

Richland County Public Safety Standing Committee

Date Posted: October 31, 2025

NOTICE OF MEETING

Please be advised that the Richland County Public Safety Standing Committee will convene on Friday, November 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 (email)

AGENDA

1. Call To Order
2. Roll Call
3. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From October 3, 2025 Meeting
6. Public Comment
7. Reports
 - A. Sheriff – Departmental Activities & Monthly Bills
 - B. Coroner – Departmental Activities
 - C. Circuit Court Judge – Departmental Activities
 - D. Courthouse Security Report
 - E. Clerk Of Court – Departmental Activities
 - F. Register In Probate – Departmental Activities
 - G. District Attorney – Departmental Activities
 - H. Emergency Management – Departmental Activities
 - I. PSAP & NG-911 Grants
 - J. Radio Tower Update
8. Discussion & Possible Action: Approval To Accept The 2026 EPCRA Grant Award
9. Discussion & Possible Action: Amendment To Collective Bargaining Agreement With The Deputy Sheriffs
10. Correspondence
11. Future Agenda Items
12. Adjourn

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Tricia Clements, County Administrator at 181 W. Seminary St., Richland Center, WI 53581 or call 608-647-2197.

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

Derek S. Kalish
County Clerk

Richland County

Public Safety Standing Committee

October 3, 2025

The Richland County Public Safety Standing Committee convened on Friday, October 3, 2025, in person and virtually at 8:32 AM in the County Boardroom of the Richland County Courthouse.

Call To Order: Committee Chair Frank called the meeting to order at 8:32 AM.

Roll Call: County Clerk Kalish conducted roll call. Committee member(s) present: David Turk, Chad Cosgrove, Melvin “Bob” Frank, and Julie Fleming. Committee member(s) absent: Gary Manning and Kerry Severson.

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

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

Approval Of Minutes From September 5, 2025 Meeting: Motion by Cosgrove second by Fleming to approved the minutes from September 5, 2025. Motion carried and the minutes of the September 5, 2025 meeting approved as presented.

Public Comment: None.

Reports:

- A. **Sheriff – Departmental Activities & Monthly Bills:** Sheriff Porter noted that he would be getting the specs for 2026 squad car bids, reviewed staffing changes, and noted that the old squad cars would be going to auction.
- B. **Coroner - Departmental Activities:** Administrator Clements noted the Coroner’s report is available in the meeting packet for review.
- C. **Circuit Court Judge – Departmental Activities:** Register in Probate Jenifer Lau provided update on departmental activities and the Judge’s activity.
- D. **Courthouse Security Report:** Register in Probate Jenifer Laue noted that preparations are underway for the Justice on Wheels program. Brief discussion regarding event preparation followed.
- E. **Clerk Of Court - Departmental Activities:** Richland County Clerk of Court Stacy Kleist reported that Juror Appreciation Month was in September and noted her presence on the WRCO Morning Show. Clerk of Court Kleist also noted that juror questionnaires have been sent, she went to the Capitol in support of a fees bill, she presented at the WCA conference, preparations for the Justice on Wheels program are underway, and that she would be attending the upcoming Clerk of Court Conference.

Richland County

Public Safety Standing Committee

- F. Register In Probate - Departmental Activities:** Register in Probate Jenifer Laue noted a shortage of attorney's in the county, there is no longer a free legal clinic, her department is working with the new Tyler software and planning for 2026.
- G. District Attorney - Departmental Activities:** None.
- H. Emergency Management - Departmental Activities:** John Heinen noted progress on the Integrated Preparedness Plan, reported that Hazmat training exercises and plans are underway, and that the Strategic Plan is being updated.
- I. PSAP & NG-911 Grants:** Sheriff Porter reported the PSAP grant has been submitted.
- J. Radio Tower Project:** County Administrator Clements presented a Tower Project update. Sheriff Porter noted the jail inspection was completed and no violations were cited.

Discussion & Possible Action – Amendment To Sheriff's Addendum To Handbook Of Personnel Policy: Motion by Cosgrove second by Fleming to approve the amendments to the Sheriff's Addendum to the Handbook of Personnel Policies. Motion carried and item forwarded to County Board for approval.

Discussion & Possible Action – Bids For Inmate Meal Services: Sheriff Porter reported that two bids had been received. Motion by Fleming second by Cosgrove to approve contract with ELIOR/Summit Correctional Services to provide meal services to the Richland County Jail. Motion carried and item forwarded to County Board for approval.

Discussion & Possible Action – Proclamation Recognizing Crash Responder Safety Week: Motion by Cosgrove second by Fleming to approve proclamation recognizing Crash Responder safety week. Motion carried and item forwarded to County Board for approval.

Correspondence: None.

Future Agenda Items: None.

Adjourn: Motion by Fleming second by Cosgrove to adjourn. Motion carried and meeting adjourned at 9:16 AM.

Respectfully submitted by,



Derek S. Kalish
County Clerk

SHERIFF'S MONTHLY REPORT

RICHLAND COUNTY

MONTH OF OCTOBER 2025

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



	2025		
	AUG	SEPT	OCT
NUMBER OF JAIL BOOKINGS	56	66	55
AVERAGE NUMBER OF INMATES HOUSED IN OUR COUNTY	28.42	27.81	30.99
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	399	392	414
TRAFFIC CITATIONS ISSUED	50	83	59
TRAFFIC WARNINGS ISSUED	1	2	0
CIVIL PROCESS PAPERS SERVED	6	26	19
TRANSPORTS FOR THE MONTH	7	11	13
AVERAGE NUMBER ON ELECTRONIC MONITORING	3.00	4.00	2.00

Monthly Activity

702 calls for service
 98 calls for EMS
 156 calls for RCPD
 20 calls for RCFD

Coroner's Report

September 26—October 27, 2025 (time of last report to the time now reporting)

- Our office had twelve calls during the time period listed
- Ages of decedents ranged from 60-99 years
- Six of the twelve cases involved individuals on Hospice Care
- Eleven of the twelve cases were cremations
- Cause of death included: 4 cancer, 5 heart-related, 1 dementia, 1 multiple sclerosis, 1 hypothermia, 1 blunt force trauma
- Our office handled the first homicide case since 2023
- Two of the Hospice cases involved falls that contributed to the death. When this occurs, our office must investigate and include the details of the fall (date, time, place, and details regarding) on the death certificate. The decedent's doctor is allowed to sign the death certificate in hospice cases, except in the case where a fall is contributory to the death.
- There were 2 autopsy cases during this period. One of them involved suspicious injuries. Autopsy confirmed the manner of death was homicide. The other involved a decedent who was found outdoors at the bottom of an incline and severe decomposition had occurred. Autopsy showed that the individual suffered a stroke, wandered outdoors and fell down an incline, sustaining multiple fractures. They ultimately succumbed to hypothermia.
- At this time last year, we were at 100 cases. We are at 123 cases for 2025

As always, please reach out if you have any questions or concerns regarding the Coroner's Office.
Respectfully, Jim Rossing – Richland County Coroner



Richland County, WI

Register in Probate

Budget Report

Account Summary

For Fiscal: 2025 Period Ending: 10/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL FUND							
Revenue							
100.5120.0206.45015	REGISTER IN PROBATE - PROBAT	6,000.00	6,000.00	851.21	5,613.42	-386.58	6.44 %
100.5120.0207.45015	REGISTER IN PROBATE - CERTIF	300.00	300.00	45.00	196.00	-104.00	34.67 %
	Revenue Total:	6,300.00	6,300.00	896.21	5,809.42	-490.58	7.79%
Expense							
100.5120.0000.51011	SALARIES - REGULAR	98,644.00	98,644.00	11,531.10	85,084.51	13,559.49	13.75 %
100.5120.0000.51044	WITNESS FEES	150.00	150.00	0.00	-20.80	170.80	113.87 %
100.5120.0000.51050	SECTION 125 PLAN-CO SHARE	225.00	225.00	13.46	134.60	90.40	40.18 %
100.5120.0000.51051	FICA - COUNTY SHARE	7,546.27	7,546.27	846.99	6,192.56	1,353.71	17.94 %
100.5120.0000.51052	RETIREMENT - COUNTY SHARE	6,855.75	6,855.75	801.39	5,913.21	942.54	13.75 %
100.5120.0000.51053	DENTAL INSURANCE-CO SHARE	848.40	848.40	70.70	707.00	141.40	16.67 %
100.5120.0000.51054	HEALTH INSURANCE - COUNTY SH	32,622.00	32,622.00	2,715.74	27,157.40	5,464.60	16.75 %
100.5120.0000.51055	LIFE INSURANCE - COUNTY SHAR	78.60	78.60	7.26	69.85	8.75	11.13 %
100.5120.0000.51061	HEALTH INS REIMBURSEMENT DED	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
100.5120.0000.52015	PSYCHOLOGICAL EVALUATION	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00 %
100.5120.0000.52016	INTERPRETER FEES	600.00	600.00	0.00	140.00	460.00	76.67 %
100.5120.0000.52025	TELEPHONE	1,500.00	1,500.00	732.13	1,058.30	441.70	29.45 %
100.5120.0000.52051	TRANSCRIPTS	150.00	150.00	0.00	39.00	111.00	74.00 %
100.5120.0000.53011	POSTAGE AND ENVELOPES	1,000.00	1,000.00	45.14	526.58	473.42	47.34 %
100.5120.0000.53015	COPY PAPER AND EXPENSE	400.00	400.00	0.00	280.26	119.74	29.94 %
100.5120.0000.53019	OFFICE SUPPLIES & COMPUTER S	1,100.00	1,100.00	0.00	86.96	1,013.04	92.09 %
100.5120.0000.53024	DUES & SUBSCRIPTIONS	200.00	200.00	0.00	205.00	-5.00	-2.50 %
100.5120.0000.53026	ADVERTISING	200.00	200.00	0.00	0.00	200.00	100.00 %
100.5120.0000.53034	REGISTRATION	100.00	100.00	0.00	50.00	50.00	50.00 %
100.5120.0000.53035	MEALS	200.00	200.00	25.32	173.99	26.01	13.01 %
100.5120.0000.53036	LODGING	500.00	500.00	98.00	312.00	188.00	37.60 %
100.5120.0000.53039	MILEAGE	500.00	500.00	135.66	309.06	190.94	38.19 %
100.5120.0000.58019	NEW EQUIPMENT	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
100.5120.0103.52012	ATTORNEY-GAL FEES	16,000.00	16,000.00	339.00	2,089.00	13,911.00	86.94 %
100.5120.0104.52012	ATTORNEY-GAL FEES	17,000.00	17,000.00	1,383.79	15,577.42	1,422.58	8.37 %
100.5120.0109.52012	ADVERSARY ATT-REG IN PROBATE	25,000.00	25,000.00	0.00	1,061.32	23,938.68	95.75 %
100.5120.0112.52012	ATTORNEY-N/F COURT COMMISSNR	500.00	500.00	0.00	70.00	430.00	86.00 %
	Expense Total:	220,620.02	220,620.02	18,745.68	147,217.22	73,402.80	33.27%
Fund: 100 - GENERAL FUND Surplus (Deficit):		-214,320.02	-214,320.02	-17,849.47	-141,407.80	72,912.22	34.02%
Report Surplus (Deficit):		-214,320.02	-214,320.02	-17,849.47	-141,407.80	72,912.22	34.02%

Group Summary

Account Typ...	Original	Current	Period	Fiscal	Variance	
	Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Percent Remaining
Fund: 100 - GENERAL FUND						
Revenue	6,300.00	6,300.00	896.21	5,809.42	-490.58	7.79%
Expense	220,620.02	220,620.02	18,745.68	147,217.22	73,402.80	33.27%
Fund: 100 - GENERAL FUND Surplus (Deficit):	-214,320.02	-214,320.02	-17,849.47	-141,407.80	72,912.22	34.02%
Report Surplus (Deficit):	-214,320.02	-214,320.02	-17,849.47	-141,407.80	72,912.22	34.02%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL FUND	-214,320.02	-214,320.02	-17,849.47	-141,407.80	72,912.22
Report Surplus (Deficit):	-214,320.02	-214,320.02	-17,849.47	-141,407.80	72,912.22

**Public Safety Committee
Agenda Item Cover**

Agenda Item Name: Accept 2026 EPCRA Grant Award

Department:	Emergency Management	Presented By:	John T. Heinen
Date of Meeting:	November 7, 2025	Action Needed:	Vote
Date submitted:	October 13, 2025	Referred by:	John T. Heinen

Recommendation and/or action language:

Vote to accept the 2026 Emergency Planning and Community Right-to-Know Act (EPCRA) Grant award.

Background:

Each year, Wisconsin Emergency Management (WEM) provides the Emergency Planning and Community Right-to-Know Act (EPCRA) Planning Grant for funding eligible expenses that support the completion of Local Emergency Planning Committee (LEPC) administrative requirements, hazmat planning, community preparedness activities, and local exercises in accordance with Wisconsin Statutes §§59.54(8)(a), and 323.61, and to complete EPCRA program requirements as provided by WEM under WEM Directive 2007.2 EPCRA Planning Grant Funding. This grant is given to a county emergency management program to assist with maintaining the program and supporting local EPCRA initiatives.

Attachments and References:

FY2026 EPCRA Planning Grant NOFO

Financial Review:

(please check one)

☐	In adopted budget	Fund Number	
☐	Apportionment needed	Requested Fund Number	
☒	Other funding Source	FY2026 EPCRA Planning Grant	
☐	No financial impact		

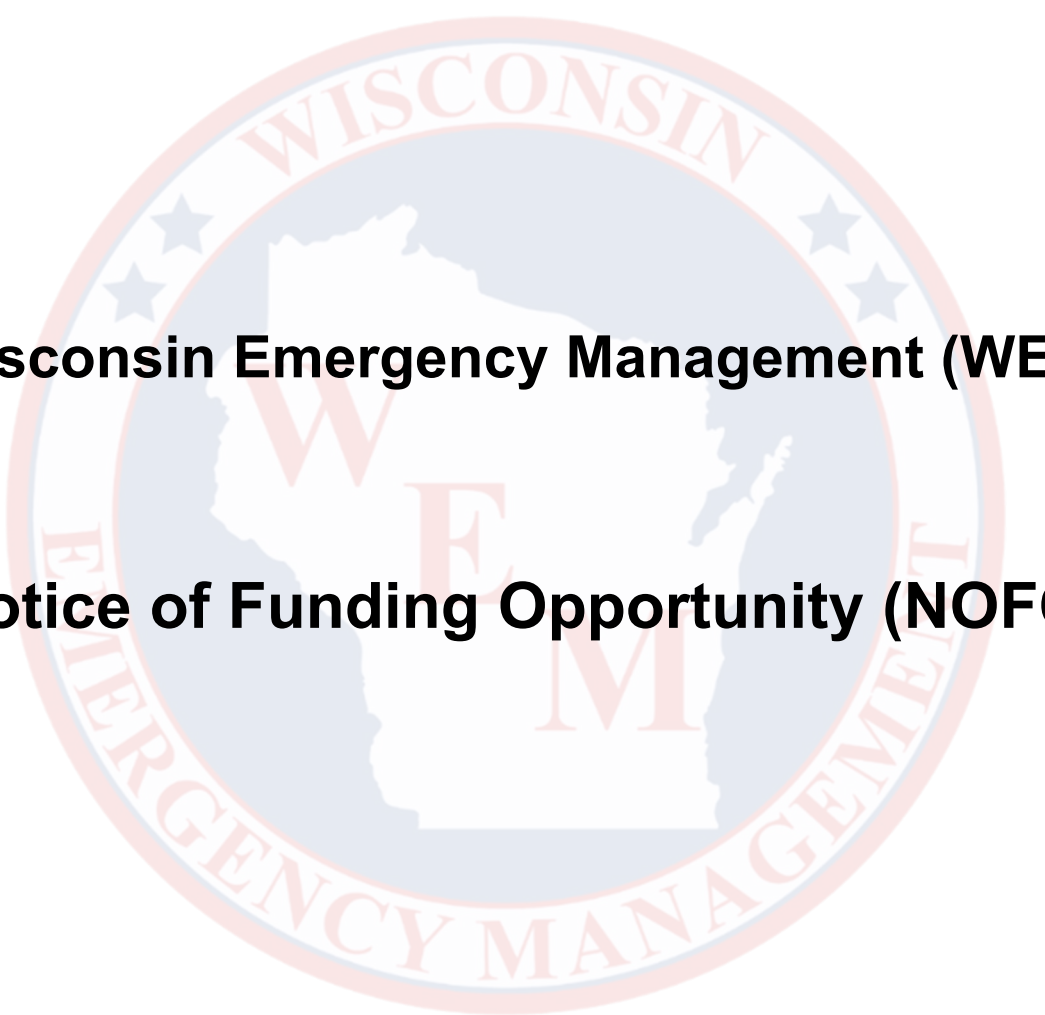


Department Head

10/13/25



Administrator, Tricia Clements

The logo is a circular seal. The outer ring contains the text "WISCONSIN" at the top and "EMERGENCY MANAGEMENT" at the bottom, separated by four stars. The inner circle features a map of Wisconsin with the letters "WEM" overlaid in a large, serif font.

Wisconsin Emergency Management (WEM)

Notice of Funding Opportunity (NOFO)

Emergency Planning Community Right-to-know Act Planning Grant (ECPRA)

FY2026 EPCRA Planning Grant

**Applications must be submitted in
Egrants on or before **Friday, October 31, 2025****

ECPRA FY2026 EPCRA Planning Grant NOFO

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1 BASIC INFORMATION

1.1 Executive Summary

A non-competitive grant to assist county emergency management programs meet all applicable requirements established under [42 U.S.C. Chapter 116](#) (Title III of the Superfund Amendment and Reauthorization Act of EPCRA), [42 U.S.C. 11001](#), and Wisconsin Statutes Chapters [323.60](#) and [323.61](#), as well as U.S. EPA and WEM administrative policies pertaining to EPCRA.

1.2 Eligible Applicants

County emergency management programs that supports a Local Emergency Planning Committee (LEPC) that has been established by the county board of supervisors.

1.3 Anticipated Funding for This Opportunity

- Total amount of funds available: \$1,490,000.00
- Anticipated number of awards: 72
- Anticipated grant award amount: See Appendix II – Estimated Award Distribution
- Cost share: There is no local cost share requirement for this funding opportunity.

1.4 Funding Source Information

- Authorization: [Wisconsin § 323.61](#)
- Assistance Listing Number (for Single Audit requirement): State ID# 465.337

1.5 Key Dates

- Application due date: **Friday, October 31, 2025**
- Award dates
 - Anticipated grant performance/budget period (grant period): **January 1, 2026 to December 31, 2026**
 - Signed Grant Award Agreements due: **January 31, 2027**
- Post-award dates
 - Modification (if needed) due: **December 15, 2026**
 - Program Reports due: **January 31, 2027**
 - Fiscal Reports/Reimbursement Requests due: **January 31, 2027**

1.6 Contact Information

Grant manager: **Kristina Page, EMPG and EPCRA Grants Manager**
Phone: **608-733-0265**
Email/MS Teams: **kristina.page@widma.gov**

ECPRA FY2026 EPCRA Planning Grant NOFO

2 PROGRAM DESCRIPTION

Wisconsin Emergency Management (WEM) provides the Emergency Planning and Community Right-to-Know Act (EPCRA) Planning Grant for funding of eligible expenses that support the completion of Local Emergency Planning Committee (LEPC) administrative requirements, hazmat planning, community preparedness activities, and local exercises in accordance with Wisconsin Statutes [§§59.54\(8\)\(a\)](#), and [323.61](#), and to complete EPCRA program requirements as provided by WEM under WEM Directive 2007.2 EPCRA Planning Grant Funding. This grant is given to a county emergency management program to assist with maintaining the program and supporting local EPCRA initiatives.

3 ELIGIBILITY

3.1 Eligible Applicants

The Project Director or individual that submits an application on behalf of an entity is certifying that they have the authority to obligate the applicant to all requirements in this NOFO including all rules and regulations identified in the [Post-Award Requirements and Administration](#) section of this NOFO, and that the applicant and Project Director are willing and able to comply.

See the [Requirements and Actions Prior To Applying](#) and [Responsiveness Review](#) sections section of this NOFO for more information.

3.2 Eligible Costs

All expenses related to this grant must be allowable, reasonable, allocable, and incurred within the grant's performance and budget period (grant period). Applicants that accept funding are responsible for all sustainment costs. County emergency management programs may use EPCRA Planning Grant funds to support eligible EPCRA program expenses and for emergency management positions that support both Emergency Management Performance Grant (EMPG) and EPCRA Planning Grant deliverables that are not fully reimbursed by EMPG funds.

3.2.1 Allowable Costs

The following direct cost categories and related costs are allowable under this funding opportunity:

Personnel

Personnel costs represent wages and salaries for an employee of the applicant agency. The application must include the following:

- A separate line for each employee for which costs may be covered by the grant.
- Supporting documentation as listed in the [Required Attachments](#) section of the application.
- Ability to submit a timesheet and payroll records with the reimbursement request that can accurately reflect time allocated for eligible activities.

Eligible costs under this category are limited to the following:

Personnel wages dedicated to completing emergency management duties. Examples of these duties include but are not limited to hazardous materials planning, off-site facility planning, LEPC coordination, LEPC administration tasks, exercise, training, outreach activities, and hazardous materials spills response.

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Employee Benefits

Fringe or Employee Benefit costs represent the applicant agency's direct costs for benefits and fringe costs associated with an employee's wages that are included in the personnel category above.

Eligible costs under this category may include, but are not limited to, the following:

- Social Security, Medicare, FICA
- Health and Dental Insurance
- Retirement plans
- Workers Compensation
- Unemployment Insurance
- Life, Long-Term Disability, and Accident Insurance
- Other benefits offered by the County Compensation Plan

Travel (including Training)

Costs under this category must adhere to the applicant's written travel policy and any applicable local regulations. If the applicant does not have a written travel policy, then the Wisconsin State Travel Policy will apply. The applicant must be able to supply their written policy as well as documents supporting that policy upon request. Travel expenses not related to EPCRA activities or for personnel who are not listed as EPCRA funded personnel on the approved application are ineligible. These costs may be provided as a lump sum in the application.

Eligible costs under this category may include, but are not limited to, the following:

- Lodging
- Meals
- Fuel
- Mileage reimbursement
- Travel per diem
- Vehicle maintenance cost
- Conference or training fees

Supplies & Operating

Costs under this category are for equipment and/or supplies that are broadly defined as day-to-day supplies that are used on a recurring basis in general business functions and office operations. These are typically non-technical consumables with singular usefulness in life and must be valued at less than \$10,000 per unit. These costs may be provided as a lump sum..

Eligible costs under this category may include, but are not limited to, the following:

- Office supplies, paper
- Telephone services,
- Postage,
- Software and computer supplies
- Printing and publishing expenses

Consultant/Contractual

Costs under this category include consultant or contractual services through a third party. All costs must have a signed contractual agreement, and if appropriate, must

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adhere to proper procurement standards. Contracts must support EPCRA activities and programs.

Eligible costs under this category may include, but are not limited to the following:

- Mass notification systems (Nixle, CodeRED, RAVE, etc.)
- Weather services,
- Credentialing programs (Salamander licenses)
- Planning services (Off-site plans)

Indirect

Costs under this category are costs allocated as a percentage of direct costs. To be eligible, indirect costs must follow the federal requirements under [2 CFR §200.414](#). Depreciation of buildings, vehicles, and equipment will not be allowed. Indirect costs may be provided as a lump sum. If claiming indirect expenses, applicants must provide a copy of their county's finalized Indirect Cost Rate Agreement for all county fiscal years the performance period covers. If there is not a finalized contract at the time of application, one will be required prior to payment. Alternatively, indirect costs for county agencies are allowed if the county develops and retains on file an approvable countywide Indirect Cost Allocation Plan. Any allocated costs must be supported by an Indirect Cost Allocation Plan. Both plans must be in accordance with the requirements of [2 CFR 200.416](#) and must be reviewed by the county's independent auditor as a part of the annual single audit.

Other

Eligible costs under this category are limited to the following:

- Cost of disposable hazmat response supplies, not to exceed \$3,000.

3.2.2 Conditionally Allowable Costs

There are no conditional costs that will be considered. Eligible costs are limited to allowable costs listed above.

3.2.3 Unallowable Costs

In addition to funding restrictions, the following cost categories are not allowable:.. See the [Funding Restrictions](#) section of this NOFO for more information.

- The following costs are unallowable under this funding opportunity:
- Cost of contracting a local hazardous materials response team.
- Equipment.
- Activities, supplies, and projects unrelated to the completion and implementation of EPCRA and emergency management functions.
- Indirect costs that include depreciation of buildings, vehicles, and equipment.

3.3 Funding Restrictions

The following costs are prohibited, and any violation may result in a range of penalties, including suspension of current and future funds under this program, suspension, or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

Supplanting is prohibited. Supplanting is the substitution of existing state or local government funding with grant funds. However, supplementing is allowed in which the funds are used in addition to the existing budget. Costs may not be charged to other financial assistance awards

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to overcome fund deficiencies; to avoid restrictions imposed by federal or state statutes, regulations, or Terms and Conditions of the awards; or for other reasons.

Duplication of benefits are prohibited. Duplication of benefits is any cost that is approved under other financial assistance for the same purpose and within the same performance period. Furthermore, any costs that exceed the amount that would have been allowed using the entity's normal operating policies and procedures are not allowed.

An individual may not simultaneously serve as the head of emergency management for two or more counties per [WI § 323.14\(1\)\(a\)2](#). For the purposes of this grant, no expenses related to or incurred by an individual's work for more than one county or tribal emergency management program are eligible costs under this grant for any of the counties for which the individual performs such work, whether the individual performs the work as an employee or under the terms of a contract. For example, if an individual performs work for one county as an employee of that county and also performs work for a tribal emergency management program under a contract between the county and the tribe, the costs associated with the individual's work for the county are not eligible costs. This prohibition applies whether the individual performs work for two or more counties, for one county and one or more tribes, or for two or more tribes.

Counties that hire a contractor to fill the head of emergency management position shall ensure that the contract complies with all EPCRA planning and administration grant requirements, all applicable Wisconsin state statutes, and all WEM program requirements. The county shall provide WEM with a copy of the contract along with the position description for the duration of the contract until it expires or there is a change in the contract. The contract shall state that the contractor or designee will be available 24 hours a day, 7 days a week, 365 days a year to respond to emergencies.

3.4 Eligible Activities and Outcomes

The activity supported by this grant must contribute to the achievement of the program's goals, objectives, and priorities described in the [Program Description](#) section above. Any activity that occurs outside this grant's performance period is unallowable. Entities that incur costs or conduct grant activities prior to a signed grant award agreement (pre-award costs), do so at their own risk.

Eligible applicants are county emergency management programs which support a Wisconsin county LEPC that has been established by the county board of supervisors. For counties to be eligible for EPCRA Planning Grant funds, county emergency management programs shall meet all applicable requirements established under [42 U.S.C. Chapter 116](#) (Title III of the Superfund Amendment and Reauthorization Act of EPCRA), [42 U.S.C. 11001](#), and Wisconsin Statutes Chapters [323.60](#) and [323.61](#), as well as U.S. EPA and WEM administrative policies pertaining to EPCRA.

3.5 Cost Share

There are no local cost share requirements for this funding opportunity. Any costs over the eligible award amount will be the responsibility of the applicant.

4 APPLICATION REQUIREMENTS

4.1 Application Requirements and Submission Deadlines

Applications must be submitted through the Egrants online grants management system accessible at <https://wem.egrants.us> on or before **Friday, October 31, 2025**.

The act of submitting an application in Egrants certifies that the applying agency and Project Director are willing and able to comply with all requirements in this NOFO, including all rules and regulations identified in the [Post-Award Requirements and Administration](#) section of this NOFO. If your agency is not able to comply with all requirements, you are encouraged to forego applying for these grant funds.

Failure to submit the Egrants application by the posted deadline and/or respond to requests from WEM, may lead to rescission of grant funding. Any delays in resubmitting a returned application, therefore delaying WEM's ability to approve the application, will result in a delayed grant start date and in turn, delay the applicant's ability to incur expenses on the grant.

The application components, forms, and guidance are outlined in the [Egrants Application Content and Forms](#) section below. For special accommodations, WEM's Reasonable Accommodation Policy is available on WEM's website <https://wem.wi.gov/grant-admin-tools/>.

4.2 Requirements and Actions Prior To Applying

4.2.1 Egrants Access and Registration

To access the Egrants system, you will need a user identification and a password. If you need to request access to the Egrants system at <https://wem.egrants.us/>, please see the [WEM Egrants User Guide](#) on WEM's website <https://wem.wi.gov/grant-admin-tools/>. Sharing usernames and passwords is strictly prohibited and may result in disqualification of the user and/or applicant agency in this and future funding opportunities.

4.2.2 Pre-Applications or Letters of Intent

There are no pre-application requirements for this funding opportunity.

4.3 Egrants Application Content and Forms

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. If applicable, applications in Egrants should align with what was submitted and approved in the pre-application phase to be considered.

Information provided in this application may be cited in WEM reports or press releases and used in reports to federal funding agencies or other stakeholders. To be considered for award, all application components, forms, and information provided must be completed in their entirety as described below.

Application materials are located in WebEOC® accessible at <https://wi.webeocasp.com/wi/default.aspx>. To access the WebEOC® system, you will need a username and password.

All forms needed for this NOFO and referenced WEM Directives can be found in WebEOC® in the Advanced File Library under the following locations:

- Forms: **WebEOC®>Advanced File Library> Plan of Work Documents>FY26 EPCRA**
- Directives: **WebEOC®>Advanced File Library>WEM External Policy Directives** (on the second page of the Advanced File Library board)

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Applicants will also need access to the Wisconsin Hazmat Online Planning and Reporting System (WHOPRS) at <https://whoprs.wisconsin.gov/Account/Login.aspx> to determine off-site planning requirements and to complete off-site planning requirements.

Standard requirements, contents, forms, instructions, and technical assistance are in the [WEM Egrants User Guide](https://wem.wi.gov/grant-admin-tools/) on WEM's website <https://wem.wi.gov/grant-admin-tools/>. Additional requirements and application sections specific to this funding opportunity are provided below.

4.3.1 Main Summary

Follow the [WEM Egrants User Guide](#) to complete this section. Refer to the [Eligible Applicants](#) section above for specific guidance on who is eligible to be the applicant's contacts.

- Agency – Must be either the County Emergency Management or County entity
- Points of contact
 - Project Director – For this grant, select the individual who is responsible for execution, oversight, and administration of this grant. The Project Director cannot also be listed as the Financial Officer or Signing Official.
 - Financial Officer – For this grant, select the individual who is responsible and accountable for the financial management of the awarded agency with the authority to certify expenditures. The Project Director or Signing Official cannot also be listed as the Financial Officer.
 - Signing Official – For this grant, select the individual that has the authority to sign the legal agreement and obligate your agency into a legal grant agreement. The Project Director and Financial Officer cannot also act as the Signing Official.
 - Alternate Contact – This individual serve as a back-up contact in the event the Project Director is not available. This individual cannot sign or certify on behalf of the Financial Officer or Project Director.
- Performance Period – January 1, 2026 to December 31, 2026
- Brief Project Title - Project Title should be formatted with County Name, Fiscal Year, and EPCRA Planning Grant (Example: County FY2026 EPCRA Planning Grant).
- Brief Project Description - In the Brief Project Description text box, please effectively describe your project in 150 words or less. Plain language that clearly describes the intent of the project is most effective. A suggested format may be:
 - *"Funds will be used by county emergency management and the county Local Emergency Planning Committee (LEPC) to accomplish all State of Wisconsin statutory requirements for EPCRA, and to complete EPCRA program requirements as provided by WEM under WEM Directive 2007.2 EPCRA Planning Grant Funding."*

4.3.2 Performance Measures

In this section, follow the Egrants User Guide to complete the performance measures that have been pre-filled in the application.

Enter the number of Off-site plans that will be updated for the performance period. This number includes updating existing plans, creation of new plans, and closeout plans. This number is based on the total number of active planning facilities provided in Appendix IV WHOPRS Planning Facilities/Off-Site Plan Chart. After entering the number of off-site facilities, change the page status to "Complete" and save the page.

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The remaining Performance Measures are identified in Appendix III Post Award Responsibilities and Considerations are collected during post-award reporting, rather than through this application process.

4.3.3 Budget Detail

Refer to the [Eligible Costs](#) section above for eligible costs to include. Follow the [WEM Egrants User Guide](#) for instructions to complete this section.

Individual personnel costs description of computation must include the percentage of EPCRA duties for the position as a whole. Detailed computations should be clear and reflect accurate calculations that support the total amount requested (e.g., "Annual salary of \$50,000 at 25%"). Lump sums are acceptable unless stated otherwise above.

Personnel expense totals and description of computation must match the information being reported in the submitted Position Description Information Form(s) (PDIF).

4.3.4 Required Attachments

- PDIF for each EPCRA funded employee
- The County's current WHOPRS Active Planning Facility Report by Municipality with the facilities marked for new and updated plans to be completed during the period of performance as defined in Section 1.5
- Current LEPC membership list
 - Membership must have at least one member from each Group Type. See Appendix III, Section 2.a, for LEPC Requirements.
- Indirect Cost Rate Agreement/Indirect Cost Allocation Plan (if claiming Indirect Costs)
 - If available at application. If not available at application, the Indirect Cost Rate Agreement or Indirect Cost Allocation Plan must be submitted at closeout and reviewed and approved by WEM before reimbursement is made.
 - Must cover the entire performance period. May require two agreements.
 - Must contain signed certification page.
- Contracts
 - If available at application.
 - Must cover entire performance period. May require two contracts.
 - If not available at application, the executed contract must be submitted at closeout and reviewed and approved by WEM before reimbursement is made.

Follow the [WEM Egrants User Guide](#) to complete this section.

4.3.5 Additional Application Sections

There are no additional sections required for this application. Follow the Egrants User Guide to submit the application.

4.4 Application Requirements After Submission and Prior to Award

During WEM's responsiveness review, the Grant Manager may reach out for additional information and an application may be returned for corrections if it fails to meet the requirements outlined in this NOFO.

The Grant Manager will add issues and/or comments in Egrants and contact the Project Director when an application is returned. Refer to the [WEM Egrants User Guide](#) for instructions on how to view the issues and comments in Egrants, make corrections, and re-submit the application. Failure to respond to requests from WEM, may lead to rescission of grant funding. Any delays in resubmitting a returned application and therefore delaying WEM's ability to approve the application, will result in a delayed performance period start date and in turn, delay the applicant's ability to incur expenses on the grant.

Funding of this grant is based on state funding made available at the start of the State Fiscal Year 2026 (July 1, 2026) and facility fees from Tier II reporting that are due March 1, 2026. Awards cannot be made until this funding has been secured. Any costs occurred prior to the award is done so at the risk of the applicant.

5 APPLICATION REVIEW INFORMATION

5.1 Responsiveness Review

All applications submitted on or before the deadline, will be screened for completeness and compliance with the eligibility and instructions provided in this announcement. If applicable, applications in Egrants must align with what was approved in the pre-application phase in order to be considered. Only applications successfully submitted in the online grant management system Egrants by the application due date will be considered and reviewed.

At minimum, the application must include:

- Position Description Information Form (PDIF) for each EPCRA funded employee.
- LEPC Membership List with all Group Types represented.
- WHOPRS Planning Facility by Municipality report.
- The Budget must include at least Personnel and Benefits costs. All other costs are optional.

Additional documentation, such as position descriptions, contracts, etc., may be required to clarify and document eligibility of costs listed in the budget of the application. This additional documentation will be considered on a case-by-case basis based on the submitted application. The Project Director will be notified by email of any additional documentation requirements or corrections to the application.

Response to any requests by WEM for additional information, documentation, or corrections shall be resubmitted within fifteen (15) business days of notification. A second notification will be sent if an applicant does not respond to the first request. If there is no response to the second request for information within five (5) business days, then WEM may consider the application incomplete and administratively rejected.

5.2 Review Criteria and Selection Process

There are no additional evaluation criteria above what is listed in WEM's responsiveness review and the pre-award risk assessment.

5.3 Risk Assessment

Applicants will be reviewed for previously reported issues that indicate a level of risk to WEM. This may include, but is not limited to, a review of completed Single Audits as well as entities previously reported as suspended or disbarred.

6 AWARD NOTICES

6.1 Expectations Prior to Award and Anticipated Announcement Dates

Applicants that successfully submitted a complete application in Egrants and have been approved for award will be notified in approximately six weeks by the status of the application in Egrants changes to "Open-Ready for Commission".

It has been the practice of WEM to award both the EMPG and the EPCRA Planning grant simultaneously. This Notice of Funding Opportunity is released before FEMA releases the Department of Homeland Security/FEMA FFY2026 EMPG Notice of Funding Opportunity.

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FEMA must award the FY2026 EMPG by September 30, 2026. WEM will award their recipients within thirty (30) days of receipt of its award.

The funding of this grant is based on state funding made available at the start of the State Fiscal Year 2026 (July 1, 2026) and facility fees from Tier II reporting that are due March 1, 2026. Awards cannot be made until this funding has been secured. Grant Awards will be made sometime between July 1, 2026, and December 31, 2026 as long as funding has been secured.

6.2 Grant Award Notices

If WEM grants an application for award, an authorized representative of your agency will be required to sign an agreement with WEM that sets forth your agency's obligations with respect to the funds (the Grant Agreement). The Grant Agreement will incorporate this NOFO and all Terms and Conditions as set forth by the [Post-Award Requirements and Administration](#) section of this NOFO. The terms are non-negotiable. **Please review the entirety of each document carefully prior to applying for the grant** to ensure that your agency will be able to fulfill all obligations set forth in them should its application be approved. If your agency can fulfill all obligations, it may wish to start whatever process is necessary to get the authority to sign the Grant Agreement as soon as possible so that, if WEM approves your agency's application, the Grant Agreement can be signed and the funds made available expeditiously.

The signed award document must be returned to WEM prior to any reimbursement being made. Grant award documents must be submitted in the Program Report Attachments in Egrants. Grant awards without signatures will not be considered active until the authorized officials of the applying agency have signed and returned the award documents to WEM.

Successful applicants will receive award documentation emailed to the Project Director as provided in the application. This document will have actual award amounts, and any special conditions that must be met to receive the full award.

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7 POST-AWARD REQUIREMENTS AND ADMINISTRATION

7.1 Administrative and National Policy Requirements

The following requirements are non-negotiable as set forth in your agency's obligations in respect to the grant funds awarded. **Please review the entirety of each document carefully prior to applying for the grant** to ensure that your agency will be able to fulfill all obligations set forth in them should its application be approved. If your agency is not able to do so, you are encouraged to forego applying for these grant funds.

All WEM Directives referenced can be found in the [WebEOC®](#) Advanced File Library in the following location: WebEOC®>Advanced File Library>WEM External Policy Directives (found on the second page of the Advanced File Library).

WEM's disbursement of funds under this agreement is contingent upon the county emergency management program's successful completion of all grant deliverables. A de-obligation letter will be sent to county emergency management programs that do not use their entire award amount, or if all or part of the award amount is de-obligated due to failure to complete grant requirements identified in this NOFO. Noncompliance will result in a temporary withholding of cash payments. If correction of noncompliance is not completed, all or part of the cost of the activity or action may be disallowed.

The following is a matrix of reduction for failure to meet grant deliverables:

PERFORMANCE MEASURE	REDUCTION
Updated Countywide Strategic Plan Uploaded in WHOPRS	15%
EPCRA Outreach Activities	5%
Publication of EPCRA Annual Legal Notice	5%
LEPC Meeting Requirement	5%
By-Law Review	5%
Designation of Compliance Inspector	5%
Required Number of Off-site Plans Created and/or Updated and Uploaded into WHOPRS	60%

Partial credit will be considered for the number of required Off-Site Plans completed and correctly uploaded into WHOPRS. The portion of the required number of Off-Site plans that were not completed will be deducted from sixty percent (60%) of the award. For example, if a county was required to update ten (10) plans in the performance period, and only nine (9) were completed, then the award will be reduced by ten percent (10%) of sixty percent (60%) of the award. Partial credit will not be provided for all other deliverables if only a portion of a performance measure is met.

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Failure to provide acceptable supporting documentation for the program report will result in the following actions:

- WEM will contact the Project Director via email for corrections, additional supporting documentation, or clarification of previously submitted documentation. The Project Director and/or Financial Officer must respond within fifteen (15) business days of this request.
- If there is no response to the first request, a second request will be sent to the Project Director and Financial Officer via email.
- Should there be no response to the second request for information within five (5) business days, WEM may consider that the applicant has failed to provide acceptable supporting documentation which results in a penalty reduction in the award amount based on the matrix of reduction listed above.
- A memorandum of records will be sent to the Signing Official and placed in the official grant record.

7.1.1 Standard Terms & Conditions

All grants awarded through the Department of Military Affairs (DMA) and Wisconsin Emergency Management (WEM) must comply with the DMA/WEM Standard Terms & Conditions for grants which are provided on WEM's website at <https://wem.wi.gov/grant-admin-tools/> and included herein by reference.

7.1.2 Special Conditions

Special Conditions that are required upon award are provided in this document under Appendix III: Special Conditions & Additional Monitoring.

A Special Condition may also be placed on individual applications or modifications during the review process. Special Conditions require documentation to be submitted to WEM via the Egrants Program Report within 30 days of completion or prior to seeking reimbursement, whichever is sooner.

7.2 Monitoring and Reporting

If awarded a grant, your agency will be responsible for completing the following reports and submitting the following items in Egrants to receive reimbursement.

7.2.1 Program (Progress) Reports

A Final Program Report is required thirty-one days after the end of the Period of Performance. Program Reports must be marked "Final". See Appendix III: Post Award Responsibilities and Consideration for detailed instructions for each grant deliverable. A Closeout Checklist is available in WebEOC® in the Advanced File Library. While use of the Checklist is not mandatory, it is highly recommended.

Technical guidance and additional information is included in the [WEM Egrants User Guide](#) on WEM's website <https://wem.wi.gov/grant-admin-tools/>.

Program report must contain:

- Required Attachments:
 - Signed Grant Award Agreement
 - Signatures must match the Signing Official in Egrants.
 - At least one set of LEPC meeting minutes that took place during the period of performance.

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- Proof of Publication of the EPCRA Annual Legal Notice. Proof of Publication must show that the Annual Legal Notice had been published in the grant period (Affidavit of Publication, actual newsprint with publication date showing).
 - LEPC meeting minutes where By-Laws were reviewed in this period of performance (if different from the already provided LEPC meeting minutes).
 - Designation of Compliance Inspector (if not contained in LEPC meeting minutes)
 - Provide a copy of LEPC By-Laws if the Compliance Inspector is designated within the By-Laws.
 - EPCRA Outreach Documentation Tracker
- Performance Measures
 - Enter the number of off-site plans that were updated, created, and/or closed in the period of performance and uploaded into WHOPRS for the grant year.
- Other Standard Questions
 - Answers to these questions are used in determining whether the recipient has completed all grant deliverables. The answers to these questions are also used in legislative and administrative reports to justify funding.
 - All questions must be answered fully with at least one full sentence.
 - Questions answered with “n/a” or one-word answers will not be accepted.
- Final Questions
 - Answers to these questions are used in determining whether the recipient has completed all grant deliverables. The answers to these questions are also used in legislative and administrative reports to justify funding.
 - All questions must be answered fully with at least one full sentence.
 - Questions answered with “n/a” or one-word answers will not be accepted.

7.2.2 Inventory Reports

An inventory report is not required for this grant. Technical guidance and additional information is included in the [WEM Egrants User Guide](#) on WEM's website <https://wem.wi.gov/grant-admin-tools/>.

7.2.3 Additional Monitoring

Special conditions included in the grant agreement as a result of the risk assessment should be uploaded to Egrants Project Document Attachments within 30 days of completion or prior to seeking reimbursement, whichever is sooner. Technical guidance and additional information is included in the [WEM Egrants User Guide](#) on WEM's website <https://wem.wi.gov/grant-admin-tools/>.

7.2.4 Fiscal Reports (Reimbursement Requests)

The Fiscal Report in Egrants is the mechanism by which a reimbursement request is submitted. The Fiscal Reports must be submitted in Egrants. The final fiscal report for close-out must be submitted in Egrants within 31 days following the end of the grant.

Refer to the [Reimbursement Requests and Payments](#) section below for more information

7.3 Modifications

All modification requests will be reviewed by the Grant Manager for approval. All final grant modification decisions will be made by the WEM Administrator. Modifications are not considered final until WEM provides a signed Grant Adjustment Notification (GAN).

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At a minimum, modification requests must be submitted to WEM via Egrants per the DMA/WEM Standard Terms & Conditions which covers the items below. All modifications must be submitted in Egrants on or before December 15, 2026.

Technical guidance and additional information are included in the [WEM Egrants User Guide](https://wem.wi.gov/grant-admin-tools/) on WEM's website <https://wem.wi.gov/grant-admin-tools/>.

7.3.1 Key Personnel.

This includes change of a Signing Official, Fiscal Officer, Project Director, and/or Alternate Contact. "Key personnel" also refers to personnel and/or positions approved in the budget detail section of a grant award.

7.3.2 Performance/Budget Period.

This includes changes to the grant period and must be submitted prior to the approved end date of the grant. Do not submit a modification to request a delay or extension to reporting due dates only; contact the Grant Manager directly to request a reporting due date extension.

7.3.3 Scope of Work.

This includes, but is not limited to changing objectives, performance measures, line/budget items, quantities, specifications of an item, and intent of the approved award. A modification to the scope of work may require changes to any of the other award sections including project information, budget detail, and/or performance measures.

7.3.4 Budget Adjustment.

This includes changes to the budget that do not fall within a change to the scope or objective above but may include a change to the total award due to an over-run of costs or moving funds between cost categories in which the net change is greater than ten percent (10%) of the total award.

7.4 Reimbursement Requests and Payments

7.4.1 Requirements and Submission

Requests for reimbursement are made by submitting a Fiscal Report in Egrants. Payments will be made on a reimbursement basis once all requirements, activities, and expenses have been completed by the recipient and verified by WEM. Guidance regarding requirements and the process is in the Egrants Job Aid for Fiscal Reports: <https://wem.wi.gov/wp-content/library/grants/egrants-job-aid-fiscal-report-and-reimbursement-request.pdf>.

Reimbursement payments require registration in the State of Wisconsin's financial management system (STAR). The payment method will depend on how the recipient is registered in STAR and may be sent as an Automated Clearing House (ACH) or a physical check. The recipient is responsible for maintaining a current account and payment information in STAR.

A Closeout Checklist is located in the Advance File Library in WebEOC under Plan of Work Documents folder. Use of the Closeout Checklist is not required but is highly recommended.

The following documentation is required to be attached to and submitted with the Fiscal Reports in Egrants:

- Required: A Reimbursement Request Form generated by the Egrants Fiscal Report and signed by the recipient's Project Director and Financial Officer.
- Required: Payroll Workbook. A completed Annual Payroll Workbook or Bi-Weekly Payroll Workbook must be submitted. This report must be based on summaries from a human resources/payroll accounting system that can verify the total wages and fringe expenses. The same report submitted for FY26 EMPG may be submitted for this grant if the county is using EPCRA as a match for EMPG.

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- Required: A County generated payroll accounting report. This report is to verify the report and costs being requested. This report cannot contain Personally Identifiable Information (PII), such as Social Security numbers, banking information, etc., but must contain the name of the individual EPCRA funded employee.

At a minimum, only Payroll Report(s) to support personnel costs are required. If the available award requirement is higher than personnel costs, provide supporting documentation for expenses that are being requested for reimbursement until award and match requirements have been maximized.

- If seeking reimbursement of Travel, Supplies and Operating Expenses, and/or Indirect Costs, an Expense Workbook must be submitted with the appropriate tabs completed.
 - Supporting documentation of fiscal expenditures must also be submitted if recipient is seeking reimbursement. This includes:
 - Invoices/Receipts
 - Proof of payment
 - General ledger for interdepartmental transfers
 - Indirect Cost Rate Agreements, Indirect Cost Allocation Plans, and/or executed contracts if not submitted with the application
 - Additional supporting documentation necessary to validate and/or justify the expense

7.4.2 Review Process

WEM requires at least six weeks to complete an initial review of the submitted reimbursement documentation. The Grant Manager will return any request that does not comply with the grant's requirements. The Grant Manager will contact the Project Director with questions, corrections, or concerns about a specific reimbursement. Reimbursement payments, once approved by WEM, may take up to an additional month to be disbursed.

7.4.3 Right to Appeal

In the event that an adverse determination is made to partially or fully disallow a reimbursement request, the recipient has the right to appeal within 30 days of receiving notification of a formal adverse determination. Refer to the WEM Policies found on WEM's Grant Administration Tools website <https://wem.wi.gov/grant-admin-tools/>.

8 RESOURCES AND OTHER INFORMATION

8.1 Resources

- Resources and technical assistance are available on WEM's website under Grant Administrative Tools <https://wem.wi.gov/grant-admin-tools/>.
- Egrants technical assistance including contact information for system issues is available in the [WEM Egrants User Guide](#) found on WEM's website <https://wem.wi.gov/grant-admin-tools/>.
- WEM grant program resources are available on WEM's website <https://wem.wi.gov/epcra/>
- Federal grant program resources are available on the Environmental Protection Agency (EPA) EPCRA website <https://www.epa.gov/epcra>

8.2 Related Programs and Funding Opportunities

The FY2026 Emergency Management Performance Grant (EMPG) Notice of Funding Opportunity (NOFO) is for counties and tribes to sustain their emergency management capacity and capabilities,

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reduce capability gaps, and increase capacity when practical. The EPCRA Planning Grant may be used towards the EMPG local match and up to 50% of costs claimed by counties for EMPG may also be claimed for reimbursement in the EPCRA Planning Grant. The EMPG NOFO can be found on WEM's Available Grants page at <https://wem.wi.gov/available-grants/>.

During the FY2026 EPCRA Performance Period, the Computer and Hazmat Response Equipment Grant Notice of Funding Opportunity will be released. This grant provides funds to county emergency management programs to purchase eligible computer and hazmat response equipment for a county sponsored hazmat team. The maximum total award may be up to \$10,000 annually, subject to approval, and with consideration of a four-year funding cycle. The grant will reimburse 80% of eligible expenses with a 20% local match required. Counties without a county sponsored hazmat team are eligible only for the computer portion of the grant. The grant is funded by State General Purpose Revenue (GPR). Once released, the Computer and Hazmat Response Equipment Grant NOFO can be found on WEM's Available Grants page at <https://wem.wi.gov/available-grants/>.

Also, the Hazardous Materials Emergency Preparedness (HMEP) grant is available. HMEP provides grant funds to local governments to support hazardous materials training and planning. Training grants are for funding eligible training for public sector employees to respond to incidents involving the transportation of hazardous materials. Training should be developed and delivered in accordance with requirements for emergency responders under National Fire Protection Association (NFPA) standard 472, and should enhance the capabilities of states, territories, and Native American governments. Planning grants are for funding approved projects that focus on hazardous materials transportation. Available HMEP funding announcements can be found on WEM's Available Grants page at <https://wem.wi.gov/available-grants/>

8.3 Notices and Disclaimers

The funding of this grant is based on state funding made available at the start of the State Fiscal Year 2026 (July 1, 2026) and facility fees from Tier II reporting that are due March 1, 2026. Awards cannot be made until this funding has been secured. Should the funding not be available, this Notice of Funding Opportunity will be null, and all applications will be voided. All expenses incurred prior to award, are done so at the applicant's risk.

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APPENDIX I: SPECIAL CONDITIONS AND ADDITIONAL MONITORING

Your grant award will be subject to standard terms and conditions as well as the following special conditions. If you are awarded funds under this announcement, you will be required to provide regular progress reports in the Grant Management System Egrants, as well as upload proper documentation to verify compliance with the conditions below as specified.

Monitoring

Recipients are required to participate in program monitoring initiated by the EPCRA Planning Grant Program Manager including, but not limited to, site visits to discuss current plan of work progress and requests for status updates on work products via email. Counties may be chosen at random for a monitoring visit to review program and/or fiscal grant supporting documentation each year following closeout. This may be conducted on-site, virtually, or by email.

Grant Closeout

Additional guidance and support will be provided at the conclusion of the grant performance period to support the county through the Egrants close-out process.

Post Closeout Corrections

In the unlikely event, that an allowable expense was not included in the grant close-out AND the county has not met or exceeded its EPCRA award, a correction to the grant close-out can be made until March 15, 2027. After such time corrections will not be allowed. To request a post-close-out correction, send an email with the invoice(s) and explanation to the EPCRA Program Manager. The documentation will be reviewed, validated, and approved or denied following the EPCRA close-out process and procedures.

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APPENDIX II: ESTIMATED AWARD ALLOCATIONS AND FUNDING FORMULAS

1. FY2026 EPCRA Planning Grant Estimated Award Amounts

ADAMS	\$5,515	MARATHON	\$34,047	WEM utilizes a county's previous year's funding award amount to estimate the county's anticipated award amount at the time of publication of the grant announcement. However, FY26 awards are not yet known so this table contains the anticipated award amounts.
ASHLAND	\$5,652	MARINETTE	\$15,725	
BARRON	\$13,799	MARQUETTE	\$5,102	
BAYFIELD	\$5,833	MENOMINEE	\$3,530	
BROWN	\$68,067	MILWAUKEE	\$156,721	
BUFFALO	\$7,030	MONROE	\$16,889	
BURNETT	\$5,347	OCONTO	\$12,421	
CALUMET	\$18,352	ONEIDA	\$10,834	
CHIPPEWA	\$18,817	OUTAGAMIE	\$49,842	
CLARK	\$11,310	OZAUKEE	\$22,989	
COLUMBIA	\$19,134	PEPIN	\$5,008	
CRAWFORD	\$6,493	PIERCE	\$10,754	
DANE	\$100,813	POLK	\$9,987	
DODGE	\$31,334	PORTAGE	\$18,306	
DOOR	\$13,865	PRICE	\$8,420	
DOUGLAS	\$10,201	RACINE	\$42,261	
DUNN	\$13,109	RICHLAND	\$8,388	
EAU CLAIRE	\$19,903	ROCK	\$44,366	
FLORENCE	\$3,408	RUSK	\$6,916	
FOND DU LAC	\$26,564	ST. CROIX	\$20,618	
FOREST	\$3,711	SAUK	\$21,426	
GRANT	\$15,480	SAWYER	\$5,809	
GREEN	\$17,803	SHAWANO	\$10,945	
GREEN LAKE	\$8,759	SHEBOYGAN	\$35,189	
IOWA	\$8,325	TAYLOR	\$8,164	
IRON	\$3,517	TREMPEALEAU	\$11,530	
JACKSON	\$7,039	VERNON	\$9,247	
JEFFERSON	\$23,449	VILAS	\$5,345	
JUNEAU	\$9,786	WALWORTH	\$28,958	
KENOSHA	\$38,947	WASHBURN	\$5,120	
KEWAUNEE	\$12,122	WASHINGTON	\$31,157	
LA CROSSE	\$31,388	WAUKESHA	\$84,270	
LAFAYETTE	\$7,255	WAUPACA	\$17,120	
LANGLADE	\$7,330	WAUSHARA	\$9,643	
LINCOLN	\$7,982	WINNEBAGO	\$47,605	
MANITOWOC	\$23,220	WOOD	\$24,690	

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2. Funding Formula

- a. All funding calculations will be to two decimal points (e.g., \$.60 not \$.604).
- b. The EPCRA Planning Grant formula used to determine the maximum funding award to each county is as follows:
 - c. \$3,000 base +
 - d. 25% county population +
 - e. 50% fee paying planning facilities +
 - f. 10% non-fee-paying planning facilities +
 - g. 15% Tier II reporting facilities
- h. WEM uses the Wisconsin Department of Administration's (DOA) population estimates for calculating the award amounts. The DOA Demographic Services Center releases preliminary population estimates on August 10, and final population estimates on October 10, with a reference date of January 1 of the current year. WEM uses the most current estimates for generating its award amounts.

APPENDIX III: POST AWARD RESPONSIBILITIES AND CONSIDERATIONS

Below are the expected results and grant deliverable reporting details. A Closeout Checklist is available in WebEOC®. Use of the checklist is not mandatory but is highly recommended.

1. EPCRA Countywide Hazardous Materials Plan/Strategic Plan

- a. The EPCRA Countywide Hazardous Materials Plan/Strategic Plan must be revised annually.
- b. The head of county emergency management shall provide the signed EPCRA Countywide Plan Transmittal Sheet and Review Guide to the WEM Region Office via [WHOPRS](#) upload that certifies the EPCRA Countywide Hazardous Materials Plan/Strategic Plan meets the requirements in Wisconsin Statute, [Chapter 323.61](#) and [42 U.S. Code Chapter 116](#) and that the LEPC meets the administrative requirements under [U.S.C. 11001](#) below.
- c. EPCRA Countywide Hazardous Materials Plan/Strategic Plan shall include the following plan elements:
 - i. Promulgation Statement
 - ii. Hazard Analysis:
 1. Updated list of planning and Tier II facilities.
 2. Identification of major transportation routes.
 3. List of most common EHS at fixed facilities.
 - iii. EPCRA Countywide Hazardous Materials Plan/Strategic Plan elements to be completed for a county applying for the EPCRA Computer and Hazmat Response Equipment Grant:
 1. Hazmat Response Capability: Identification of emergency response team(s) that the county has selected. The plan language must demonstrate that the selected team has agreed to respond within the county as a local team and is capable of responding anywhere in the county. (This identified team cannot be a state hazmat team unless they are a local team that will initially respond as part of a local response and not in a state team capacity.)
 2. Updated resource list.
 3. Emergency response team procedures.
 4. Process for maintaining or increasing hazmat emergency response capability:
 - a. Hazmat training program.
 - b. Local training efforts listed.

2. LEPC Administrative Requirements

- a. The LEPC shall update and submit their current LEPC membership list with their application.
 - i. Membership list consisting of, at a minimum:
 1. Chairperson
 2. Coordinator of information
 3. Representatives from each of the following groups:
 - a. Group 1 – Elected officials
 - b. Group 2 – Law enforcement, civil defense, firefighting, first aid, health, local environmental, hospital, transportation personnel
 - c. Group 3 – Broadcast media or print media
 - d. Group 4 – Community groups
 - e. Group 5 – Owners and operators of facilities subject to EPCRA requirements
- b. An LEPC shall establish rules or by-laws by which the committee functions, including:
 - i. Public notification of committee activities
 - ii. Public meetings

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- iii. Public comments
 - iv. Distribution of the emergency plan
 - v. Procedures for receiving and processing requests from the public for information under [U.S.C. 11044](#)
 - vi. Annual meeting required, to include review of by-laws
- c. Annual publication of the EPCRA Annual Notice of Public Availability in a newspaper as required under [U.S.C. 11044](#).
- d. Designation of a Compliance Inspector.
- i. The LEPC shall pursue initial local compliance action(s) as necessary, and if deemed appropriate, make compliance referrals to the WEM EPCRA Program Manager. The LEPC shall assist WEM compliance staff with compliance actions, as requested.
- e. The LEPC shall take all actions necessary to ensure the implementation of the EPCRA response plan in the event of a spill or release.
- f. The county emergency management program shall review the county list of EPCRA Section 302 planning facilities available in [WHOPRS](#) and submit any changes or corrections to the WEM EPCRA Program Manager at least once annually. Planning guidance can be found in the [WebEOC®](#) Advanced File Library (WebEOC®>Advanced File Library>EPCRA>Off-site Plans Documents).
- i. The number of EPCRA off-site plans required to be completed each grant performance period under the EPCRA Planning Grant has been determined based on the total number of active EPCRA planning facilities listed for a county on the WHOPRS database. The county would be required to follow one of the three alternatives below, depending on the county's number of active EPCRA planning facilities:
 - 1. 25% of Plans: A county emergency management program with more than 40 active EPCRA planning facilities shall complete off-site plans for a minimum of 25% of their active planning facilities annually. All EPCRA off-site plans shall be updated within the EPCRA 4-year cycle.
 - 2. Ten (10) Plans: A county emergency management program with 40 or fewer active EPCRA planning facilities shall complete a minimum of ten (10) facility off-site plans annually and ensure all EPCRA off-site plans are updated within the EPCRA 4-year cycle.
 - 3. All Plans: A county emergency management program with fewer than ten (10) active EPCRA planning facilities shall complete all EPCRA off-site plans annually.
 - 4. Appendix IV: WHOPRS Planning Facility/Off-Site Plan Chart lists the number of off-site plans that will be required for the period of performance.
 - ii. New plans: A county emergency management program shall create EPCRA off-site plans for new active planning facilities as identified in WHOPRS within one (1) year of receipt of an Emergency Planning Notification (EPN). The number of new off-site plans required may be included in the total number of EPCRA off-site plans to be completed for the grant period.
 - iii. County emergency management programs shall submit the EPCRA Off-Site Facility Plan Transmittal form and review guide for each new and updated facility off-site plan to their WEM Region Office by attaching a scanned copy of the form and the completed facility off-site plan to the facility planning record in an upload into WHOPRS. Counties shall maintain the hard copies of their transmittal forms, review guides, and approved facility off-site plans at their location.
 - iv. Closed or inactive planning facilities

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1. County emergency management programs shall complete the EPCRA Off-Site Facility Plan Transmittal form for EPCRA facilities that change to inactive status for planning and include one of the following:
 - a. An Amended Emergency Planning Notification in [WHOPRS](#), or
 - b. A signed Amended EPN Fee Statement, or
 - c. A letter (on company letterhead) stating the facility no longer has any Extremely Hazardous Substances (EHS) at or above threshold planning quantities at the location, signed by the company's representative.
 - d. It must be verified that the facility EPN status in [WHOPRS](#) is inactive.
2. County emergency management shall submit the EPCRA Off-Site Facility Plan Transmittal form and documentation as the final plan update to their WEM Region Office by attaching a scanned copy of the forms to the facility planning record by upload in [WHOPRS](#). A final plan update shall count as part of the update of the EPCRA off-site plans.
- v. County emergency management programs should maintain hard copies of the Plan Transmittal form and attachments; OR have the authorized facility representative certify the change of planning status in [WHOPRS](#).

3. EPCRA Outreach Initiative

County emergency management programs receiving EPCRA Planning Grant funds shall complete two (2) EPCRA Outreach Initiatives. These Outreach Initiatives must center around either the EPCRA Program or Hazardous Materials Safety and/or Awareness.

- a. County emergency management programs shall retain copies of print media articles, public service announcement (PSA) scripts, and related outreach materials at their county emergency management office.
- b. The EPCRA Annual Legal Notice Publication does not count towards one of the Outreach Activities.
- c. With the execution of the EPCRA Outreach Initiatives, the following types of outreach delivery methods may be used:
 - i. Municipal association meeting
 - ii. Print media article
 - iii. Social media post
 - iv. Podcast
 - v. Broadcast media appearance
 - vi. Public Service Announcement (PSA)
 - vii. Newsletter article
 - viii. School, business, and/or facility site visit
 - ix. Speaking engagement
 - x. County sponsored training for the general public
 - xi. Brochure distribution
 - xii. Static display in public areas
 - xiii. Booth at fairs and/or other special events
 - xiv. Other, define delivery method
- d. County emergency management programs may use existing state and federal materials and may modify them to meet their needs.
- e. A completed EPCRA Outreach Tracker must be submitted in the Program Report in Egrants at close-out. Additional outreach guidance can be found in the Outreach Tracker.

4. Other Expectations

a. Exercises

- i. All exercises are encouraged to follow the exercise methodology as directed by the Homeland Security Exercise Evaluation Program (HSEEP) and WEM Directive 5005.4. It is encouraged that Exercise Documentation (ExPlan, AAR/IP, etc.) be uploaded into WebEOC Exercise Schedule and AAR Library. Uploading this information into WebEOC can count towards Outreach activity.

ii.

b. [WebEOC®](#)

- i. It is expected that the county emergency management program will maintain an active registration and logins in WebEOC®.

c. [WHOPRS](#)

- i. It is expected that the county emergency management program will maintain an active registration and login in WHOPRS. Off-site plans and countywide plans (Strategic Plan, Battery Plan, Agriculture Plan, etc.) must be submitted in WHOPRS.

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APPENDIX IV: WHOPRS PLANNING FACILITIES/OFF-SITE PLAN CHART

This chart lists the number of off-site plans that are required to be updated in the FY2026 Period of Performance.

COUNTY	# Planning Facilities	# of Off-Site Plans 2026	COUNTY	# Planning Facilities	# of Off-Site Plans 2026
ADAMS	3	3	MARATHON	65	17
ASHLAND	4	4	MARINETTE	26	10
BARRON	21	10	MARQUETTE	3	3
BAYFIELD	2	2	MENOMINEE	0	0
BROWN	147	37	MILWAUKEE	284	71
BUFFALO	7	7	MONROE	30	10
BURNETT	3	3	OCONTO	16	10
CALUMET	32	10	ONEIDA	17	10
CHIPPEWA	34	10	OUTAGAMIE	106	27
CLARK	17	10	OZAUKEE	45	12
COLUMBIA	38	10	PEPIN	4	4
CRAWFORD	6	6	PIERCE	15	10
DANE	184	46	POLK	11	10
DODGE	71	18	PORTAGE	32	10
DOOR	28	10	PRICE	12	10
DOUGLAS	11	10	RACINE	89	23
DUNN	23	10	RICHLAND	13	10
EAU CLAIRE	32	10	ROCK	94	24
FLORENCE	0	0	RUSK	9	9
FOND DU LAC	51	13	ST. CROIX	35	10
FOREST	0	0	SAUK	42	11
GRANT	27	10	SAWYER	4	4
GREEN	39	10	SHAWANO	13	10
GREEN LAKE	13	10	SHEBOYGAN	78	20
IOWA	10	10	TAYLOR	9	9
IRON	0	0	TREMPEALEAU	17	10
JACKSON	6	6	VERNON	11	10
JEFFERSON	45	12	VILAS	1	1
JUNEAU	11	10	WALWORTH	61	15
KENOSHA	82	21	WASHBURN	2	2
KEWAUNEE	17	10	WASHINGTON	60	16
LA CROSSE	64	16	WAUKESHA	175	44
LAFAYETTE	8	8	WAUPACA	30	10
LANGLADE	7	7	WAUSHARA	12	10
LINCOLN	9	9	WINNEBAGO	106	27
MANITOWOC	45	12	WOOD	46	12

Executive and Finance Committee

Agenda Item Cover

Agenda Item Name: Amendment to Collective Bargaining Agreement with Deputy Sheriff

Department:	Sheriff's Office	Presented By:	
Date of Meeting:	10/14/2025	Action Needed:	Resolution
Date submitted:	10/14/2025	Referred by:	

Recommendation and/or action language:

Approve a resolution regarding an MOU to add additional paid holidays in the collective bargaining agreement starting in 2025. The MOU also cleans up sick leave accrual language in the CBA.

Background:

We are looking to amend the collective bargaining agreement with the Deputy Sheriff's to reflect the two added paid holidays. These holidays are the Day after Thanksgiving and Good Friday. This will follow in line with the rest of the county employees and will cover all non-union sheriff's office employees. In addition to the holidays we are adjusting the sick leave accrual language.

Attachments and References:

Memorandum of Understanding

Financial Review:

(please check one)

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

Clay J. Porter
Department Head


Administrator, Tricia Clements

MEMORANDUM OF UNDERSTANDING

This is a Memorandum of Understanding ("MOU") between the **County of Richland ("the County")** and the **Richland County Deputy Sheriff's Association ("RCDSA"), Local No. 253, Wisconsin Professional Police Association/Law Enforcement Employee Relations Division** (collectively "**the Association**"). The County and the Association are parties to a collective bargaining agreement ("CBA") expiring December 31, 2027. The parties have discussed a revision to the current CBA regarding the addition of two holidays and a change in computing how sick leave is earned, and in consideration of the mutual covenants found below, the parties hereby agree to the following:

Adding language into the CBA shall state the following:

1. Article VII – Holidays – 7.01: Add two additional holidays to be Day after Thanksgiving and Good Friday. All other holidays earned and language in 7.01 continue to apply.
2. Article IX – Sick Leave – 9.01: Remove paragraph 1 of 9.01 and replace with: Each permanent full-time employee shall be entitled to sick leave with pay. Sick leave will be earned in the following manner: Employees working 8-hour shifts shall earn 4 hours per pay period for 24 out of the 26 pay periods yearly. Employees working 12-hour shifts shall earn 6 hours per pay period for 24 out of the 26 pay periods.
3. Unless specifically modified by this MOU, all other provisions of the CBA will continue to apply.

Dated this ____ Day of _____, 2025.

FOR THE COUNTY:

FOR THE ASSOCIATION:

RESOLUTION NO. 25 - XX

Resolution Amending The Collective Bargaining Agreement With The Deputy Sheriffs.

WHEREAS there is a Collective Bargaining Agreement between the County and the Richland County Deputy Sheriff's Association covering 2025-2027, and

WHEREAS both parties to this Agreement have proposed an amendment to the sections of the contract detailed in the Memorandum of Understanding, and

WHEREAS the Executive and Finance Standing Committee has carefully considered this proposed amendment and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors the County enters into an Memorandum of Understanding with the Richland County Deputy Sheriff's Association/WPPA amending parts of the collective bargaining agreement to add the paid holidays of Day After Thanksgiving and Good Friday, and

BE IT FURTHER RESOLVED that Sick leave will be earned in the following manner: Employees working 8-hour shifts shall earn 4 hours per pay period for 24 out of the 26 pay periods yearly. Employees working 12-hour shifts shall earn 6 hours per pay period for 24 out of the 26 pay periods.

BE IT FURTHER RESOLVED that the County Board Chair and the County Administrator are hereby authorized to sign a Memorandum of Understanding in accordance with this Resolution, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION OFFERED BY THE PUBIC
SAFETY STANDING COMMITTEE
(07 NOVEMBER 2025)

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

BOB FRANK
KERRY SEVERSON
GARY MANNING
CHAD COSGROVE
DAVID TURK
JULIE FLEMING

DATED: NOVEMBER 18, 2025

RESOLUTION NO. 25 - XX

Resolution Amending The Collective Bargaining Agreement With The Deputy Sheriffs Association.

WHEREAS there is a Collective Bargaining Agreement between the County and the Richland County Deputy Sheriff's Association covering 2025-2027, and

WHEREAS both parties to this Agreement have proposed an amendment to the sections of the contract detailed in the Memorandum of Understanding, and

WHEREAS the Executive and Finance Standing Committee has carefully considered this proposed amendment and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors the County enters into an Memorandum of Understanding with the Richland County Deputy Sheriff's Association/WPPA amending parts of the collective bargaining agreement to add the paid holidays of Day After Thanksgiving and Good Friday, and

BE IT FURTHER RESOLVED that Sick leave will be earned in the following manner: Employees working 8-hour shifts shall earn 4 hours per pay period for 24 out of the 26 pay periods yearly. Employees working 12-hour shifts shall earn 6 hours per pay period for 24 out of the 26 pay periods.

BE IT FURTHER RESOLVED that the County Board Chair and the County Administrator are hereby authorized to sign a Memorandum of Understanding in accordance with this Resolution, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES_____ NOES_____

RESOLUTION OFFERED BY THE PUBLIC
SAFETY STANDING COMMITTEE
(07 NOVEMBER 2025)

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

DATED: NOVEMBER 18, 2025

BOB FRANK
KERRY SEVERSON
GARY MANNING
CHAD COSGROVE
DAVID TURK
JULIE FLEMING