

NOTICE OF MEETING

LAW COMMITTEE

August 2, 2023 - 4:00 PM

Law Enforcement Center
525 North 6th Street
Sheboygan, WI 53081

LEC-West Conference Room

To Join the Meeting Remotely:

Dial: +1 636-452-0229
Enter PIN: 587 225 471#

MEMBERS OF THE COMMITTEE MAY BE APPEARING REMOTELY. PERSONS WANTING TO OBSERVE THE MEETING MAY COME TO THE LAW ENFORCEMENT CENTER OR LISTEN REMOTELY.

Agenda

- Call to order
- Pledge of Allegiance
- Certification of Compliance with Open Meeting Law
- Approval of Minutes
- Correspondences/Communications

Ordinance

- Consideration of Ordinance No. 04 - Prohibiting Parking on Portion of County Road "DE" in the Town of Sherman

Resolution

- Consideration of Resolution No. 05 - Authorizing Application for Fiscal Year 2023 Justice Assistance Grant Program Award (Local Solicitation) and Entering into Memorandum of Understanding with City of Sheboygan

Medical Examiner

- Consideration of 2024 budget
- Consideration of Ordinance No. ____ (2023/24) Re: Modifying Fee Schedule of Medical Examiner in Chapter 96

Court Commissioner

- Consideration of 2024 budget

Clerk of Circuit Court

- Consideration of 2024 budget

District Attorney

- Consideration of 2024 Budget

Sheriff

- Sheriff's Report
(The Sheriff's Report is a summary of key activities. No action will be taken by the Law Committee resulting from the report, unless it is a specific item on the agenda.)
- Consideration of the annual update to the Sheboygan County Hazardous Materials Response Plan
- Consideration of paying the attached invoices with MEG Unit State Drug Forfeiture funds
- Consideration of compensating Communications and Electronics Technician above midpoint
- Consideration of recommendation from Communications Council to allow Kiel Police Department to program their radios with Sheboygan County's Law and Event channels with encryption

- Consideration of approving vouchers
- Consideration of attendance of members at other meetings or functions
- Adjourn

Prepared by:
Jodi LeMahieu
Recording Secretary

Gerald Jorgensen
Committee Chairman

Note: persons with disabilities needing assistance to attend or participate are asked to notify Jodi LeMahieu, 459-3895, prior to the meeting so that accommodations may be arranged.

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

SHEBOYGAN COUNTY LAW COMMITTEE MINUTES

Law Enforcement Center
525 North 6th Street
Sheboygan, WI 53081

June 7, 2023

Called to Order: 4:00 PM

Adjourned: 4:32

MEMBERS PRESENT: **In Person:** Chairman Gerald Jorgensen, Member Carl Nonhof, Member Jacob Immel
Remote: Vice Chairman Paul Gruber, Secretary Wendy Schobert

MEMBERS ABSENT: None

ALSO PRESENT: Chad Broeren, Cory Roeseler, Jason Liermann, Jodi LeMahieu

Call to Order

Chairman Jorgensen called the meeting to order.

Pledge of Allegiance

All in attendance recited the Pledge of Allegiance.

Certification of Compliance with Open Meeting Law

The meeting notice was posted on June 6, 2023 at 9:15 a.m. in compliance with the open meeting law.

Approval of Minutes

Motion by Schobert, second by Nonhof, to approve the minutes from the previous meeting. Motion carried with no negative votes.

Correspondences/Communications

Sheriff Roeseler informed the Committee of Sheriff's Department new hires as well as retirements and resignations.

Referral from County Board

Motion by Immel, second by Nonhof, to approve Ordinance No. 03 - Establishing Speed Zone on: County Roads "A" and "J" (Town of Rhine). Motion carried with no negative votes.

Sheriff

Sheriff Roeseler confirmed with the Committee members that they received the jail population graphs.

Motion by Schobert, second by Immel, to approve the budget adjustment to replace public safety radio tower sites batteries. Motion carried with no negative votes.

Motion by Immel, second by Schobert, to approve the Vacant Position Request (VPR) for Court Services Sergeant and any potential domino effect. Motion carried with no negative votes.

Motion by Nonhof, second by Immel, to approve the Sheriff's Department portion of the five-year capital funding request subject to approval of ARPA Resolution #7. Motion carried with no negative votes.

Motion by Immel, second by Nonhof, to approve repairs to Squad 51 with the option to use the higher bid if necessary. Motion carried with no negative votes.

Vouchers

Motion by Nonhof, second by Immel, to approve the vouchers. Motion carried with no negative votes.

Approval of Attendance at Other Meetings or Functions

There were no requests for approval of attendance at other meetings or functions.

Adjournment

Motion by Immel, second by Schobert, to adjourn. Motion carried with no negative votes.

Jodi LeMahieu
Recording Secretary

Wendy Schobert
Committee Secretary

COMMITTEE REPORT TO THE COUNTY BOARD

WE, THE LAW COMMITTEE

TO WHOM WAS REFERRED ORDINANCE NO: 04

RE: **Prohibiting Parking on Portion of County Road "DE", Town of Sherman**

HAVE CONSIDERED THE SAME AND RECOMMEND:

- ADDITIONAL TIME BE GRANTED TO CONSIDER THE MATTER
- THE ORDINANCE BE ENACTED
- FILING WITH THE CLERK
- AMENDING THE ORDINANCE AS FOLLOWS:

RESPECTFULLY SUBMITTED THIS 15th DAY OF August 2023

OPPOSED TO THE REPORT:

GERALD JORGENSEN

PAUL GRUBER

WENDY SCHOBERT

JACOB IMMEL

CARL NONHOF

CONCURRING IN THE REPORT:

GERALD JORGENSEN

PAUL GRUBER

WENDY SCHOBERT

JACOB IMMEL

CARL NONHOF

1 SHEBOYGAN COUNTY ORDINANCE NO. 04 (2023/24)

2
3 Re: **Prohibiting Parking on Portion of County Road "DE," Town of**
4 **Sherman**

5
6
7 **WHEREAS**, safety considerations and effective traffic movement require that additional
8 parking restrictions be enacted for a portion of County Road "DE" from State Highway 144 south
9 for 350 feet;

10
11 **NOW, THEREFORE**, the County Board of Supervisors of the County of Sheboygan
12 does ordain as follows:


13
14 Section 1. **Prohibiting Parking.** Section 21.08 of the Sheboygan County
15 Code of Ordinances is hereby amended as follows (only that portion affected appears):


16
17 (t) On the west side of County Road "DE" from State Highway
18 144, south for 350 feet.

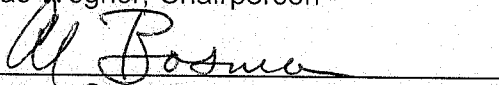
19
20 Section 2. **Effective Date.** The herein Ordinance shall take effect upon
21 enactment, and installation of appropriate signage.


22
23 Respectfully submitted this 18th day of July, 2023.

24
25
26 **TRANSPORTATION COMMITTEE**

27
28
29 
30 Thomas Wegner, Chairperson

30
31 
32 Roger Te Stroete, Vice-Chairperson

31
32 
33 Al Bosman, Secretary

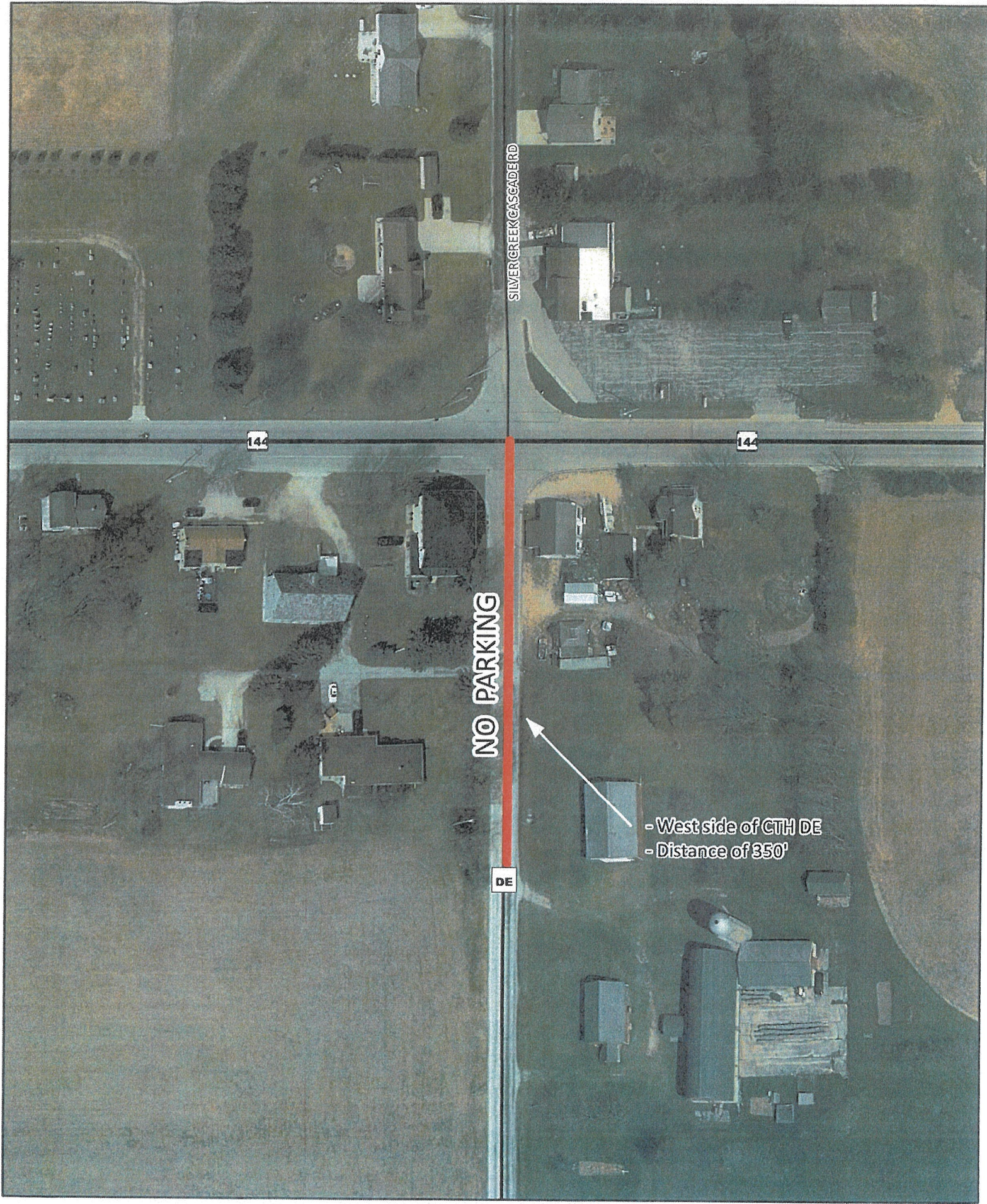
32
33 
34 Jacqueline Veldman

34
35
36 
37 Jon Kuhlow

38 Opposed to Introduction:

39
40
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42
43 Countersigned by:

44
45
46
47 _____
48 Vernon Koch, Chairperson



SILVER CREEK CASCADE RD

144

144

NO PARKING

DE

- West side of CTH DE
- Distance of 350'

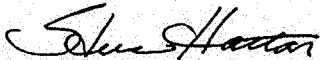
FISCAL NOTE
July 2023

**Ordinance No. 04 (2023/24) RE: Prohibiting Parking on Portion of County Road
"DE", Town of Sherman**

Funding:

No additional funding is required.

Respectfully Submitted,



Steve Hatton, Finance Director

July 18, 2023

COMMITTEE REPORT TO THE COUNTY BOARD

WE, THE LAW COMMITTEE

TO WHOM WAS REFERRED RESOLUTION NO: 05

RE: **Authorizing Application for Fiscal Year 2023 Justice Assistance Grant Program Award (Local Solicitation) and Entering into Memorandum of Understanding with City of Sheboygan**

HAVE CONSIDERED THE SAME AND RECOMMEND:

- ADDITIONAL TIME BE GRANTED TO CONSIDER THE MATTER
- THE RESOLUTION BE ADOPTED
- FILING WITH THE CLERK
- AMENDING THE RESOLUTION AS FOLLOWS:

RESPECTFULLY SUBMITTED THIS 15th DAY OF August 2023

LAW COMMITTEE

OPPOSED TO THE REPORT:

CONCURRING IN THE REPORT:

GERALD JORGENSEN

GERALD JORGENSEN

PAUL GRUBER

PAUL GRUBER

WENDY SCHOBERT

WENDY SCHOBERT

JACOB IMMEL

JACOB IMMEL

CARL NONHOF

CARL NONHOF

1 SHEBOYGAN COUNTY RESOLUTION NO. 05 (2023/24)
2

3 Re: **Authorizing Application for Fiscal Year 2023 Justice Assistance**
4 **Grant Program Award (Local Solicitation) and Entering into**
5 **Memorandum of Understanding with City of Sheboygan**
6
7

8 **WHEREAS**, Sheboygan County and the City of Sheboygan have the opportunity to
9 obtain a federal local solicitation grant in the total amount of \$19,026.00 funded through the
10 Edward Byrne Memorial Justice Assistance Grant Program, which is the primary provider of
11 federal criminal justice funding to state and local jurisdictions, and
12

13 **WHEREAS**, in order to obtain the grant in the amount of \$19,026.00, it is necessary for
14 the County to submit an application through the Justice Assistance Grant Award Program to be
15 used to purchase law enforcement equipment permitted under the grant funding announcement
16 and for the County to enter into a Memorandum of Understanding with the City of Sheboygan
17 for the sharing of grant proceeds and the equipment purchase therewith under terms similar to
18 previous memoranda of understanding with the City of Sheboygan for previous similar grant
19 award sharing, and
20

21 **WHEREAS**, the funding received would be 100% from federal sources with no state or
22 local match requirement, and
23

24 **WHEREAS**, this Resolution was the subject of a public notice when it was introduced at
25 the July 12, 2023, Finance Committee meeting in which the Committee voted to sponsor the
26 Resolution;
27

28 **NOW, THEREFORE, BE IT RESOLVED** that the Sheboygan County Board of
29 Supervisors authorizes the County Board Chairperson and/or the Emergency Management
30 Director as appropriate to sign all documents necessary for the local solicitation grant
31 application and the administration thereof, provided that no such document shall obligate
32 Sheboygan County for the expenditure of County funds not reimbursed by the grant proceeds.
33

34 **BE IT FURTHER RESOLVED** that the County Board Chairperson and/or the Emergency
35 Management Director as appropriate is/are authorized on behalf of the County Board to execute
36 the 2022 Justice Assistance Grant Program Award Memorandum of Understanding between the
37 City of Sheboygan and the County of Sheboygan for the funds and the equipment purchased
38 therewith to be shared with the City of Sheboygan under terms similar to previous memoranda
39 of understanding with the City of Sheboygan for previous similar grant award sharing.
40

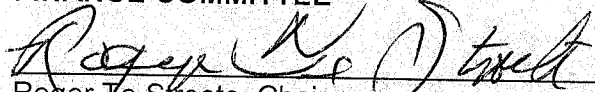
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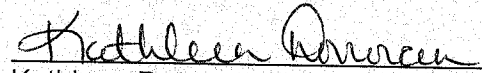
BE IT FURTHER RESOLVED that the Emergency Management Director is designated as the official representative of Sheboygan County to act in connection with the application and to provide such additional information as may be required.

Respectfully submitted this 18th day of July, 2023.

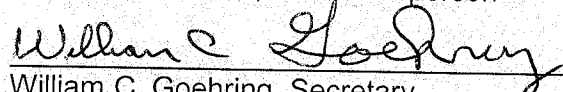
FINANCE COMMITTEE



Roger Te Stroete, Chairperson

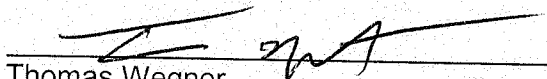


Kathleen Donovan, Vice-Chairperson



William C. Goehring, Secretary

Keith Abler



Thomas Wegner

Opposed to Introduction:

FISCAL NOTE
July 2023

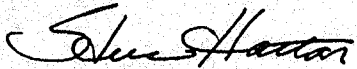
Resolution No. 05 (2023/24) RE: Authorizing Application for Fiscal Year 2023 Justice Assistance Grant Program Award

The amount is defined in the resolution.

Funding:

No additional County funding is required.

Respectfully Submitted,




Steve Hatton, Finance Director
July 18, 2023



SHEBOYGAN COUNTY

Christopher Nehring
Medical Examiner

TO: Members of the Law Committee

FROM: Chris Nehring, Medical Examiner 

DATE: August 2, 2023

RE: Proposed 2024 Budget for Medical Examiner's Office

Proposed Budget:

Attached is the Medical Examiner's proposed budget for 2024. The proposed tax levy of \$157,381 will fall short due to increases in transportation costs. We were aware that the retirement of Dr. Witeck would affect the transportation budget and made changes for 2023. However, with the costs of transportation fees increasing as well as a general increase in the volume of clients needing transportation services our fees rose larger than revenue. While I am exploring other options to increase revenue to help offset increased expenses, I am requesting additional levy in the amount of \$2,700.

Department Goals:

The primary goal of the Medical Examiner's Office is to provide compassionate scene investigation services to determine a cause and manner of death when there are unusual circumstances. The office staffing is currently comprised of one part time employee and three casual employees who respond 24 hours per day, 365 days per year.

Significant Changes:

Starting in 2023, we began contracting with Fond du Lac County for autopsy services. This is a good partnership, but has increased costs for our department. The shortage of Forensic Pathologists nationwide will mean a further consolidation and increase of costs going forward. Inflation is another concern for our office, as we will have to increase fees for both autopsy and transportation fees in 2024, 2025, and 2026.

2024 Budget:

It is not possible to anticipate the specific mortality for Sheboygan County. By reviewing trends and population age groups I predict an increased need for Medical Examiner services. The attached budget presents options to provide continued, quality services for Sheboygan County.

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
00185 Medical Examiner										
400000 Revenues										
410000 Taxes										
411000 Property Tax Levy										
411100 Property Tax - Rea	81,430-	92,544-	96,902-	129,268-	129,268-	64,633-	129,268-	157,381-	28,113-	
411000 Property Tax Levy	81,430-	92,544-	96,902-	129,268-	129,268-	64,633-	129,268-	157,381-	28,113-	
410000 Taxes	81,430-	92,544-	96,902-	129,268-	129,268-	64,633-	129,268-	157,381-	28,113-	
420000 Intergovernmental Re										
421000 Federal Grants										
421000 Federal Grants	567-									
420000 Intergovernmental Re	567-									
450000 Public Charges for S										
451000 General Government										
451400 Other General Gove										
451405 Miscellaneous Fee		1-								
451400 Other General Gove		1-								
451000 General Government		1-								
450000 Public Charges for S		1-								
460000 Interest and Other R										
463000 Property Sales										
463000 Property Sales										
466000 Other Miscellaneous										
466114 Death Certificate	31,607-	36,326-	35,022-	37,800-	37,800-	18,170-	37,435-	37,800-		
466118 Tissue Harvesting	3,620-	4,500-	2,400-	2,400-	2,400-		1,600-	1,600-	800	
466119 Disinterment Fee	20-		100-	100-	100-	100-	100-	100-		
466120 Body Removal Fee	2,897-	2,100-	850-	2,100-	2,100-	250-	800-	800-	1,300	
466122 Cremation Fee	109,973-	113,652-	124,038-	122,120-	122,120-	64,405-	123,963-	123,143-	1,023-	
466124 Transport Pouch	728-	515-	285-	600-	600-		285-	285-	315	

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
466125 Miscellaneous Reim	3,572-	4,473-	400-	100-	100-	39-	100-	100-		
466000 Other Miscellaneous	152,658-	161,567-	163,096-	165,220-	165,220-	82,965-	164,283-	163,828-	1,392	
460000 Interest and Other R	152,658-	161,567-	163,096-	165,220-	165,220-	82,965-	164,283-	163,828-	1,392	
470000 Interdepartmental Re										
476000 Other Interdepartme										
476106 Grants	3,000-		15,000-	7,500-	7,500-	10,000-	10,000-	5,000-	2,500	
476000 Other Interdepartme	3,000-		15,000-	7,500-	7,500-	10,000-	10,000-	5,000-	2,500	
470000 Interdepartmental Re	3,000-		15,000-	7,500-	7,500-	10,000-	10,000-	5,000-	2,500	
400000 Revenues	237,655-	254,112-	274,998-	301,988-	301,988-	157,598-	303,551-	326,209-	24,221-	
500000 Expense/Expenditure										
510000 Personnel Related Ex										
511000 Wages										
511100 General										
511105 Regular	120,745	125,581	134,776	137,082	137,082	67,710	137,082	139,691	2,609	
511100 General	120,745	125,581	134,776	137,082	137,082	67,710	137,082	139,691	2,609	
511000 Wages	120,745	125,581	134,776	137,082	137,082	67,710	137,082	139,691	2,609	
512000 Benefits										
512100 General										
512105 Social Security	9,109	9,607	10,328	10,145	10,145	5,180	10,145	10,337	192	
512100 General	10,317	9,607	10,328	10,145	10,145	5,180	10,145	10,337	192	
512000 Benefits	10,317	9,607	10,328	10,145	10,145	5,180	10,145	10,337	192	
510000 Personnel Related Ex	131,062	135,188	145,103	147,227	147,227	72,890	147,227	150,028	2,801	
530000 Operating Expenses										
531000 Purchased Services										
531100 Professional Servi										
531255 Interpretation Se	10		50							

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
531100 Professional Servi	10		50							
531300 Ancillary Services										
531300 Ancillary Services										
531400 Other Outside Serv										
531430 Lab Analysis	1,139	1,634	1,289	1,550	1,550	1,456	2,200	2,200	650	
531440 Autopsy	45,667	47,832	66,726	82,650	82,650	31,069	66,000	70,500	12,150-	
531450 Transportation	12,387	12,085	20,423	18,750	18,750	11,230	24,640	23,620	4,870	
531400 Other Outside Serv	59,192	61,551	88,438	102,950	102,950	43,755	92,840	96,320	6,630-	
531500 Client Services										
531505 Client Service	3,378	3,882	1,400	3,500	3,500	1,750	3,500	3,500		
531500 Client Services	3,378	3,882	1,400	3,500	3,500	1,750	3,500	3,500		
531800 Utilities										
531840 Telephone - Cellu	1,878	1,856	1,970	1,800	1,800	994	1,988	1,988	188	
531800 Utilities	1,878	1,856	1,970	1,800	1,800	994	1,988	1,988	188	
531000 Purchased Services	64,458	67,289	91,857	108,250	108,250	46,499	98,328	101,808	6,442-	
532000 Repair & Maintenanc										
532100 Maintenance Servic										
532105 Disposal	78			75	75		75	75		
532100 Maintenance Servic	78			75	75		75	75		
532200 Maintenance of Equ										
532220 Equipment	40	198								
532200 Maintenance of Equ	40	198								
532300 Repair Parts										
532305 General	22	110		50	50		50	50		
532300 Repair Parts	22	110		50	50		50	50		
532000 Repair & Maintenanc	140	307		125	125		125	125		

County of Sheboygan
Proposed Budget - Variance Report
For 2024

County Department Level 7 w/o CP

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
533000 General Operating										
533200 Travel and Meals										
533205 Mileage - Employee	11,884	13,268	14,081	16,059	16,059	5,152	15,679	16,000	59-	
533215 Meals - Employee	59		87	140	140		140	20	120-	
533220 Lodging - Employee	730		1,407	640	640		640	540	100-	
533235 Commercial Trans.	48		91							
533245 Seminars and Trai	837	1,063	598	960	960	250	960	1,150	190	
533200 Travel and Meals	13,559	14,331	16,264	17,799	17,799	5,402	17,419	17,710	89-	
533300 Dues										
533305 Membership Dues	248	290	540	300	300	150	250	250	50-	
533300 Dues	248	290	540	300	300	150	250	250	50-	
533450 Fees & Permits										
533470 Filing Fees	131	24	109	150	150		150	150		
533450 Fees & Permits	131	24	109	150	150		150	150		
533500 General Supplies										
533505 General	2,358	1,842	1,490	1,850	1,850	571	1,400	1,400	450-	
533510 Uniforms - Employ				300	300		300	265	35-	
533500 General Supplies	2,358	1,842	1,490	2,150	2,150	571	1,700	1,665	485-	
533700 Office Supplies										
533705 Office	502	180	234	150	150	78	150	150		
533725 Postage	418	397	571	400	400	134	400	400		
533700 Office Supplies	920	577	805	550	550	212	550	550		
533870 Books & Periodical										
533870 Books & Periodical										
533900 Other										
533925 Furniture Under \$	166		832							
533928 Computer Sys \$500	1,268	108	2,266			421	421			
533900 Other	1,753	108	3,097			421	421			

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
533000 General Operating	18,969	17,172	22,305	20,949	20,949	6,757	20,490	20,325	624-	
534000 Fixed Charges										
534100 Rentals										
534100 Rentals										
534000 Fixed Charges										
535000 Bad Debt Expense										
535000 Bad Debt Expense										
530000 Operating Expenses	83,567	84,769	114,163	129,324	129,324	53,256	118,943	122,258	7,066-	
550000 Interdepartmental Ch										
551000 Employee Related In										
551100 Benefits - General										
551105 Health Insurance	4,977						10,875	27,108	27,108	
551110 Dental Insurance	180						25	650	650	
551115 Group Life Insura	68	69	78	73	73	35	73	78	5	
551125 Worker Compensati	1,789	1,834	2,066	2,010	2,010	914	2,010	1,936	74-	
551100 Benefits - General	7,334	1,903	2,144	2,083	2,083	949	12,983	29,772	27,689	
551000 Employee Related In	7,334	1,903	2,144	2,083	2,083	949	12,983	29,772	27,689	
551900 Insurance Charges										
551905 General Liability	385	376	409	424	424	212	424	439	15	
551920 Property Insurance	488	611	636	621	621	311	621	633	12	
551930 Deductible Escrow	49	47	54	66	66	33	66	79	13	
551900 Insurance Charges	922	1,034	1,099	1,111	1,111	556	1,111	1,151	40	
553000 System Operation Ch										
553100 System Operation C										
553105 Telephone	369	271	267	239	239	120	239	259	20	
553115 Telephone - Long	13	1	1	1	1		1	1		
553135 Printing & Duplic	146	241	70	250	250	74	250	250		

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
567000 Vehicles										
560000 Capital Outlay										
570000 Depreciation										
575000 Machinery & Equip D										
575000 Machinery & Equip D										
570000 Depreciation										
500000 Expense/Expenditure	242,135	246,877	281,785	301,988	301,988	138,722	302,507	326,209	24,221	
600000 Other Financing Sourc										
630000 Opt'g Transfers from										
631000 General Fund	130-	650-								
633305 Fund Transfer In										
630000 Opt'g Transfers from	130-	650-								
600000 Other Financing Sourc	130-	650-								
00185 Medical Examiner	4,350	7,884-	6,788			18,876-	1,044-			
Current Change in Fund Balance	4,350	7,884-	6,788			18,876-	1,044-			



SHEBOYGAN COUNTY

Christopher Nehring
Medical Examiner

TO: Members of the Law Committee

FROM: Chris Nehring, Medical Examiner

DATE: August 2, 2023

RE: Proposed Additional Levy Request 2024 Budget – Increased Transportation Costs

As Medical Examiner, I am seeking an additional levy request for transportation costs. Human remains need to be transported for different reasons. In the past year we have made removal of remains from roadsides, hospitals, homes, lakes and auto accidents. The most common reason for transportation is for examination and autopsy. We also provide transportation when an individual is unclaimed, unidentified, or indigent.

Transportation of human remains is expensive, requires specialized equipment as well as licensed funeral directors. To continue to provide for the dignity of the decedents we make this request for additional levy.

This additional levy request is for \$2,700.

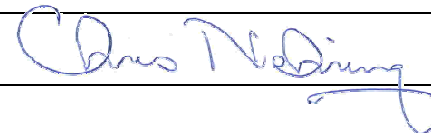
Additional Levy Request - 2024

Dept: Medical Examiner

Service/Program Name: Transportation costs

Priority	Service/Program	Account #'s	Amount	Impact to Taxpayer	Justification
1		111.531450	2,700	Human remains are transported to the morgue for examination because they are indigent, or they are unidentified at time of death. Additionally, transportation is necessary to bring human remains for autopsy to a forensic pathologist. We use Fond du Lac, County.	An increasing number of unclaimed or indigent remains as well as an increase in deaths that require autopsy investigation have increased the amount of transports that are required which increases department costs.
Total			\$ 2,700		

Department Head Approval:

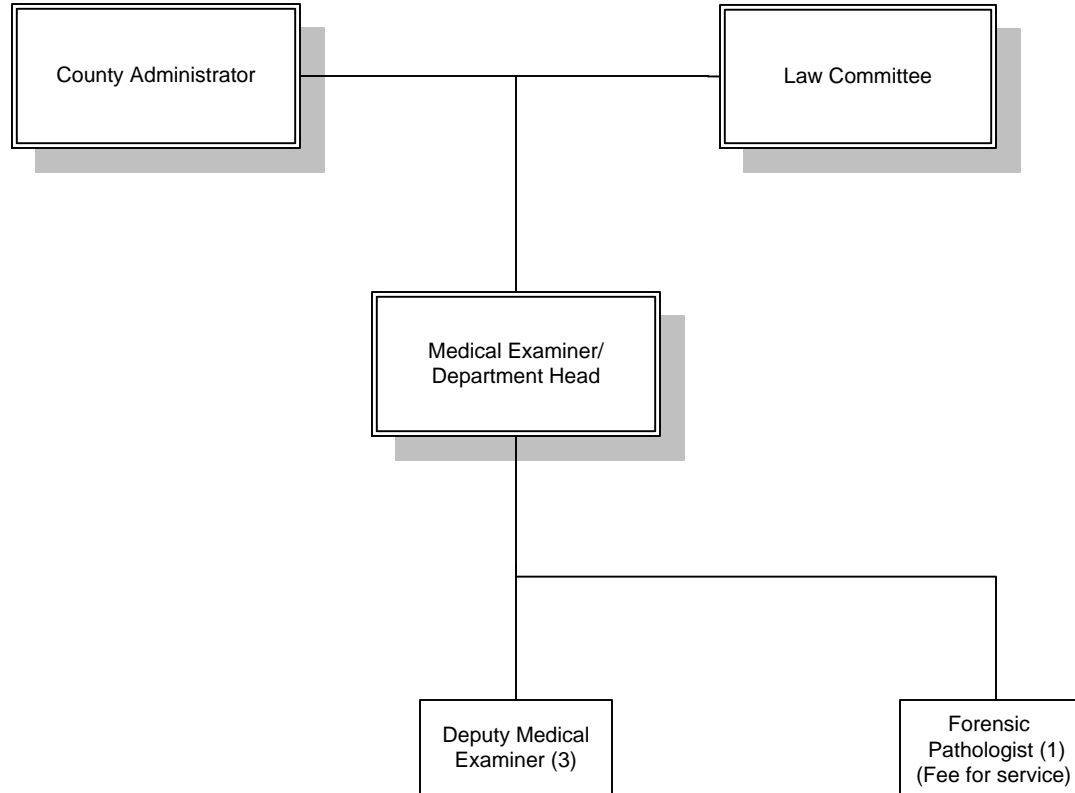


Liaison Committee Approval:

An Additional Levy Request form must be filled out for each program/service that is impacted.

All of the Department's Additional Levy Request forms must have a unique priority ranking.

Sheboygan County Medical Examiner Table of Organization



Sheboygan County Discretionary Fee Schedule
Medical Examiner

JDE Object Account	Fee	Current Charge	Proposed	% change	Unit	Date of Last increase	Prior Fee	Who can Approve Change	Why Proposing a Change?	Taxable (Y/N)	Notes
466118	Tissue harvesting	variable			other	2008		County Board		N	
466119	Disinterment	100.00			per person	2009		County Board		N	
466120	Body removal	220.00			per person	2018		Liaison Committee		N	
466124	Transport port Pouch - Light weight	25.00			per person	2018		Liaison Committee		N	
466124	Transport port Pouch - Medium weight	45.00			per person	2018		Liaison Committee		N	
466124	Transport port Pouch - Heavy weight	55.00			per person	2018		Liaison Committee		N	
466114	Death certificate	109.46			per person	2022	102.30	County Board/State		N	
466122	Cremation	164.19			per person	2022	153.45	County Board/State		N	

1 **SHEBOYGAN COUNTY ORDINANCE NO. _____ (2023/24)**

2
3 **Re: Modifying Fee Schedule of Medical Examiner in Chapter 96**

4
5
6 **WHEREAS**, Wis. Stat. § 59.36 provides that the County Board may set fees for all services
7 rendered by the Medical Examiner provided that the fees do not exceed the amount reasonably
8 related to the actual and necessary cost of providing the service, and
9

10 **WHEREAS**, Chapter 96 of the Code currently provides for a fee of \$109.46 for death
11 certificates, \$164.19 for cremation permits and \$220.00 for transport charges with the last
12 adjustments having been made on August 16, 2022, when it enacted Ordinance No. 2 (2022/23),
13 and
14

15 **WHEREAS**, the Law Committee has determined that the continuing expenses related to
16 Medical Examiner services require an adjustment be made to the Medical Examiner fees charged
17 in Sheboygan County to amounts more reasonably related to the actual and necessary cost of
18 providing the services;
19

20 **NOW, THEREFORE**, the County Board of Supervisors of the County of Sheboygan does
21 ordain as follows:

22
23 Section 1. **Increasing Medical Examiner's Fees.** Sections 96.10, 96.11 and
24 96.13 of the Sheboygan County Code of Ordinances are hereby amended as follows
25 (additions indicated by shading; deletions by strikeouts):

26
27 96.10 CERTIFICATIONS OF DEATH. Pursuant to Wis. Stat. §§ 59.36 and 69.18(2)(d)3, except
28 for a medical certification for the cause of death of an indigent, the fee charged by the
29 Medical Examiner for providing a medical certification of death shall be ~~One Hundred Nine~~
30 ~~and 46/100 (\$109.46).~~ **One Hundred Sixteen and 57/100 (\$116.57).**
31

32 96.11 CREMATION PERMITS. Pursuant to Wis. Stat. §§ 59.36, and 979.10, the fee charged by
33 the Medical Examiner for each cremation permit issued shall ~~One Hundred Sixty-four and~~
34 ~~19/100 (\$164.19).~~ **One Hundred Seventy-four and 86/100 (\$174.86).**
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96.13 TRANSPORT CHARGES. Pursuant to Wis. Stat. § 59.36, the charge assessed by the Medical Examiner for transporting a deceased person from a death scene to a County morgue or a holding facility shall be ~~Two Hundred Twenty Dollars (\$220.00)~~ Two Hundred Thirty-four and 40/100 (\$234.40) plus any actual out-of-pocket expenses for transport pouches or similar disposable items.

Section 3. **Effective Date.** The herein Ordinance shall take effect as of October 1, 2023.

Respectfully submitted this 15th day of August, 2023.

LAW COMMITTEE

Gerald Jorgenson, Chairperson

Paul A. Gruber, Vice-Chairperson

Wendy Schobert, Secretary

Jacob Immel

Carl Nonhof

Opposed to Introduction:

Countersigned by:

Vernon Koch, Chairperson



SHEBOYGAN COUNTY

Ryan O'Rourke
Sheboygan County Family Court Commissioner

WISCONSIN

August 2, 2023

To: Law Committee
Gerald Jorgensen, Chairperson
Paul Gruber, Vice Chairperson
Wendy Schobert, Secretary
Jacob Immel, Supervisor
Carl Nonhof, Supervisor

From: Court Commissioner Ryan O'Rourke

Re: 2024 Requested Budget

Proposed Budget

Enclosed is the Court Commissioner Department's proposed 2024 budget. The budget submitted meets the established target.

Department Goals

The primary goal of the Court Commissioner's Office is to assist in the administration of the court system. Our office conducts a myriad of court proceedings that we are authorized to preside over under Wisconsin Law.

In addition, our office reviews and authorizes search warrants in criminal investigations, completes legal research projects for the Circuit Court Judges, and administers mediation and parental education programs.

Highlights

The budget proposed maintains the Department's current programs and staff structure. There are no significant structural changes to the budget proposal.

Closing

I look forward to meeting with you to discuss my proposed budget in more detail. In the meantime, if you have any questions or concerns about this matter, please do not hesitate to contact me.

Respectfully,

Ryan O'Rourke
Court Commissioner



SHEBOYGAN COUNTY

Ryan O'Rourke

Sheboygan County Family Court Commissioner

WISCONSIN

August 2, 2023

TO: Law Committee

Gerald Jorgensen, Chairperson
Wendy Schobert, Secretary
Carl Nonhof, Supervisor

Paul Gruber, Vice Chairperson
Jacob Immel, Supervisor

FROM: Court Commissioner Ryan O'Rourke

RE: Performance Measurements Outline

Our office doesn't have a significant number of performance measurements. This is a product of the function we perform. As a part of the judicial branch, our job is to assist the Circuit Court Judges with the handling of court cases. The role is not amenable to measuring "successful" outcomes, because outcomes are highly case specific and determined by the law and facts presented.

One frequent performance measurement used for judicial officers is measuring how long cases take to reach resolution. This type of measurement doesn't work for the Court Commissioner's role in the court system, since we do not handle cases from beginning to end.

There are some performance measurements already built into Wisconsin law. For instance, many types of hearings have time limits requiring a hearing be held within a certain number of days. Failure to hold the hearings within the time limits often results in the court losing jurisdiction. Since I have been Commissioner, our office has never had to dismiss a case for failure to abide by the statutory time limits.

Two performance measurements were implemented for our mediation program. First, how many mediations result in a negotiated resolution. Second, how many parties ordered to mediation have been to mediation within the last five years. In viewing these, it should be noted that failure to reach an agreement in mediation should not necessarily be construed as a failure of the mediation program itself. Many cases referred to mediation end up being inappropriate for mediation, or are unlikely to reach resolution due to the nature of the dispute.

Out of 50 mediations completed in 2023, 11 reached a negotiated resolution. Out of 73 cases referred to mediation in 2023, 21 of them participated in mediation within the last five years.

We also track the number of court cases we handle for most case types. In 2023 we have completed:

186 Paternity Hearings

99 Stipulated Divorces

48 Guardianship/Protective Placement/Mental Health Hearings

52 Temporary Order Hearings (Family)

97 Injunction Hearings

59 Weddings

These caseload numbers are fairly consistent with 2022.

Sincerely,

Ryan O'Rourke
Court Commissioner

Courthouse

615 North 6th Street
Sheboygan, WI 53081

Telephone (920) 459-3102
Facsimile (920) 459-0544

www.sheboygancounty.com

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
454400 Other Health Care										
454425 Service	37,468-	28,820-	28,770-	25,474-	25,474-	14,745-	26,893-	27,692-	2,218-	8.71
454400 Other Health Care	37,468-	28,820-	28,770-	25,474-	25,474-	14,745-	26,893-	27,692-	2,218-	8.71
454000 Health Care Service	37,468-	28,820-	28,770-	25,474-	25,474-	14,745-	26,893-	27,692-	2,218-	8.71
450000 Public Charges for S	40,584-	31,980-	31,431-	28,774-	28,774-	15,768-	29,393-	30,192-	1,418-	4.93
460000 Interest and Other R										
462000 Rent Revenue										
462100 Rent Revenue	4,471-	3,780-	4,230-	4,200-	4,200-	2,520-	4,200-	4,400-	200-	4.76
462000 Rent Revenue	4,471-	3,780-	4,230-	4,200-	4,200-	2,520-	4,200-	4,400-	200-	4.76
466000 Other Miscellaneous										
466200 Employee Reimburse										
466200 Employee Reimburse										
466000 Other Miscellaneous										
460000 Interest and Other R	4,471-	3,780-	4,230-	4,200-	4,200-	2,520-	4,200-	4,400-	200-	4.76
470000 Interdepartmental Re										
473000 System Operation Re										
473000 System Operation Re										
475000 Health & Human Serv										
475000 Health & Human Serv										
476000 Other Interdepartme										
476450 Other Interdept. R	12,464-	13,325-	15,168-	12,600-	12,600-	5,695-	12,000-	12,000-	600	4.76-
476000 Other Interdepartme	12,464-	13,325-	15,168-	12,600-	12,600-	5,695-	12,000-	12,000-	600	4.76-
470000 Interdepartmental Re	12,464-	13,325-	15,168-	12,600-	12,600-	5,695-	12,000-	12,000-	600	4.76-

County Department Level 7 w/o CP

For 2023

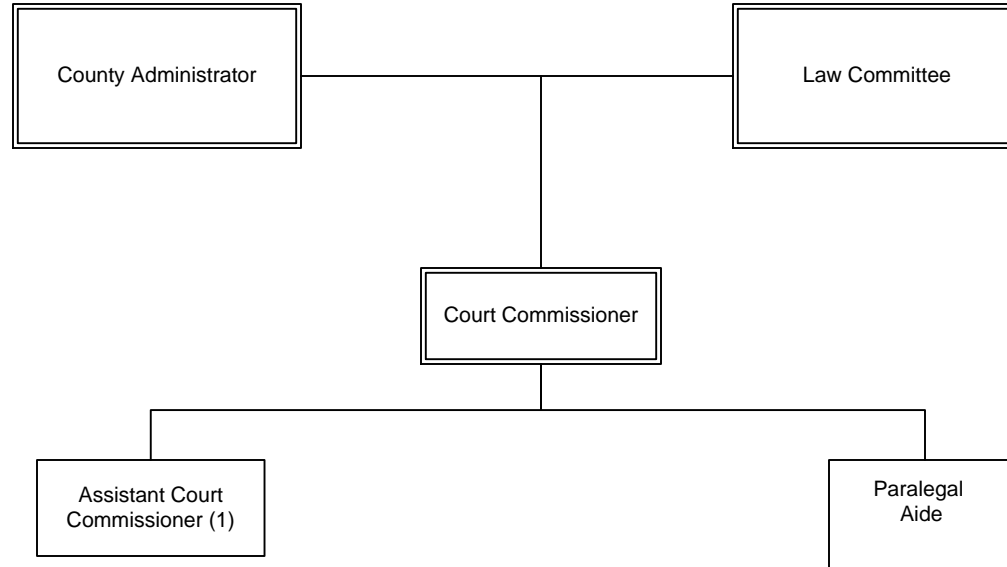
Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
531500 Client Services										
531505 Client Service	28,556	22,050	24,999	26,000	26,000	9,917	25,000	25,000	1,000-	3.85-
531500 Client Services	28,556	22,050	24,999	26,000	26,000	9,917	25,000	25,000	1,000-	3.85-
531000 Purchased Services	28,556	22,050	24,999	26,000	26,000	9,917	25,000	25,000	1,000-	3.85-
532000 Repair & Maintenanc										
532100 Maintenance Servic										
532225 Office Equipment	416	421	615	858	858	290	657	657	201-	23.43-
532100 Maintenance Servic	416	421	615	858	858	290	657	657	201-	23.43-
532000 Repair & Maintenanc	416	421	615	858	858	290	657	657	201-	23.43-
533000 General Operating										
533200 Travel and Meals										
533205 Mileage - Employe	337	79	201	750	750	144	750	500	250-	33.33-
533215 Meals - Employee	45	18	48	200	200	84	200	200		
533220 Lodging - Employe	232	164	224	800	800	390	800	700	100-	12.50-
533245 Seminars and Trai	80		399	300	300		300	300		
533200 Travel and Meals	694	261	871	2,050	2,050	618	2,050	1,700	350-	17.07-
533300 Dues										
533305 Membership Dues	719	853	707	800	800	506	800	800		
533300 Dues	719	853	707	800	800	506	800	800		
533500 General Supplies										
533500 General Supplies										
533700 Office Supplies										
533705 Office	530	259	584	850	850	216	850	600	250-	29.41-
533725 Postage	628	364	866	750	750	423	850	850	100	13.33
533700 Office Supplies	1,157	623	1,450	1,600	1,600	639	1,700	1,450	150-	9.38-

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
533870 Books & Periodical										
533870 Books & Periodical										
533900 Other										
533928 Computer Sys \$500	413		1,050	1,282	1,282	796	796		1,282-	100.00-
533900 Other	551		1,050	1,282	1,282	796	796		1,282-	100.00-
533000 General Operating	3,122	1,737	4,078	5,732	5,732	2,559	5,346	3,950	1,782-	31.09-
534000 Fixed Charges										
534200 Insurance										
534200 Insurance										
534000 Fixed Charges										
535000 Bad Debt Expense										
535100 Bad Debt Expense	3,254	13,221	3,048	2,575	2,575	5	2,500	1,912	663-	25.75-
535000 Bad Debt Expense	3,254	13,221	3,048	2,575	2,575	5	2,500	1,912	663-	25.75-
530000 Operating Expenses	35,348	37,429	32,740	35,165	35,165	12,771	33,503	31,519	3,646-	10.37-
550000 Interdepartmental Ch										
551000 Employee Related In										
551100 Benefits - General										
551105 Health Insurance	32,629	32,202	35,125	35,460	35,460	16,361	35,460	37,392	1,932	5.45
551110 Dental Insurance	1,034	909	944	909	909	420	909	909		
551115 Group Life Insura	127	128	139	138	138	64	138	145	7	5.07
551125 Worker Compensati	180	181	195	195	195	91	195	178	17-	8.72-
551100 Benefits - General	35,087	33,420	36,403	36,702	36,702	16,936	36,702	38,624	1,922	5.24
551000 Employee Related In	35,087	33,420	36,403	36,702	36,702	16,936	36,702	38,624	1,922	5.24

County of Sheboygan
Proposed Budget - Variance Report
For 2023

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
630000 Opt'g Transfers from	896-	678-	3,802-							
600000 Other Financing Sourc	896-	678-	3,802-							
00190 Court Commissioner	9,401-	529	6,221-			17,996-				
Current Change in Fund Balance	9,401-	529	6,221-			17,996-				

Sheboygan County Court Commissioner Table of Organization



INTERDEPARTMENTAL CHARGES

Department	Account Number & Name	Amount	Shared Service Department	Account Number & Name
Court Commissioner	137.476450 Other Interdept'l Rev	(12,000)	Economic Support - Child Support	2699.556105 Interdept'l Service
	137.553135 Printing	1,104	IS-Printing	426.473400 Printing
	138.553135 Printing	96	IS-Printing	426.473400 Printing
Total Charges		(10,800)		

Sheboygan County Discretionary Fee Schedule

JDE Object Account	Fee	Current Charge	Proposed	% change	Unit	Date of Last increase	Prior Fee	Who can Approve Change	Why Proposing a Change?	Taxable (Y/N)	Notes
451207	Room rental (courthouse weddings)	45.00			per event	1/1/2019		Department		Y	



**CHRISTINE KOENIG
CLERK OF CIRCUIT COURTS**

615 NORTH SIXTH STREET, SHEBOYGAN, WISCONSIN 53081 920.459.0313 FAX 920.459.3921

TO: Members of the Law Committee
FROM: Chris Koenig, Clerk of Courts
DATE: August 2, 2023
RE: Proposed 2024 Budget for Clerk of Courts

The Clerk of Courts main objective is to effectively and efficiently facilitate the administration of justice. State statutes require the Clerk of Courts office to maintain a record of all documents filed with the courts, schedule all matters for court hearings, keep a current and accurate record of all court proceedings and collect the various filing fees, court costs, assessments, surcharges, fines and forfeitures ordered by the court.

The Clerk of Circuit Courts 2024 proposed budget meets the target with a budget we believe is realistic and achievable.

- This budget anticipates an increase in collections.
- Legal fees this past year were extremely high. We anticipate the costs of court appointed attorney fees will decrease due to the increase in public defenders hourly rate.
- This office does not have control over the high costs in state mandated costs for court appointed attorney fees, guardian ad litem fees, jury fees, psychologist's fees, interpreter fees and transcript costs. These costs are some of the biggest challenges we face in setting our budget.

Our intention in the coming year is to focus on more collections efforts. We are short one staff in accounting but hope to fill that position in the near future. With that position filled we intend to focus on collections efforts more significantly.

We respectfully submit this proposed budget.



**CHRISTINE KOENIG
CLERK OF CIRCUIT COURTS**

615 NORTH SIXTH STREET, SHEBOYGAN, WISCONSIN 53081 920.459.0313 FAX 920.459.3921

TO: Members of the Law Committee
FROM: Chris Koenig, Clerk of Courts
DATE: August 2, 2023
RE: Performance Measurement Summary

The role of the Clerk of Courts office is to maintain all circuit court records for Sheboygan County. Our office strives to provide a current and accurate court record. We have implemented some changes in the way we clerk court proceedings in an effort to create a more efficient and timely court record.

This office has embraced in-court processing in 2023 which essentially has our court service specialists updating cases in real-time as court is in session. This process has created a more efficient work process for our office, the courts, the District Attorney's office, the public and all others who rely on a current and accurate court record. All notices of hearing, bail bonds and other documents are generated in court and are electronically saved to the CCAP court record immediately. This is an extreme improvement from the past when all documents were hand written and then needed to be scanned to the record following court proceedings.

Our office also works directly with the public and we strive to provide excellent services to all who come to our accounting windows. We accept filings of new circuit court cases, assist with obtaining documents from case files, receipt payments toward fines, set up payment plans, conduct record searches, jury management and render assistance in many other ways as well. Our accounting staff needs to be knowledgeable in all areas of the Clerk of Courts office. By all areas I am referring to criminal, juvenile, civil, small claims, family and so on. The training is extensive and because laws and procedures change with frequency, the learning never ends. We want to provide the public with the best service possible and our accounting staff goes above and beyond daily to make the mark.

Our daily collection efforts are measured by our month end reporting. Our collection procedures consist of sending out reminder notices, suspending driver's licenses for non payment, docketing judgments, wage assignments to employers, debt collection via the Department of Revenue and the issuance of commitments for failure to pay in criminal matters. As of the beginning of July 2023 we have collected \$50,349 in commitments and \$136,803 from the Department of Revenue. Our collection efforts for commitments show a significant increase from July 2022 when our collections totaled \$14,935 to \$50,349 in July 2023. Last year we collected a total of \$64,435 in commitments and \$185,598 from the Department of Revenue. Given these numbers we hope to exceed last years total collections in 2023.



**CHRISTINE KOENIG
CLERK OF CIRCUIT COURTS**

615 NORTH SIXTH STREET, SHEBOYGAN, WISCONSIN 53081 920.459.0313 FAX 920.459.3921

We also utilize the State Debt Collection (SDC) which has the eligibility to also garnish bank accounts. As of July 2023 we have received \$191,261. Last year we received a total of \$285,586. Our SDC collection effort has been a significant revenue increase already in 2023, proving to be a valuable key performance measure.

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
00191 Clerk Of Courts										
400000 Revenues										
410000 Taxes										
411000 Property Tax Levy										
411100 Property Tax - Rea	1,114,303-	1,295,748-	1,329,865-	1,406,621-	1,406,621-	703,310-	1,406,621-	1,423,898-	17,277-	
411000 Property Tax Levy	1,114,303-	1,295,748-	1,329,865-	1,406,621-	1,406,621-	703,310-	1,406,621-	1,423,898-	17,277-	
410000 Taxes	1,114,303-	1,295,748-	1,329,865-	1,406,621-	1,406,621-	703,310-	1,406,621-	1,423,898-	17,277-	
420000 Intergovernmental Re										
421000 Federal Grants										
421000 Federal Grants	11,285-									
423000 State Grants										
423075 State Revenue - Ge	497,518-	522,171-	507,227-	504,603-	504,603-	276,112-	504,603-	504,603-		
423675 Other State Paymen										
423810 Other State Payme	47,011-	51,898-	42,020-	44,870-	44,870-	19,585-	54,740-	44,870-		
423675 Other State Paymen	47,011-	51,898-	42,020-	44,870-	44,870-	19,585-	54,740-	44,870-		
423000 State Grants	544,529-	574,069-	549,247-	549,473-	549,473-	295,697-	559,343-	549,473-		
420000 Intergovernmental Re	555,814-	574,069-	549,247-	549,473-	549,473-	295,697-	559,343-	549,473-		
440000 Fines, Forfeits and										
441000 Law and Ordinance V										
441300 Ordinance Violatio	217,426-	232,830-	211,023-	222,000-	222,000-	113,728-	219,720-	222,000-		
441500 Penal Fines	100,828-	114,930-	102,033-	105,000-	105,000-	53,419-	100,704-	105,000-		
441000 Law and Ordinance V	318,254-	347,760-	313,056-	327,000-	327,000-	167,148-	320,424-	327,000-		
440000 Fines, Forfeits and	318,254-	347,760-	313,056-	327,000-	327,000-	167,148-	320,424-	327,000-		
450000 Public Charges for S										
451000 General Government										
451200 Court Fees and Cos										
451205 Court Fees and Ch	474,536-	519,629-	545,979-	515,000-	515,000-	298,773-	534,160-	535,000-	20,000-	
451210 Bail Forfeitures	88,018-	114,400-	101,141-	80,000-	80,000-	32,924-	65,000-	80,000-		

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
451200 Court Fees and Cos	562,555-	634,029-	647,120-	595,000-	595,000-	331,697-	599,160-	615,000-	20,000-	
451300 Probate Fees	45,265-	55,938-	42,638-	41,000-	41,000-	27,757-	43,000-	43,000-	2,000-	
451400 Other General Gove										
451405 Miscellaneous Fee	159-	249-		100-	100-	126-	126-		100	
451400 Other General Gove	159-	249-		100-	100-	126-	126-		100	
451000 General Government	607,978-	690,217-	689,758-	636,100-	636,100-	359,580-	642,286-	658,000-	21,900-	
452000 Public Safety										
452100 Law Enforcement										
452100 Law Enforcement										
452000 Public Safety										
450000 Public Charges for S	607,978-	690,217-	689,758-	636,100-	636,100-	359,580-	642,286-	658,000-	21,900-	
460000 Interest and Other R										
466000 Other Miscellaneous										
466200 Employee Reimburse										
466200 Employee Reimburse										
466000 Other Miscellaneous	129-									
460000 Interest and Other R	129-									
470000 Interdepartmental Re										
473000 System Operation Re										
473000 System Operation Re										
476000 Other Interdepartme										
476100 Services	40,331-	41,968-	40,716-	42,360-	42,360-	18,485-	42,360-	50,662-	8,302-	
476000 Other Interdepartme	40,331-	41,968-	40,716-	42,360-	42,360-	18,485-	42,360-	50,662-	8,302-	
470000 Interdepartmental Re	40,331-	41,968-	40,716-	42,360-	42,360-	18,485-	42,360-	50,662-	8,302-	

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
400000 Revenues	2,636,809-	2,949,762-	2,922,642-	2,961,554-	2,961,554-	1,544,220-	2,971,034-	3,009,033-	47,479-	
500000 Expense/Expenditure										
510000 Personnel Related Ex										
511000 Wages										
511100 General										
511105 Regular	1,110,607	1,145,978	1,126,137	1,228,486	1,228,486	563,249	1,126,498	1,273,170	44,684	
511110 Overtime	2,617	3,801	2,374	2,000	2,000	2,681	3,000	3,000	1,000	
511100 General	1,113,224	1,149,778	1,128,512	1,230,486	1,230,486	565,930	1,129,498	1,276,170	45,684	
511000 Wages	1,113,224	1,149,778	1,128,512	1,230,486	1,230,486	565,930	1,129,498	1,276,170	45,684	
512000 Benefits										
512100 General										
512105 Social Security	78,080	80,646	79,059	90,908	90,908	40,162	83,658	94,436	3,528	
512110 Retirement (Emplo	71,729	71,237	71,920	82,725	82,725	37,322	76,059	87,475	4,750	
512100 General	149,809	151,883	150,979	173,633	173,633	77,484	159,717	181,911	8,278	
512000 Benefits	149,809	151,883	150,979	173,633	173,633	77,484	159,717	181,911	8,278	
510000 Personnel Related Ex	1,263,033	1,301,662	1,279,491	1,404,119	1,404,119	643,415	1,289,215	1,458,081	53,962	
530000 Operating Expenses										
531000 Purchased Services										
531100 Professional Servi										
531125 Civil Process	1,094	705	452	750	750		500	750		
531190 Psychologist	118,313	125,329	154,727	120,000	120,000	115,354	225,000	191,000	71,000	
531205 Legal	510,126	549,273	571,144	626,478	626,478	477,644	720,000	616,913	9,565-	
531255 Interpretation Se	80,937	82,149	75,051	70,000	70,000	55,184	80,000	80,000	10,000	
531100 Professional Servi	710,469	757,457	801,373	817,228	817,228	648,183	1,025,500	888,663	71,435	
531400 Other Outside Serv										
531435 Evidence / Witnes	6,472	12,005	3,307	5,000	5,000	1,356	2,500	5,000		
531460 Jury	49,555	48,842	51,137	70,000	70,000	29,077	60,000	60,000	10,000-	
531400 Other Outside Serv	56,026	60,847	54,444	75,000	75,000	30,433	62,500	65,000	10,000-	

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
551000 Employee Related In										
551100 Benefits - General										
551105 Health Insurance	398,226	408,754	443,611	507,948	507,948	167,127	401,206	431,424	76,524-	
551110 Dental Insurance	11,434	10,796	10,837	11,954	11,954	3,907	9,254	10,131	1,823-	
551115 Group Life Insura	626	639	655	684	684	292	624	717	33	
551125 Worker Compensati	1,005	905	923	972	972	414	886	880	92-	
551100 Benefits - General	417,164	421,094	456,025	521,558	521,558	171,740	411,970	443,152	78,406-	
551000 Employee Related In	417,164	421,094	456,025	521,558	521,558	171,740	411,970	443,152	78,406-	
551900 Insurance Charges										
551905 General Liability	4,368	4,374	4,897	4,937	4,937	2,468	4,937	5,116	179	
551920 Property Insurance	8,961	11,445	11,399	11,133	11,133	5,567	11,133	11,346	213	
551930 Deductible Escrow	562	548	653	767	767	383	767	920	153	
551900 Insurance Charges	13,891	16,367	16,949	16,837	16,837	8,418	16,837	17,382	545	
552000 Repairs & Maintenan										
552100 Repairs & Maintena										
552100 Repairs & Maintena										
552000 Repairs & Maintenan										
553000 System Operation Ch										
553100 System Operation C										
553105 Telephone	9,823	10,348	10,337	9,200	9,200	4,600	9,200	9,972	772	
553115 Telephone - Long	4,712	8,487	8,634	8,870	8,870	3,997	8,870	9,314	444	
553130 Supplies						11	11			
553135 Printing & Duplic	9,197	9,018	8,263	8,000	8,000	2,834	5,100	5,100	2,900-	
553150 Data Processing S	22,259	30,034	35,779	39,508	39,508	19,752	39,508	42,495	2,987	
553100 System Operation C	45,990	57,887	63,013	65,578	65,578	31,194	62,689	66,881	1,303	
553000 System Operation Ch	45,990	57,887	63,013	65,578	65,578	31,194	62,689	66,881	1,303	
556000 Other Interdepartme										
556100 Other Interdepartm										
556110 Bonding	280	280	287	287	287	143	287	287		

County Department Level 7 w/o CP

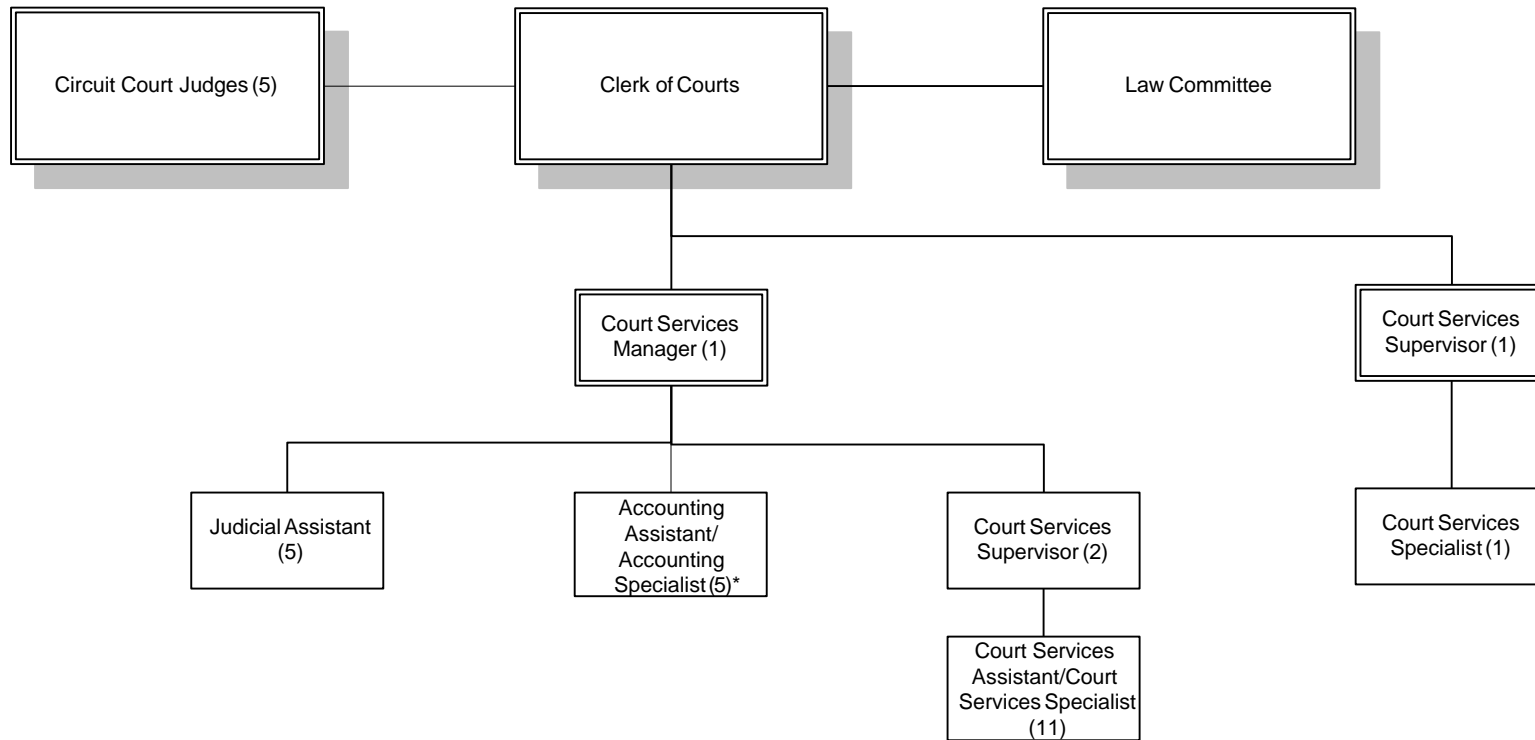
For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
556100 Other Interdepartm	280	280	287	287	287	143	287	287		
556000 Other Interdepartme	280	280	287	287	287	143	287	287		
550000 Interdepartmental Ch	477,326	495,628	536,274	604,260	604,260	211,496	491,783	527,702	76,558-	
560000 Capital Outlay										
565000 Machinery & Equipme										
565000 Machinery & Equipme										
566000 Office Furniture &										
566000 Office Furniture &										
566100 Communications Equi	3,323									
566100 Communications Equi	8,992									
560000 Capital Outlay	8,992									
570000 Depreciation										
575000 Machinery & Equip D										
575000 Machinery & Equip D										
570000 Depreciation										
500000 Expense/Expenditure	2,590,706	2,688,609	2,748,974	2,961,554	2,961,554	1,568,193	2,938,843	3,009,033	47,479	
600000 Other Financing Sourc										
630000 Opt'g Transfers from										
631000 General Fund	1,298-	6,489-								
631900 LFRF - General Fund	8,914-		44,571-							
630000 Opt'g Transfers from	10,212-	6,489-	44,571-							
Subtotal	56,315-	267,642-	218,239-			23,973	32,191-			
820000 Fund Balance										
820000 Fund Balance										
600000 Other Financing Sourc	10,212-	6,489-	44,571-							

County of Sheboygan
Proposed Budget - Variance Report
For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
00191 Clerk Of Courts	56,315-	267,642-	218,239-			23,973	32,191-			
Current Change in Fund Balance	56,315-	267,642-	218,239-			23,973	32,191-			

Sheboygan County Clerk of Courts Table of Organization



Special Notes

*Denotes Vacant Positions

INTERDEPARTMENTAL CHARGES

Department	Account Number & Name	Amount		Shared Service Department	Account Number & Name
Clerk of Circuit Court	109.476100 Services	(50,662)		Child Support Agency	2699.556105 Services
Clerk of Circuit Court	109.553135 Printing & Duplicating	5,000		Printing	426.473400 Printing & Duplicating
Clerk of Circuit Court	110.553135 Printing & Duplicating	100		Printing	426.473400 Printing & Duplicating
Total Charges		(45,562)			

2024 Travel and Training Requests

Department: Clerk of Courts

Wisconsin Clerk of Circuit Court Association (WCCCA) Wisconsin Juvenile Court Clerks Association (WJCCA) Wisconsin Register In Probate Association (WRIPA)
--

Date	Request	Location (if known)	Number of Employees Attending	Employee Mileage 533205**	Employee Meals 533215	Employee Lodging 533220	Commercial Transport 533235	Seminars and Training 533245	Total Cost per request	Requirement for Accreditation or Certification?	Out of County Yes/No
February	Clerks Institute	WI Dells	1	234.00	60.00	210.00		50.00	554.00	No	Yes
May	WRIPA Spring Education	Rothschild	1	312.00	60.00	204.00		50.00	626.00	No	Yes
June	Summer Clerk Conference	Pewaukee	1	138.00	60.00	190.00		135.00	523.00	No	Yes
July	WJCCA Conference	Pembinne	1	290.00	60.00	190.00		50.00	590.00	No	Yes
October	WRIPA Fall	Eau Claire	1	512.00	60.00	285.00		50.00	907.00	No	Yes
									-		
									-		
									-		
									-		
									-		
									-		
									-		
			Object Account Total	1,486.00	300.00	1,079.00	-	335.00	3,200.00		

Grand Total **3,200.00**

****2024 Employee Mileage Reimbursement Rate**
 with proof of personal auto insurance on file with Accounts Payable \$.51
 \$.26 with no proof of insurance, or partial coverage, on file with Accounts Payable

Grand Total amount above should match the subtotal on the Proposed Variance Report

Sheboygan County Discretionary Fee Schedule
Clerk of Courts

Dept	Department	JDE Object Account	Fee	Current Charge	Proposed	% change	Unit	Date of Last increase	Prior Fee	Who can Approve Change	Why Proposing a Change?
191	Clerk of Courts	451205	Divorce form packets	\$ 32.00	\$ 40.00	25%	per packet	2017		Department	
			Post judgement motion packets (family								
191	Clerk of Courts	451205	cases), Guardianship revision packets	\$ 8.00			per packet	2017		Department	
191	Clerk of Courts	451205	Adoption/Guardianship form packets	\$ 11.00			per packet	2017		Department	
191	Clerk of Courts	451205	Setting up a payment plan	\$ 10.00	\$ 15.00	50%	per plan	2021		Department	



**DISTRICT ATTORNEY
SHEBOYGAN COUNTY**

615 North 6th Street
Sheboygan, WI 53081-4692

Joel Urmanski
District Attorney

Telephone (920) 459-3040
Fax (920) 459-4383

To: Alayne M. Krause, County Administrator
Stephen D. Hatton, Finance Director
Gerald Jorgensen, Law Committee

From: Joel Urmanski, District Attorney

Date: July 17, 2023

Re: Proposed 2024 Budget for the District Attorney's Office

The District Attorney's Office works to maintain safe communities for the residents, employees and visitors of the County. We accomplish this task by enforcing compliance of Wisconsin's criminal statutes, enforcing some ordinance offenses for municipalities without a municipal court and handling asset forfeitures pursuant to Chapter 961 of the Wisconsin Statutes. The Office includes prosecutors, who are State-funded; victim/witness staff and administrative staff.

Proposed Budget

- The District Attorney's Office proposed 2024 budget is slightly below the levy target.

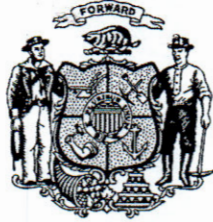
Highlights

- The budget maintains what we anticipate to be a fair assumption of State revenue for the Victim/Witness Program. There are reasons to believe the revenues will be better and more stable soon. The amount to be received still remains uncertain.
- We continue to anticipate lower revenue in discovery as multiple law enforcement agencies share digital media with the Office via e-mail links rather than hard copies that need to be copied and shared.
- The proposed budget includes an increase in spending for training to facilitate two managers in the Office engaging in leadership training to continue to improve the Office.
- The proposed budget continues to include monies to pay attorneys' State Bar dues for all but the District Attorney. We hope the monies will assist in staff retention and help us fill our multiple open positions.
- The proposed budget includes approximately \$3,000 in additional wages and benefits for two entry level positions within the Office.

Staffing

- No new or eliminated positions are anticipated under the proposed budget.

In 2024, the Office is hoping to finally fill all of our attorney positions and then build on stability and consistency.



**DISTRICT ATTORNEY
SHEBOYGAN COUNTY**

Joel Urmanski
District Attorney

615 North 6th Street
Sheboygan, WI 53081-4692

Telephone (920) 459-3040
Fax (920) 459-4383

To: Alayne M. Krause, County Administrator
Stephen D. Hatton, Finance Director
Gerald Jorgensen, Law Committee

From: Joel Urmanski, District Attorney

Date: July 15, 2023

Re: Performance Measures

As part of the 2023 budget, the Office proposed two performance measurements:

- Accuracy – The accurate spelling and grammar in our filings.
- Timeliness – Work product is to be filed or completed by statutory or policy timeframes.

The monitoring of these measurements was to be accomplished by:

- Reviewing criminal complaints and other case filings.
- Logs of discovery data.
- Motions filed in juvenile court for late filings.
- Receipt and completion of work and compliance with victims' rights.

Unfortunately, the Office continued to see changes in prosecutor staff, which affected performance as a whole. At one point at the end of 2022 and into April of 2023, the Office was less than 50% staffed with attorneys. An Office of 10.5 FTE attorney positions, including a federally funded, limited time position, was down to 3 full-time attorneys, including myself, and 2 attorneys working part-time hours. For many months I was handling 3 of the County's 5 circuit courts along with covering other obligations. The lack of attorney staffing impacted us in many ways, including satisfying the goals of accuracy and timeliness.

The recently passed State budget significantly increased pay for all deputy and assistant district attorneys. I hope the pay increases will lead more attorneys to seek out jobs as prosecutors.

Below, please find the average number of days between referral to the Office from law enforcement in 2022 to filing a case for referrals seeking the issuance of a summons or arrest warrant as well as timing in domestic abuse offenses, felony child sexual assaults (First Degree, Second Degree and Repeated Acts) and adult felony sexual assaults (First Degree, Second Degree and Third Degree):

Summons	26 Days (decrease of 21 days from 2021)
Warrant	94 Days (increase of 51 days from 2021)
Domestic Abuse	6 Days (increase of 0 days from 2021)
Child Sexual Assault	22 Days (decrease of 9 days from 2021)
Adult Sexual Assault	28 Days (increase of 16 days from 2021)

Some explanation for the numbers is important. There are other ways to file cases other than via summons or warrant, which at least partially reflect the difference in the summons and warrant averages from the domestic abuse and sexual assault numbers. The numbers come only from referrals to the Office for the above categories on and after January 1, 2022, through December 31, 2022. The numbers reflect dates when criminal complaints were issued. The numbers do not include referrals from prior years, referrals from 2022 that are still under review without a charging decision having been made or referrals from which we declined to issue charges. We have spent time since 2017 working on our backlog, but attorney staffing has created a number of referrals that we still need to address.

Unfortunately, given the attorney staffing we experienced early this year and our continued shortage, I anticipate continued struggles reviewing and making charging decisions as quickly as we would like for all referrals. Thankfully, added experience for our current attorneys and the experience that our two new prosecutors brought to the Office in 2023 will bring added efficiency in making charging decisions. Hopefully, the State's increase in pay and having some additional time to address the issue will help us attract candidates and get to full staffing. With fully staffing we will be able to address a number of needs, including our focus on accuracy and timeliness.

Sincerely,

Joel Urmanski

Joel Urmanski
District Attorney

**Performance Measurements
Department
Outcomes Based - Measuring/Assessing Programs**

<u>Measurement 1</u>
Description of measurement Accuracy
What is being gauged, measured? Accuracy of our spelling, grammar and information sharing with defense.
How is it being monitored/measured? Reviewing criminal complaints, addressing issues with appropriate staff and training new prosecutors. Addressing errors in sharing of information or billing with appropriate staff.
How is it enhancing our operations/success - is this what we are after? Ensuring professionalism in our criminal complaints and work product. Avoiding time spent making corrections to billing.
Decisions made from the information Training - Discussing the importance of proper spelling and grammar and providing grammar reminders to staff. Sharing the importance of accuracy while training new staff handling Discovery.

<u>Measurement 2</u>
Description of measurement Timeliness
What is being gauged? Dates between referrals being received and decisions being made on the referrals.
How is it being monitored/measured? The Office computer system logs referral dates and certain decision dates.
How is it enhancing our operations/success - is this what we are after? We are able to identify our performance and adjust responsibilities as appropriate and available.
Decisions made from the information The information can help as we consider attorney assignments and in the possibility of changes in the current court intake and scheduling system.

<u>Measurement 3</u>
Description of measurement
What is being gauged, measured?
How is it being monitored/measured?
How is it enhancing our operations/success - is this what we are after?
Decisions made from the information

<u>Measurement 4</u>
Description of measurement
What is being gauged, measured?
How is it being monitored/measured?
How is it enhancing our operations/success - is this what we are after?
Decisions made from the information

Proposed Budget - Variance Report

County Department Level 7 w/o CP

For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	S Variance To 2023 Budget	% Chge To 2023 Bdgt
00192 District Attorney										
400000 Revenues										
410000 Taxes										
411000 Property Tax Levy										
411100 Property Tax - Rea	794,076-	803,372-	835,964-	856,901-	856,901-	428,450-	856,901-	865,207-	8,306-	.97
411000 Property Tax Levy	794,076-	803,372-	835,964-	856,901-	856,901-	428,450-	856,901-	865,207-	8,306-	.97
410000 Taxes	794,076-	803,372-	835,964-	856,901-	856,901-	428,450-	856,901-	865,207-	8,306-	.97
420000 Intergovernmental Re										
421000 Federal Grants										
421000 Federal Grants	1,350-									
423000 State Grants										
423075 State Revenue - Ge	158,720-	166,153-	152,972-	145,588-	145,588-		130,709-	160,847-	15,259-	10.48
423675 Other State Paymen										
423675 Other State Paymen										
423000 State Grants	158,720-	166,153-	152,972-	145,588-	145,588-		130,709-	160,847-	15,259-	10.48
420000 Intergovernmental Re	160,070-	166,153-	152,972-	145,588-	145,588-		130,709-	160,847-	15,259-	10.48
450000 Public Charges for S										
451000 General Government										
451200 Court Fees and Cos										
451205 Court Fees and Ch	14,434-	14,580-	22,547-	13,500-	13,500-	4,705-	13,000-	13,000-	500	3.70-
451200 Court Fees and Cos	14,434-	14,580-	22,547-	13,500-	13,500-	4,705-	13,000-	13,000-	500	3.70-
451400 Other General Gove										
451405 Miscellaneous Fee	1,288-	992-	195-	1,000-	1,000-	278-	512-	500-	500	50.00-
451410 Printing and Dupl	54,161-	54,180-	40,369-	33,500-	33,500-	26,369-	50,872-	32,500-	1,000	2.99-
451400 Other General Gove	55,449-	55,172-	40,564-	34,500-	34,500-	26,647-	51,384-	33,000-	1,500	4.35-

County of Sheboygan
Proposed Budget - Variance Report
For 2024

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
512105 Social Security	46,186	45,890	44,554	50,196	50,196	22,297	49,786	51,753	1,557	3.10
512110 Retirement (Emplo	42,010	41,892	39,041	45,368	45,368	20,864	45,368	47,492	2,124	4.68
512100 General	88,196	87,782	83,595	95,564	95,564	43,161	95,154	99,245	3,681	3.85
512800 Temporary Help										
512800 Temporary Help										
512000 Benefits	88,196	87,782	83,595	95,564	95,564	43,161	95,154	99,245	3,681	3.85
510000 Personnel Related Ex	734,745	729,613	697,079	773,866	773,866	351,345	757,550	798,626	24,760	3.20
530000 Operating Expenses										
531000 Purchased Services										
531100 Professional Servi										
531255 Interpretation Se	145	397	60	450	450	190	380	300	150-	33.33-
531100 Professional Servi	145	397	60	450	450	190	380	300	150-	33.33-
531400 Other Outside Serv										
531435 Evidence / Witnes	14,101	10,704	16,622	15,000	15,000	15,040	21,930	18,000	3,000	20.00
531455 Investigation	256	914					22-			
531457 Service of Proces	5,067	4,392	2,982	7,000	7,000	2,124	4,070	5,000	2,000-	28.57-
531400 Other Outside Serv	19,424	16,010	19,604	22,000	22,000	17,164	25,977	23,000	1,000	4.55
531900 Contracted Service										
531900 Contracted Service	5,425									
531000 Purchased Services	24,994	16,407	19,665	22,450	22,450	17,354	26,357	23,300	850	3.79
532000 Repair & Maintenanc										
532100 Maintenance Servic										
532105 Disposal	381	384	360	500	500	171	342	500		
532100 Maintenance Servic	381	384	360	500	500	171	342	500		

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	S Variance To 2023 Budget	% Chge To 2023 Bdgt
532200 Maintenance of Equ										
532225 Office Equipment	4,515	4,923	3,483	5,000	5,000	1,253	2,076	3,000	2,000-	40.00-
532200 Maintenance of Equ	4,515	4,923	3,483	5,000	5,000	1,253	2,076	3,000	2,000-	40.00-
532000 Repair & Maintenanc	4,896	5,307	3,843	5,500	5,500	1,424	2,418	3,500	2,000-	36.36-
533000 General Operating										
533100 Advertising and Pr										
533115 Certified Copies	1,848	1,700	1,263	2,102	2,102	375	1,051	1,000	1,102-	52.43-
533120 Transcripts	1,829	2,436	1,444	1,800	1,800	581	1,161	1,200	600-	33.33-
533100 Advertising and Pr	3,677	4,136	2,707	3,902	3,902	956	2,212	2,200	1,702-	43.62-
533200 Travel and Meals										
533205 Mileage - Employe	14			250	250			250		
533215 Meals - Employee	290	90	637	1,220	1,220	298	596	1,194	26-	2.13-
533220 Lodging - Employe	336	340	524	1,260	1,260	384	1,400	1,155	105-	8.33-
533245 Seminars and Trai	977	1,008	565	2,740	2,740	725	1,451	3,333	593	21.64
533200 Travel and Meals	1,619	1,438	1,726	5,470	5,470	1,407	3,447	5,932	462	8.45
533300 Dues										
533305 Membership Dues	1,036	206	3,357	4,836	4,836	2,790	4,260	4,836		
533300 Dues	1,036	206	3,357	4,836	4,836	2,790	4,260	4,836		
533450 Fees & Permits										
533450 Fees & Permits										
533500 General Supplies										
533505 General	413	1,989	77							
533500 General Supplies	413	1,989	77							
533700 Office Supplies										
533705 Office	9,776	7,854	7,509	8,400	8,400	2,201	6,000	6,400	2,000-	23.81-

**County of Sheboygan
Proposed Budget - Variance Report
For 2024**

SC0002

County Department Level 7 w/o CP

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
533725 Postage	9,301	13,772	9,371	8,650	8,650	4,822	9,644	8,650		
533700 Office Supplies	19,077	21,626	16,880	17,050	17,050	7,023	15,644	15,050	2,000-	11.73-
533870 Books & Periodical										
533870 Books & Periodical	52									
533900 Other										
533925 Furniture Under \$	1,634			24,203	24,203	15,017	22,252		24,203-	100.00-
533928 Computer Sys \$500	147		733	7,685	7,685	2,057	3,000		7,685-	100.00-
533900 Other	1,792		733	31,888	31,888	17,074	25,252		31,888-	100.00-
533000 General Operating	27,666	29,396	25,479	63,146	63,146	29,250	50,815	28,018	35,128-	55.63-
534000 Fixed Charges										
534100 Rentals										
534115 Rental of Equipme	235	256	234	256	256	201	403		256-	100.00-
534100 Rentals	235	256	234	256	256	201	403		256-	100.00-
534200 Insurance										
534200 Insurance	6									
534000 Fixed Charges	241	256	234	256	256	201	403		256-	100.00-
535000 Bad Debt Expense										
535100 Bad Debt Expense	21		61							
535000 Bad Debt Expense	21		61							
530000 Operating Expenses	57,817	51,366	49,282	91,352	91,352	48,229	79,992	54,818	36,534-	39.99-
550000 Interdepartmental Ch										
551000 Employee Related In										
551100 Benefits - General										
551105 Health Insurance	166,881	163,613	136,733	154,596	154,596	62,396	141,664	184,308	29,712	19.22

County of Sheboygan
Proposed Budget - Variance Report
For 2024

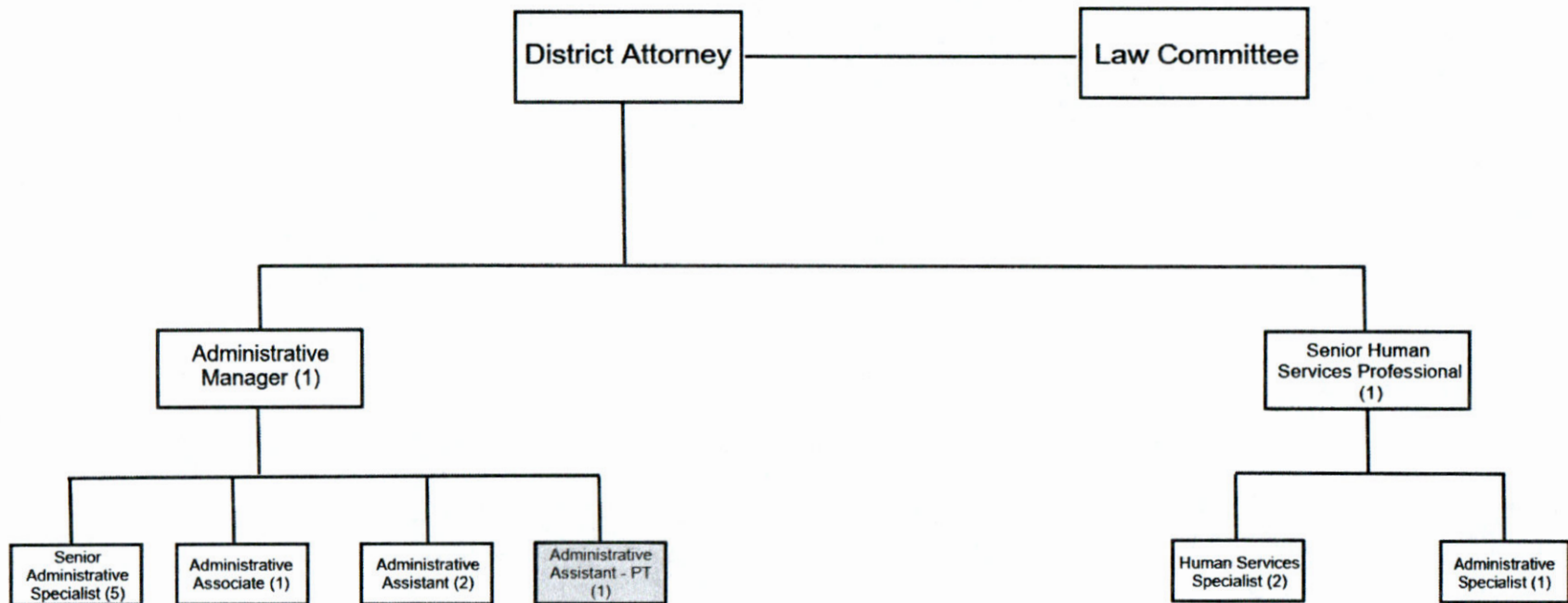
SC0002

County Department Level 7 w/o CP

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
551110 Dental Insurance	5,189	4,201	4,274	4,545	4,545	1,758	3,197	4,804	259	5.70
551115 Group Life Insura	363	356	357	382	382	159	379	386	4	1.05
551125 Worker Compensati	3,238	3,224	2,371	2,285	2,285	1,213	2,285	2,830	545	23.85
551100 Benefits - General	179,051	171,395	143,735	161,808	161,808	65,526	147,525	192,328	30,520	18.86
551200 Benefits - Social										
551200 Benefits - Social										
551000 Employee Related In	179,051	171,395	143,735	161,808	161,808	65,526	147,525	192,328	30,520	18.86
551900 Insurance Charges										
551905 General Liability	1,950	1,850	1,808	1,817	1,817	908	1,817	1,883	66	3.63
551920 Property Insurance	1,007	1,273	1,378	1,348	1,348	674	1,348	1,374	26	1.93
551930 Deductible Escrow	250	232	240	282	282	141	282	338	56	19.86
551900 Insurance Charges	3,207	3,355	3,426	3,447	3,447	1,724	3,447	3,595	148	4.29
552000 Repairs & Maintenan										
552100 Repairs & Maintena										
552110 Building Main. &	35	37	19			61	61	100	100	
552100 Repairs & Maintena	35	37	19			61	61	100	100	
552000 Repairs & Maintenan	35	37	19			61	61	100	100	
553000 System Operation Ch										
553100 System Operation C										
553105 Telephone	3,878	3,347	3,046	2,753	2,753	1,376	2,753	2,984	231	8.39
553115 Telephone - Long	136	1	1	1	1		1	1		
553130 Supplies	6		11							
553135 Printing & Duplic	1,016	705	323	1,050	1,050	106	503	500	550-	52.38-
553150 Data Processing S	11,765	18,180	17,422	16,412	16,412	8,208	16,412	18,796	2,384	14.53
553100 System Operation C	16,800	22,233	20,802	20,216	20,216	9,691	19,669	22,281	2,065	10.21
553000 System Operation Ch	16,800	22,233	20,802	20,216	20,216	9,691	19,669	22,281	2,065	10.21

Description	5-Yr Average 2018-2022	Actual Annual 2021	Actual Annual 2022	Board Adopted 2023	Amended Budget 2023	Current Year At June 30th	Current Year Projection	Dept Budget Request 2024	\$ Variance To 2023 Budget	% Chge To 2023 Bdgt
566200 Computer Equipment										
566200 Computer Equipment										
567000 Vehicles										
567000 Vehicles										
560000 Capital Outlay										
570000 Depreciation										
575000 Machinery & Equip D										
575000 Machinery & Equip D										
570000 Depreciation										
500000 Expense/Expenditure	991,656	977,999	914,343	1,050,689	1,050,689	476,576	1,008,243	1,071,748	21,059	2.00
600000 Other Financing Sourc										
630000 Opt'g Transfers from										
631000 General Fund	760-	3,799-								
630000 Opt'g Transfers from	760-	3,799-								
600000 Other Financing Sourc	760-	3,799-								
Subtotal	58,400-	65,164-	137,803-			16,756	43,950-	506-	506-	
800000 Net Position										
820000 Fund Balance										
820000 Fund Balance										
800000 Net Position										
00192 District Attorney	58,400-	65,164-	137,803-			16,756	43,950-	506-	506-	
Current Change in Fund Balance	58,401-	65,164-	137,803-			16,756	43,950-	506-	506-	

Sheboygan County District Attorney Table of Organization



Sheboygan County Discretionary Fee Schedule

District Attorney 2024

Dept	Department	JDE Object Account	Fee	Current Charge	Proposed	% change	Unit	Date of Last increase	Prior Fee	Who can Approve Change	Why Proposing a Change?
192	District Attorney	451405	Diversion Fee - Check fraud unit diversion program	\$ 35.00			per event	10/21/2003		County Board	
192	District Attorney	451410	Discovery Fees - paper copies - Public Defender	\$ 0.20			per copy	10/1/2003		State	
192	District Attorney	451410	Discovery Fees - paper copies - Court Appointed	\$ 0.25			per copy	10/1/2003		Department	
192	District Attorney	451410	Discovery Fees - papercopies - Privately Retained Cases	\$ 0.30			per copy	10/1/2003		Department	
192	District Attorney	451410	Discovery Fees - paper copies - Open Records Request	\$ 0.01			per copy	7/1/2018		County Board	
192	District Attorney	451410	Discovery Fees - media - Public Defender	\$ 5.00			each	4/1/2006		State	
192	District Attorney	451410	Discovery Fees - media - Court Appt & Private	\$ 10.00			each	1/1/2010		Department	
192	District Attorney	451410	Discovery Fees - media - Open Records Request	\$ 0.13			each	7/1/2018		County Board	
192	District Attorney	451410	Discovery Fees - digital evidence link Public Defender	\$ 3.00			each	9/27/2018		State	
192	District Attorney	451410	Discovery Fees - digital evidence link Court Appt & Private	\$ 10.00			each	9/27/2018		Department	
192	District Attorney	451410	Discovery Fees - DEST - paper (SEE ATTACHED FEE SCHEDULE)					1/1/2021		Department/State	

Public Defender Paper

Pages	Price
1 - 10	\$ 1.00
11 - 50	\$ 3.00
51 - 100	\$ 6.00
101 - 500	\$ 9.00
501 +	\$ 15.00

Public Defender Supplemental

Pages	Price
1 - 10	Free
11 - 50	\$ 3.00
51 - 100	\$ 6.00
101 - 500	\$ 9.00
501 +	\$15.00

Private and Court Appointed Paper

Pages	Price
1 - 10	\$ 2.00
11 - 30	\$ 3.00
31 - 50	\$ 5.00
51 - 100	\$ 10.00
101 - 200	\$ 15.00
201 - 300	\$ 20.00
301 - 500	\$ 25.00
501 +	\$ 30.00

Private and Court Appointed Supplemental Paper

Pages	Price
1 - 10	Free
11 - 30	\$ 3.00
31 - 50	\$ 5.00
51 - 100	\$ 10.00
101 - 200	\$ 15.00
201 - 300	\$ 20.00
301 - 500	\$ 25.00
501 +	\$ 30.00

New Attorney (All Categories) - Paper

Pages	Price
Prev. Sent Packet	Free

Then follow Supplemental pricing

Liaison Committee Budget Sign Off

2024

Department District Attorney
Liaison Committee Law Committee
Committee Chair Gerald Jorgensen

Targets Set by Finance Committee		
Levy	\$	-865,207
Transfer Out	\$	0
Transfer In	\$	0
Equity	\$	0

Department Budget Requested			
Total Revenue	\$	-1,072,254	Note: amount should be negative
Total Expense	\$	1,071,748	Note: amount should be positive
Transfer In	\$	0	
Transfer Out	\$	0	
Equity	\$	0	
Variance	\$	-506	

Note: **Variance** should be zero = meets budget target; or
Variance is a negative number = under budget; excess funds

Signatures:

Committee Chair

8/2/2023

Date

Department Head

8/2/2023

Date

Note: If the liaison committee supports one or more exceptions to the target; a letter of justification and a completed and approved Additional Levy Request form must be submitted with this form. The amounts are not to be included in the totals above.

+ + + + + + + + + +

SHEBOYGAN COUNTY
HAZARDOUS MATERIALS
RESPONSE PLAN

+ + + + + + + + + +

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- XVIII. Record of Changes

<input type="checkbox"/> Red Cross (Audrey Reese)	(c) 920-246-9540
<input type="checkbox"/> Sheboygan County Haz-Mat	920-459-3112
<input type="checkbox"/> Veolia Environmental	1-800-668-4005
<input type="checkbox"/> Sheboygan Coast Guard	920-452-5115
<input type="checkbox"/> State Radiation Response	1-608-273-5185

=====

Hazardous Material Response Form

(This form is for your information only and to be completed by Haz-Mat Team)

Scene Safety

Am I safe? Yes If No, move.
 Others at risk? Yes No
 Can they be moved? Yes No

Based on the above, what help do I need?

Local Fire Department Local EMS
 County Haz-Mat Team

=====

Information for Dispatch of County Haz-Mat Team

Location: _____
 Nature of Incident: _____
 Staging Area: _____
 Upwind Route: _____

Material (Spell Out)	Material Identification		Miscellaneous
	DOT ID#	Guide #	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Evacuation Distance
 (DOT Guidebook Recommendation)

Wind Direction: _____
 Spill or leak from smaller container or tank – isolate in all directions: _____ feet
 Initial evacuation: Large spill from a container or tank.
 First – Isolate in all directions: _____ feet
 Then – Evacuate in a downwind direction: Width _____ mi. / Length _____ mi.

=====

Transportation Incident

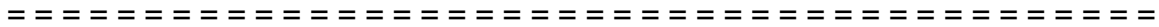
Type: _____ Highway _____ Rail
Company: _____ Phone #: _____
Trailer ID #: _____

Can you recover shipping papers safely? _____ No _____ Yes, Do it.

Fixed Facility: _____
Facility Representative: _____
Telephone Number: _____
Product Involved: _____

Check for the following:
_____ Pre-Plan _____ Spill Plan _____ SDS _____ Building Diagram

Additional Information:



Scene Overview

Show contamination area
Show command post location
Indicate north
Wind Direction: _____
(Need not be to scale – rough drawing only)

IV. Promulgation Statement

A. Letter of Promulgation

This plan is adopted as the Sheboygan County Hazardous Materials Plan for incidents involving use, storage or manufacture, and transportation of hazardous materials. It is designed to comply with all applicable federal and state regulations, and provides the policies and procedures to be following in dealing with such an incident.

The Law Committee of the Sheboygan Board of Supervisors has reviewed this document entitled "Sheboygan County Hazardous Materials Response Plan,"

and approved it, this _____ day of _____, 2023.

Law Committee Members:

Gerald Jorgensen, Chairman Date

Paul Gruber, Vice-Chairman Date

Wendy Schobert, Secretary Date

Jacob Immel, Member Date

Carl Nonof, Member Date

**SHEBOYGAN COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE**

**ESTABLISHED BY THE
EMERGENCY PLANNING AND COMMUNITY RIGHT-TO- KNOW (EPCRA)**

GROUP 1

Elected State Official:

Terry Katsma
26th District
Room 18 North
PO Box 8952
Madison, WI 53708

County Board:

Vern Koch
District 8
508 New York Avenue
Sheboygan, WI 53081
Phone: (920) 459-3103

Public Health:

Starrlene Grossman
Division of Public Health
1011 North 8th Street
Sheboygan, WI 53081
Business: (920) 459-3438

GROUP 2

Law Enforcement:

VACANT

Emergency Management:

Steve Steinhardt, Director
Sheboygan Co. Sheriff's Dept.
525 North 6th Street
Sheboygan, WI 53081
Business: 920-459-3360

Firefighting: Eric Bollar
City of Sheboygan Fire Dept.
1326 North 25th Street
Sheboygan, WI 53081
Business: 920-459-6432

Local Environmental: Vacant

Health Service: Dan Althaus
Orange Cross Ambulance
1919 Ashland Avenue
Sheboygan, WI 53081
920-451-9111

Hospital: Tom Hass
Aurora Memorial Hospital
3400 Union Avenue
Sheboygan, WI 53081
Business: 920-451-5000

Transportation: Brian Goelzer
Glacier Transit & Storage
405 Bittersweet Lane
Plymouth WI 53073

GROUP 3

Broadcast Media: Vacant

Print Media: Vacant

GROUP 4

Community Groups:

Dean Dolence, Disaster Services
American Red Cross
N1571 Jones Street
Adell, WI 53011

Peter R. Madden
2125 S 7th Street
Sheboygan, WI 53073

Chuck Butler (Chairperson)
Dementia Taskforce
713 Fairway Drive
Sheboygan, WI 53081

GROUP 5

Owners and Operators
Of Facilities Subject To
The Requirements of
Sara Title III

Doug Scherpereel
Sigma
656 N 7th Street
Oostburg, WI 53070

Phil Ditter
Plastics Engineering Co.
Post Office Box 758
Sheboygan, WI 53082-0758
Business: 920-458-2121

SHEBOYGAN COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

Rules of Operation

Preface:

The Sheboygan County Local Emergency Planning Committee (LEPC) serves the county local planning district that was established by the Wisconsin State Emergency Response Commission (SERC) on the effective date of July 17, 1987. The LEPC was confirmed by the SERC on August 13, 1987. These Rules of Operation are promulgated under the directive of SARA, Title III, Section 301c.

Appointments, Elections and Positions:

LEPC members are appointed by the Sheboygan County Administrator and Board Chairman and must be approved by Wisconsin Emergency Management (WEM) as promulgated under the directive of SARA, Title III, Section 301c.

Elections of LEPC officers shall be held at the April session in odd-numbered years. Election shall be by majority vote of members present.

Chairperson:

The committee will elect a Chairperson for a term of two years. The Chairperson, who must be a member of the LEPC, will preside over the meetings. The Chairperson will hold only one elected position on the LEPC at a time. A Chairperson shall appoint special sub-committees, as needed.

Vice-Chairperson:

To assure the continuity of operations in the absence of the Chairperson, the committee shall establish the office of and elect a Vice-Chairperson. In the absence of the Chairperson, the Vice-Chairperson will preside over the meetings of the LEPC. The Vice-Chairperson will be elected for a term of two years and must also be a member of the LEPC. The Vice-Chairperson will hold only one elected position on the LEPC at a time.

Coordinator of Information:

Subject to the requirements of Sheboygan County Ordinance 28, 1988-89, the Emergency Management Director for Sheboygan County shall act as the Coordinator of Information. The Coordinator of Information will undertake those duties and responsibilities as outlined under Title III, Section 301c, and any other responsibilities and duties assigned by the LEPC, including preparation of committee agendas and taking committee minutes. The Coordinator of

Information shall not hold an elected position within the LEPC. The LEPC may also designate Deputy Coordinators of Information to serve in the absence of the primary designee.

Public Opportunity:

Meeting announcements will be published through designated channels in compliance with the Wisconsin Open Meeting Law. The LEPC will, in every agenda, provide time to receive public comment and input. Time for public comment will be allotted on a first-come, first-served basis. The LEPC may limit comments to a certain timeframe.

Quorum:

A quorum will consist of 50 percent of the WEM approved membership of the LEPC.

Voting:

A majority vote of members present where a quorum exists will be needed for passage.

Meeting Attendance/Alternates:

Every member of the LEPC appointed by WEM is expected to select an alternate to attend meetings in his/her absence. The alternate may participate in discussions, but will not have voting rights. If a member is unable to attend or send an alternate, the Coordinator of Information is to be notified prior to the meeting. Committee members, who miss three consecutive meetings with an excuse, can be removed from the committee.

Any or all members of the LEPC may participate in a meeting of the LEPC or a subcommittee of the LEPC by means of conference telephone or by any means by which all persons participating in the meeting are able to communicate with one another, and such participation shall constitute presence in person at the meeting.

Minutes of Meetings:

Minutes of all meetings of the LEPC and sub-committees will be distributed to committee members, heads of government within the county, the East Central Region Division of Emergency Management and others, upon request.

Off-Site Planning and Public Review:

The primary responsibility for developing and updating of off-site plans will be the duty of the Emergency Management Director. In addition to the planning process, the Emergency Management Director may schedule and conduct an on-site tour of the subject facility(ies), if deemed necessary.

The LEPC shall establish a sub-committee to conduct a thorough and preliminary review of any new or updated off-site plans before they are presented to the LEPC for final approval.

The plan(s), as reviewed and approved by the sub-committee, shall be recommended for approval by the LEPC and included on the next LEPC meeting agenda. Official approval of the plan(s) by the LEPC can be completed during a regularly scheduled meeting given quorum and compliance with the Wisconsin Open Meeting Law requirements.

Once the LEPC officially approves the plan(s), the original plan(s) and all appropriate paperwork shall be forwarded to the East Central Region Division of Emergency Management for review and approval. Once plans have been approved at this level, the originals are then forwarded to Wisconsin Emergency Management for State processing.

The LEPC will be required to review all existing off-site plans on a bi-annual basis or as scheduled in the Emergency Management Director's approved Plan of Work.

Procedures for Receiving and Processing Public Requests:

In accordance with State and Federal Law, the Coordinator of Information shall annually, and no later than May 1st, publish a legal notice in a newspaper (specifically the official County newspaper) indicating that the following have been submitted under law and are available for public review:

- 1) Emergency Response Plans;
- 2) Material Safety Data Sheets; and,
- 3) Inventory Forms.

Information about hazardous chemicals and their locations shall be available for public review between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, during regular business days at the Sheboygan County Law Enforcement Center located at 525 North 6th Street, Sheboygan, Wisconsin. Telephone inquiries for specific information contained in these files will not be accepted.

Copies of documents may be made at the expense of the requestor and at rates prescribed by the Sheboygan County Sheriff's Department and as approved by the Law Committee of the Sheboygan County Board of Supervisors.

Adoption and Amendments of the Rules of Operation:

Adoption of these rules or approval of amendments to the rules can be made at any regular or special meeting of the LEPC as an agenda item with a majority role call vote given a quorum is present.

ORDINANCE NO. 15 (2010-11)

Re: Updating Statutory References in Chapter 15, Emergency Planning, Management, and Government

WHEREAS, through the enactment of 2009 WI Act 42, the Wisconsin legislature made a variety of changes to the statutes governing emergency management procedures; and,

WHEREAS, part of 2009 WI Act 42, consolidated a variety of emergency management statutes under a new Wis. Stat. ch.323; and,

WHEREAS, it is appropriate that the County Board change the statutory references in the Sheboygan County Code to correspondence to the new statutory references;

NOW, THEREFORE, the County Board of Supervisors of the County of Sheboygan does ordain as follows:

**CHAPTER 15
EMERGENCY PLANNING, MANAGEMENT, AND GOVERNMENT**

- 15.01 PURPOSES AND AUTHORITY**
- 15.02 CREATING COMMITTEE**
- 15.03 MEMBERSHIP OF LEPC**
- 15.04 ORGANIZATION AND OPERATIONS PROCEDURES**
- 15.05 DUTIES OF COMMITTEE**
- 15.06 EXPENDITURES**
- 15.07 ADMINISTRATION AND ENFORCEMENT**
- 18.08 DEFINITIONS**
- 15.09 EMERGENCY MANAGEMENT COMMITTEE – DUTIES**
- 15.10 EMERGENCY MANAGEMENT DIRECTOR - STATUS, DUTIES AND POWERS**
- 15.11 COUNTY BOARD CHAIRPERSON AUTHORITY**
- 15.12 COUNTY BOARD DECLARATION OF STATE OF EMERGENCY**

15.13 POWERS IMPOSED UPON DECLARATION OF EMERGENCY

15.14 TAKING LIMITATIONS

15.15 PENALTIES

15.01 PURPOSES AND AUTHORITY. The purposes of this Chapter are to:

- (1) carry out the provisions of emergency planning and notification as established and required by 42 USC §§ 11000 through 11050 and the hazardous substances information and emergency planning provisions of Wis.Stat. §§ 323.60 through 323.71 and any acts amendatory or supplementary;
- (2) prepare Sheboygan County to cope with emergencies resulting from enemy action and natural or man-made disaster by establishing an organization for emergency management pursuant to duties and responsibilities imposed upon counties under Wis. Stat. ch.323;
- (3) allow for the continued operation of governmental functions during a state of emergency pursuant to the authority granted under Wis. Stats., §§ 323.52, 323.54 and 323.55.

SECTION A – EMERGENCY PLANNING

15.02 CREATING COMMITTEE. Pursuant to the provisions of Wis.Stat. § 59.54(8), there is hereby established a Local Emergency Planning Committee (LEPC).

15.03 MEMBERSHIP OF LEPC. The LEPC shall include representatives from each of the following groups or organizations, but not to exceed fifteen (15) members:

- (1) elected state and local officials
- (2) law enforcement
- (3) emergency management
- (4) fire fighting
- (5) first-aid
- (6) health
- (7) local environmental
- (8) hospital
- (9) transportation personnel
- (10) broadcast and print media
- (11) community groups
- (12) owners and operators of facilities that generate, utilize, or transport hazardous substances (two representatives).

Membership to the Committee shall be by appointment by the County Board Administrator after consultation with the Law Committee subject to ratification by the County Board, except that if the County Board Chairperson wishes to appoint a County Supervisor as a representative of elected state and local officials, such appointment shall be made by the County Board Chairperson subject to ratification by the County Board. Appointments shall be made for a two-(2-) year term and shall be submitted for ratification at the County Board's May meeting in even-numbered years unless the appointment is made to fill a vacancy, and the members shall serve without pay unless otherwise specifically provided.

15.04 ORGANIZATION AND OPERATIONS PROCEDURES. The Committee shall convene an organizational meeting in June of even-numbered years and shall elect such officers as it deems appropriate and may from time to time meet and establish such rules as it deems necessary for the proper function of the Committee. Such rules shall include provisions for public notification of Committee activities, public meetings to discuss the emergency plan, public comments, response to such comments by the Committee, and distribution of the emergency plan.

15.05 DUTIES OF COMMITTEE. The Committee shall have the following duties and responsibilities:

- (1) Develop an emergency response plan which shall include the following:
 - (a) Identification of facilities and extremely hazardous substances transportation routes;
 - (b) emergency response procedures;
 - (c) the designation of the Director of Emergency Management as the Community Emergency Coordinator;
 - (d) emergency notification procedures;
 - (e) methods for determining the occurrence of a release and the probable affected area and population;
 - (f) description of community and industry emergency equipment and facilities, and the identity of persons responsible for them;
 - (g) evacuation plans;
 - (h) description and schedules of a training program for emergency response to chemical emergencies;
 - (i) methods and schedules for exercising emergency response plans.
- (2) Establish procedures for receiving and processing requests from the public for information;

- (3) Evaluate the need for resources necessary to develop, implement, and exercise the emergency plan, and make recommendations with respect to additional resources and how to get them;
- (4) Receive notice of chemical release from facility to community emergency coordinator;
- (5) Make the Material Safety Data Sheet (MSDS) available upon request. If the requested MSDS is not in the possession of the LEPC, it must be requested from the facility;
- (6) Carry out all requirements of a committee under the federal act;
- (7) Upon receipt by the Committee or the Committee's designated community emergency coordinator of a notification under Wis. Stat. § 323.60(5) of the release of a hazardous substance, take all actions necessary to ensure the implementation of the local emergency response plan;
- (8) Consult and coordinate with the County Board, the County, and local heads of emergency management services designated under Wis. Stat. § 323.14(1) or (2) and the County emergency management committee designated under Wis. Stat. § 323.14(3) in the execution of the local emergency planning committee's duties under this Section;
- (9) To carry out the powers and duties established for LEPCs under federal law 42 USC 11000 through 11050 and under Wisconsin law;
- (10) To apply annually to the state and federal agencies or commissions for any available emergency planning grant funds;
- (11) Such other duties as may be delegated to it by the Emergency Management Committee of the County Board or by the County Board;
- (12) Pursuant to the provisions of Wis. Stat. § 323.71(5) act as the reviewing entity to determine the amount of reasonable and necessary expense incurred by local agencies which submit claims seeking reimbursement for expenses incurred in connection with responses to and clean-up of discharges of hazardous substances. In carrying out its review, it shall make a determination as to the amount and submit such determination to the Emergency Management Committee which may accept, reject, or modify, as it deems appropriate, the determination of the LEPC, and the action

of the Emergency Management Committee shall be deemed to be the final action of the reviewing entity. In carrying out its duties, the LEPC may direct the Director of Emergency Management to establish a procedure for submittal of claims for review and authorize the Director to audit and make recommendations prior to their presentation to the LEPC.

15.06 EXPENDITURES. Expenditures of the Committee shall be first authorized by the Emergency Management Committee of the County Board, subject to the budgetary control of the County Board.

SECTION B – ADMINISTRATION AND APPLICATION

15.07 ADMINISTRATION AND ENFORCEMENT. This Ordinance shall be administered and enforced by the Emergency Management Committee, the Emergency Management Director, or any other duly-authorized emergency management personnel.

15.08 DEFINITIONS.

- (1) The term “director” shall mean the Sheboygan County Director of Emergency Management.
- (2) The term “committee” shall mean the Sheboygan County Emergency Management Committee. The Law Committee serves as the Emergency Management Committee for Sheboygan County.
- (3) The term “board” shall mean the Sheboygan County Board of Supervisors.
- (4) The term “emergency management” shall include “civil defense” and means all measures undertaken by or on behalf of Sheboygan County to prepare for and minimize the effect of enemy action and natural or man-made disaster upon the civilian population and to effectuate emergency repairs to, or the emergency restoration of, vital public utilities and facilities destroyed or damaged by such action or disaster.

15.09 EMERGENCY MANAGEMENT COMMITTEE – DUTIES. It shall be the duty of the Emergency Management Committee to:

- (1) Adopt an effective program of emergency management within the County consistent with the state plan for emergency management;
- (2) Prepare budget requests for funds for the program and audit the expenditures thereof;

- (3) Suggest to the County Board nominations for Emergency Management Director;
- (4) Control and direct the activities of the Emergency Management Director and otherwise carry out the provisions of Wis. Stat. § 323.14.

15.10 EMERGENCY MANAGEMENT DIRECTOR – STATUS, DUTIES AND POWERS. The Sheboygan County Emergency Management Director shall hold office and receive such compensation therefore as is determined by the County Board. Any person holding such office shall be qualified in accordance with standards established by the state or federal governments. The Director shall have the following duties, responsibilities, and powers under the overall direction and supervision of the Emergency Management Committee:

- (1) Develop, promulgate, and implement an emergency management plan for the County in accordance with requirements of the state and federal plans of emergency management.
- (2) Under the general supervision of the Emergency Management Committee coordinate and assist in the development of municipal emergency management plans within the County and the integration of such plans with the County plan and the state plan.
- (3) Direct the County emergency management program and all phases of emergency management related thereto, including the Sheboygan County Hazardous Materials Team, pursuant to state directive and subject to the overall supervision of the County Emergency Management Committee.
- (4) Direct county-wide emergency management training programs and exercises in accordance with directives from higher emergency management authority or as required by the County Emergency Management Committee.
- (5) Consult with the state director, area director, and municipal directors concerning all emergency management plans for the County and render such reports as may be required by the state or area director.
- (6) In case of a state of emergency proclaimed by the Governor or by the Board, direct all County emergency management activities carried on by County agencies or personnel and coordinate municipal emergency management activities within the County pursuant to directive or higher emergency management authority

and in accord with integrated plans previously adopted.

- (7) Advise and consult with the County Emergency Management Committee concerning all phases of emergency management planning and activity and report to the County Board where necessary or required concerning emergency management within Sheboygan County.
- (8) Perform such other duties relating to emergency management as may be required by the County Board, the Emergency Management Committee, or higher emergency management authority or in pursuance of any mutual aid agreements made hereunder or as authorized by Wis. Stat. § 166.03(5).

SECTION C – EMERGENCY GOVERNMENT

15.11 COUNTY BOARD CHAIRPERSON AUTHORITY. The County Board Chairperson or in his or her absence, the Vice Chairperson, or in his or her absence, the County Administrator, may declare an emergency pursuant to Wis. Stat. §§ 59.12(2)(a) and 323.52 and order the County Board to convene a special meeting for the limited purpose of considering a resolution to declare a state of emergency. The special meeting may be called at an emergency temporary location and without regard for the notices and time requirements otherwise mandated by statute. The conditions which would serve as a basis for a declaration of emergency or for a resolution declaring a state of emergency include, without limitation because of enumeration: conditions arising by reason of war, conflagration, flood, heavy snow storm, blizzard, catastrophe, disaster, riot, civil commotion, acts of God and conditions which impair transportation, food or fuel supplies, medical care, fire, health, or police protection or other vital facilities of the County.

15.12 COUNTY BOARD DECLARATION OF STATE OF EMERGENCY. The County Board may declare, by resolution, a state of emergency for Sheboygan County or any portion thereof if the County Board determines that an emergency exists. The duration of such state of emergency shall not exceed 60 days as to an emergency resulting from enemy action or 30-days as to emergencies resulting from natural or man-made disasters, unless either is extended by resolution of the County Board of Supervisors. The duration of a declared state of emergency may not exceed the length of time beyond when emergency conditions exist. A copy of the resolution shall be filed with the Governor. The resolution may be revoked at the discretion of the County Board Chairperson, or in his or her absence, the Vice Chairperson, or in his or her absence, the County Administrator by written order or the County Board of Supervisors by resolution.

15.13 POWERS IMPOSED UPON DECLARATION OF EMERGENCY.

- (1) Unless expressly limited in the resolution declaring the state of emergency, the resolution declaring the state of emergency shall confer upon the County Board Chairperson, or in his or her absence, the County Board Vice-Chairperson, the power to appoint emergency interim successors to all vacant County offices to serve only during the term of the state of emergency.

- (2) Unless expressly limited in the resolution declaring the state of emergency, the resolution declaring the state of emergency shall confer upon the County Administrator all powers to undertake whatever is necessary and expedient for the health, safety, and welfare and good order of the County during such emergency, including: requesting resources from the State of Wisconsin; suspending required permits, price controls or other restrictions, suspending requirements that any public work (repair and reconstruction) estimated to cost over Twenty-Five Thousand Dollars (\$25,000.00) be let by contract to the lowest bidder; declaring priority of emergency management contracts over other contracts, allocating materials and facilities in his or her discretion; taking, using and destroying private property for emergency management purposes; contracting on behalf of the County with any person to provide equipment and services on a cost basis to be used in disaster relief. The County Administrator shall also oversee the County Emergency Management Director in the coordination of response and recovery activities.

15.14 TAKING LIMITATIONS. Any taking, use or destruction of property as a result of a disaster shall be in the name of Sheboygan County, unless the emergency is declared by the Governor, in which case the taking, use or destruction shall be in the name of the State. Records shall be kept of such action and such records shall be evidence of a claim against the County or State as provided above. Any such claim shall be referred to the County Board or to the State of Wisconsin as provided in state statutes.

15.15 PENALTIES. It shall be lawful for any person willfully to obstruct, hinder or delay any member of the emergency management organization in the enforcement of any order, rule, regulation or plan issued pursuant to the authority contained in this ordinance. Whoever intentionally fails to comply with the directives of emergency management authorities promulgated under this section or Chapter 166, of the Wisconsin Statutes, during a state of emergency or during any training program or exercise shall, upon conviction, be subject to a forfeiture of not more than Two Hundred Dollars (\$200.00), together with the costs of prosecution.

V. INTRODUCTION

A. Purpose

1. The purpose of this Hazardous Materials Response Plan is to develop policies and procedures for responding to hazardous materials incidents and/or accidents in compliance with the requirements of Title III of the SARA Act of 1986, PL 99-499 WI Act 342-Hazardous Substances Information and Emergency Planning Act, and to protect the community from the harmful and possibly life-threatening effects of a hazardous materials release.
2. This plan defines the roles, responsibilities and inter/intra-organizational relations of government and private organizations in response to a hazardous material incident.
3. This Hazardous Materials Response Plan forms part of the overall Sheboygan County Emergency Operations Plan.

B. Responsibilities

1. Local Emergency Planning Committee
 - A. Develop the Hazardous Materials Plan and off-site appendixes in coordination with the Emergency Management Director, bi-annually review and update and ensure that exercises are conducted, as required.
 - B. Review the on-site emergency plans submitted by facilities.
 - C. Publish annually, a notice in the local newspaper that the Hazardous Materials Emergency Response Plan and off-site appendixes, material safety data sheets and inventory forms have been submitted under Section 324 of Title III.
 - D. Provide information to the public as required in Section 324 of Title III, consistent with Section 322, Trade Secrets.
 - E. Receive and maintain copies of all Tier 2 Inventory Reports.
 - F. The Emergency Management Director will make the determinations along with the Facility Emergency Coordinators, necessary to implement the Hazardous Materials Plan.

- G. Upon receipt by the Committee of a notification of a release of a hazardous substance, take all actions necessary to ensure the implementation of the Hazardous Materials Plan.
- H. Consult and coordinate with the county board, the county and local heads of Emergency Management Services and the County Emergency Management Committee in the execution of the Local Emergency Planning Committee duties.

2. Emergency Management Groups

- A. Responsibilities and coordination are covered in the county EOP, Annex-Basic and Annex A.

3. Fixed Facility

- A. Planning requirements: Any facility that produces, uses , or stores any of the extremely hazardous substances in quantities equal to or greater than threshold planning quantities are required to participate in the emergency planning process.
- B. Reporting requirements: Employees and agents of facilities are obligated to report any release or spill of a hazardous chemical or an extremely hazardous substance under the Wisconsin Spill Law 144.76.
- C. An owner/operator of a facility subject to the provisions of SARA Sections 311/312 must comply per the requirements of Section 166.20(5)(a)3, Wis.Stats. (MSDS Chemlist/Tier Two filings).
- D. Under 144.76, if a spill occurs, response for: Minimizing the harmful effects; restoring the environment to the extent practical including the clean-up of the spill.

VII. MASTER LIST OF FACILITIES IN SHEBOYGAN COUNTY SUBJECT TO SECTION 302 PLANNING REQUIREMENTS

Adell Cooperative Union
 805 Mill Street
 Adell, WI 53001

Acuity
2800 South Taylor Drive
Sheboygan, WI 53081

Millipore Sigma (Aldrich Chemical)
5485 County Road V
Sheboygan Falls, WI 53083

Amerhart/Wind Mill Slatwall
200 Balsam Road
Sheboygan Falls, WI 53085

American Orthodontics
3524 Washington Avenue
Sheboygan, WI 53081

AT&T
625 New York Avenue
Sheboygan, WI 53081

AT&T
630 N 6th Street
Sheboygan, WI 53081

AT&T
704 North Broadway Avenue
Sheboygan Falls, WI 53085

Aurora Surgery Center
901 Reed Street
Plymouth, WI 53073

Aurora Memorial Medical Center
3400 Union Avenue
Sheboygan, WI 53081

Batteries Plus
519 South Taylor Drive
Sheboygan, WI 53081

Bemis Manufacturing Company
300 Mill Street
Sheboygan Falls, WI 53085

Cascade Well #1
303 First Street
Cascade, WI 53011

Curt G. Joa, Inc.
100 Crocker Avenue
Sheboygan Falls, WI 53085

Cedar Grove Warehouse-Plymouth
802 South Street
Plymouth, WI 53073

Charter Communications
1623 Broadway Avenue
Sheboygan, WI 53081

Edgewater Generating Station
3739 Lakeshore Drive
Sheboygan, WI 53081

Frontier Communications – Plymouth
118 Division Street
Plymouth, WI 53073

Glacier Transit & Storage
404 Schwartz Street
Plymouth, WI 53073

Glacier Transit & Storage
976 Willow Road
Plymouth, WI 3073

Glacier Transit & Storage
128 Appleton Street
Plymouth, WI 53073

Glacier Transit & Storage
4910 South Frontage Road
Sheboygan, WI 53081

Great Lakes Cheese of Wisconsin, Inc.
2602 County Road PP
Plymouth, WI 53073

Hexion, Inc.
2522 South 24th Street
Sheboygan, WI 53081

High Road Ice Cream
816 Michigan Avenue
Sheboygan, WI 53081

HTT Inc
1828 Oakland Avenue
Sheboygan, WI 8301

J.L. Di-Coat
1213 South 7th Street
Sheboygan, WI 53081

Johnsonville Sausage, LLC
N6928 Johnsonville Way
Sheboygan Falls, WI 53085

Kallista Warehouse
950 Willow Drive
Sheboygan Falls, WI 53085

Kohler Company
444 Highland Drive
Kohler, WI 53044

Kohler Company, Generator Division
N7650 County Highway LS
Sheboygan, WI 53083

Krier Foods, Inc.
520 Wolf Road
Random Lake, WI 53075

Lakeside – Johnsonville
3402 Crocker Avenue
Sheboygan, WI 53081

Lakeside Foods, Incorporated
709 Allen Street
Random Lake, WI 53075

Lakeland University
W3718 South Drive
Plymouth, WI 53073

Masters Gallery Foods, Inc.
County Trunk Highway PP
Plymouth, WI 53073

Masters Gallery Foods, Inc.
621 North Business Park Drive
Oostburg, WI 53070

Millennium Technologies
1404 Pilgrim Road
Plymouth, WI 53073

Mills Fleet Farm
3110 County Trunk Highway C
Plymouth, WI 53073

MSC – Adell
627 Main Avenue
Adell, WI 53001

NEMAK
3101 South Taylor Drive
Sheboygan, WI 53081

NEMAK
4243 Gateway Drive
Sheboygan, WI 53081

Old Wisconsin Sausage Company
2413 Union Avenue
Sheboygan, WI 53081

Old Wisconsin Sausage Company
4036 Weeden Creek Road
Sheboygan, WI 53081

Oshkosh Cold Storage
4385 County Road PP
Plymouth, WI 53073

Piggly Wiggly Midwest, LLC
2215 Union Avenue
Sheboygan, WI 53081

Plastics Engineering Company
2732 North 15th Street
Sheboygan, WI 53083

Random Lake Wastewater Treatment Plant
690 Wolf Road
Random Lake, WI 53075

Rockline Industries
1113 Maryland Avenue
Sheboygan, WI 53081

Rockline Industries
N5252 County Trunk TT
Sheboygan Falls, WI 53083

Rockline Industries – Willow warehouse
985 Willow Drive
Sheboygan Falls, WI 53085

Rockline Industries – Birch warehouse
100 Birch Road
Sheboygan Falls, WI 53085

Sadoff & Rudoy Industries
3313 North 21st Street
Sheboygan, WI 53081

Sargento Foods, Inc.
1 Persnickety Place
Plymouth, WI 53073

Sartori Food Corporation
12 West Main Street
Plymouth, WI 53073

Sartori Food Corporation
2 East Main Street
Plymouth, WI 53073

Sartori Whey
W4200 County Road PP
Plymouth, WI 53073

Sheboygan Falls Energy
N5787 Bridgewood Road
Sheboygan Falls, WI 53085

Sheboygan Paint Company
1439 North 25th Street
Sheboygan, WI 53081

Poly-One/Spartech Plastics
360 Rangeline Road
Sheboygan Falls, WI 53085

Toro Plymouth
3424 County Road PP
Plymouth, WI 53073

The Vollrath Company
1236 North 18th Street
Sheboygan, WI 53081

VPI Corporation
3124 South 9th Street
Sheboygan, WI 53081

Wal-Mart #1276
3711 South Taylor Drive
Sheboygan, WI 53081

Wal-Mart #3324
4433 Vanguard Drive
Sheboygan, WI 53083

Wal-Mart #3497
428 Walton Drive
Plymouth, WI 53073

As of June 5, 2023, there are a total of 66 Plans. The above plans are kept in the Emergency Management Office at the Sheboygan County Law Enforcement Center.

**Most Common Chemicals Used/Stored at the Planning Facilities
and/or Transported through the County are:**

Anhydrous Ammonia – Used as a refrigerant and as a crop fertilizer;

Chlorine – Used in water purification;

Sulfuric Acid – Used in batteries;

Formaldehyde – Used in making plastics, other chemicals, and fertilizers;

Phenol – Used in making plastics;

The most common Tier II chemicals reported include petroleum products and road salt.

The above-referenced is such due to the large number of farming, dairy production and storage, water treatment facilities and plastics companies in Sheboygan County.

VIII. HAZARD ANALYSIS

Description/Background: Sheboygan County is located approximately 50-miles north of Milwaukee in Eastern Wisconsin on the western shore of Lake Michigan. The total estimated county population as of 2020 was 118,034. Of that total, 49,929 people or about 40% live in the City of Sheboygan, which is the County Seat.

The County consists of an area covering 515-square miles. Representation consists of 15 towns, 10 villages and 3 cities.

The area is served by an extensive system of roadways. The State highways and interstate which run through the County are: State Highways 23, 28, 32, 42, 57, 67 and 144; along with Interstate I-43.

The highway network totals over 1,485-miles with a breakdown as follows: State Trunk Highways 179.82-miles; County Trunk Highways 439.26-miles; Town Roads 828.77-miles; private/frontage roads 13.63-miles; and, Interstate 24-miles.

A variety of opportunities exist in Sheboygan County which provide for recreational, agricultural, manufacturing and industrial activities.

As indicated above, Sheboygan County has an extensive transportation system. Common carrier truck lines, railroads, and an air transportation network provide freight service. Petroleum products and hazardous materials are transported across the County at various times.

Hazardous materials are transported daily through Sheboygan County by motor vehicles, trains, and commercial aircraft. Transportation accidents that result in spills and require special operations could result in an evacuation.

Sheboygan County has developed capabilities to respond to hazardous materials incidents. County ordinances on public safety, "right to know" and compensation for hazardous material emergency response have been formulated.

Sheboygan County established a Local Emergency Planning Committee in 1987. A county-wide Hazardous Materials Response Plan was originally developed in December, 1988. The County has established a county-wide Hazardous Materials (Haz-Mat) Response Team comprised of trained personnel and equipment.

In addition, facility off-site planning has taken place to include manufacturing, dairy, wastewater treatment, food production and storage and farming facilities.

IX. NOTIFICATION

A. Methods For Determining That A Release Has Occurred.

Sheboygan County Emergency Dispatch Center shall receive initial notification that release has occurred:

1. From the facility by telephone, usually 911.
2. From first responder radio transmission or phone call.
3. Citizen report.

B. Notification Requirements For Local Dispatch Center

Upon notification of an emergency, emergency dispatch center staff will acquire as much of the following information as possible using the incident report and relay it to the appropriate emergency response agencies:

1. Nature of the problem.
2. Exact location of incident.
3. Who has responded and actions already taken.
4. People and property affected.
5. Expected duration.
6. Potential for escalation and need for evacuation.
7. Type and amount of immediate assistance needed, where personnel should report (staging area) and the best approach route.

C. Initial Alerting

Depending upon the situation, the first responder will instruct the sheriff's dispatcher to initially notify the fire chief, chief of police, Emergency Medical Technicians (EMT), etc., as required. If the situation requires that several emergency service agencies be involved, then the dispatcher will notify the Emergency Management Director.

If, after assessment of the incident by a fire chief or his/her designee, determination is made that assistance is needed by the Sheboygan County Hazardous Materials Team, request for the team's assistance can be made at that time to dispatch. Dispatch will then notify the Emergency Management Director of the request. Upon notification to the Emergency Management Director, dispatch of the Haz-Mat Team should be carried out immediately.

The following staff/agencies should also be notified:

1. State Division of Emergency Management (WEM) Duty Officer 800-943-0003.
2. Regional Division of Emergency Management (WEM) Office: 920-929-3730.
3. Chemical Transportation Emergency Center (CHEMTREC) 800-424-9300.
4. Additional fire, police and rescue units, if needed.
5. Department of Natural Resources (DNR); Warden Anthony Arndt (w) 920-892-8756(ext.3038); or, Mobile 920-980-8716. Spill Hotline: 800-943-0003. (Milwaukee) and other resources, as necessary. The emergency dispatch center will also have alerting and standby procedures for Emergency Medical Services (EMS).

D. Incident Report.

The communications person receiving the notification will acquire as much information as possible, and will complete the Hazardous Material Dispatch Form with as much detail as is known at the time of the report.

Hazardous Material Dispatch Forms shall be kept in the dispatch center. (See Section II, page 2).

State of Wisconsin Substance Release Notification Form is completed by WI DNR personnel. A copy of the completed report is forwarded to County Emergency Management. (See Section II, pages 5 and 6 for a sample).

E. Alert, Warning and Emergency Public Information.

Alert procedures are covered in the County EOP, Annex B. Emergency Public Information is covered in the County EOP, Annex J.

F. Communications.

Communications procedures are covered in the County EOP, Annex B.

G. Special Title III Notification Requirements For Facilities.

1. Community Emergency Coordinator for the LEPC must be notified of any spills.
2. State Emergency Response Board and the Department of Natural Resources (DNR) must be notified of a spill through WEM. Contact 800-943-0003.
3. The National Response Team under section 103(a) of CERCLA. Contact 800-424-8802.
4. Written follow-up emergency notice shall be provided by the owner or operator as soon as possible after a release which requires notice under Section 304(a).

X. IDENTIFICATION OF MAJOR TRANSPORTATION ROUTES IN SHEBOYGAN COUNTY

Major Transportation Firms

Gasoline and Oil Pipeline

West Shore Pipe Line Co.	(920) 655-1428 (cell) Casey Schwandt (920) 432-3222 Green Bay (888) 625-7310 (24-hour)
Buckeye f/k/a/ Badger Pipeline Co. (24 hr.)	(800) 331-4115 (24-hour)
Minnesota-Wood River and Koch Pipeline Co.	(800) 688-7594 (24-hour) or (800) 666-9047
Enbridge Pipeline Co.	(715) 398-6547 (24-hour)

Natural Gas Pipelines

ANR Pipeline (Michigan)	(888) 427-2875
Wisconsin Pipeline Company	(800) 231-2800 (24-hour Emergency Wisconsin Pipeline Company Dispatch Telephone Number)
Eden, Wisconsin	(920) 477-4211 (7 a.m. – 3:30 p.m.)
Pipeline Foreman Matthew J. Golla Eden, Wisconsin	(920) 923-1571 (H)

Railroads

Union Pacific	
-Sheboygan (daytime)	(920) 457-4863
-Milwaukee Supervisor	
(6 am – 2:00 pm)	(414) 267-4105
(24-hour #)	(402) 636-7490
RMCC (Rail Management Critical Control)	(888) 877-7267
Canadian National Railroad	(800) 465-9239

Wisconsin Southern

General # (414) 438-8820
Emergency # (414) 434-0376

Utilities

Alliant Energy Emergency Phone Number (800) 862-6261

(DO NOT SHARE WITH NON-EMERGENCY PERSONNEL)

Alliant Energy Customer Services Manager:

Nick Banco (920) 459-6344 (work)
(920) 946-0155 (cell)

Wisconsin Public Service Corp.

Emergency # - Use First (800) 450-7299
Gas Emergency Service (800) 450-7280
Electric/Power Outage (800) 450-7240
Customer Service (800) 450-7260

WE Energies Electric Outage (800) 662-4797 or
24-Hour Gas Leak/Emergencies (800) 261-5325

Wisconsin Emergency Management Hot Line (800) 943-0003

Wreckers

Heavy-Duty – Righting overturned tankers
Lanser Wrecker Service, Belgium, WI (262) 285-3022

Can request through Ozaukee County Sheriff's Department.

XI. EVACUATION/SHELTER PROCEDURES

EVACUATION/RE-ENTRY

A. Notification (Warning, Follow-up, Public Information)

If evacuation is deemed necessary, the Emergency Management Director or personnel at the Emergency Dispatch Center will notify the following people if not already in the Emergency Operating Center (EOC):

Public Information Officer (PIO)

Captain Matthew Spence (w) 920-459-3157 – (c) 920-946-4318

Community Programming

Public Access WSCS TV 8 920-459-6663

Cable Companies

Charter Cable 800-581-0081

Time Warner Cable 800-627-2288

Sheriff

Cory Roeseler (w) (920) 459-3123

(c) (920) 980-0132

Police Chiefs:

Department

Contact

Telephone

City of:

Sheboygan Chief Christopher Domagalski (920) 459-3343

Sheboygan Falls Chief Aaron Wigen (920) 467-7902

Plymouth Chief Ken Ruggles (920) 893-6541

Direct Line (920) 459-9396

Village of:

Kohler Chief Shawn Splivalo (920) 459-3877

Elkhart Lake Chief Michael Meeusen (920) 876-2244

Cascade Chief Jason Liermann (920) 459-3112

Highway Commissioner

Greg Schnell
work (920) 569-3822
home (920) 565-9266
cell (920) 980-1362

Public Works Directors:

Sheboygan Public Works David Biebel
work (920) 459-3366
cell (920) 946-2906
home (920) 458-0947

Sheboygan Falls
Public Works Jerry Benzschawel
(920) 467-7901
Ext 301
(920) 980-7817

Plymouth Public Works Cathy Austin
(920) 893-1471
(920) 892-4925

NOTE: See Fire Chiefs' List in EOP

City of Sheboygan Transportation Director (920) 459-3281

Human Services Director Matthew Strittmater (920) 459-3213

Red Cross Representative Audrey Reese cell (920) 246-9540

The PIO or central dispatch will immediately inform the radio stations to activate the EBS. EBS personnel will issue the following information: area(s) to be activated, evacuation routes, and an emergency number to call for those who need transportation.

The sheriff and/or police chief will be responsible for additional notification by the use of mobile loud speakers and/or door-to-door notification. The fire department's public address systems can also be utilized.

City and county rescue squads will transport immobile patients from hospitals, nursing homes, and private homes to shelter or care centers out of the "danger" area.

The transportation director, along with the highway commissioner, public works director, and fire chief, will assist in the evacuation of victims

without transportation; e.g., mobility-impaired, school children, and nursing home and hospital patients.

Sheboygan County Human Services and the American Red Cross (ARC) personnel will contact congregate care facilities for receiving evacuees, either in Sheboygan County or adjoining counties. Sheboygan County Human Services will also notify adjoining counties, the Salvation Army, and other human service personnel of the evacuation and the need for congregate care facility staff.

B. Movement Control

Agency SOPs for controlling evacuation movement.

1. Anticipated Evacuees. American Red Cross has shelter agreements with all school districts within the county. Shelter sites are determined by their accessibility, sanitary facilities, etc., and location of a particular disaster.

Law enforcement personnel will determine the number of evacuees and shelters based on the type, severity, and area affected by the spill. Contact American Red Cross (800) 236-8680.

2. Enforcement. Law enforcement personnel will determine adequate evacuation routes from the affected area. This information will be provided to the emergency dispatch center for dissemination via EAS.
3. Staging. Law enforcement personnel will provide sufficient personnel and resources to set up and enforce evacuation routes. The emergency management director can also request mutual aid from surrounding jurisdictions and/or counties.
4. Resources. The emergency management director is responsible for requesting transportation resources. It is assumed that each dwelling unit has an average of one automobile so this would be the primary means of transportation. Transportation for school children, handicapped or otherwise non-ambulatory persons will be handled with buses and special needs vehicles.
5. Special Needs Groups. The transportation director along with the highway commissioner, public works director, and fire chief will assist in the evacuation of special needs groups as identified through Sheboygan County Human Services. Those

requiring transportation will be transported via the Sheboygan County area minibus or institutional special needs vehicles.

6. Evacuation. Law enforcement personnel will be responsible for keeping traffic flow moving in an orderly fashion during an evacuation. Means will be provided to maintain designated evacuation routes open to traffic. This includes guidance of traffic flow, maintenance of access control and removal of existing traffic control.

C. Non-Evacuee Concerns

Upon official orders to evacuate a given area, it is assumed that everyone, except possibly bedridden residents, will leave as instructed.

Sheboygan County does not assume responsibility for health care, feeding or communications of remaining residents unless they are completely immobile and under doctor's orders prohibiting movement.

Police officers will be instructed to check each residence in the evacuated area and any resident still in the area will be instructed to evacuate immediately. After each home is checked and it is confirmed there is no one inside, a large white cross will be placed in a conspicuous location on the front of the house. If elderly or bedridden persons are found, transportation will be arranged to congregate care centers or nearby hospitals outside of the disaster area.

If, for medical reasons, a person cannot be transported, emergency medical teams will be alerted to keep a daily check on the resident which may include feeding and care. A large red cross will be placed on the front of the house to indicate a medical problem.

D. Mass Care

When evacuation is deemed necessary, it is assumed that 2/3rds of the evacuees will go to friends' or relatives' homes and that shelter will be required for the other 30%.

Sheboygan County Human Services is the primary governmental unit responsible for providing mass care. Also, the American Red Cross a congressional mandate to provide mass care. Whenever possible, the services of the American Red Cross should be utilized

and coordinated very closely with Sheboygan County Human Services.

E. Participants

The emergency management director or personnel at the emergency dispatch center will be responsible for notifying the individuals needed for mass care.

Human Services Director Matthew Strittmater: 920-459-3213

Public Health Manager Star Grossman: 920-459-6437

Social Services Manager Sarah Mueller: 920-459-3245

Disaster Chairperson (Red Cross)

Audrey Reese Cell 920-246-9540

Red Cross Wisconsin State Disasters(24/7) 877-618-6628

Shana Beal – Milwaukee 414-739-5993

414-630-4850

State Emergency Human Services Coordinator

Jan Devore: 608-264-6303

Administrator for Dept of Health & Services

Northeast Region: 920-448-5324

Salvation Army – Local; Wiley Gladney 920-458-3723,x270

Salvation Army – State Headquarters 800-264-6412

F. Operations

1. Staffing

When there is a need for mass care, the American Red Cross will open shelters.

2. Mass Care Plan

The American Red Cross has developed specific regulations and procedures for disaster-related services. The Sheboygan County Red Cross Chapter has developed a mass care plan which complies with these regulations. Both Sheboygan County Human Services and Sheboygan County Emergency Government Office

have a copy of the Red Cross Mass Care Plan (ARC 3000 series) in their offices.

3. Shelter Management

The American Red Cross trains shelter managers to select, organize, open, operate and close Red Cross shelters in times of disaster. Red Cross shelter managers are responsible to the chapter disaster chairpersons. The functions within the shelter include food service, emergency assistance, counseling, health services, sleeping accommodations, and recreation services (refer to ARC 3041).

4. Mass Feeding

The Sheboygan County Red Cross Chapter has a designated chairperson for their mass feeding service unit (refer to ARC 3041).

5. Disaster Welfare Inquiry

Each American Red Cross Chapter has the capability to provide services for people who may inquire about their relatives in a disaster-affected county or vice versa.

6. Emergency Assistance

The American Red Cross has the responsibility for meeting the emergency needs of each family or person on an individual basis following a disaster.

Chapters located in an area with a history of recurrent or large disasters should establish a Family Service Committee headed by a chairperson. The Family Service Committee develops and maintains a Disaster Registration and Care Record (Form 901) for all individuals and families requesting assistance (refer to ARC 3045). Disaster Services Manager of the local Red Cross: Bob Mayer, 920-387-9014.

Long-term disaster assistance is also available through Sheboygan County Health & Human Services. Information and referral services will be ongoing between public and private service agencies.

7. Community Multi-Hazard Shelter Operations

Red Cross staff will be provided at the direction of civil authorities. The county shelter plan should include the following considerations:

a) *Facilities*. Current inventory of facilities that can be used to meet multi-hazard shelter requirements including public multi-hazard shelters and post-disaster temporary housing units maintained by Human Services, Emergency Management, Red Cross and the Emergency Dispatch Center. (Inventory of congregate facilities are identified and referenced in Annex E – Sheboygan County EOP).

b) *Emergency Services*. The Red Cross Chapter has a coordinator who assists local emergency services (police and fire departments) in developing procedures to support shelter plans.

Audrey Reese

Cell 920-246-9540

c) *Shelter Managers*. The Sheboygan County Red Cross Chapter has trained personnel to serve as shelter managers for 24-hour operations.

d) *Permission for Use*. The Sheboygan Red Cross Chapter has written shelter agreements for all shelters listed in Annex E of the Sheboygan County EOP.

e) *Additional Shelter Managers*. There is an ongoing training program for additional shelter managers. During a crisis build-up, this training program is accelerated.

f) *Crisis Marking Plan*. Lists of unmarked shelter facilities are maintained with Sheboygan County Emergency Management and the American Red Cross. If shelter marking is required during a crisis buildup, direction will come from the Emergency management Director and marking will be done by American Red Cross. Additional signs for marking are stored at the American Red Cross.

g) *Crisis Stocking Plan*. Sheboygan County does not plan on stocking shelters. If long term shelter is needed, persons will be advised to bring the following materials: clothing, bedding, prescribed medication, toiletry articles.

h) *Shelter Management Guidance*. American Red Cross uses ARC3041 Mass Care Preparedness & Operations to provide shelter management guidance. This document is stored in the

Sheboygan County Emergency Government Office for rapid dissemination in a crisis.

G. Shelter-in-Place.

The lead time for a Haz-Mat incident could be from 0 – 30 minutes. As a result, this short time may not allow for safe evacuation, especially when extremely toxic chemical fumes are involved. An evacuation under these considerations may expose the population to dangerous toxic chemicals and the decision may be made to shelter-in-place.

Preferred areas for protective shelter would be interior halls, rooms without windows or exterior doors, enclosed stairways and rooms on the side of the building away from where the hazard is approaching.

Doors, windows and other potential air leaks should be sealed up to prevent toxic fumes from entering.

In-place-sheltering is merely an alternative if it has been determined that it is too dangerous to vacate or that there is not enough time to safely evacuate the surrounding area.

XII. RESOURCE MANAGEMENT

Resource Management is covered in the County EOP, Annex C. Resource lists are an attachment of the County EOP. Therefore, established here are only those resources specific to a hazardous materials incident.

A. Resource List

1. Sheboygan County Resources:

Law Enforcement Group

<u>Department</u>	<u>Contact</u>	<u>Telephone</u>
County of: Sheboygan Sheriff's Dept.	Sheriff Cory Roeseler	920-459-3123
City of:		
Sheboygan P. D.	Chief Christopher Domagalski	920-459-3343
Sheboygan Falls P.D.	Chief Aaron Wigen	920-467-7902

Plymouth Police Dept. Chief Ken Ruggle 920-893-6541

Village of:

Kohler Police Department Chief Shawn Splivalo 920-459-3877
Elkhart Lake Police Department Chief Michael Meeusen 920-876-2244
Cascade Police Department Chief Jason Liermann 920-459-3112

Dept. of Natural Resources: Tony Arndt (c) 920-980-8716
Juan Gomez (c) 262-818-4157

Fire Group

<u>Department</u>	<u>Contact</u>	<u>Telephone</u>
City of Sheboygan	Eric Montellano	(w)920-459-3327 (c)920-207-5211
Ada	Frederick Meyer	(h)920-565-2574 (c)920-377-1473
Adell	Jeremy Lawrenz	(w)414-416-5319 (c)262-388-5287
Beechwood	Mark Muench	(h)920-994-4051 (c)920-980-5786
Cascade	Todd Triebensee	(h)920-528-1471 (c)920-838-4888
Cedar Grove	Greg Navis	(w)920-668-8561 (c)920-946-5511
Elkhart Lake Glenbeulah	Pat Zorn Adam Konz	(c)920-946-2089 (c)715-250-4287
Greenbush	Steve Dickman	(c)920-838-4102
Haven	Dan Luebke	(c)920-946-5074
Howards Grove	Tyler Wuestenhagen	(c)920-254-3955
Johnsonville	Chad Curtis	(h)920-207-9132
Kohler	Gary Lindow	(h)920-457-1873 (c)920-627-5656
Oostburg	Nate Voskuil	(h)920-564-5150 (c)920-334-1171
Plymouth	Ryan Pafford	(c)920-838-3155
Random Lake	Pat Depies	(w)920-994-4396 (c)920-946-1848
St. Anna	Josh Mertens	(c)920-375-0954
Sheboygan Falls	Chris Wesendorf	(c)920-946-2928
Town of Sheboygan Falls	Robert Kroeplien	(h)920-467-8324 (c)920-698-1779
Town of Sheboygan	Ed Biederwolf	(c)920-627-9310

Silver Creek	Todd Stange	(h)920-994-8109 (c)414-550-2288
Waldo	Tyler Collins	(c)920-912-0030
Town of Wilson	Todd Hittman	(h)920-458-6763 (c)920-946-6168

Public Works/Engineering Group

County:
Director Highway Department

Greg Schnell	(w)920-459-3822 (h)920-565-9266 (c)920-980-1362
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City:
Sheboygan Public Works

Dave Biebel	(w)920-459-3366 (c) 920-946-2906
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Sheboygan Falls Public Works

Jerry Benzschawel	(w)920-467-7901 (c)920-980-7817
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Plymouth Public Works

Cathy Austin	(w)920-893-1471 (w)920-892-4925
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Human Services Group

Disaster Chairperson (ARC)	Audrey Reese	(c)920-246-9540
Human Services Director	Matthew Strittmater	(w)920-459-3213
Social Services Manager	Sarah Mueller	(w)920-459-3245

Ambulance Group

Orange Cross	Dan Althaus	920-694-0344
Plym.Volun.Fire Dept.Rescue	Ryan Pafford	920-893-0505
Random Lk Fire Dept.Ambulance	Pat Depies	920-994-4188
City/Sheboygan F.D.Ambulance	Mike Lubbert	920-459-3328

Kiel Ambulance

Richard Isley	(Calumet Sheriff's #) 920-894-2909
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Kewaskum Ambulance

Mark Groeschel	(c)262-305-5531
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(Washington Sheriff's #)

262-335-4388 262-335-4378

Sheboygan County Haz-Mat Team:

Sheboygan Co. Communication Center	920-459-3112
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2. State Resources

- a. Dept of Natural Resources
 Tony Arndt (c) 920-980-8716
 Spill Hotline: (24 hrs) 1-800-943-0003
 - b. State Division of Emergency Government Hotline
 24-Hour Phone 1-800-943-0003
 - c. East Central Area Director, Steve Fenske
 Fond du Lac Office (w) 920-929-3730
 - d. Northeast Wisconsin Haz-Mat Task Force
 (Regional Haz-Mat Team) 911
3. Federal Assistance
- a. Agency for Toxic Substances and Disease
 Registry 404-452-4100
 - b. National Response Center 800-424-8802
 - c. Nuclear Regulatory Commission 301-951-0550
 - d. U.S. Department of Energy Radiological Assistance
 1-202-586-8100
 - e. CHEMTREC – 800-424-9300
 - f. CHEMNET – 800-424-9300
 - g. CHLOREP – 800-424-9300
 - h. NACA Pesticide Safety Team – 800-424-9300

XIII. RESPONSE PROCEDURES

A. Direction and Control

The Direction and Control procedures describe the activation and operation of the emergency management organization during the response and recovery phases of an emergency.

When an emergency begins, initial decisions are usually made by first responders and chief officials of individual agencies. Decision-making at the

individual agency level is dealt with in separate agency-specific plans.

For detailed Direction and Control Procedures, see Sheboygan County EOP, Annex A.

B. Emergency Action Checklists

This section provides checklists of specific actions which should be performed during a Hazardous Materials Incident response and recovery.:

Emergency Management Director:

- a. Determine extent of the damage;
- b. Notify chief elected official of situation and confer on need for alert and recall of staff;
- c. Maintain ongoing communications with service agency heads if EOC is not activated;
- d. Maintain ongoing communications with field command post;
- e. Notify area office or state duty officer, advise of situation, and establish ongoing communication;
- f. Upon direction of chief elected official, activate EOC (refer to Annex A of EOP);
- g. Determine need for and request state and federal resources;
- h. Determine need for and coordinate evacuation and begin shelter operations in cooperation with appropriate service agency heads (refer to Annex E of EOP);
- i. Contact county/local FAC to obtain rural damage estimates;
- j. Initiate procedures to complete USDR including submission of 24-hour TIME Teletype USR Report;
- k. Maintain separate records of disaster-related expenditures and advise all other agencies to do same;
- l. Establish and coordinate public information activities;
- m. Coordinate and prioritize allocation of resources, such as generators;

- n. Assist response agencies in identifying hazardous material and seek technical assistance or specialized equipment, if necessary; e.g., CHEMTREC;
- o. Maintain response costs records for future billing of shipper/carrier/facility owner;
- p. Ensure issuance of public information releases on appropriate individual protective actions;
- q. Notify hospitals as to size and nature of Haz-Mat incident, if there is a potential for mass casualty.

Law Enforcement Group:

- a. Dispatch law enforcement personnel to determine the extent of the damage;
- b. Notify county emergency management director and periodically report on emergency status;
- c. Prioritize use of personnel and resources to provide for continuity of existing services;
- d. Initiate alerting procedures which includes notifying law enforcement staff, other appropriate county and local agencies, and external support group;
- e. Advise staff of all key operational locations (e.g., EOC, JPIC, field command post, shelters, staging areas, etc.);
- f. Dispatch law enforcement coordinator to EOC, if activated;
- g. Coordinate the deployment of law enforcement personnel to the affected area to perform such activities as:
 - Securing the area (including pass system);
 - Recordkeeping;
 - Detailed damage reporting to the EOC/dispatch center (picture, etc.);
 - Controlling traffic;
 - Establishing command post;
 - Establishing emergency communications to the EOC or dispatch center;
 - Transporting key public officials, emergency workers, supplies and equipment.The local agency is responsible for these functions within municipal boundaries; the county agency is responsible for all other areas.
- h. Advise staff of public information procedures then coordinate and report any public information releases to the county PIO;

- i. Request mutual aid, if necessary, and coordinate deployment;
- j. Provide for shift change and arrange for feeding of emergency workers.

Feeding should be coordinated through the EOC.

Fire Services Group

- a. Initiate alerting procedures which includes notifying your own staff, other appropriate county and local agencies, and external support groups;
- b. Notify county Emergency Management Director and periodically report on emergency status;
- c. Prioritize use of personnel and equipment to provide for continuity of existing services;
- d. Advise staff of all key operational locations (e.g., EOC, JPIC, field command post, shelters, staging areas, etc.);
- e. Dispatch Fire Services Group Representative to EOC, if activated;
- f. Coordinate the deployment of fire personnel to the affected area to perform such activities as:
 - Recordkeeping;
 - Detailed damage reporting to the EOC/dispatch center;
 - Establishing emergency communications to the EOC or dispatch center.
- g. Advise staff of public information procedures then coordinate and report any public information releases to the county public information officer;
- h. Request mutual aid, if necessary, and coordinate deployment;
- i. Provide for shift change and arrange for feeding of emergency workers.
Feeding should be coordinated through the EOC.

Public Works/Engineering Group

- a. Dispatch public works/engineering personnel to determine the extent of the damage;
- b. Notify County Emergency Management Director and periodically report on emergency status;

c. Prioritize use of personnel and resources to provide for continuity of existing services;

d. Initiate alerting procedures which includes notifying your own staff, other appropriate county and local agencies, external support group and district highway engineer;

e. Ascertain and advise staff of all key operational locations (e.g., EOC, JPIC, field command post, shelters, staging areas, etc.);

f. Dispatch public works/engineering coordinator to EOC, if activated;

g. Coordinate the deployment of public works/engineering personnel to the affected area to perform such activities as:

- Assisting law enforcement in securing the area and controlling traffic;
- Engage in heavy-duty rescue, as required;
- Recordkeeping;
- Detailed damage reporting to the EOC dispatch center (pictures, etc.);
- Establishing emergency communications to the EOC dispatch center;
- Transporting key public officials, emergency workers, supplies and equipment;
- Prioritize debris removal.

Human Services Group

a. Establish contact with Emergency Management Director and report to EOC, if requested;

b. Notify all key staff members to be on standby;

c. Prioritize use of personnel and equipment to provide for continuity of existing services;

d. Establish communications with local health agencies, Red Cross and other volunteer agencies;

e. Establish communications with regional and state Health and Human Services offices and request assistance, if needed;

f. Test emergency communications equipment;

g. Upon notification by emergency management, initiate sheltering operations including:

- Alerting appropriate staff and opening shelters (reference Red Cross manuals);

- Notifying owners/operators of facilities in which shelter space is to be made available;
- Opening reception centers;
- Transferring operation of shelters to American Red Cross once they are on-scene.

h. Assign liaison person to Red Cross Resource Service Center, if established;

i. Periodically report to the County Emergency Management Director on emergency status;

j. Coordinate with PIO to ensure that appropriate information is released, including inquiry service locations, phone numbers, etc.;

k. Advise EOC personnel where shelters are located.

Health Group

a. Establish contact with Emergency Management Director and report to EOC, if activated;

b. Prioritize use of personnel and resources to provide for continuity of existing services;

c. Initiate alerting procedures which includes notifying your own staff, other appropriate county and local agencies and external support groups;

d. Periodically report to Emergency Management Director on emergency status;

e. Advise staff of key locations, then brief and dispatch health/medical personnel, as appropriate (e.g., coroner to the scene) to address health/medical needs;

f. Advise staff of public information procedures, then coordinate and report any public information releases to the county PIO;

g. Notify hospitals and other medical facilities to prepare to receive injured;

h. Coordinate all health/medical subgroups in deployment of personnel and equipment;

i. Provide for special health/medical needs of residents in affected area (e.g., special medications, treatments);

j. Treat injured and arrange for transport to appropriate health/medical facilities;

- k. Support evacuation of threatened or damaged health/medical facilities;
- l. Ensure that health/medical services are provided to emergency workers.

Agriculture Group

- a. Establish contact with Emergency Management director and report to EOC, if requested;
- b. Notify all key staff to be on standby;
- c. Determine extent of rural damage and report to Emergency Management.

Individual Agency Plans

Individual Agency Plans are referenced in the Sheboygan County EOP Basic Plan Annex, pages 10, 11, 13, 22, 24. IAP's should be developed for each of those agencies which address specific elements such as chain of command, support systems, containment and decontamination procedures, SOP's, etc.

XIV. CLEAN-UP, DOCUMENTATION AND INVESTIGATIVE FOLLOW-UP

A. Department of Natural Resources' responsibility under the Wisconsin Spill Law 144.76.

- 1. Responsibility is based on NR1-58 Administrative Code for follow-up on reported releases or spills;
- 2. DNR field staff may respond through district response teams. District response teams perform a variety of duties.
 - a. Investigate spills;
 - b. Ensure spillers restore the damaged environment to its original state;
 - c. Oversee proper disposal;
 - d. Select and supervise contractors for emergency investigation and clean-up;
 - e. Provide data to process enforcement actions and reimbursement billings;
 - f. Maintain spill response equipment.

3. Most of the time a spill is handled quickly and competently by the spiller and local authorities. In these cases, the DNR investigates the spill, but usually does not participate in spill clean-up, DNR field staff act as project managers, reviewing investigation results and selecting clean-up measures.

* DNR Spill Hotline: 1-800-943-0003 OR Local Warden: 892-8756

XV. TRAINING

Training procedures are covered in the County EOP Strategic Plan.

A. Specific Courses

Below is a list of specific courses sponsored by the Division of Emergency Management through VTAE. For more information, call the DEM Training Officer or the DEM Hazardous Materials Coordinator.

1. Hazardous Materials Technician Level, EPA 165.15
Hazardous Materials Operations Level
Hazardous Materials Specialist Level
Hazardous Materials Workshop for Hospital Staff, G-305.16
Hazardous Materials Workshop for MES Providers, G-305.8
Incident Command System (ICS) – National Fire Academy curriculum

B. Local Training Efforts

1. Delivered under a contract with Dept. of Health & Human Services; Emergency Room Response to Hazardous Materials Incidents; Emergency Medical Service Response to Hazardous Materials Incidents.
2. Courses delivered through the State of Wisconsin Division of Emergency Management; As listed in the Annual Emergency Management Director's Training Plan.
3. Other Training. Bureau of Indian Affairs Training: Control of Simulated Fuel Spills Course. Contact the Bureau of Indian Affairs, Division of Facilities Management, Great Lakes Agency, Ashland, WI 54806 for information.

XV. EXERCISES

Exercises will be scheduled and conducted annually per EPCRA requirements. These exercises will be coordinated by the County Director of Emergency Government.

Type of Exercises to be held: Table Top (TT); Functional (FE); Full Scale (FS).

Record of Exercises Held:

<u>Type</u>	<u>Location</u>	<u>Date</u>
FE	Aldrich Chemical, 6200 CTH V, Sheboygan Falls, WI	8/29/90
FE	Aldrich Chemical, S/A	3/13 & 3/19/91
FE	Kewaunee Ingestion Zone	9/24 & 9/25/91
FS	Oostburg	10/05/91
FE	Aldrich Chemical	11/12/91
FE	Point Beach Ingestion Zone	3/17 & 3/18/92
FE	Plastics Engineering, Sheboygan	11/04/92
FE	Aldrich Chemical, S/A	10/26/93
FE	Kewaunee Nuclear Power Plant Drill	11/16/93
TT	City of Plymouth	09/22/94
FE	City of Plymouth-Masters Gallery Foods	05/20/95
FS	City of Fond du Lac	03/21/96
FE	Kohler Co., 444 Highland Dr., Kohler, WI	07/23/97
TT	Sheboygan Co. Law Enforcement Ctr.	09/19/97
TT	Sheboygan Co. Law Enforcement Ctr.	12/19/97
TT	Sheboygan Co. Law Enforcement Ctr.	06/24/98
FS	Actual Occurrence in Sheboygan Co. (Flood)	08/06/98
FE	Sheboygan Co. Law Enforcement Ctr.	03/25/99
TT	Sheboygan Co. Law Enforcement Ctr.	11/00/99
TT	Sheboygan Co. Law Enforcement Ctr.	
TT	Sheboygan Co. Law Enforcement Ctr.	
FE	City of Sheboygan Fire Station (Shared City/County EOC)	
FE	Town of Sheboygan Fire Station	09/29/04
TT	City/County EOC	02/21/05
TT	City of Plymouth	02/21/05
TT	City of Sheboygan/County Health Care	12/07/05
TT	Agricultural Terrorism	02/13/06
FE	Sheboygan Falls School District, L.E., Fire, EMS	12/18/06
TT	Sargento Cheese Inc.	03/14/07
FS	Lakeshore Tech Mass Casualty	11/07/07
TT	Nuclear Ingestion	06/19/08

TT	Public Health Strategic Stockpile	10/01/08
FE	Point Beach Nuclear Ingestion	06/24/09
FE	City of Plymouth EOC	05/20/10
TT	Public Health Functional Needs Shelter	02/22/11
TT	All Hazard City of Sheboygan	05/21/12
FE	City of Plymouth EOC	04/08/13
FE	Sheboygan County EOC	05/05/14
TT	Ebola Exercise	05/13/15
FE	Train Derailment with Fond du Lac	07/11/16
TT	Plastics Engineering	12/16/16
FE	Radiation in Transportation Response Drill	04/29/17
TT	Sheboygan Falls School District Shelter in Place	08/23/18
FE	Drum leak Mitigation	01/29/21
TT	Plastics Engineering Spill	10/21/21
FE	Plastics Engineering Decon	10/06/21
TT	Road America Response	04/26/23

Attachment I – Spill History

Sheboygan County has been extremely fortunate in the sense that it has not experienced any major chemical incidents in the past.

The following is a summary of the spill history for Sheboygan County.

The Sheboygan County Haz-Mat Team has been requested to respond to several chemical emergencies since activation on July 1, 1991. In addition, Team Commanders have either been on-site during minor chemical incidents or have been contacted for advice on similar incidents.

The following is a summation of those incidents:

June 1990

The Plymouth Fire Department responded to an overturned semi-trailer on State Highway 57 east of Plymouth. Chief Ron Nicolaus (a command officer on the County Team), took charge of the incident. Team members Wayne Schuldt and Harold Arpke (a command officer on the County Team) were also present.

Nicolaus and Arpke worked together in developing an incident strategy. The scene was isolated, notifications were made and the shipping papers were checked. Before any actions were taken, Chief Nicolaus contacted Haz-Mat Team Coordinator Lt. Mark Matthias at the Sheboygan Fire Department to further discuss fire department actions and potential problems.

Plymouth Fire Fighters isolated a leaking one gallon container of low concentration acid, placed in and over pack drum and picked up the acid residue with absorbent and placed that in the over pack drum.

No fire fighters were exposed and the spiller handled the rest of the damaged cargo.

July 1990

The Sheboygan Fire Department responded to a call from a police officer on-scene to address a bottle thought to contain a liquid radioactive substance.

The Fire Commander on scene requested the assistance of Lt. Mark Matthias (a team commander), to respond with all necessary equipment to handle the situation.

Upon arrival, Lt. Matthias and the Fire Commander made the assessment that the bottle in question was more than likely a prank. However, a cautious

approach using all necessary protective equipment was decided upon. The area was isolated and an entry strategy was formulated.

Lt. Matthias and one fire fighter made an entry in level "B" protective clothing and tested for combustible gas and radiation and confirmed the bottle to be a hoax.

September 1990

The Haven Fire Department responded to a barn fire in the Haven Township area. The Howards Grove Fire Department was requested for mutual aid. Haven Fire Department Assistant Chief Brian Wunsch (a command officer with the County Team) and fire fighter Keith Steiger (Haz-Mat Team chemist), were working the barn fire.

Early in the fire it was discovered that a chemical preservative had been applied to the straw that was burning with the barn. Keith Steiger immediately secured the MSDS from the farmer and researched the toxic effects of the preservative. He also made contact with the manufacturer of the preservative through Chemtrec.

Steiger conferred with Chief Wunsch and formulated the following strategy; no fire fighters were allowed down wind of the fire - even with SCBA on, EMS was requested on scene to monitor for effects of the chemical, DEG was contacted and a down wind evacuation of residences was put into motion, and all roads within the down wind smoke were isolated until the fire was out.

Upon further investigation, it was determined that the chemical preservative was nontoxic and posed no health risks.

October 1991

The Sheboygan Fire Department responded to a major natural gas line rupture as the result of a road construction backhoe ripping a 2" main off a 6" feeder main.

Lt. Matthias responded with the first arriving units. The road was isolated in both directions, an isolation perimeter was established and a forward command post was established.

Two teams with combustible gas meters were sent to determine the extent of the down wind explosive envelope of gas. Two homes and an apartment building were evacuated until the gas company could shut off the gas. When attempts to shut off the gas remotely failed, the fire department supplied fire protection as gas company applied a pipe patch.

The gas was eventually shut off and a permanent pipe repair was completed without incident.

September, 1993 - The Sheboygan Fire Department responded to an unknown product coming out of the storm drain near 2901 N. 6th St., Sheboygan near Lake Michigan which caused water in a lagoon to turn reddish color and foam. The product was initially thought to be possibly sodium hydroxide.

The Haz-Mat Team responded to the scene at request of Commander Stephen Sharpe-Sheboygan Fire Department. Upon Haz-Mat Team arrival, a strategy for entry and selection of protective clothing was determined. The tests taken by the entry team were analyzed. The results of the tests lead to conclusion that the substance in the lagoon was non-hazardous. It was not determined as to where the product came from or what it actually was.

February, 1994 - The Sheboygan Fire Department responded to a chemical leak at Plastics Engineering located at 2732 N. 15th St., Sheboygan. This leak was approximately 800 gallons of phenol formaldehyde mixture.

The Haz-Mat Team was requested by Commander John Kittelson - Sheboygan Fire Department - Plastics Engineering personnel were on-scene and had contacted E&K Hazardous Waste for clean-up.

Upon arrival of the Haz-Mat Team, a plan of action was developed. A vapor cloud scenario was run on CAMEO by Two Rivers Fire Dept. and Sheboygan Fire Dept. The results indicated a .10 mile vulnerability zone. The Haz-Mat Team proceeded to take air samples and ground samples of the area. The results of the samples were all negative. There were no evacuations of the area and there are no known exposures to the chemical.

November 28, 1994

The Sheboygan Fire Dept. responded to a natural gas main leak at N. 6th Street and Main Avenue caused when Sheboygan Water Utility crew struck the main while doing work.

Residences in the area were evacuated and no injuries were reported. The leak was stopped by Wisconsin Public Service Corporation.

December 2, 1994

The Sheboygan Fire Dept. responded to an ammonium hydroxide leak from a copy machine at 615 Riverfront Drive. The building was evacuated and following the removal of the copy machine and dissipation of fumes, employees were allowed back into the building. One employee received treatment from a personal physician for exposure to fumes.

March 28, 1995

The Plymouth Fire Department responded to Plymouth Utilities Well #8 in Meyers Park when a Feed Rite operator mixed Fluorosilic Acid with Hypochlorite solution. The mixture produced a reaction which created a hazardous gas.

The Haz-Mat Team was requested by the Plymouth Fire Chief. Following dispatch, contact was made with the chemical company who recommended to leave solution alone and it would send a crew over to clean up and dispose of the mixture. The building was isolated and locked out. Clean up took place the next day. There were 2 known exposures to this incident that were treated at Valley View Medical Center.

June 3, 1995

Plymouth Fire Department responded to an ammonia leak at S&R Cheese caused by a cooling system valve failure. The facility was evacuated and ventilated. There were no injuries.

July 5, 1995

Plymouth Fire Department responded to a spill at Wilderness Log Homes of Zinc nophthenate in the amount of approx. 2,000 gallons. The situation was eventually turned over to the DNR for Action.

August 19, 1995

The Sheboygan Fire Department responded to a house fire/explosion in a basement at 1612 S. 7th Street. Upon extinguishing fire, numerous chemicals were found.

Haz-Mat Team members working at the Fire Dept. proceeded to identify the chemicals. The DNR was contacted regarding the situation. The Fire Department stood by the residence until August 21 when the scene was turned over to Superior Environmental for cleanup, removal and disposal of the chemicals. Superior Environmental completed its cleanup on August 22.

The owner of the residence was exposed and treated at Sheboygan Memorial Medical Center.

August 25, 1995

Following a Sheriff's Deputy stopping a semi-tractor trailer which was spilling a substance, the Town of Wilson Fire Dept. was dispatched to the location at I-43 northbound south of CTH EE.

The trailer contained three 55-gallon drums containing a gel substance later identified as 30-40 percent styrene monomer.

The Town of Wilson Fire Department requested assistance of the Haz-Mat Team which was dispatched. The semi-tractor trailer unit was owned by ANR Freight Systems, Inc. Arrangements were made by the company to transfer the cargo from the contaminated trailer to a different one. This was done by Superior Environmental.

Several other spill incidents which were responded to by local fire departments who did not request Haz-Mat Team assistance are listed below: There were no exposures.

August 28, 1995

Sheboygan Fire Department responded to an anhydrous ammonia leak at Schultz Brothers Warehouse, 2215 Union Avenue due to a malfunctioning pressure valve. The building was ventilated and valve capped. Approximately 350-400 lbs. of anhydrous ammonia had escaped from a 7,000 lb system.

March 15, 1996

The City of Sheboygan Fire Dept. responded to the spill of an unknown substance by an unidentified responsible party on the end of Broadway Avenue at S. 7th St., City of Sheboygan contiguous to King Park and Lake Michigan. The Sheboygan County Haz-Mat Team was requested and responded under State of Wisconsin contract as a Level A Team with authorization #96-0011.

Eventually, the cleanup of the site was approved by the Dept. of Natural Resources and local wardens made arrangements with a cleanup contractor.

June 19, 1996

The Waldo Fire Dept. was dispatched to a chemical spill at Schneider Cheese Company located at N4085 CTH M, Waldo. A request was made by Waldo Fire Dept. for a Sheboygan County Haz-Mat Team Commander to assist at the plant. The chemical was acid klean which was flushed with water to neutralize.

July 19, 1996

The Oshkosh Haz-Mat Team, which had responded to the Oakfield Tornado in Fond du Lac County, requested the assistance of the Sheboygan County Haz-Mat Team with a chlorine leak at Friday Canning Company in Oakfield. The response was made as per the Regional State Contract under authorization #96-0025.

A chlorine leak was located and the leak stopped by closing the valve on the cylinder.

August 27, 1996

A gas main located near STH 32 and CTH FF was struck by a Wisconsin DOT construction crew. The pipeline is owned by ANR Pipeline. The Howards Grove Fire Dept. responded to the scene and there was approximately two dozen homes evacuated. The line was subsequently repaired by an ANR crew.

December 3, 1997

The team responded to a potential chemical release on Playbird Road in the Town of Mosel. Involved was a Roadway Express semi-trailer that had tipped after its back wheels were caught in a ditch. No actual release occurred.

October 26, 1998

The team responded to a potential chemical release on Interstate 43 at Union Avenue. Involved was a Seaway Cartage semi-trailer that had struck a roadside sign and jackknifed, leaving concern that chemicals on board (per shipping papers) had spilled. No actual release occurred as no chemicals were found on board.

December 2, 2000

The team responded to a chemical release at the Borden Chemical facility at 2522 S. 24th Street in the City of Sheboygan. An employee on-site had been exposed to Phenol while conducting routine unloading from a rail car. Although the scene was eventually controlled without any additional Regional Haz-Mat assistance, the exposed employee was killed and more than a dozen emergency responders were exposed and injured.

November 1, 2001

The team responded to a chemical release at Plastics Engineering Company at 2737 North 15th Street, Sheboygan. A mixture of phenol and formaldehyde had been released due to a boiler explosion. One facility employee was exposed without serious injury. No regional Haz-Mat assistance was needed.

October, November, 2001

The team carried out three limited responses to suspect anthrax incidents. In each case, anthrax was not found.

September 8, 2004

The Sheboygan County responded to Bemis Manufacturing, Plant E, for an incident of formaldehyde off-gassing. A plastics injection molding operation overheated the plastic resin resulting in an airborne release of formaldehyde. The Sheboygan County Haz-Mat Team performed sampling and vented the building. Approximately 12 people from the facility were transported to a nearby hospital for observation.

October 8, 2004

The Sheboygan County Haz-Mat Team responded to a mutual aid request from the Manitowoc County Haz-Mat Team for an incident at Land-O-Lakes in Kiel, Wisconsin. Approximately 150-gallons of chlorine was accidentally introduced into a tank containing approximately 2000 gallons of nitric acid. An exothermic reaction took place generating fumes. Shock sensitive compounds could also be generated by the mixing of chemicals.

June 10, 2005

The Sheboygan County Haz-Mat Team commander reported to JL French Company. A load of materials used in the foundry set off their radiation detector. The commander evaluated the load contents which did contain low levels of radiation. The load was not accepted and was sent back to its site of origin.

June 27, 2005

The Sheboygan County Haz-Mat Team responded at the request of the County MEG unit to a residence in the City of Sheboygan due to the presence of a clandestine drug lab. The unit was there to decontaminate law enforcement personnel that performed the search of the residence.

July 11, 2005

The Sheboygan County Haz-Mat Team commander reported to Plastics Engineering for an employee that had contact with phenol. The commander supervised decontamination of the patient prior to treatment and transport by the ambulance service.

July 18, 2005

The Sheboygan County Haz-Mat Team responded at the request of the County MEG unit to a residence in the City of Sheboygan due to the presence of a clandestine drug lab. The unit was there to decontaminate law enforcement personnel that performed the search of the residence.

December 23, 2005

The Sheboygan County Haz-Mat Team responded at the request of the County MEG unit to a residence in the City of Sheboygan due to the presence of a clandestine drug lab. The unit was there to decontaminate law enforcement personnel that performed the search of the residence. The team also was used to decon the suspect.

January 4, 2006

The Sheboygan County Haz-Mat Team responded to a vehicle accident on Highway 23 near Greenbush. The accident resulted in a spill of approximately 200-gallons of diesel fuel. The team was there to support the local fire department.

May 9, 2007

The Sheboygan County Haz-Mat Team responded to a spill at the Sheboygan Waste Water Treatment Plant to assist the City of Sheboygan Fire Department. The spill of a ferric chloride aqueous solution occurred outdoors during offloading from a tanker truck.

June 6, 2007

The Sheboygan County Haz-Mat Team responded to a fire in the City of Sheboygan Falls at 334 Broadway Street, Sterns Tannery due to concerns for chemicals used in tanning hides which included formic acid and sulfuric acid. Maximum amount was 150-gallons in three 55-gallon drums.

November 21, 2008

The Sheboygan County Haz-Mat Team responded to Johnsonville Sausage for a light haze and burning smell in the west side of the building. The team was there to support the local fire department.

March 9, 2010

The Sheboygan County Haz-Mat Team responded to an accident on CTH PP near the City of Plymouth. The Haz-Mat Team, working with a private contractor, was able to recover approximately 180-gallons of diesel fuel from semi-saddle tanks that were leaking.

November 15, 2010

The Sheboygan County Haz-Mat Team responded, per the request of Sheboygan Fire, to investigate a residence that had low levels of oxygen. Haz-Mat worked with the Department of Health and State Lab collecting air samples.

September 14, 2011

The Sheboygan County Haz-Mat Team responded to a fire at Adell Cooperative. A building used for chemical storage burned and resulted in the evacuation of the village. Sheboygan County HazMat performed air sampling during the response supporting the Adell Fire Department

June 28, 2012

The Sheboygan County Haz-Mat Team responded to a suspected meth lab in the Village of Adell. The HazMat Team supported local law enforcement and DCI performing decontamination of agents that entered the residence.

August 16, 2012

The Sheboygan County Haz-Mat Team responded to a vehicle accident on Interstate 43, just north of Sheboygan. A truck operated by Sheboygan Paint Company, overturned on the Interstate and spilled paint. The truck was placard as Hazardous Paint. The Haz-Mat Team worked with Sheboygan Paint and their contractor to prevent addition spills of the paint product.

January 29, 2013

The Sheboygan County Haz-Mat Team responded to American Orthodontics, 1919 N 18th Street, Sheboygan, for a release of anhydrous ammonia. A valve malfunctioned causing the release. The HazMat team made entry to the tank area and closed two valves to stop the release. Area residents were evacuated for a short period of time.

April 18, 2013

The Sheboygan County Haz-Mat Team responded to the Office of the Sheboygan County Administrator, 508 New York Avenue, Sheboygan. A suspicious package was received and HazMat Team members were called to isolate the package and analyze the contents. Contents were determined to not be hazardous but they were related to a law enforcement investigation. The contents were turned over to law enforcement.

July 17, 2013

The Sheboygan County Haz-Mat Team responded to Aldrich Chemical, 5485 County Road V, Sheboygan Falls, for a lab fire. The fire was extinguished prior to arrival. HazMat staff met with Aldrich personnel prior to release.

April 16, 2014

The Sheboygan County Haz-Mat Team responded to Thomas Industries, 1419 Illinois Avenue, Sheboygan, for a potential release of solvents within the building. The structure was filling with solvent fumes from an unknown source. The HazMat Team made entry and conducted a search for possible sources.

May 17, 2014

The Sheboygan County Haz-Mat Team responded to 3 Twins Ice Cream, 816 Michigan Avenue, Sheboygan, per the request of the Sheboygan Fire Department for a release of anhydrous ammonia. The HazMat Team made entry to the building and determined the cause of the release was a crack in the tank along a weld. The Team made a second entry and patched the crack with a rubber membrane and ratchet straps to reduce/temporarily stop the release until a contractor could arrive the next day to unload the tank.

February 2, 2015

The Sheboygan County Haz-Mat Team responded to the intersection of Gateway Drive and Weeden Creek Road, Sheboygan, for a potential release of gases from a cylinder that had fallen off a FedEx Truck. The cylinder was determined to contain helium.

March 5, 2015

The Sheboygan County Haz-Mat Team responded to Great Lakes Cheese for a fuel spill. A saddle tank on a semi had ruptured in the Kewaskum area and diesel fuel spilled along Highway 28, to County Road E, to County Road PP, to Great Lakes Cheese. The HazMat Team assisted Plymouth Fire in containing the spill in the Great Lakes Cheese parking lot and also did some cleanup at the intersection of County Road PP and Highway 67. The responsible party was contacted and hired a contractor for the remainder of the cleanup.

February 16, 2016

The Sheboygan County Haz-Mat Team responded to Masters Gallery Foods for an ammonia release within the plant. Plymouth Fire made the request for a full HazMat response. Members of the HazMat team made entry to the engine room where the leak was located with a member of Summit Refrigeration and were able to isolate and stop the leak by closing valves.

February 20, 2016

The Sheboygan County Haz-Mat Team responded to a residence in the Village of Waldo due to an individual building explosive devices. A member of the HazMat Team coordinated with the ATF, Milwaukee Bomb Squad, and the 54th Civil Support team to clear the house and dispose of the hazardous materials.

July 7, 2016

The Sheboygan County Haz-Mat Team responded to the intersection of Highway 28 and Highway 32 for a suspicious package in a ditch line. With the assistance of the Milwaukee PD bomb squad, the container was investigated and found to contain animal waste.

August 10, 2017

The Sheboygan County Haz-Mat Team responded to the Cedar Grove/Belgium School District 50 W Union Ave, Cedar Grove due to off-gassing of chlorine in the pool area. Command staff monitored areas of the school for chlorine levels and assisted with venting the building.

May 24, 2018

The Sheboygan County Haz-Mat Team responded to Seton School for a small mercury spill. Two members of the HazMat team responded with the City of Sheboygan Fire Department and collected the spill mercury and decontaminated the affected surfaces.

October 30, 2018

The Sheboygan County Haz-Mat Team responded to Sigma Aldrich to assist the local Fire Department with a lab fire. Team members assisted with research, air monitoring, and decontamination of responders.

April 14, 2019

The Sheboygan County Haz-Mat Team responded to Sigma Aldrich to assist the local Fire Department with a lab fire. Team members assisted with research, air monitoring, and decontamination of responders.

September 1, 2019

The Sheboygan County Haz-Mat Team responded to Sigma Aldrich to assist the local Fire Department and EMS with a chemical exposure to an employee.

November 11, 2019

The Sheboygan County Haz-Mat Team responded to an apartment complex located at 2746 South Promenade Circle, in the City of Sheboygan to investigate a chemical odor. The team worked with the Sheboygan Fire Department and Department of Public Works to assess the air quality in the buildings.

August 11, 2021

The Sheboygan County Haz-Mat Team responded to assist the local Fire Department with a large diesel spill at the Aurora Hospital under construction.

May 16th, 2022

The Sheboygan County Haz-Mat Team responded to Blue Harbor Resort, 725 Blue Harbor Drive, Sheboygan, for a release of chemical vapors due to broken water treatment lines mixing in a utility room.

April 15, 2023

The Sheboygan County Haz-Mat Team was called to consult on a response at Kohler Generator, N7650 Lakeshore Road, in Haven for a leak of Nitrogen from a vessel.

Mutual Aid

If the County team need additional resources or expends all of its resources, assistance from another HazMat Team would be sought by the Wisconsin Tiered response matrix.

Remediation and Recovery Contractors

Sheboygan County maintains a list of regional remediation contractors in our EOP Strategic Call List.

**Attachment II – Identification of Sheboygan County
Hazardous Materials Team**

Sheboygan County recognized and authorized organization of the Sheboygan County Haz-Mat Team as an Emergency Management Activity through Resolution Number 12 (1990/91).

See copy of attached resolution.

In addition, the resolution provided that team members are required to have received the written recommendation for membership by the fire chief of the municipality in which the volunteer serves.

The original resolution identified as Resolution No. 12 (1990-91), was revised in October, 1994 as Resolution No. 24 (1994-95), a copy of which is attached behind the original.

SHEBOYGAN COUNTY HAZMAT TEAM ROSTER

1. Happy Arpke
115 Tower Drive
Kohler, WI 53044
(920) 467-2896
(c) 980-2969
Technician, Commander
City of Sheboygan Falls F.D.
2. Ryan Alger
2220 N 20th St
Sheboygan, WI 53081
(920) 373-1936
Operations
Town of Sheboygan FD
3. Josh Biederwolf
1605 N 23rd St
Sheboygan, WI 53081
(920) 980-2758
Technician
Town Of Sheboygan FD
4. Eric Bollar
428 S 9th Street
Oostburg, WI 53030
(920) 889-9837
Technician
City of Sheboygan FD
5. Chris Burgin
1121 College Avenue
Howards Grove, WI 53083
(920) 254-1084
Technician
Howards Grove FD
6. Chuck Butler
713 Fairway Drive
Sheboygan, WI 530813
(920) 452-5288
Technician, Commander
City of Sheboygan County
7. Calvin Kesweder
598 Leavens Ave
Sheboygan Falls, WI 53085
(920) 980-8222
Technician
Sheboygan Falls FD
8. Joshua Hittman
6233 Deerpatch Trail
Sheboygan, WI 53083
Technician
Town of Wilson FD

- | | | |
|-----|---|--|
| 9. | John Loehr
938 Sunset Drive
Plymouth, WI 53073 | Technician
Johnsonville FD |
| 10. | Mark Matthias
429 Clement Avenue
Sheboygan, WI 53083
(920) 457-2606 | Specialist, Commander, Coordinator
City of Sheboygan F.D. |
| 11. | Doug Mortenson
N6284 Kapur Drive
Sheboygan Falls, WI 53085
(920)889-8241 | Technician
Georgia-Pacific |
| 12. | Steve Pautz
4403 Moenning Road
Sheboygan, WI 53081
(920) 457-9215 | Technician
Town of Wilson, Black River F.D. |
| 13. | Ben Holzmann
432 Bishop Street
Plymouth, WI 53073 | Operations
Johnsonville FD |
| 14. | David Green
1003 Falls Parc Drive
Sheboygan Falls, WI 53085
(920) 374-0844 | Technician
City of Sheboygan Falls FD |
| 15. | Andrew Stahl
4123 Superior Avenue
Sheboygan, WI 53083
(920) 207-9600 | Technician
Town of Sheboygan |
| 16. | Steve Steinhardt
N3183 Rock Road
Cascade, WI 53011
(920) 627-0439 | Technician
Sheboygan County |
| 17. | William Singer
W5612 County Maner Road
Random Lake, WI 53075 | Technician
Random Lake FD |

Level of Training for Team Members

Between June and December of 1988, the initial 100 hours of training was delivered through LTC.

The entire team is trained to technician level through the EPA 165.15 Technician Course. Since January of 1989, the team has been involved in regular training aimed at specific areas of in-depth study, both in the classroom and in practical application. Since June of 1988 the team has received many hours of documented instruction through LTC.

To date, team members have received their team training at Lakeshore Technical College's Hazardous Materials Training Center in Cleveland, WI or Western Wisconsin Technical College.

Some of the team members are teaching hazardous materials classes for LTC. They are delivering portions of the EPA 165.15 course, teaching courses in the full-time associate degree hazardous materials technician course, delivering the NFA's "Awareness and Responder" courses to fire departments throughout the County and teaching hazardous materials within their own departments.

Our current team Commander is Charles Butler.

Team Equipment

All of the team's equipment has been purchased since 1990. Except for those items listed below, the life expectancy of the rest of the equipment is indeterminable. With regular maintenance, this equipment has no scheduled replacement time.

<u>ITEM</u>	<u>LIFE EXPECTANCY</u>
All reference manuals	5 years
12 portable radios	10 years
6 Ear-com units	10 years
MSA colormetric tubes	2 years
10 pair Silver Shield gloves	5 years
10 pair Nitrile gloves	5 years
10 pair PVC gloves	5 years
10 pair Butyl gloves	5 years
10 pair Neoprene gloves	5 years
12 pair PVC boots	
12 pair Neoprene boots	
6 Lifeguard CPC suits	

A current list of team equipment is maintained by command staff members and is kept on the command post located at the Sheboygan County Airport.

Attachment III – Assessment of Needs

Required Training

Team members renew their Technician level certification on an annual basis as instructed by team command staff. Regular training sessions are also scheduled throughout the year to maintain a strong, capable membership.

Equipment Needs

All equipment has been purchased with funds received through a combination of budgeted money in the County's office of Emergency Management in the Sheriff's Department, EPCRA computer and Haz-Mat Equipment Grants, as well as State level A contract grant funds when the team was a member of a regional team.

Attachment IV – Maintain or Increase Capability

Team Turnover Rate

Since its organization in June of 1989, the Sheboygan County Haz-Mat Team has averaged approximately 4 members leaving per year. This type of attrition will continue in the future. After an influx of new members, the team roster will remain stable for a few years before waning interest or training burn-out occurs and members start to drop in groups. This is advantageous for training and bringing in new team members in that a group of recruits can be trained to replace a group of team members who have left. At present, there are 17 members.

Team Physicals

The Sheboygan County Team follows current OSHA and EPA laws on required physicals. All team members are required to take a baseline physical before becoming a team member. Thereafter, team members are required to take physicals every year unless specified by the physician, after every known exposure, and after leaving the team. Team members are notified by mail of the time frame within which to schedule their physical.

Physical examination records of team members are kept on file at the office of the Director of Emergency Management.

Maintenance Costs

All related costs generated by the team are paid for through the budgetary process, the same as for equipment purchases.

Record Maintenance

A team commander is responsible for filling out the Team Incident Report after an incident has occurred. Completed incident reports are kept on file at the office of the Director of Emergency Management located at the Sheboygan County Sheriff's Department.

XVII. **DISTRIBUTION RECORD**

Date

Sheboygan County Clerk

Sheriff's Dept.

Sheboygan Police Dept.

Plymouth Police Dept. _____

Sheboygan Falls Police Dept. _____

Kohler Police Dept. _____

Cascade Police Dept. _____

Elkhart Lake Police Dept. _____

Sheboygan Fire Dept. _____

County Volunteer Fire Depts. _____

XVIII. RECORD OF CHANGES

<u>Section and Page Number</u>	<u>Date of Change</u>
Section II, Page 1 - 2	May 10, 1989
Section IX - Pages 1 - 2	July 19, 1989
Section X, Pages 1 - 3	July 19, 1989
Section IV - Pages 1 & 3	July 19, 1989
Section VII - Pages 1 & 2, 5 - 7	July 19, 1989
Section V - Page 1	July 19, 1989
Section VI - Pages 1 - 4	Apr. 14, 1990
Section IV - Pages 1 - 3	Nov. 1, 1989
Section IV - Pages 1 - 3	June 20, 1990
Section VI - Pages 1 - 4	June 20, 1990
Section IX - Pages 1 - 2	June 20, 1990
Section X - Pages 2 - 3	June 20, 1990
Entire Document	Dec. 12, 1990

Section II - Pages 2 - 3	Nov. 12, 1991
Section IV - Pages 5 - 7	Nov. 20, 1991
Section VI - Pages 10 - 15	Dec. 12, 1991
Section VII - Page 17, 21-22	Nov. 20, 1991
Section IX - Page 35	Dec. 12, 1991
Section X - Pages 44-45	Jan. 09, 1992
Section XVI - Page 57	Dec. 12, 1991
Cover/Title Page	Nov. 30, 1993
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Section V, Pages 17 & 18	Nov. 30, 1993
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Section VI, Pages 19-24	Nov. 30, 1993
DEG-List Tier II Reporting Facilities Pages 25-32	Nov. 30, 1993
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Section VIII, Page 47	Nov. 30, 1993
Section IX, Pages 54,55,56,58,60	Nov. 30, 1993
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Section XI, Pages 65, 71	Nov. 30, 1993
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Title Page	Sept. 28, 1994

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Section XI, Page 65	Sept. 28, 1994
Section XII, Page 72	Sept. 28, 1994
Section XIII, Page 73	Sept. 28, 1994
Section XV, Page 75	Sept. 28, 1994
Title Page	Aug. 25, 1995
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Section IV, Pages 8-12	Aug. 25, 1995
Section VI, Pages 19-24	Aug. 25, 1995
DEG-List Tier Reporting Facilities Pages 25-32	Aug. 25, 1995
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Section IV, Page 6-7	Jun. 30, 1996
Section IV, Pages 8-12	Jun. 30, 1996
Section V, Page 18	Jun. 30, 1996
Section VI, Pages 19-25	Jun. 30, 1996

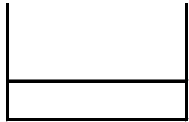
Section VI, Pages 25-33	Jun. 30, 1996
Section VII, Page 35	Jun. 30, 1996
Section VII, Page 40	Jun. 30, 1996
Section X, Pages 63-65	Jun. 30, 1996
Section XI, Page 72	Jun. 30, 1996
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All pages - format changes	Sept. 5, 1997
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Section X, Pages 79-81	Feb. 19, 1999
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Section VIII, Page 67	May 16, 2000
Section IX, Pages 76	May 16, 2000
Section I, Pages 80-81	May 16, 2000
Section XIV, Page 93	May 16, 2000
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Section VII, Pages 58-59	Jan. 12, 2001
Section IX, Page 76	Jan. 12, 2001
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Entire Manual – combined with Haz-Mat Strategic Plan	January, 2001

Section IV, Pages 8-10	March, 2002
Section VI, Pages 20-25, 26-52	March, 2002
Section VIII, Pages 60, 62, 67	March, 2002
Section IX, Page 73	March, 2002
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Entire Document	February, 2007
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Entire Document	February, 2009
Entire Document	March, 2010
Entire Document	March, 2011
Entire Document	May, 2012
Entire Document	October, 2012
Entire Document	December, 2013
Entire Document	December, 2014
Entire Document	January 2016
Entire Document	February 2017
Entire Document	February 2018
Entire Document	February 2019

Entire Document
Entire Document
Entire Document
Entire Document

February 2020
February 2021
March 2022
June 2023



PLEASE RETAIN THIS RECEIPT FOR YOUR RECORDS
RECEIPT IS REQUIRED FOR RETURNS AND EXCHANGES

Please remit bottom portion with payment

Total Amount Due	Amount Enclosed
\$0.00	

Business Name: CITY OF SHEBOYGAN
Account Number: 345001963
Invoice Number:

US Cellular
Payment Control
P.O. Box 7835
Madison, WI 53707-7835

THANK YOU FOR YOUR BUSINESS!

If you have any questions regarding this invoice, please call our Major Account Billing Support @ 1-800-305-2501



CovertTrack Group, Inc.
 101 Lindenwood Dr.
 Suite 200
 Malvern PA 19355
 United States

Estimate

#Doc#

Date: 07/27/2023
 Customer ID: 163882

Bill To

Sarah Blodgett
 Sheboygan County MEG - WI
 508 New York Ave
 Sheboygan WI 53081-4126
 United States

TOTAL
\$625.80
Estimate Expiration Date: 08/26/2023

Billing Terms	PO/WO #	Sales Rep	Sales Rep
08/26/2023	07/27/2023		Samuel J Kruse

Qty	Item	Start Date	End Date	Rate	Amount
1	Tracking Service: Stealth Tracking Service: Stealth Device #: 352753091352052	08/16/2023	08/31/2024	\$625.80	\$625.80

Subtotal	\$625.80
Tax Total (%)	\$0.00
Total	\$625.80





INVOICE
SERVICE CONTRACT RENEWAL

Cummins-Allison Corp.
Service Branch: 75
Phone: 262-549-6982

Federal ID# 35-0145140
INVOICE # 1444787
Invoice Date: 06-14-23
Customer #: 45078

Bill to:
ATTN: KURT ZEMPLE
SHEBOYGAN POLICE DEPT
1315 N 23RD ST - STE 101
SHEBOYGAN, WI 53081

Terms: NET 10
Date Due: 06-14-23
TOTAL AMT.DUE: \$315.00
SUBTOTAL \$315.00
SALES TAX* \$0.00
See payment instructions on last page

Check Payment Slip (cut here)

Service Contract #: 90375323
1YR. CONTRACT ANN. INV.
Contract Period:
EFFECTIVE 08-01-23
EXPIRES 07-31-24

Order Type PMIA
PO # RENEWAL

EQUIPMENT

Location 45078*1 Equipment Description L-1 IMS LICENSE, MAX 4 UNITS
650 FOREST AVE MODEL: 008-0202-00
SHEBOYGAN FALLS, WI 53085 SERIAL#:
Contact CONTRACT PERIOD: 08-01-23
07-31-24
SERVICE FACILITY: 75 CUMMINS-ALLISON MILWK-#75

Service Starts 08-01-23 Parts 0.00 0.00
Labor 315.00 0.00
AMOUNT: 315.00

SALES TAX 0.00
INVOICE TOTAL 315.00

* INSPECTIONS OR MAINTENANCE WORK WILL NOT BE DONE UNTIL PAYMENT IS RECEIVED *

Continued...

PAYMENT OPTIONS AND INSTRUCTIONS

Check Please include Payment Slip from page 1 with check payment.

Mail Check to: PO BOX 931958
Atlanta, GA 31193-1958

Make Check Payable: Cummins Allison Corp.

ACH Wire To: Include Invoice #
Account# 4121855316
Routing # 121000248

Credit Card To pay by credit card, please visit:
<https://www.cranepi.com/paymybill>

BIC (Swift Routing): WFBIUS6S ACT CTX Format/CCP

SPECIAL HANDLING INSTRUCTIONS

Short Paid: Please contact your local branch at the phone number listed on Page 1 to provide reason for short pa
Tax Exempt: A current copy of your tax exemption certificate is required to be on file with CPI- Cummins Allison
Please email to: accountsreceivable@cumminsallison.com

Changes Required: Please contact your local branch at the phone number listed on Page 1 to provide needed changes.



INVOICE
SERVICE CONTRACT RENEWAL

Cummins-Allison Corp.
Service Branch: 75
Phone: 262-549-6982

Federal ID# 35-0145140
INVOICE # 1445382
Invoice Date: 06-30-23
Customer #: 45078

Bill to:

ATTN: KURT ZEMPLE
SHEBOYGAN POLICE DEPT
1315 N 23RD ST - STE 101
SHEBOYGAN, WI 53081

Terms: NET 10
Date Due: 06-30-23
TOTAL AMT.DUE: \$706.84
SUBTOTAL \$706.84
SALES TAX* \$0.00
See payment instructions on last page

Check Payment Slip (cut here)

Service Contract #: 64769623
1YR. CONTRACT ANN. INV.
Contract Period:
EFFECTIVE 08-07-23
EXPIRES 08-06-24

Order Type -PMIA
PO # RENEWAL

EQUIPMENT

Location 45078*1
650 FOREST AVE
SHEBOYGAN FALLS, WI 53085
Contact 920-459-3333

Equipment Description L-1 JETSCAN, i121, iFX
MODEL: 480-9211-00
SERIAL#: 1i121022512184

CONTRACT PERIOD: 08-07-23
08-06-24

SERVICE FACILITY: 75 CUMMINS-ALLISON MILWK-#75

Service Starts 08-07-23 Parts 84.82 0.00
Labor 622.02 0.00
AMOUNT: 706.84

SALES TAX 0.00
INVOICE TOTAL 706.84

* INSPECTIONS OR MAINTENANCE WORK WILL NOT BE DONE UNTIL PAYMENT IS RECEIVED *

Continued...

PAYMENT OPTIONS AND INSTRUCTIONS

Check Please include Payment Slip from page 1 with check payment.

Mail Check to: PO BOX 931958
Atlanta, GA 31193-1958
Make Check Payable: Cummins Allison Corp.

ACH Wire To: Include Invoice #
Account# 4121855316
Routing # 121000248

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SHEBOYGAN COUNTY SHERIFF'S DEPARTMENT
OFFICE OF THE SHERIFF

525 N. 6th St.
Sheboygan, WI 53081

Cory L. Roeseler, Sheriff
Chad Broeren, Inspector

Phone: (920) 459-3112 FAX: (920) 459-4305

Date: 07/20/23

To: Law Committee

From: Communications Council

At the July 19, 2023, communication council meeting, a request from Kiel Police Department (KPD) was received based on an incident that happened on July 4, 2023, where KPD assisted Sheboygan County Sheriff's Office on a high-risk call. During this event KPD did not have the proper frequencies to communicate and also did not have the Sheboygan County encryption key loaded onto their radios. As a result, KPD sent an email asking for the radio frequencies and encryption key. Their request was approved by the communications council and now forwarded to your committee for final approval.

The unanimous motion from the Communication Council was to make sure KPD had Sheriff Primary, Secondary, Law Channels and Event Channels with the encryption key.