

NOTICE OF MEETING

LAW COMMITTEE

December 6, 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

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 Budget Adjustment for Seatbelt Grant
- Consideration of the Appointment of Jennifer Vorpapel to the Local Emergency Planning Committee representing Media/Public Information
- Consideration of the Appointment of Dr. Erin McGlynn to the EMS Council representing the Medical Association, replacing Dr. Steve Zils
- Consideration of the Squad 38 repairs
- Consideration from Communication Council regarding reimbursement to Town of Wilson for encryption key fee
- Discussion of 3rd Quarter Variance Report
- Discussion regarding Chapter DMA 2 PSAP Grant Award
- Update on Vorpahl Radio Tower Site

- 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 call 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

November 1, 2023

Called to Order: 4:00 PM

Adjourned: 5:16 PM

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

MEMBERS ABSENT: Member Jacob Immel

ALSO PRESENT: Ashley Spelshaus, Curt Brauer, Ed Procek, Chad Broeren, Cory Roeseler, 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 October 31, 2023 at 9:10 a.m. in compliance with the open meeting law.

Approval of Minutes

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

Correspondences/Communications

There were no correspondences/communications.

District Attorney

Motion by Gruber, second by Schobert, to approve the two Salary/Equity Adjustments. Motion carried with no negative votes.

Sheriff

Sheriff Roeseler informed the Committee members of an upcoming retirement. Sheriff Roeseler provided an update on the jail population.

Motion by Schobert, second by Nonhof, to approve paying the attached invoices with MEG Unit State Drug Forfeiture funds. Motion carried with no negative votes.

Motion by Nonhof, second by Gruber, to approve the repairs to squad 50. Motion carried with no negative votes.

Discussion was held on the Mobile Crisis Co-response Model.

Motion by Gruber, second by Nonhof, to approve paying the Town/Village Contracts. Motion carried with no negative votes.

Motion by Schobert, second by Nonhof, to approve the Resolution No.____(2023/24) Authorizing Permanent Tower Site & Access Easement for Sheboygan County's Public Safety Radio Tower. Motion carried with no negative votes.

Vouchers

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

Jodi LeMahieu
Recording Secretary

Wendy Schobert
Committee Secretary

Education:

University of Wisconsin-Green Bay
Bachelor of Arts in Communications, May 2007

Professional Experience:

09/2015-Present **Sheboygan County Division of Public Health** **Sheboygan, WI**

11/2023-Present

Lead Health Strategist

- Lead the division's strategic planning, workforce development, and performance management/quality improvement processes
- Act as the lead of the division's coalition work with Healthy Sheboygan County
- Lead Public Information Officer for Sheboygan County Health & Human Services
- Work with Health & Human Services Department management team on department wide strategic planning and health equity work

07/2021-11/2023

Communications Specialist/Emergency Preparedness Coordinator

- Manage Public Health [Facebook](#) and [Twitter](#) accounts
- Maintain Public Health [website](#)
- Maintain Healthy Sheboygan County [website](#)
- Strategic planning of internal and external division communications
- Communications team member for the COVID-19 response
- Work with community partners on emergency preparedness planning
- Write and maintain Public Health Emergency Plan
- Plan emergency preparedness training and exercising for Public Health staff

02/2018-07/2021

Public Health Aide/Emergency Preparedness Coordinator

- Work with community partners on emergency preparedness planning
- Write and maintain Public Health Emergency Plan
- Plan emergency preparedness training and exercising for Public Health staff
- Communications team member for the COVID-19 response
- Assist Public Health staff with clerical tasks
- Maintain general Public Health email account and incoming faxes

09/2015-02/2018

Public Health Aide

- Assist Public Health staff with clerical tasks
- Maintain general Public Health email account and incoming faxes

05/2015-09/2015

The American Club

Kohler, WI

Housekeeping Clerk

- Answered guest housekeeping and in-room dining calls
- Prepared housekeeping room assignments
- Served as dispatch between housekeepers, butlers, and maintenance

04/2014-6/2022

Vorpapel for Assembly

Plymouth, WI

Campaign Manager/Treasurer

- Balance campaign bank account and file all reports to the state
- Campaign door-to-door
- Manage all campaign mailings

- Prepare voter contact materials
- Manage all social media accounts

11/2013-04/2014

Thelma Sadoff Center for the Arts

Fond du Lac, WI

Events Coordinator

- Worked with clients to plan rental events
- Worked with vendors to coordinate rental events
- Managed all Thelma events (concerts, movies, etc.)
- Managed Thelma event support staff

05/2007-11/2013

WLUK Fox 11

Green Bay, WI

10/2011-11/2013

Creative Services Producer

- Coordinated all station contests including writing contest rules, managing the necessary paperwork, running live contest events, and contacting winners
- Wrote and produced daily topical promos
- Wrote and produced Fox 11 station promos
- Worked with clients to write and produce commercials

05/2007-10/2011

Assistant Newscast Director

- Ran robotic studio cameras, teleprompter, floor direction, character generation, creation of graphics, trained to become a newscast director

Accomplishments:

- April 2008 - Certified user of Chyron Lyric, a news graphics computer program
- January 2010 - Won Employee of the Month for a good attitude and doing anything it takes to get my job done
- Proficient in Microsoft Office and Adobe Creative Suite

Erin McGlynn, MD, MPH

erin.mcglynn@aah.org

3400 Union Ave. Sheboygan, WI 53081

EDUCATION

- University of Wisconsin School of Medicine and Public Health –Madison, WI** 2014- 2019
Wisconsin Academy for Rural Medicine (WARM) Program
Doctor of Medicine, Path of Distinction in Public Health
- University of Wisconsin School of Medicine and Public Health –Madison, WI** 2014-2019
Master of Public Health
Public Health Entomology Certificate
- University of Wisconsin-Madison – Madison, WI** 2009- 2013
B.S., Evolutionary Biology
Certificate in Global Health

POST-GRADUATE TRAINING

- Medical College of Wisconsin – Milwaukee, WI** July 2022-June 2023
Emergency Medical Services Fellow
Emergency Medicine Physician at Froedtert-MCW hospitals
- Detroit Receiving Hospital-Wayne State University – Detroit, MI** July 2019-June 2022
Emergency Medicine Resident
Chief Resident 2021-2022

EXPERIENCE

- Advocate Aurora Healthcare – Sheboygan, WI** July 2023-present
Emergency Medicine Physician
EMS Medical Director, Sheboygan County

LICENSURE

- State of Wisconsin (2022-present)
State of Michigan (2019-2022)

CERTIFICATIONS

- Board Certified - American Board of Emergency Medicine (2023-present)
- Board Certified – American Board of Emergency Medicine, Emergency Medical Services (2023)
- FEMA Hazmat (HERT Course) Training (2023)
- FEMA Incident Command Systems Trainings 100, 700 (2022)
- Global Ambassador for Patient Safety (2021 – present)
- Sustain-ED: Screening, Assessment, and Treatment of Substance Use Disorders in the Emergency Department (2021 – present)
- Advanced Cardiac Life Support (2019 – present)
- Pediatric Advanced Life Support (2019 – present)
- Advanced Trauma Life Support (2019 – 2022)

SHEBOYGAN COUNTY COMMUNICATION COUNCIL

Russell R. Schreiner, Chairperson
Jason L. Liermann, Recording Secretary

At the October 18, 2023, Communication Council meeting there was a discussion and motion to deny the Town of Wilson Code Enforcement individuals from having encryption ability for their hand-held radios. The decision was based on past practice where non-sworn law enforcement are not permitted to have the encryption key for the Sheboygan County Radio System. Town of Wilson purchased a radio through the sheriff's office with encryption capabilities. The communication council recommends that the Town of Wilson be reimbursed for \$532.50 which is the encryption cost that they paid and are not permitted to use.

**VARIANCE REPORT FOR DEPARTMENT -- SHERIFF
FOR THE QUARTER ENDING 09/30/2023**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Intergovernmental Revenues		
	Federal Grants	20,146.00	Awarded the JAG grant.
	State Grants	6,147.31	Budgeted for the Seat Belt grant, but ended up not being awarded the grant. Awarded the smaller Traffic Safety grant.
	Public Charges for Services		
	General Government	1,997.74	Received old/unclaimed evidence.
	Public Safety	(150,136.71)	Decline in ES Sanctions, juvenile boarders, and collection of inmate fees.
	Interest and Other Revenue		
	Rent Revenue	1,029.58	True up caused more than budgeted tower rent revenue.
	Other Misc. Revenue	99,029.04	Provided more than anticipated security for private businesses. Due to a higher jail population and the new use of tablets in the jail, receiving higher commission on phone and tablet purchases.
	Personnel Related Expenditure		
	Wages	319,280.45	Due to vacancies in Corrections, Patrol and Dispatch. This would be a higher positive variance, but had \$156,658 in retirement payouts and the additional 1.5% pay increase for all employees caused an additional \$112.467 in wages.
	Overtime	(723,124.88)	Due to vacancies in Corrections, Patrol and Dispatch. Patrol has been guarding inmates far more than in the past. This is causing a large burden on overtime.
	Benefits	(19,990.73)	Due to vacancies in Corrections, Patrol and Dispatch.
	Operating Expenses		
	Purchased Services	(73,539.01)	Increased jail population has created higher than budgeted inmate meal costs. Aurora Medical was holding on to OWI blood draw invoices and finally provided them to the department for payment.

	Repairs and Maintenance	(82,448.07)	Needed to purchase more than budgeted squad parts. Many unexpected equipment repairs needed at the Detention Center and Detention Center/Jail Kitchens.
X	General Operating	91,852.08	Seeing a savings in gas at this time due to lower gas prices. Some of this is due to timing of purchasing budgeted equipment and computers.
	Fixed Charges	35,038.81	Decrease of individuals placed on electronic monitoring which creates a decreased cost in rental of equipment.
	Interdepartmental Charges		
	Employee Related Insurance	196,885.25	Due to vacancies in Corrections, Patrol and Dispatch.
	Repairs & Maintenance Charges	(1,193.23)	More than anticipated Highway labor needed for the department.
	System Operation Charges	4,387.30	Less than anticipated printing needs for the department.
	Other Interdepartmental	(1,123.06)	Accountant wages higher than budgeted.
X	Capital Outlay	162,333.40	Not all budgeted vehicles have been purchased at this time.
	Variance Less Than Justification Threshold	39,541.64	
	TOTAL	(73,887.09)	Negative



State of Wisconsin / DEPARTMENT OF MILITARY AFFAIRS

PO BOX 14587
MADISON 53708-0587

OFFICE OF EMERGENCY COMMUNICATIONS

TELEPHONE 608 888-5501

October 26, 2023

Sheboygan County Sheriff's Department
Cory Roeseler, Sheriff
525 North 6th Street
Sheboygan, WI 53081

RE: **Chapter DMA 2 PSAP Grant Program**

Dear Cory Roeseler,

The Wisconsin Department of Military Affairs/Office of Emergency Communications (DMA/OEC) is pleased to award **Sheboygan County Sheriff's Department** state funding through the PSAP Grant Program to provide additional funding for the equipment upgrades and advanced training necessary for Next Generation 9-1-1 (NG9-1-1) implementation. Before work on the grant project can begin, we will need the following:

1. Thoroughly read each document within this award package.
1. The **Signatory Official** must sign and initial where indicated including the bottom of each page, after each general and/or special condition, and the last page. Electronic signatures are acceptable.
2. The **Signatory Official** is responsible for ensuring that the agency agrees with the terms and conditions of this grant award. If the agency or signatory official does not agree with the terms and conditions, they may notify the program contact identified in the award package to decline the award.
3. Maintain a copy of the signed award documents. Return the signed award documents via email within thirty (30) days to interop@widma.gov.

Please feel free to reach out to the Grant Specialist, Grant Grywalsky, with any questions. We look forward to a collaborative working relationship with **Sheboygan County Sheriff's Department**.

Sincerely,

Grant Grywalsky
NextGen9-1-1 Grant Specialist
Office of Emergency Communications
WI Dept of Military Affairs

ATTACHMENT A – GRANT SUMMARY AND AWARD CONDITIONS

October 26, 2023

Sheboygan County Sheriff's Department
Cory Roeseler, Sheriff
525 North 6th Street
Sheboygan, WI 53081

Re: **Chapter DMA 2 PSAP Grant Program**


Grant Number: **2024-P114**

The Department of Military Affairs (DMA), Office of Emergency Communications (OEC) hereby awards to **Sheboygan County Sheriff's Department** (hereinafter referred to as the Grantee), the amount of \$356,664.00 for programs or projects pursuant to the 2019 Wisconsin Act 26 and Chapter DMA 2 of the Wisconsin Administrative Code.

This grant may be used until **June 1, 2025** for the projects consistent with the budget and general conditions in Attachment A, subject to any grant assurances set forth in Attachment B, and the reporting requirements outlined in Attachment C.

The Grantee shall administer the program or projects for which this grant is awarded in accordance with the applicable rules, regulations, and conditions of the Department of Military Affairs. The submitted application is hereby incorporated as reference into this award as Attachment D.

This grant shall become effective, and funds may be obligated (unless otherwise specified in Attachments A, B and/or C) starting December 1, 2023 and after the Grantee signs and returns a signed version of this grant award to the Department of Military Affairs. Keep a copy of these documents for your records.

DocuSigned by:

4249C565540744F...
Erik Viel, Director
Office of Emergency Communications
Wisconsin Department of Military Affairs

10/30/2023 | 5:59 AM CDT
Date

The Grantee, Sheboygan County Sheriff's Department hereby signifies its acceptance of the above-described grant on the terms and conditions set forth above or incorporated by reference therein.

Grantee: **Sheboygan County Sheriff's Department**

By: _____
Cory Roeseler
Sheriff

Date

ATTACHMENT A – GRANT SUMMARY AND AWARD CONDITIONS

Grantee: **Sheboygan County Sheriff's Department**
 Project Title: **FY24 PSAP Grant Program**
 Statute Reference: **§ 256.35 (3s) (bm) and § 20.465 (3) (qm)**

Grant Number: **2024-P114**

Grant Period from: **December 1, 2023 to June 1, 2025**

APPROVED BUDGET

Cost Category	State & Match
Equipment Hardware & Software	\$220,497.00
Advanced Training	\$0.00
Consolidation or Other Services	\$136,167.00
STATE (90%) TOTAL	\$320,997.60
MATCH (10%) TOTAL	\$35,666.40
TOTAL APPROVED BUDGET	\$356,664.00

Grant/Budget Modifications

Budget changes in excess of 10% of the total project budget, or a change to include a grant expense not previously approved, requires a written modification request prior to any budget reallocations. In most circumstances, grant modifications cannot increase the award total. Contact OEC for a Modification Request Form.

Any changes in personnel involved with the grant including the main contact, the secondary contact and the signatory official need to be reported to grant administrative staff via email.

Name of Grant Specialist: **Grant Grywalsky**
 Phone Number: **608-471-2155**
 Email: **Grant.Grywalsky@widma.gov**

Name of Program Manager: **Jessica Jimenez**
 Phone Number: **608-888-5520**
 Email: **Jessica.Jimenez@widma.gov**

General OEC Email: Interop@widma.gov

Signatory Official
 Initials _____
 Date _____

ATTACHMENT A – GRANT SUMMARY AND AWARD CONDITIONS

Award General Conditions

1. *Supplantation:* In appropriate circumstances, grant funds may be used to supplant local funds authorized for a PSAP. However, grant funds must increase the amount of funds for the PSAP that would otherwise be available from local resources and PSAP base operating budgets shall not be reduced because of the award of grant funds. Grantees that are suspected of supplanting local funds will be scrutinized more closely and Department of Military Affairs (DMA) may require additional documentation to ensure PSAP base budgets are not being reduced.
2. *Training:* All personnel who utilize equipment purchased with funds from this grant must receive training either through the equipment vendor or other competent source specific to that piece of equipment before it is put into service. The Grantee is required to maintain proper training records.
3. *Fiscal Compliance:* To be allowable under a grant program, costs must match the approved budget and must be obligated (purchase order issued, class scheduled) during the grant performance period. Payment must be made within 30 days of the grant period ending date and/or vendor invoicing. Reimbursement for travel (i.e., mileage, meals, and lodging) is limited to applicable state rates and timeframes. Taxes are not allowable.
4. *Allowable Costs:* Costs incurred shall be allowable and meet grant goals and objectives. No costs or services shall be incurred outside of the approved grant performance period.
5. *Programmatic Changes:* Any changes to the grant require **prior** approval from DMA through a modification submitted via email and approved by the DMA Grant Specialist. Changes requiring a modification may include but are not limited to Budget, Scope of Project, Period of Performance, main point of contact, secondary point of contact, signatory official, and/or applicable Performance Measures.
6. *Contracts and Procurement:* Grantees shall use their own procurement procedures and regulations, provided that the procurement conforms to applicable state law and procurement standards. Copies of legal agreements shall be submitted to the DMA Grant Specialist as deemed necessary which may include procurement solicitations, Contracts, or Interdepartmental Agreements and Memorandums of Understanding (MOU) among collaborating agencies.
7. *Conflict of Interest:* No staff member of the Grantee organization may use their position to obtain financial gain or anything of substantial value for the private benefit of themselves or their immediate family, or for an organization with which they are associated, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit. Wis. Stat. § 19.59(1)(a).
8. *Fiscal Control:* The Grantee will use fiscal control and fund accounting procedures and will ensure proper disbursement of, and accounting for, funds received and distributed under this program, per Wis. Stat. § 16.41 (Agency and authority accounting; information; aid).
9. *Disbursement:* Grant funds will be disbursed in the form of reimbursement by DMA upon completion of approved Program Report(s), Fiscal Report(s), Project Closeout, and satisfaction of Special Conditions. The Final Closeout Report is considered your Request for Reimbursement and must

Signatory Official
Initials _____
Date _____

ATTACHMENT A – GRANT SUMMARY AND AWARD CONDITIONS

include copies of paid detailed invoices/receipts, necessary supporting documentation and a completed Request for Reimbursement Form signed by the Signatory Official for your agency.

10. *Program Income:* All income generated as a direct result of a grant-funded project shall be deemed program income. Program income must be used for the purpose and under the conditions applicable to the award. Program income should be used as earned and accounted for in your reimbursement request.
11. *Copyright, Acknowledgement, and Publications:* The Grantee will comply with all copyright and materials acknowledgement requirements as addressed in the projects' grant guidelines. The Wisconsin Department of Military Affairs reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for DMA purposes: the copyright in any work developed under this grant; and any rights of copyright to which the Grantee or a contractor purchases ownership with grant support. The content of any grant-funded publication or product may be reprinted in whole or in part, with credit to the DMA acknowledged. When issuing statements, press releases, and other documents describing projects or programs funded in whole or in part with grant funds, the Grantee shall clearly acknowledge the receipt of grant funds in a statement.
12. *Grant Compliance:* Grantee must comply with the Grant Announcement used to announce the funding opportunity and this Grant Award Document. The Grantee must cooperate with the DMA Grant Specialist.
13. *Grant Reporting:* The Grantee shall ensure that all grant reporting will be timely on a schedule established by the DMA. Grant reporting information provided to the DMA staff shall accurately assess the completeness of grant goals, activities, benchmarks and target dates.
14. *Cooperation with Evaluation or Audit:* The Grantee shall cooperate with the performance of any evaluation or audit of the program by the State 911 Subcommittee, DMA or by their contractors.

Signatory Official
Initials _____
Date _____

ATTACHMENT B – GRANT ASSURANCES

1. Wisconsin State Statute and Standards Compliance

The Grantee agrees to comply with the requirements outlined in the statewide emergency services number statute (Wis. Stat. 256.35) and Wisconsin Administrative Code, Chapter DMA 2. All awards funded under this Grant Announcement must comply with evolving state and national standards pertaining to NextGen9-1-1 systems as those standards are finalized and released statewide or at the national level. Please be advised that if the Grantee is deemed to be out of compliance with the Chapter DMA 2 of the Wisconsin Administrative Code or any grant conditions or requirements, current grant funds may be held or de-obligated, and the approval of future grant funds may be impacted.

2. Grant Administration Training

The Grantee shall make every effort to participate in any applicable grant program conference calls or administrative trainings supplied by DMA. Grantees must participate in scheduled grant training events, allow a programmatic or financial site visit (if applicable), and accept technical assistance from DMA.

3. Audit Requirements

- a. The Grantee agrees to comply with all applicable Wisconsin State Purchases Law pursuant to Wis. Stat. Chapter 16; purchasing rules and regulations.
- b. The Grantee is prohibited from transferring funds between programs (i.e., NextGen9-1-1 Program, Homeland Security, Emergency Management Program Grant, etc.)
- c. The Grantee agrees to fully cooperate with compliance audits including periodic programmatic, fiscal monitoring, records review and site visits conducted by DMA. Grantees agree to submit timely and accurate Program Evaluation Reports to DMA as required and to participate in DMA sponsored surveys and all other required reports related to any DMA administered grant program. DMA reserves the right to deny payment to any approved programs for failure to comply with this provision.

4. Matching Funds

This grant award requires a 10% local match. Matching funds must be an allowable expense under the grant program and must come from a non-state or federal grant funding source. By accepting this grant award, the Grantee is certifying that it has the funding available to cover the total cost of the project prior to receiving reimbursement by DMA. The 90% state reimbursement will be a one-time payment at the close out of the grant project when all funds for the project have been expended.

5. Payment Methodology and Withholding Grant Funds

DMA shall only remit funds to Grantees upon receipt of a Grant Reimbursement Request Form at the close out of the grant period, signed by the Signatory Official, and including the required supporting documentation. The Grantee fully understands that DMA has the right to withhold, suspend or terminate grant funds to any recipient that fails to conform to the requirements (general/special conditions, reporting) outlined in this award package. If the Grantee is deemed to be out of compliance with the applicable administrative rule (Chapter DMA 2) or any grant conditions or requirements that would make the Grantee ineligible to receive grant funding, current grant funds may be held or de-obligated, and the approval of future grant funds may be impacted.

6. Non-Appropriation

All awards are subject to the availability of appropriated state funds and to any modifications or additional requirements that may be imposed by law.

Signing Official
Initials _____
Date _____

ATTACHMENT B – GRANT ASSURANCES

7. Maintenance of Records

All grant documents including but not limited to invoices, purchase orders, packing slips, equipment make, model and serial numbers, must be maintained by the Grantee for a minimum of four (4) years after DMA closeout date.

8. Property acquired with grant funds

DMA requires that property acquired with grant funds be tagged and tracked detailing the description of the property, serial or identification number, source of property, name of owner, acquisition date, cost, location, and condition. Title to property acquired in whole or part with grant funds shall vest in the Grantee, subject to divestment at the option of DMA, where its use for 9-1-1 purposes is discontinued. Grantees shall exercise due caution in the use, maintenance, protection and preservation of such property. Grantees that accept grant funding are responsible for all sustainment costs after the end of the grant period.

9. Equal Opportunity, Non-discrimination and Affirmative Action Program Requirements

It is the responsibility of all Grantees to ensure that their employment practices comply with Equal Opportunity Requirements, s. 51.01 (5), Wis. Stats., s. 111.32 (13)(m), Wis. Stats., and Gubernatorial Executive Orders governing the promotion of a diverse workforce, equal opportunity and the prevention of sexual harassment and including where applicable, the requirement of Grantees to formulate, implement and file an Equal Opportunity Plan with DMA.

In connection with the performance of work under this grant, the Grantee agrees not to discriminate against any employee or applicant of employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation as defined in s. 111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Grantee further agrees to take affirmative action to ensure equal employment opportunities.

Pursuant to 2019 Wisconsin Executive Order 1, Grantee agrees it will hire only on the basis of merit and will not discriminate against any persons performing a contract, subcontract or grant because of military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.

10. Ethical Standards/Prohibited Political Activity

It is the responsibility of all Grantees to comply with applicable provisions of Wis. Stats. Chapter 19, Subchapter III – Code of Ethics for Public Officials and Employees and the provisions of the Hatch Act, which limits the political activity of public employees.

11. Collection of Unallowable Costs

Payments made for costs determined to be unallowable by either the awarding agency, cognizant agency for indirect costs, or pass-through entity, either as direct or indirect costs, must be refunded (including interest) to the State of Wisconsin in accordance with instructions from the state agency that determined the costs are unallowable unless state statute directs otherwise.

Signatory Official
Initials _____
Date _____

ATTACHMENT B – GRANT ASSURANCES

12. 9-1-1 Fee Diversion

In accordance with the Federal Communications Commission (FCC) regulation on 9-1-1 fee diversion, the Grantee agrees that as a taxing jurisdiction of the State of Wisconsin, the Grantee shall not use any portion of funds received under this grant program for a purpose or function other than those approved by DMA and designated by the FCC as acceptable under [47 CFR § 9.23](#).

Grantee agrees that, as a condition of receipt of the grant, the Grantee will return all grant funds if the Grantee expends, at any time for the full duration of this grant, any portion of funds received under this grant program for a purpose or function other than those approved by DMA and designated by the FCC as acceptable under [47 CFR § 9.23](#).

Signatory Official
Initials _____
Date _____

ATTACHMENT C – REPORTING REQUIREMENTS AND CLOSEOUT

Reporting Requirements

Grantee agrees to meet reasonable fiscal and administrative requirements to account for its grant funds in accordance with state statute, administrative code, and as the Office of the Governor or DMA may require including but not limited to submitting quarterly progress reports, final financial reports, and closeout documentation. Templates for the quarterly reports will be made available at a later date.

Quarterly reports must be sent to DMA by the end of the following month (with the exception of the closeout report) after the close of each calendar quarter as follows:

Report 1 – Grant Period Start to March 31, 2024	Due: April 30, 2024
Report 2 – April 1, 2024 to June 30, 2024	Due: July 31, 2024
Report 3 – July 1, 2024 to September 30, 2024	Due: October 31, 2024
Report 4 – October 1, 2024 to December 31, 2024	Due: January 31, 2025
Report 5 – January 1, 2025 to March 31, 2025	Due: April 30, 2025
Report 6 – April 1, 2025 to June 1, 2025	Due: At Closeout

Failure to comply with this provision may result in the withholding of grant funds until the delinquent report is received. If a Grantee closes out their project prior to the grant period end date, a final progress report and closeout report is required within forty-five (45) days of the final expense and invoice.

Grant Closeout

After the project period of the grant has ended, the Grantee will need to submit all closeout documents and complete closeout requirements within 60 days after the end of the grant. Extension requests must be submitted a minimum of 30 days before the end date of the grant performance period and will be reviewed by program staff on a case-by-case basis. Requests to extend the grant performance period are generally discouraged. There is no guarantee of an extension request approval and extensions are contingent on state fiscal year deadlines and state statutory requirements.

Unless requested in advance, grant reimbursement payment will be in the form of a check. If the Grantee prefers electronic payment via ACH, please contact OEC for more information.

In order to closeout a grant, DMA requires submission of:

- *Grant Reimbursement Request Form* – expenditures on the Grant Reimbursement Form must have been incurred within the approved period of performance listed on these award documents.
- *Invoices and proof of payment* for all grant funded items identified on the Grant Reimbursement Request Form – proof of payment can be a copy of the check or a general ledger report with the check number.
- *A copy of the procurement information* authorizing that type of purchase if not already submitted to OEC.
- *A final equipment inventory report* – this report is required for any equipment purchased with a single per unit cost in excess of \$5,000 and should include serial numbers for equipment. A template will be provided.

Upon completion of the closeout process, DMA will send a Closeout Letter to Grantees, advising the grant is closed.

Signatory Official
 Initials _____
 Date _____



State of Wisconsin / DEPARTMENT OF MILITARY AFFAIRS

PO BOX 14587
MADISON 53708-0587

OFFICE OF EMERGENCY COMMUNICATIONS

TELEPHONE 608 888-5501

As the duly authorized representative, I hereby certify that this award package was received and reviewed by the appropriate members of this organization. I also acknowledge receipt of the Grant Award and any attached Special Conditions, as well as receipt of the General Conditions. I understand that this grant is awarded subject to compliance with all certifications and conditions described in this award package.

Sheboygan County Sheriff's Department

Signature of Authorized Agent	Date	Agency
Cory Roeseler		2024-P114
Name (printed)		Grant Award Number

This grant award is effective from December 1, 2023. Substitute signing or stamping is not accepted.

PLEASE SIGN DOCUMENTS, KEEP ONE COPY FOR RECORDS AND RETURN A SIGNED SCANNED VERSION VIA EMAIL WITHIN THIRTY (30) DAYS TO:

Interop@widma.gov
Subject: Signed Grant Award Documents



Attachment D – Application

Chapter DMA 2 – PSAP Grant Program Application Form



Eligible applicants should complete this form and submit with the required documentation to interop@widma.gov by the deadline specified in the Grant Announcement. If you are experiencing issues submitting your application, please call [608] 888-5501 for assistance.

Section 1: Applicant Information

A. Agency Name	Sheboygan County-Sheriff's Department
B. Physical Address	525 North 6th Street Sheboygan, WI 53081
C. Mailing Address (Leave blank if same as above)	
D. Main Point of Contact	<u>Name:</u> Eric Zinkel <u>Title:</u> Communications Manager <u>Email:</u> eric.zinkel@sheboygancounty.com <u>Phone:</u> 920 459-4367
E. Secondary Point of Contact (Must be different from above)	<u>Name:</u> Jason Liermann <u>Title:</u> Captain <u>Email:</u> jason.liermann@sheboygancounty.com <u>Phone:</u> 920-459-3136
F. Signatory Official	<u>Name:</u> Cory Roeseler <u>Title:</u> Sheriff <u>Email:</u> cory.roeseler@sheboygancounty.com <u>Phone:</u> 920-459-3123



Chapter DMA 2 – PSAP Grant Program Application Form



Section 2: Project Narrative

A. Provide a summary of the proposed grant project(s) to be funded during the grant period.

The Sheboygan County Communications Center (PSAP) provides 24-hour dispatching for all law, fire, and EMS agencies within Sheboygan County. In 2016, the City of Sheboygan Dispatch Center and the Sheboygan County Communications Center merged and on July 19, 2022 the Sheboygan County Board of Supervisors passed a resolution designating the Sheboygan County Communications Center as the sole Public Safety Answering Point for Sheboygan County (County).

This designated sole PSAP now serves a population of 115,152, 13 cities and villages within Sheboygan County, providing dispatching for 24 fire departments, 7 ambulance services, and 12 first responder units. The Sheboygan County Communications Center (PSAP) has two locations-main and back-up. The main site, at 525 N 6th St, Sheboygan, WI 53081, is located in the Sheboygan County Sheriff's Department building. The back-up site, at 1315 N 23rd St, Sheboygan WI, is located in the City of Sheboygan Police Department building. The PSAP has twelve total answering positions/workstations, eight at the main site and four at the back-up site.

In 2023 we did receive the FY23 PSAP Grant for moving over to NG911 equipment and esinet. That project was entirely funded with the previous grant. For this grant cycle we are looking to update further equipment that was not required last year. We are looking to purchase two Time Synchronization servers for the primary and backup sites. Currently each site has three different Time clocks, which are near end of life and difficult to maintain. The proposed purchase will allow one clock to synchronize the radio, CAD, and phone systems at each site.

Secondly we are looking to replace our current phone recorder system, which is also end of life. As part of the upgrade to a new phone recorder server, we are also looking to purchase some analytical software which will provide data on 911 calls received and times it takes to answer. This program also provides specific feedback on each individual call taker, to include quicker and integrated caller quality assurance and feedback. This program will also integrate the NG911 phones into our records management system.

B. Provide a proposed timeline for your project(s), including proposed start/end date, anticipated purchasing process plan and implementation schedule. Timeline should not exceed June 1, 2025.

* 1st Quarter 2024 : Order Equipment

*2nd Quarter 2024 : Install NICE Equipment and Update Software

*3rd and/or 4th Quarter 2024 : Train supervisors on the NICE dashboard and software. Install time synchronization equipment.

C. Describe any planned NG9-1-1 coordination between the applicant and the Land Information Office within the applicant's county. Coordination between PSAPs and GIS personnel will be essential to successful NG9-1-1 buildout.

Sheboygan County's GIS currently maintains numerous datasets for 911 Dispatch, including addresses, road centerlines, emergency service zones, etc. GIS also maintains several virtual servers that host data services for use in Dispatch software.

From a data standpoint, GIS staff are currently in the process of reviewing and preparing data for migration to NG911 utilizing State and Federal guidelines. Part of this process includes migrating data from Esri's ArcMap address solution to ArcGIS Pro. This migration will involve updating schema and attributes for several datasets, and creation of some new datasets. Layers to be updated will include address points and structures, and centerline address points created. County staff also plan to meet with surrounding Counties to review edge matching between boundaries, and determine the proper process for updating data, if need be. For the County's road centerline dataset, a topology will be created to identify and fix any overlaps or gaps in the data.

For hardware, the County currently has an Esri ArcGIS Server virtual machine that hosts data for Dispatch, and is shared with data hosted for public consumption. GIS data is stored in a Microsoft SQL database on a virtual SQL server. These virtual servers are on a shared host with other County servers.



Chapter DMA 2 – PSAP Grant Program Application Form



Section 3: Proposed Project Budget

A. Provide a narrative for the proposed budget. The detail provided in the narrative must be sufficient so that reviewers can interpret what each identified cost is and how costs were estimated or calculated in the budget details in Section 3B based on the vendor quotes provided. The narrative must also identify the source of the local match required. The budget may include multiple projects. Grant funds cannot be used for existing contracts or costs beyond the grant performance period.

Purchase of TIME Synchronization equipment for the primary and backup sites (\$12640.00 x 2) and installation (\$975.00). This equipment would be purchased through BayCom. Purchase of NICE Phone Recorder Server (\$35102.00) and NICE Elite Phone Anayatics, Installation, and maintenance (\$276,232.00). The NICE purchases were based on a quote provided by NICE Inform company. As far as the match that is required, the county's portion would be taken out of the available ARPA funds that we have.

B. Budget Details. Based on the narrative provided in Section 3A, enter the grant costs into the associated cost categories below. The total in the last row should reflect the entire amount to be funded with both the state share and any required local share/match. The state and local share are automatically calculated based on the required percentage and total cost of the grant project(s). The budget may include multiple projects.

Cost Category	Item(s) Description – List all proposed grant funded items	Total Cost						
Equipment Hardware & Software	Time Synchronization Equipment (SECURESSYNC 2400 Master Clock, GPS/GNSS Outdoor Antenna, GPS Antenna Post MIT Kit, PGS PVC Post Mnt, GPS CBL Conn, CBL GPS Antenna 150 FT Cable, GPS Antenna Surg Protectr, GND Kit for 8226, Anti-Jam Antenna 2400 Master Clock) x 2 NICE Phone Server (HPE ML350 Gen10 4LFF, 2 x Xeon-Silver 4110 (2.1GHz/8-core), 32GB RAM 2 x HPE 2TB SAS 7.2K LFF Hot-Plug HPE P408i-a/2GB + Battery Storage Controller 2 x 800W Hot-Plug Power Supply HPE ML350 Gen10 Tower to Rack Conversion Kit (1U Sliding Shelf) 4-Port 1 Gigabit Ethernet Adapter Win Svr 2019) x 2 (HPE DL380 Gen10 12LFF, 2 x Xeon-Silver 4110 (2.1GHz/8-core), 32GB RAM 2 x HPE 2TB SAS 7.2K LFF Hot-Plug HPE P408i-a/2GB + Battery Storage Controller, 2 x 800W Hot-Plug Power Supply 4-Port 1 Gigabit Ethernet Adapter Win Svr 2019) x 1 (HPE 6TB SAS 12G Midline 7.2K LFF (3.5in) LP 1yr Wty 512e HDD for ML350 Gen10) x 4 (HPE 16GB (1X16GB) Single Rank x4 DDR4-2666 CAS-19-19-19 Registered Smart Memory Kit for DL380 / DL380 / ML350 Gen10) x 2 (Connection cable 10m for Analog/Digital cards) x 2 (Analog / Digital / Trunk full length PCI-E interface board without beep tone (NO CABLE included)) x 2 NICE Elite Software Package and Licensing (CAD Integration, 911 & Radio Integrations, Quality Assurance, RapidSOS, Organizer, Text-to-911 Recording, and Intelligence Center)	\$ 220,497.00						
Advanced Training	No Cost	\$ 0.00						
Consolidation or Other Services	BayCom installation of Net Clocks Nice Installation and 1 Year Maintenance	\$ 136,167.00						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">State Share: 90% of Total</td> <td style="width: 30%;">Local Share/Match: 10% of Total</td> <td style="width: 40%;">Total:</td> </tr> <tr> <td style="text-align: right; font-size: 24pt;">\$ 320,997.60</td> <td style="text-align: right; font-size: 24pt;">\$ 35,666.40</td> <td style="text-align: right; font-size: 24pt;">\$ 356,664.00</td> </tr> </table>		State Share: 90% of Total	Local Share/Match: 10% of Total	Total:	\$ 320,997.60	\$ 35,666.40	\$ 356,664.00	
State Share: 90% of Total	Local Share/Match: 10% of Total	Total:						
\$ 320,997.60	\$ 35,666.40	\$ 356,664.00						

NOTE: Please reference Attachment A for the approved grant budget



Chapter DMA 2 – PSAP Grant Program Application Form



Section 4: Grant Project Sustainability Plan

A. Provide a narrative for the proposed sustainment and maintenance of any grant-funded activities after the grant period has ended. Applicants must demonstrate that any projects that extend beyond the grant period will be sustained.

If Sheboygan County receives the initial grant listed above, the grant will help with the purchase and installation of the new equipment to improve our current NG911 equipment. The communications center will continue to train the new supervisors on the new ELITE Analytic software during their on-boarding and continuing education process. The wages and benefits for all dispatchers are not part of the grant budget.

B. Provide a narrative that demonstrates your regular operating budget will not decrease as a result of receiving this grant award.

The grant is being used to purchase hardware and software at a one-time fee. If this grant is awarded, our operating budget will not decrease and in fact it may increase slightly because of the unexpected fees, which we would budget for yearly in our annual operating budget process.



Chapter DMA 2 – PSAP Grant Program Application Form



Section 5: Standards Compliance Certification

By signing this application form, the Applicant certifies, to the best of their ability, that the information provided below is true and accurate at the time of this grant application. The Applicant also certifies that the below basic training and service standards will be maintained during the grant period. The 911 Subcommittee may choose to audit any applicant based on the responses to these questions.

Please review the statements carefully and check “yes” if the requirement has been met/will be maintained during the grant period and “no” if the requirement has not been met or cannot be maintained during the grant period.

Yes <input checked="" type="checkbox"/>	1. The applicant is a Designated PSAP as required by Wis. Admin. Code DMA § 2.03. See FY24 PSAP Grant Announcement, Section 2.1 for additional details.
No <input type="checkbox"/>	
Yes <input checked="" type="checkbox"/>	2. The applicant has a basic training program (either commercially available or in-house) that provides at least 40 hours of instruction to telecommunicator/dispatch staff.
No <input type="checkbox"/>	
Yes <input checked="" type="checkbox"/>	3. The basic training program covers general knowledge and awareness of geography, population and demographics served by the applicant, including other emergency services agencies and their jurisdictions.
No <input type="checkbox"/>	
Yes <input checked="" type="checkbox"/>	4. The basic training program provides an overview of the Incident Command System (ICS), National Incident Management System (NIMS), interoperable communications plans, and emergency operations plans.
No <input type="checkbox"/>	
Yes <input checked="" type="checkbox"/>	5. The basic training program reviews procedures for:
No <input type="checkbox"/>	
Yes <input checked="" type="checkbox"/>	a) Accurately processing and relaying caller information
No <input type="checkbox"/>	b) Obtaining complete caller information
	c) Properly classifying and prioritizing requests for emergency services
	d) Processing available caller information to identify conditions that may affect safety
	e) Operating and responding to emergency alerts
	f) Processing and documenting records and operating records systems
Yes <input checked="" type="checkbox"/>	6. The basic training program instructs telecommunicators in the appropriate use of emergency services terminology and the ability to communicate clearly in written and oral form, especially when relaying emergency information and communicating with the public.
No <input type="checkbox"/>	
Yes <input checked="" type="checkbox"/>	7. The basic training program includes initial training in the applicant’s continuity of operations plans and provides annual refresher training to all telecommunicators on the applicant’s plans.
No <input type="checkbox"/>	
Yes <input checked="" type="checkbox"/>	8. The applicant has implemented a policy that prohibits a telecommunicator from handling 9-1-1 calls without direct supervision until the telecommunicator has completed the basic training program.
No <input type="checkbox"/>	
Yes <input checked="" type="checkbox"/>	9. If any telecommunicators were hired prior to submitting this grant application, the newly hired telecommunicators were scheduled to begin the basic training program before the grant application deadline and will complete the program within 12 months of starting the training.
No <input type="checkbox"/>	
N/A <input type="checkbox"/>	
Yes <input checked="" type="checkbox"/>	10. Any telecommunicators hired after submission of this grant application will begin basic training within 12 months of their hiring date.
No <input type="checkbox"/>	
Yes <input checked="" type="checkbox"/>	11. The applicant has implemented Emergency Medical Dispatch (EMD) protocols at the agency or transfers EMD-related calls to a 3 rd party provider. The EMD training organization used meets the standards set by the 9-1-1 Subcommittee. See FY24 PSAP Grant Announcement, Section 2.4. for additional details.
No <input type="checkbox"/>	
01/2018	11.a. If yes to #11, enter the date in which EMD protocols were implemented at the agency or the date in which EMD-related calls began to be transferred to a 3 rd party provider. If no to #11, skip to #12.
Yes <input checked="" type="checkbox"/>	12. If no to #11, within 3 years of the first grant award under this grant program, the applicant will implement EMD protocols at the agency or contract to transfer EMD-related calls to an authorized 3 rd party such as another PSAP that has implemented the required EMD protocols. If yes to #11, skip to #13.
No <input type="checkbox"/>	
Yes <input checked="" type="checkbox"/>	13. The applicant agency receives both wireline and wireless 9-1-1 calls directly.
No <input type="checkbox"/>	



Chapter DMA 2 – PSAP Grant Program Application Form



Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	14. The applicant operates 24 hours per day, seven days per week.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	15. A minimum of two telecommunicators are on duty and available to receive and process 9-1-1 calls while the applicant agency is in operation.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	16. 90% of all 9-1-1 calls are answered within 10 seconds, and 95% of 9-1-1 calls are answered within 20 seconds.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	17. The applicant has established a continuity of operations plan (COOP) that addresses all of the following topics: a) The PSAP's operational processes that identify key communications and IT components. b) Any processes required to recover PSAP operations. c) Roles and responsibilities of a communications response team that may be deployed to restore PSAP operations. d) Employee training exercises necessary to implement and maintain the COOP. e) Interoperable communications planning and operations. f) A list of essential contacts, including PSAP and emergency services staff within the agency. g) Identification of any alternate operations site. (NOTE: This may also include any alternate routing agreements and procedures with outside jurisdictions capable of handling 9-1-1 calls from the PSAP in the event of system failure or facility abandonment.)

Section 6: Additional Applicant Data

Current 9-1-1 call handling equipment manufacturer and model	Inmodo Multi-mode VIPER System/Version 4.1 and Power 911 Version 5.5 and in process of moving to Vesta
When was the call handling equipment originally installed?	June of 2016
When does your agency plan to replace the call handling equipment?	We are in the process of changing over to our new equipment, which we hope to have in place during Q3 or early Q4 of 2023.
Current 9-1-1 logging recorder manufacturer and model	None Recording system Model INEX WENICE Public Safety Capture Solution InmodoVIPER 4.1 (by VIPER 4.1 BPS Power 911 5.5SP5) software
Current Computer Aided Dispatch (CAD) equipment vendor and model	Motorola FLEX Version 2023.1.15.4720
When was your CAD system last upgraded?	May of 2023
Current Record Management System (RMS) manufacturer and model	Motorola FLEX Version 2023.1.15.4720
Number of answering positions/workstations	Eight
Number of back up or remote answering positions/workstations	Four
Does your agency operate a back-up or disaster recovery location?	Yes
Number of telecommunicators (on staff/vacant)	23 / 0
Who is your Geographic Information System (GIS) mapping provider? (in-house, another municipal agency, or name of vendor)	In-house through our Planning Dept. They use ESRI.
If yes to #11 above, who is your EMD training provider?	

Section 7: Authorized Signature

Sheriff Cory Roeseler

 Signatory Official Printed Name

Date

7.31.23

 Signatory Official Signature