighted that the budget was at 82% usage at the end of 2024. Ms. Laue reported that in 2024 there were many contentious probate cases and more probate cases have gone before the judge than ever before. Ms. Laue gave a brief explanation of how out of county cases worked and why they are important for ensuring that bias does not exist in court cases. Ms. Laue highlighted the importance of the current staffing level in her office. Brief discussion ensued.
- F. District Attorney - Departmental Activities:** No one was present from the District Attorney's Office.
- G. Emergency Management - Departmental Activities:** Emergency Services Director, Michael Jessen reported on work being done with his budget and in regards to the EMS Coordinator position. Director Jessen reported that on February 14, 2025 he would be meeting with Representative Kurtz and planned to talk with him about funding and disaster planning/mitigation. Director Jessen also reported that all the requirements had been met for the 2025 EMP grant and a School Safety Committee was in progress. Brief discussion ensued.
- H. PSAP & NG-911 Grants:** MIS Director, Barbara Scott joined via WebEx and gave a brief undated on the status of the PSAP & NG-911 grants.
- I. Radio Tower Project:** Sheriff Porter reported that the drawing is set for the Yuba tower build and construction continues with progress being made with about 60 feet being completed at the Bunker Hill site. MIS Director Scott reported that the contract for the Boaz site has been signed. Discussion ensued. Chair Frank asked if someone would coordinate with Mike Day with True North Consulting Group to have him attend the March meeting and provide the committee with an update as well. Discussion ensued.

Richland County  
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- J. Courthouse Security Report:** Register in Probate Laue reminded the committee that the next meeting of the Courthouse Security Committee was going to be on March 18, 2025.

**Approval of Monthly Invoices:** Sheriff Porter presented the December 2024 and January 2025 bills. Chair Frank questioned by the monthly Dog Contract was listed as having a total of \$71,628.46. Sheriff Porter verified that that total was actually for the Jail Assessment. Chair Frank entertained a motion to approve the monthly invoices with the correction of \$71,628.46 being labeled as Jail Assessment. Motion by Cosgrove, second by Manning to approve the monthly invoices as corrected. Motion carried and the monthly invoices were approved as corrected.

**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: Coroner's Office Personnel Performance:** Motion by Manning, second by Cosgrove to enter into closed session. Motion to enter into closed session passed unanimously at 9:28 AM.

**Return To Open Session:** Committee returned to Open Session.

**Possible Action On Items From Closed Session:** No action was taken on items from Closed Session.

**Correspondence:** None.

**Future Agenda Items:**

Coroner's Office Presentation – Michael Jessen  
Radio Tower Update With Mike Day – Bob Frank

**Adjourn:** Committee Chair Frank entertained a motion to adjourn. Motion by Manning, second by Fleming to adjourn. Motion carried and meeting adjourned at 9:49 AM.



Myranda H. Hege  
Deputy County Clerk

**SHERIFF'S MONTHLY REPORT  
 RICHLAND COUNTY  
 MONTH OF FEBRUARY 2025**

(PRESENTED AT THE MAR 7, 2025 PUBLIC SAFETY MEETING)



	2024	2025	
	DEC	JAN	FEB
TOTAL AMOUNT OF MONTHLY VOUCHERS SUBMITTED	\$51,439.65	\$70,854.77	\$71,603.82
NUMBER OF JAIL BOOKINGS	47	51	44
AVERAGE NUMBER OF INMATES HOUSED IN OUR COUNTY	29.47	24.27	24.37
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	332	325	307
TRAFFIC CITATIONS ISSUED	11	42	13
TRAFFIC WARNINGS ISSUED	0	0	0
CIVIL PROCESS PAPERS SERVED	19	22	19
TRANSPORTS FOR THE MONTH	6	7	7
AVERAGE NUMBER ON ELECTRONIC MONITORING	4.00	7.00	4.00

**Monthly Activity**

**Jail Activity:**

564 calls for service  
 120 calls for EMS  
 94 calls for RCPD  
 20 calls for RCFD

Sq year	Plate	Vin#	January	February	March
2018	ADY7972	8JGB69005	67,400	68,015	69,025
2018	AED1287	5JGB69004	82,050	82,730	83,322
2018	7755	KJGB93287	66,469	68,071	68,882
2018	AST2493	LJGA84720	92,215	93,752	95,224
2018	5871	4JGC17213	156,424	156,424	156,500
2018	7754	2JGC17212	176,684	176,695	176,700
2019	5874	KH600559	121,787	121,805	122,353
2019	AJM5933	8KR808426	58,144	58,970	59,986
2019	6898	9KKC42277	95,183	97,144	98,596
2019	6958	7KKC42276	85,576	86,855	88,165
2020	5872	5LC369759	52,989	54,816	56,773
2020	8980	2LC369757	97,957	100,523	101,896
2020	9047	4LC369758	91,740	93,872	95,264
2020	F2574	2LC369760	110,604	110,604	111,224
2021	TM8804	MN708092	40,205	41,218	42,255
2021	5873	MGB61433	63,441	66,429	68,217
2021	9794	MGB61434	62,705	64,210	64,905
2022	E5876	NGB48221	50,534	51,377	53,020
2022	E5619	1FM5K8A B2NGB50 491	58,075	60,740	63,166
2023	E5875	8PC591449	25,886	28,499	30,559
2023	E7754	9PC591539	22,601	23,553	24,495
2024	AXF7591	RC139717	5,784	5,890	6,758
2024	F2890	RC139716	4,810	6,828	8,954

**RICHLAND COUNTY SHERIFF'S DEPARTMENT  
MONTHLY BILLS SUBMITTED FOR APPROVAL  
FEBRUARY 2025 BILLS**

(PRESENTED AT THE MARCH 7, 2025 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	4522, 1108	5,598.02	10.5251.0000.5296	
2	AUTO OWNERS INSURANCE	2	NOTARY FEES, BARR WIEDENFELD	N/A	60.00	10.5211.0000.5305	10.5251.0000.5305
3	AUTOZONE	2	SQUAD MAINTENANCE	1990014314, 1990014793	236.47	10.5211.0000.5352	
4	BARR, TYLER	1	UNIFORM ALLOWANCE	N/A	38.98	19.5213.0000.5346	
5	CDW GOVERNMENT	4	COMPUTER MAINTENANCE	AC55J8C, AC3694Y, AC1C76G, AC11G2Z	1,641.04	10.5211.0000.5813	
6	CHARM TEX	1	JAIL SUPPLIES	389553	173.70	10.5251.0000.5352	
7	C.N.A SURETY	1	NOTARY FEES, MUCKLER	N/A	30.00	10.5211.0000.5305	
8	CORNERSTONE SERVICE	7	SQUAD MAINTENANCE	19711, 20461, 20477, 20494, 20500, 20511, 20636	2,897.42	10.5211.0000.5352	
9	CZYS, MIKE	1	UNIFORM ALLOWANCE	N/A	248.40	19.5213.0000.5346	
10	ELIOR/SUMMIT FOODS	4	MEALS FOR PRISONERS	234069, 235343, 234773, 235924	11,806.50	10.5251.0000.5294	
11	FILLBACK FORD	1	SQUAD MAINTENANCE	314751	281.05	10.5211.0000.5352	
12	GALLS	10	UNIFORM ALLOWANCE		1,556.69	19.5213.0000.5346	
13	GORDON FLESCH	3	COPY LEASE	996649, 15035815, 15035814	316.02	10.5211.0000.5315	10.5251.0000.5315
14	EQUATURE	1	2025 PSAP GRANT - TRAINING HOURS	29917	1,287.00		
15	IOWA COUNTY SHERIFF'S OFFICE	1	TRAINING	N/A	280.00	10.5211.0000.5157	
16	JONES, ISAAC	1	UNIFORM ALLOWANCE	N/A	80.24	19.5213.0000.5346	
17	KANABLE, DANE	1	MEALS FOR PRISONERS	N/A	12.18	10.5251.0000.5294	
18	MCKESSON MEDICAL	3	JAIL SUPPLIES	23092370, 23096892, 23295266	361.50	10.5251.0000.5352	
19	MOTOROLA SOLUTIONS	5	911 OUTLAY & COMPUTER MAINT	8230498715, 1411160561, 1411162373, 1187141106, 8230500726,	39,056.94	58.5836.0000.5999	10.5211.0000.5813
20	OPTIONS LAB	1	CARE OF PRISONERS	5050338	250.00	10.5251.0000.5296	
21	O'REILLY AUTO PARTS	1	SQUAD MAINTENANCE	2006-183196	75.98	10.5211.0000.5352	
22	PIONEER PRINT CO	1	K-9	6087	782.20	35.5255.0000.5999	
23	PORTER, CLAY	1	UNIFORM ALLOWANCE	N/A	133.48	19.5213.0000.5346	
24	RICHLAND COUNTY HHS	1	MENTAL HEALTH FEES	2025-2	437.50	10.5251.0000.5299	
25	SHOPPING NEWS	1	ADVERTISING	N/A	156.00	10.5251.0000.5326	
26	TC AUTOWORKS	2	SQUAD MAINTENANCE	14222, 14100	117.83	10.5211.0000.5352	
27	THE SHOE BOX	1	UNIFORM ALLOWANCE/GRAHAM	89082	166.50	19.5213.0000.5346	
28	TOP PACK DEFENSE	3	UNIFORM ALLOWANCE/CROTSENBERG, JONES, MELBY	15302, 15312, 15316	463.59	19.5213.0000.5346	
29	TERRY'S TIRE SERVICE	1	TOWING	N/A	280.00	10.5211.0000.5295	
30	TUCKER, JAMES	1	UNIFORM ALLOWANCE	N/A	975.87	19.5213.0000.5346	
31	WEGNER AUTO SERVICE	1	SQUAD MAINTENANCE	22525	1,314.58	10.5211.0000.5352	
32	RICHLAND COUNTY AMBULANCE	1	CARE OF PRISONERS/LYONS	252501-35451	448.14	10.5251.0000.5296	
33	WI DEPT OF FINANCIAL INSTITUTIONS	2	NOTARY FEES/APPLICATIONS BARR, WIEDENFELD	N/A	40.00	10.5211.0000.5305	10.5251.0000.5305

<b>FEBRUARY 2025 BILLS</b>	<b>71,603.82</b>
<b>SHERIFFS DEPARTMENT</b>	<b>10,909.70</b>
<b>911 OUTLAY</b>	<b>35,526.31</b>
<b>COUNTY JAIL</b>	<b>19,434.86</b>
<b>K-9</b>	<b>782.20</b>
<b>DEPARTMENT-UNIFORM ALLOWANCE</b>	<b>3,663.75</b>
<b>GRANTS</b>	<b>1,287.00</b>
<b>DOG CONTRACT-MONTHLY PAYMENT</b>	<b>1,500.00</b>
<b>CURRENT MONTH'S JAIL ASSESSMENT</b>	

Wisconsin Department of Military Affairs

OEC Grant Announcement

**PSAP Grant Program**

***Round 2***

**Fiscal Year 2025**

Application Submission Deadline:

**11:59 PM CT March 20, 2025**



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## Grant Announcement:

### Round 2 FY2025 PSAP Grant Program

All questions for the PSAP Grant Program should be directed to: [grant.grywalsky@widma.gov](mailto:grant.grywalsky@widma.gov). If you experience difficulties with the email address above, please call [608] 888-5501.

**Application Submission:** Applications must be emailed as attachments to [interop@widma.gov](mailto:interop@widma.gov) by the **application deadline of 11:59PM March 20, 2025**. All application documents must be submitted in PDF format as separate attachments. Emailed applications should be labeled with the subject "FY25 PSAP Grant Application".

**Description:** The Wisconsin Department of Military Affairs/Office of Emergency Communications (DMA/OEC) is pleased to announce the Round 2 Fiscal Year (FY) 2025 PSAP Grant Program funding opportunity. The PSAP Grant Program is intended to provide additional funding for the equipment upgrades and advanced training necessary for Next Generation 9-1-1 (NG9-1-1) implementation. **With more PSAPs joining the statewide ESInet, there is an increased need to also establish radio interoperability between PSAPs statewide. This second round of FY2025 funding is being made available to establish interoperable connectivity to the new WISCOM800 system for the purposes of PSAP-to-PSAP communication.**

**Applicant Eligibility:** Designated public safety answering points (PSAPs) that also meet the eligibility criteria outlined in [Wis. Admin. Code DMA § 2.05 Eligibility](#) may apply for grants under this program. The Designated PSAP process is outlined in [Wis. Admin. Code DMA § 2.03](#) or Section 2.1 of this Grant Announcement.

For more information about the PSAP Grant Program eligibility requirements, including the basic training and service standards required for each applicant, please see Section 2 of this Grant Announcement for more information.

**OEC Grant Guide:** For more information about the PSAP Grant Program, including budget and application tips, grant conditions, and supplanting, please see the OEC Grant Guide: [OEC Grant Guidance](#)

**Opportunity Category:** Competitive

## 1. Funding Information



### 1.1. Allowable Expenses:

Eligible applicants are encouraged to apply for all costs required for establishing PSAP radio interoperable connectivity to the new WISCOM800 system. When technically feasible, applicants are strongly encouraged to apply for solutions that integrate P25 Phase II 800 MHz radio control station(s) into their existing dispatch console network to enable multiple dispatch console positions to share/access the same radio resource. **Awards over \$55,000 will only be considered if there are remaining funds.**

#### Eligible Expenses:

- Desktop control station/consolette (7/800 MHz Phase 2 P25 is required, multi-band is encouraged)
- Desktop microphones (if not integrating into console network)
- Console integration costs (including supporting gateways and hardware)
- External antenna mounts or supports, excluding towers.
- Coaxial Feedline (LMR-400 equivalent or greater)
- Coaxial Surge Arrestors and grounding hardware.
- Installation costs (this may include costs for completing a tower climb if necessary)
- Programming costs
- Training on equipment
- Combining equipment (must feed receive or transmit of Control Station)

Equipment purchased through this grant program must follow local procurement rules. In addition, the equipment must comply with current industry standards such as the NENA i3 standard, the APCO P25 standard, and follow best practices listed in Appendix B of the newest version of the Department of Homeland Security's SAFECOM guidance:

[https://www.sdao.com/files/5adc037fa/fy23\\_safecom\\_guidance.pdf](https://www.sdao.com/files/5adc037fa/fy23_safecom_guidance.pdf)

### 1.2. Unallowable Expenses:

- General PSAP overhead and staffing, including staff time to attend advanced training.
- Costs for providing emergency services or emergency services equipment.
- Costs for facility construction.
- Costs incurred outside of the grant performance period.

### 1.3. Anticipated Funding Amount

A maximum of \$18 million in FY2025 has been made available for grants under the PSAP Grant Program. There is **\$4 million** in FY2025 funding that is remaining for this second round of grants. Your proposed project budget total must reflect a maximum of 90% state share and a minimum of 10% local match. **There is no maximum request amount unless requested funds exceed the \$4 million funding level amount, in which case applicants may be awarded a maximum of \$55,000** (total including state share and local match).

Grant funds will be received in the form of reimbursement following project closeout. You should use your required vendor quote(s) to determine your estimated project budget and



consider the maximum amount that you are able to match from local sources and the ability to pay for the full project upfront.

DMA reserves the right to limit the amount that will be funded for individual grants based on project priorities and available state funds.

**Source of Funds:** This state grant was authorized by Wis. Stats. § 256.35 (3s) (bm), with anticipated funds allocated to DMA from the 911 Fund.

#### 1.4. Match/Cost Sharing Requirement

Under the FY2025 PSAP Grant Program, there is a **10%** cost share/match requirement. Cash match only. Cash (hard) match includes non-state or federal cash spent for project related costs, according to the program guidance. Allowable cash match must only include those costs that are eligible expenses under the grant program.

As noted above, you must provide proof of the source of your match amount in your application. Examples of allowable funding sources that can be used for your match amount include:

- Local government budget (e.g., tax levy, bond)
- Donated funds

Unallowable funding sources that CANNOT be used for your match amount include:

- Other federal grants such as the Homeland Security Grant Program
- Local funds already allocated as match on another grant
- Any state or federal funds

For more information on cash match, how to calculate your local share, and supplanting, please see the OEC Grant Guide, Section 2: [OEC Grant Guidance](#)

## 2. Applicant Eligibility

### 2.1. Designated PSAP

Wisconsin statute restricts grants awarded under the PSAP Grant Program to one PSAP per county. Wis. Admin. Code DMA § 2.03 Designated Public Safety Answering Point requires a single PSAP to be designated in each county for the purposes of applying for grants under the PSAP Grant Program.

The Designated PSAP is identified in one of two ways:

1. By resolution of the county board.
2. For counties with first class cities, a majority vote of an intergovernmental cooperation council.

Documentation for the Designated PSAP will be due with the grant application. All applicants must submit the Designated PSAP documentation, even if there is only one PSAP located in the



county, or an applicant submitted documentation under a previous funding opportunity. A template with suggested language has been provided below.

A few important things to note about the Designated PSAP process:

- The Designated PSAP is also required to meet the basic training and service standards detailed in Sections 2.2 and 2.5 of this Grant Announcement.
- Once a PSAP has been identified as a Designated PSAP for a county, no other PSAP in that county may receive a grant under the PSAP Grant Program.
- The same Designated PSAP documentation may be used each time a PSAP applies.

**Use of this template is optional.** This document shall not be construed as legal advice and the appropriate legal counsel should be consulted before being adopted by the county board or intergovernmental cooperation council.

- Link to Designated PSAP Template attachment: [https://oec.wi.gov/wp-content/library/2022/TEMPLATE\\_Designated\\_PSAP\\_Resolution\\_No.docx](https://oec.wi.gov/wp-content/library/2022/TEMPLATE_Designated_PSAP_Resolution_No.docx)

## 2.2. Basic Training Standards

Wis. Admin. Code DMA § 2.04 Minimum Training and Service Standards requires each Designated PSAP to maintain basic training requirements to remain eligible for grants under the PSAP Grant Program. The basic training program that meets the requirements outlined below may be administered by a commercially available program such as the Association of Public-Safety Communications Officials (APCO) Public Safety Telecommunicator training, or through an in-house program.

The basic training program must be at least 40 hours total of training to a telecommunicator in all of the following areas:

- General knowledge and awareness of geography, population and demographics served, including emergency services agencies and their jurisdictions.
- The Incident Command System (ICS), National Incident Management System (NIMS), interoperable communications plans, and emergency operations plans.
- Established procedures for:
  - Accurately processing and relaying caller information.
  - Obtaining complete caller information.
  - Properly classifying and prioritizing requests for emergency services.
  - Processing available caller information to identify conditions that may affect safety.
  - Operating and responding to emergency alerts.
  - Processing and documenting records and operating records systems.
- Appropriate use of emergency services terminology and the ability to



communicate clearly in written and oral form, especially when relaying emergency information or communicating with the public.

- Agency continuity of operations plans – **all telecommunicators must be trained annually in any continuity plans.**

### 2.3. New Hire Training Policy

Each Designated PSAP must establish and implement a policy that prohibits a telecommunicator from handling 9-1-1 calls without direct supervision until the telecommunicator has completed the basic training program.

For any telecommunicators hired prior to submitting a grant application, the policy must specify that the newly hired telecommunicator(s) will begin the basic training program before the date of the grant application deadline and be scheduled to complete the program within 12 months of beginning the basic training.

Lastly, the policy must specify that any telecommunicator(s) hired after the date of the grant application deadline must complete the basic training program within 12 months of their hiring date.

### 2.4. Emergency Medical Dispatch Training

In order to remain eligible to apply for grants, Designated PSAPs must implement Emergency Medical Dispatch (EMD) protocols **within three years** following the first grant award if EMD has not already been implemented in the PSAP's operations.

EMD may be implemented by a PSAP in one of two ways:

1. Establishing EMD protocols that provide pre-arrival instruction through a recognized training provider that includes certified emergency medical telecommunicators and meets the standards set by the 9-1-1 Subcommittee. See below.
2. Establishing an agreement with another PSAP or 3rd party provider that can be conferenced in or transferred to in order to provide the caller with assistance.

If a PSAP chooses to transfer the caller to another PSAP or 3rd party provider, the PSAP that is transferring the call must use an evidence-based protocol and provide training/continuing education for telecommunicators on determining if a person needs emergency medical assistance before a call is transferred.

In addition, the PSAP that is transferring the call must ensure that the other PSAP or 3rd party provider under the established agreement meets the requirements in Option 1 above.

PSAPs may use grant funds to implement EMD protocol training or establish transferring agreements if the project is detailed in their grant application, approved in their grant budget, and the EMD organization providing the training meets the minimum standard below.

#### **9-1-1 Subcommittee EMD Training Organization Minimum Standard:**



1. Provider-specific training
2. Pre-Arrival Instruction (PAI) for:
  - a. Bleeding control
  - b. Airway control
  - c. Airway obstruction
  - d. Baby delivery
  - e. CPR
  - f. Patient maintain and monitor
3. Recertification
4. Quality Assurance
5. Continuing education requirement
6. Emergency rule procedure (requires no PAI during high volume times where it is not practical)

## 2.5. Service Standards

Wis. Admin. Code DMA § 2.04 Minimum Training and Service Standards requires each Designated PSAP to meet the following minimum service standards to remain eligible for grants under the PSAP Grant Program:

- The PSAP receives both wireline and wireless 9-1-1 calls directly.
- The PSAP operates 24 hours per day, seven days per week.
- A minimum of two telecommunicators are on duty and available to receive and process calls while the PSAP is in operation.
- 90% of all 9-1-1 calls are answered within 10 seconds, and 95% within 20 seconds.

In addition to the service standards outlined above, the Designated PSAP must have an established continuity of operations plan (COOP) that addresses all of the following topics:

- The PSAP's operational processes that identify key communications and IT components.
- Any processes required to recover PSAP operations.
- Roles and responsibilities of a communications response team that may be deployed to restore PSAP operations.
- Employee training exercises necessary to implement and maintain COOP.
- Interoperable communications planning and operations.
- A list of essential contacts, include PSAP and emergency services staff within the agency.
- A list of priority services available during disruptions to the designated PSAP operations.
- Identification of any alternate operations site. (NOTE: This may also include any alternative routing agreements and procedures with outside jurisdictions capable of handling 9-1-1 calls from the PSAP in the event of system failure or facility abandonment)



## 2.6. Eligibility Determination

In each grant application, the PSAP designated to apply for grants in each county will submit a Standards Compliance Certification which will be used to certify that the PSAP has met the eligibility requirements outlined below and established by Chapter DMA 2 of the Wisconsin Administrative Code. The Standards Compliance Certification is contained within the Grant Application Form provided below.

In addition, the applicant will be required to submit additional backup documentation as outlined in Section 3.3. Additional Application Documents, that demonstrate the eligibility requirements have been met. DMA may request additional documentation as needed to verify compliance with the requirements.

## 2.7. Periodic Compliance Auditing

In each grant period, DMA will provide the 9-1-1 Subcommittee with a list of grantees and their Standards Compliance Certification, including any additional backup documentation. The 9-1-1 Subcommittee will review the list and advise DMA on any required compliance audits to verify the eligibility requirements have been met by a grantee.

Following the compliance audit by DMA staff, the 9-1-1 Subcommittee will review the findings and make recommendations to DMA on appropriate actions if any grantees are found to be not in compliance with the eligibility requirements.

# 3. Anticipated Application Requirements

## 3.1. Grant Timeline

These timelines may change at any point during the grant process. Changes will be communicated to all applicable parties. Individual periods of performance may differ, but no project period shall exceed 18 months.

<i>Application Period:</i>	January 13, 2025 – March 20, 2025
<i>Award Notice:</i>	No later than April 2025
<i>Project Start Date:</i>	June 1, 2025
<i>Progress Report:</i>	Due Quarterly
<i>Project End Date:</i>	June 1, 2026

**Application Submission:** Applications must be emailed as attachments to [interop@widma.gov](mailto:interop@widma.gov) by the **application deadline of 11:59PM March 20, 2025**. Emailed applications should be labeled with the subject “FY25 PSAP Grant Application”. **All application documents must be submitted as separate documents and in PDF format.**

## 3.2. Grant Application Form

Link to attachment: [FY25 Round 2 PSAP Grant Application.pdf](#)





The Grant Application Form has six required components:

1. General applicant information, including primary and secondary contact information.
2. A project narrative describing the allowable grant activities and timelines.
3. Project budget detailing the allowable expenses for the grant activities to be performed.
4. A sustainability plan for maintaining grant-funded project(s) after the grant period has ended.
5. Standards Compliance Certification.
6. Additional applicant data.

### 3.3. Additional Application Documents

Additional Documentation for all Grant Projects:

- **Designated PSAP documentation** (e.g., county board resolution, meeting minutes with motion from Intergovernmental Cooperation Council)
- **Basic training plan**, including topics covered during the training
- **Continuity of operations plans**, including any alternate routing agreements
- **Vendor quote(s) and other procurement documentation** to verify proposed project costs

## 4. Evaluation and Award

### 4.1. Evaluation Process

Grant applications under this program are reviewed for completeness, applicant eligibility, and whether the proposed expenses are allowable and reasonable. Applications for items not listed in Section 1.1 Allowable Expenses of this Grant Announcement will not be considered as part of this round 2 FY25 funding opportunity.

If requests for funding exceed the amount available in the fiscal year, grant applications will be scored competitively.

### 4.2. Award Process

Applicants will be notified once an award decision has been made. The award documents will specify the awarded grant amount, including the local match amount required, the grant period of performance, and any special conditions that have been placed on the grant award.

Awardees must return award documents to [interop@widma.gov](mailto:interop@widma.gov) prior to starting the grant project. All round 2 FY25 grant projects may begin no sooner than June 1<sup>st</sup>.



### 4.3. Programming Requirements

- Grant recipients will be required to program a minimum prescribed set of state, national, and federal interoperability channels in all radios replaced or upgraded with grant funds.
- The prescribed set of channels and talkgroups will not exceed 300 in a multi-band radio capable of VHF, UHF, 700, and 800MHz RF band operation; the number of required channels and talkgroups will be less for radios supporting fewer RF bands. Prescribed channels and talkgroups shall be programmed with the exact names as provided; recommendations will be provided for grouping of channels and talkgroups into zones, along with recommended naming for these zones.
- The complete list of required channels and talkgroups, and zone recommendations, will be made available by the time grant awards are announced.
- Applicants may request an exception to this requirement if extenuating circumstances exist which will prevent full compliance; exception requests shall include a statement of justification and will be subject to review and approval by OEC. Exception requests must be received prior to returning signed grant award documents.
- Programming of WISCOM can only be done by programmers who have been issued an advanced system key by the Office of Emergency Communications.

### 4.4. Reporting Requirements

If awarded a grant, your agency will be responsible for completing a progress report on a quarterly basis which will be due by the deadlines listed in the award package. A progress report form will be provided.

### 4.5. Reimbursement

One-time reimbursement will occur when you submit your closeout materials. Reimbursements will be paid in a paper check unless electronic means are requested specifically by the agency prior to the payment. Additional forms to enable ACH electronic payment will need to be completed. Exceptions may be made in the event of extreme financial hardship.

### 4.6. Reconsideration Process

Wis. Admin. Code DMA § 2.08 Reconsideration outlines the process for applicants to challenge any denial of funding under the PSAP Grant Program. Applicants may submit a request to DMA to reconsider awarding grant funds to the applicant. The request must be in writing and detail reason for overturning the original denial of grant funds.

The written request must be received by DMA within 30 days following the receipt of DMA's original grant award decision. DMA will provide notice of a final determination within 14 days.



#### 4.7. Recordkeeping Requirements

Grant financial and administrative records shall be maintained by grantees for a period of no less than four (4) years following the date of the closure/audit of the grant award. Equipment records shall be maintained for a period of four (4) years following the final disposition, replacement, or transfer of the equipment. Grantees shall record all match earned by its agency, including all supporting documentation.

Grantees shall keep records of different state fiscal periods separately, identified, and maintained so that backup documentation may be readily located. Grantees are also obligated to protect records adequately against fire or other damage. When records are stored away from the grantee's principal office, a written index of the location of records stored should be on hand and available.

### CONTACT INFORMATION

For general questions related to the PSAP Grant Program, please send an email to [grant.grywalsky@widma.gov](mailto:grant.grywalsky@widma.gov). If you experience difficulties with the email address above, please call [608] 888-5501.

