

CHIPPEWA COUNTY
LEGAL & LAW ENFORCEMENT COMMITTEE
SPECIAL MEETING
DECEMBER 5, 2022
CHIPPEWA COUNTY COURTHOUSE, RM 302
4:30 PM

1. CALL TO ORDER

2. ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Robert Teuteberg	Chippewa County	District 14 (Chair)	Present	
Dean Mueller	Chippewa County	District 20 (Vice-Chair)	Present	
Charles Bomar	Chippewa County	District 12	Present	
Kari Ives	Chippewa County	District 21	Present	
Joel Seidlitz	Chippewa County	District 9	Present	

Others present: Randy Scholz, Tamee Foldy, Curt Dutton, Dean Gullickson, Travis Hakes, Dan Modl, Denise Shervey, Russ Bauer and Lisa Olson-McDonald
Recorder: Amanda Richardson

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

Travis Hakes, Sheriff elect, spoke on how he is researching the possibility of a referendum for the April 2023 ballot for increasing staff in the Sheriffs Department.

Lisa Olson-McDonald, Emergency Management West Central Regional Director, spoke on the consolidation of the Emergency Management Department into the Sheriffs Department.

4. CONSENT AGENDA

Due to the next meeting being scheduled on Martin Luther King Day and the Courthouse is closed, the meeting was moved to January 30th 2023.

Motion (Bomar/Seidlitz) to approve the consent agenda. Carried by Roll Call. All Supervisors present voting Aye. Motion carried.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Charles Bomar, District 12
SECONDER:	Joel Seidlitz, District 9
AYES:	Teuteberg, Mueller, Bomar, Ives, Seidlitz

1. Approve the Agenda
2. Schedule Next Meeting Date - January 16th, 2023 at 4:30 PM

5. REPORTS

6. BUSINESS ITEMS

1. Resolution to Support Increased Funding for Wisconsin's County Child Support Program - Denise Shervey

Legal & Law Enforcement Committee

Minutes
Special Meeting

Chippewa County Courthouse, Rm 302

December 5, 2022
4:30 PM

Child Support Director, Denise Shervey, stated in 2019 their federal birth cost recovery matching funds were eliminated causing less revenue coming in. Due to the high number of case loads that money was beneficial to the department. Supervisor Bomar asked how much was lost in the matched dollars and Shervey stated around \$40,000. Supervisor Teuteberg asked if this was statewide and Shervey stated yes, that all Child Support Departments are taking this to their County Boards.

Motion (Bomar/Ives) to approve. Carried by Roll Call. All Supervisors present voting Aye. Motion carried.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 12/13/2022 6:00 PM
MOVER:	Charles Bomar, District 12	
SECONDER:	Kari Ives, District 21	
AYES:	Teuteberg, Mueller, Bomar, Ives, Seidlitz	

2. Resolution to Consolidate Emergency Management into the Sheriff's Department

County Administrator Scholz stated any turnover at department head level is looked at to see if any changes can be made. He has reached out to the County Board and incoming Sheriff and all agreed on whatever works for the department. Since the Emergency Management department works so closely with the Sheriffs Department as well as being located in the Sheriffs Department, that it consolidating would be a good fit. The only change is that there would not be a department head.

Motion (Ives/Seidlitz) to approve. Carried by Roll Call. All Supervisors present voting Aye. Motion carried.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kari Ives, District 21
SECONDER:	Joel Seidlitz, District 9
AYES:	Teuteberg, Mueller, Bomar, Ives, Seidlitz

7. **AGENDA ITEMS FOR FUTURE CONSIDERATION**

8. **ADJOURN**

Motion (Ives/Bomar) to adjourn. Carried by Roll Call. All Supervisors present voting Aye. Motion carried.
Meeting adjourned at 4:46 pm.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kari Ives, District 21
SECONDER:	Charles Bomar, District 12
AYES:	Teuteberg, Mueller, Bomar, Ives, Seidlitz

**STATEMENT OF EXPLANATION**

Resolution No. 58 - 22

**RESOLUTION TO SUPPORT INCREASED FUNDING FOR WISCONSIN'S
COUNTY CHILD SUPPORT PROGRAM - DENISE SHERVEY**

1 Passage of this resolution will encourage the Governor and the State Legislature to
2 increase General Purpose Revenue (GPR) funding to the county child support program by 5
3 million dollars (\$5,000,000) each year during the 2023-2025 biennial budget. The Wisconsin
4 Child Support Enforcement Program is incredibly cost-effective as it collects an average of \$6.43
5 in support for every dollar invested in the program. In addition, county child support agencies
6 collected \$906,000,000.00 in child support during 2021.

7 Wisconsin's Child Support Enforcement Program was ranked No. 2 in the nation for
8 collection of current support in 2016, but dropped to No. 6 in 2021, in part due to loss of
9 federal birth cost recovery matching funds that occurred in 2019. Wisconsin's strong child
10 support enforcement performance is at further risk without additional state funding and
11 diminished performance will result in reduced federal funding to Wisconsin. Decreased federal
12 funding will lead to less funding for the Chippewa County Child Support Agency, which could
13 lead to reductions in child support enforcement services, reduced child support collections for
14 families, and the need for increased tax levy from the County. If the State of Wisconsin
15 increases funding for county child support agencies, that increased State investment will be
16 amplified as every \$1 of state General Purpose Revenue invested in the Child Support Program
17 generates \$2 in federal matching funds.

18 If this resolution is approved, copies will be sent to the Governor of the State of
19 Wisconsin, the State Senators and State Representatives that represent Chippewa County, the
20 Secretary of the Wisconsin Department of Administration, and the Wisconsin Counties
21 Association for consideration.
22

Resolution No. 58 - 22

RESOLUTION TO SUPPORT INCREASED FUNDING FOR WISCONSIN'S COUNTY CHILD SUPPORT PROGRAM - DENISE SHERVEY

WHEREAS, the Chippewa County Child Support Agency administers the Child Support Enforcement Program on behalf of the state, providing a holistic set of services to Chippewa County children and their parents, including paternity establishment, assistance with finding employment, obtaining child support and establishing health insurance orders for children, and enforcing and modifying those orders; and

WHEREAS, child support is one of the most effective anti-poverty programs in the state, with county child support agencies serving approximately 347,000 children and collecting roughly \$906 million in financial support for Wisconsin families in 2021; and

WHEREAS, child support is proven to reduce childhood poverty rates, lead to better educational and behavioral outcomes for children, and have a positive effect on food security, health and housing stability; and

WHEREAS, county child support agencies work closely with both parents to ensure that they have the help they need to be successful, including assistance with finding employment, referrals to other social service programs and right-sizing orders for individuals impacted by substances use disorders or other challenges; and

WHEREAS, State funding for county child support services has failed to keep up with county agency costs, which have steadily increased due to a high number of caseloads per worker, increased complexity of cases, inflation and new regulations; and

WHEREAS, an abrupt federal interpretation change in June 2019 eliminated \$4.2 million in federal birth cost recovery matching funds for Wisconsin; and

WHEREAS, Wisconsin's strong performance in child support is at risk without additional funding as the state has already dropped from 2nd in the nation for the collection of current support in 2016 to 6th in the nation in 2021; and

WHEREAS, without additional state funds, county child support agencies may need to eliminate positions, further increase caseloads, or reduce services, further impacting federal performance measures, which would result in the loss of additional federal funds; and

WHEREAS, the individuals most impacted by insufficient funding for child support agencies are the children and families served by county child support agencies, who will need to seek out public assistance programming absent the financial security provided by the child support program; and

WHEREAS, State investments in child support are amplified by a generous federal match as every \$1 of state GPR invested in the Child Support Program generates roughly \$2 in federal matching funds; and

WHEREAS, Wisconsin's Child Support Enforcement Program is incredibly cost-effective, as it collects an average of \$6.43 in support for every dollar invested in the program; and

WHEREAS, it is the recommendation of the Wisconsin Child Support Enforcement Association that the State General Purpose Revenue (GPR) to the child support agencies be increased by \$5,000,000 each year as part of the 2023-2025 State budget to ensure that the child support agencies are able to continue to meet the needs of Wisconsin citizens and meet or exceed the federal performance standards;

NOW, THEREFORE BE IT RESOLVED, that the Chippewa County Board of Supervisors respectfully requests that state funding for county child support agencies be increased by \$5 million GPR in each fiscal year of the 2023-25 Wisconsin state budget, which will generate approximately \$9.7 million in additional federal funding each year to ensure that Wisconsin counties can continue to effectively provide economic support to our children; and

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded by the County Clerk to the Governor of the State of Wisconsin, State Senators and State Representatives representing Chippewa County, the Secretary of the Wisconsin Department of Administration, and the Wisconsin Counties Association for consideration.

Forwarded to the County Board by the Legal and Law Enforcement Committee.

FINANCIAL IMPACT:

There is no fiscal impact to Chippewa County by passage of this resolution.

12/5/2022	Legal & Law Enforcement Committee	
RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 12/13/2022 6:00 PM
MOVER:	Charles Bomar, District 12	
SECONDER:	Kari Ives, District 21	
AYES:	Teuteberg, Mueller, Bomar, Ives, Seidlitz	

Approved as to Form:

Todd A. Pauls
Todd A. Pauls, Corporation Counsel

11/9/2022

Lori Zwiefelhofer
Lori Zwiefelhofer, Finance Director

11/9/2022

Randy B. Scholz
Randy B. Scholz, County Administrator

11/9/2022



STATEMENT OF EXPLANATION

Resolution No.

RESOLUTION TO CONSOLIDATE THE EMERGENCY MANAGEMENT DEPARTMENT INTO THE SHERIFF'S DEPARTMENT

1 The current Emergency Management Director submitted his resignation notice with his
2 last day being January 9, 2023. Due to this upcoming department head vacancy, the County
3 Administrator, as part of his responsibility to "...direct and coordinate all administrative and
4 management functions of the county government not otherwise vested by law in boards or
5 commissions, or in other elected officers," sec. 59.18(2), Wis. Stats., did a review of the
6 organizational structure of emergency management in Chippewa County. After consultation
7 with other counties to see where their Emergency Management Departments are located in
8 their organizations, it was determined that other counties are split between having it as part of
9 the Sheriff's Department or as an independent department. The counties surveyed all said that
10 the decision should be based on what fits best for the organization.

11 The Chippewa County Emergency Management Department is a standalone department
12 and has a good working relationship with the Sheriff's Department, especially with the
13 Emergency Communications Center. The Emergency Management Department is located in the
14 Sheriff's Department and works with the Sheriff's Department on a daily basis. Consolidating
15 the Emergency Management Department into the Sheriff's Department and thereby changing
16 the Emergency Management Director from a department head position to a management
17 position would create a fiscal savings for the County. In addition, this new Emergency
18 Management Director management position would report directly to the Chief Deputy, which
19 would in turn provide for more direct supervision and direction than can currently be provided
20 by the County Administrator. As a result of these fiscal and operational efficiencies, the County
21 Administrator and the Chippewa County Sheriff recommend that the Emergency Management
22 Department be consolidated into the Sheriff's Department.

23 The direct implications of this consolidation would be that the Emergency Management
24 Director management position would no longer be a department head and would be moved
25 from Grade T to Grade R in the wage and salary grid. The Emergency Management Department
26 would become the Emergency Management Division of the Sheriff's Department.

Attachment: Resolution to Consolidate Emergency Management into the Sheriff's Department FINAL 11-22-2022 (7419 : Resolution to

Resolution No.

**RESOLUTION TO CONSOLIDATE THE EMERGENCY MANAGEMENT DEPARTMENT INTO THE
SHERIFF'S DEPARTMENT**

WHEREAS, the current Emergency Management Director submitted his resignation notice with his last day being January 9, 2023; and

WHEREAS, pursuant to sec. 59.18(2), Wis. Stats., the duties and responsibilities of the County Administrator require that he "...direct and coordinate all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officers."; and

WHEREAS, due to the upcoming Emergency Management Director vacancy, the County Administrator did a review of the organizational structure of emergency management in Chippewa County; and

WHEREAS, after consultation with other counties to see where their Emergency Management Departments are located in their organizations, it was determined that other counties are split between having it as part of the Sheriff's Department or as an independent department and those counties surveyed all said that the decision should be based on what fits best for the organization; and

WHEREAS, the Chippewa County Emergency Management Department is currently a standalone department that has a good working relationship with the Sheriff's Department, especially with the Emergency Communications Center; and

WHEREAS, the Emergency Management Department is located in the Sheriff's Department and works with the Sheriff's Department on a daily basis; and

WHEREAS, consolidating the Emergency Management Department into the Sheriff's Department and thereby changing the Emergency Management Director from a department head position to a management position would create a fiscal savings for the County; and

WHEREAS, a new Emergency Management Director management position would report directly to the Chief Deputy, which would in turn provide for more direct supervision and direction than can currently be provided by the County Administrator; and

WHEREAS, sec. 2-220(b)(2)p., of the Chippewa County Code of Ordinances states that the County Administrator shall:

Evaluate departmental organization on a continual basis, initiate changes in interdepartmental organization, structure, duties, or responsibilities when warranted,

including authorizing the transfer of equipment or personnel between departments; assign space to county departments in county facilities, recommend to the board the consolidation or combining of county offices, departments, or units.; and

WHEREAS, as a result of the fiscal and operational efficiencies that would be gained by consolidation, the County Administrator and the Chippewa County Sheriff recommend that the Emergency Management Department be consolidated into the Sheriff's Department to become the Emergency Management Division of the Sheriff's Department; and

WHEREAS, the Emergency Management Director would no longer be a department head level position, but would be a management position and that position would be reclassified from Grade T to Grade R in the Wage and Salary grid; and

WHEREAS, the current job description and the proposed job description of the Emergency Management Director are attached for review; and

WHEREAS, the Legal and Law Enforcement Committee has reviewed and does support this proposed consolidation;

NOW, THEREFORE BE IT RESOLVED, that the County Board hereby authorizes the consolidation of the Emergency Management Department into the Sheriff's Department to become the Emergency Management Division of the Sheriff's Department; and

BE IT FURTHER RESOLVED, that Emergency Management Director shall become a management level position within the Sheriff's Department and shall continue to have all of the duties and responsibilities as set out in the Wisconsin Statutes, Wisconsin Code of Regulations, and the Chippewa County Code of Ordinances; and

BE IT FURTHER RESOLVED, that this consolidation may become effective upon passage of this resolution or as soon as the County Administrator and County Sheriff are able to complete all actions necessary to effectuate the consolidation.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

There is no fiscal impact by passage of this resolution. There will be anticipated fiscal savings that will be used elsewhere in the Sheriff's Department.

12/6/2022 Executive Committee

Approved as to Form:



Todd A. Pauls, Corporation Counsel

11/21/2022



Lori Zwiefelhofer, Finance Director

11/21/2022



Randy B. Scholz, County Administrator

11/21/2022

CURRENT JOB DESCRIPTION - BEFORE CONSOLIDATION

**CHIPPEWA COUNTY
JOB DESCRIPTION**
Job Title: Emergency Management Director
FLSA: Exempt
Salary Range: T
Reports To: County Administrator
Department: Emergency Management
Date: May 2021
JOB SUMMARY

The job duties of the Emergency Management Director include but are not limited to supervise Emergency Management Department staff in a manner that is effective and efficient and serves the needs of the customers; to plan, develop, implement and administer Emergency Management, Superfund Amendment Reauthorization Act (SARA), Emergency Planning and Community Right-to-Know Act (EPCRA) programs, and administer Emergency Communications programs for Chippewa County; and to provide responsive, courteous and efficient service to County residents and the general public.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Emergency Management Director might be asked to perform. This job description is to incorporate any county ordinances created for the position of Emergency Management Director. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

Administrative Functions:

- Direct, administer and manage the operations and personnel of the Emergency Management Department.
- Develop Emergency Management disaster procedure and policies; update emergency plans; secure funding for emergency service agencies; assist emergency services in assessing needs; prepare quarterly and annual operational reports; coordinate county-wide training.
- Administer the county-wide emergency communications system (E-911) including house numbering/sign and grid system maintenance and telephone system coordination.
- Administer the county-wide public safety radio communications system; determine system configuration and frequency assignments; oversee tower equipment installation and maintenance; manage FCC licensing.
- Establish and maintain EPCRA hazardous materials plans and records; establish and maintain files; review facilities' compliance documentation; prepare and update "off-site" plans for qualifying facilities; administer annual Hazardous Materials Response Grant.
- Maintain knowledge of current Department program(s) requirements.
- Research grants and prepare applications.
- As County designated Threat Liaison Officer (TLO), receive and disseminate information to law enforcement agencies, hospitals and responders regarding use of dangerous materials and suspicious activities reported to the state fusion center.

- Assist local law enforcement when requested.
- Assume duties of Public Information Officer during disasters.
- Regularly attend County Traffic Safety Commission, Land Information Council, Legal and Law Enforcement Committee and Local Emergency Planning Committee meetings.

Supervisory Functions:

- Supervise the 911 Database/Public Safety GIS Manager; work cooperatively with the Land Records Division within the Planning & Zoning Department.
- Direct, supervise, assign, coordinate, monitor and evaluate department staff tasks and procedures.
- Interview and make hiring recommendations.
- Provide instructions and training.
- Recommend employee transfers, promotions, disciplinary action, discharge and salary increases.

Community Relations Functions:

- Work with public safety agencies regarding GPS location mapping.
- Consult with Federal, State and local government agencies regarding highway safety and emergency response needs.
- Maintain communication with County Supervisors, news media representatives and the general public regarding Department activities, services and programs; coordinate Department programs/services with other departments and agencies.
- Conduct educational meetings within County and State.
- Operate informational booth at Fair; provide informational brochures and pamphlets regarding Department activities to the public.
- Attend appropriate workshops, conferences and training regarding Department activities.

Customers:

- General public requesting information
- Emergency Services (Fire Depts., Ambulance Services, Police Depts., First Responders)
- Committee Members (County Traffic Safety Commission, 911 Policy and Procedures Workgroup, Local Emergency Planning Committee)
- County Board of Supervisors

Team Members:

- Emergency Management Department employees
- Chippewa County departments and the Department of Administration
- Wisconsin Emergency Management staff
- Non-government organizations (NGOs) and industry partners in emergency response
- Committee Chairs (Local Emergency Planning Committee [LEPC], 911 Policy and Procedures Workgroup and County Traffic Safety Commission)

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in Emergency Planning, Environmental Management, Public Administration, Public Safety or a related field required.
- Minimum of three (3) years' emergency management, public safety or related experience required.
- Supervisory experience preferred.
- Obtain State of Wisconsin's Emergency Management Certification within 1 year of hire as required in the Emergency Management Planning Grant (EMPG).
- A cell phone is required.
- A valid driver's license required.

SKILLS AND ABILITIES

- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations, dictating subordinate activities in a responsible manner.
- Ability to instruct and train in methods and procedures.
- Ability to make final decision on hiring.
- Ability to prepare performance evaluations and make recommendations regarding unsatisfactory employees.
- Ability to assign work, add or delete; plan work, establish priorities.
- Ability to approve vacation/sick time.
- Ability to recommend pay decisions.
- Ability to maintain staff personnel records.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local ordinances, procedure manuals, codes, etc.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and advanced knowledge of Microsoft Office software.
- Ability to use GIS, SCADA systems, CAD, and Library systems.
- Responsible for all radio towers and radio equipment.
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations; MSDS sheets, safety manuals; and warning labels.
- Ability to utilize a variety of advisory data and information such as hazardous materials reports and plans, maps, grant applications and requirements, billing invoices, committee meeting agendas and minutes, newspaper copy, emergency response and hazardous materials educational materials, technical operating manuals, Wisconsin Statutes Chapter 323, Wisconsin Division of Emergency Government handbooks, highway safety manuals, Federal Emergency Management Administration Manual, County Ordinances, computer manuals, procedures, guidelines, non-routine correspondence and laws.

MATHEMATICAL SKILLS

- Ability to perform complex mathematical calculations.
- Ability to prepare and monitor large complex budget.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.
- Ability to use good judgement and effectively solve problems.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 10 pounds), grasping, talking, hearing/ listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

- Works primarily in an office setting.

PROPOSED CHANGES

**CHIPPEWA COUNTY
JOB DESCRIPTION**
Job Title: Emergency Management Director
FLSA: Exempt
Salary Range: ~~RT~~
Reports To: ~~County Administrator~~Chief Deputy
Department: ~~Sheriff's~~ Emergency Management
Date: ~~May 2021~~November 2022
JOB SUMMARY

The job duties of the Emergency Management Director include but are not limited to supervise Emergency Management ~~Department~~Division staff in a manner that is effective and efficient and serves the needs of the customers; to plan, develop, implement and administer Emergency Management, Superfund Amendment Reauthorization Act (SARA), Emergency Planning and Community Right-to-Know Act (EPCRA) programs, and administer Emergency Communications programs for Chippewa County in accordance with Wisconsin Statute – Chapter 323: Emergency Management; and to provide responsive, courteous and efficient service to County residents and the general public.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Emergency Management Director might be asked to perform. This job description is to incorporate any county ordinances created for the position of Emergency Management Director. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

Administrative Functions:

- Direct, administer and manage the operations and personnel of the Emergency Management ~~Department~~Division.
- Develop Emergency Management disaster procedure and policies; update emergency plans; secure funding for emergency service agencies; assist emergency services in assessing needs; prepare quarterly and annual operational reports; coordinate county-wide training.
- Administer the county-wide emergency communications system (E-911) including house numbering/sign and grid system maintenance and telephone system coordination.
- Administer the county-wide public safety radio communications system; determine system configuration and frequency assignments; oversee tower equipment installation and maintenance; manage FCC licensing.
- Establish and maintain EPCRA hazardous materials plans and records; establish and maintain files; review facilities' compliance documentation; prepare and update "off-site" plans for qualifying facilities; administer annual Hazardous Materials Response Grant.
- Maintain knowledge of current ~~Department~~Division program(s) requirements.
- Research grants and prepare applications.
- As County designated Threat Liaison Officer (TLO), receive and disseminate information to law enforcement agencies, hospitals and responders regarding use of dangerous materials and suspicious activities reported to the state fusion center.
- Direct, administer and test of County's Mass Notification Systems (Reverse 911, CodeRED, FEMA IPAWS

- software system, etc.) and perform required training and periodic testing (i.e. monthly, annual).
- Craft and approve sensitive and/or public emergency notifications in exigent or crisis situations under pressure and elevated stress.
- Assist local law enforcement when requested.
- Assume duties of Public Information Officer during disasters.
- Regularly attend County Traffic Safety Commission, Land Information Council, Legal and Law Enforcement Committee, 911 Policy and Procedures Workgroup, EMS Association and Local Emergency Planning Committee meetings.
- Assist with budget development for the Emergency Management Division.

Supervisory Functions:

- Supervise the 911 ~~Database/Public Safety~~ GIS Coordinator Manager and ; work cooperatively ~~with the Land Records Division~~ within the Planning & Zoning Department.
- Direct, supervise, assign, coordinate, monitor and evaluate ~~division~~department staff tasks and procedures.
- Interview and make hiring recommendations.
- Provide instructions and training.
- Recommend employee transfers, promotions, disciplinary action, discharge and salary increases.

Community Relations Functions:

- Work with public safety agencies regarding GPS location mapping.
- Consult with Federal, State and local government agencies regarding highway safety and emergency response needs.
- Maintain communication with County Supervisors, news media representatives and the general public regarding ~~Department~~division activities, services and programs; coordinate ~~Department~~division programs/services with other departments and agencies.
- Conduct educational meetings within County and State.
- Operate informational booth at Fair; provide informational brochures and pamphlets regarding ~~Department~~division activities to the public.
- Attend appropriate workshops, conferences and training regarding ~~Department~~division activities.

Customers:

- General public requesting information
- Emergency Services (Fire Depts., Ambulance Services, Police Depts., First Responders)
- Committee Members (County Traffic Safety Commission, 911 Policy and Procedures Workgroup, Local Emergency Planning Committee, EMS Association and Fire Chief's Association)
- County Board of Supervisors

Team Members:

- Emergency Management ~~Department~~Division employees
- Chippewa County departments and the Department of Administration
- Wisconsin Emergency Management staff
- Non-government organizations (NGOs) and industry partners in emergency response
- Committee Chairs (Local Emergency Planning Committee [LEPC], 911 Policy and Procedures Workgroup, EMS Association, Fire Chiefs Association and County Traffic Safety Commission)

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in Emergency Planning, Environmental Management, Public Administration, Public Safety or a related field required.
- Minimum of three (3) years' emergency management, public safety or related experience required.
- Supervisory experience preferred.
- ~~Obtain-Complete required~~ State of Wisconsin's Emergency Management training and coursework Certification within 24 years of hire as required in the Emergency Management Planning Grant (EMPG) or obtain State of Wisconsin Certified Emergency Management (CEM) certification.
- A cell phone is required.
- A valid driver's license required.

SKILLS AND ABILITIES

- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations, dictating subordinate activities in a responsible manner.
- Ability to instruct and train in methods and procedures.
- Ability to make final decision on hiring.
- Ability to prepare performance evaluations and make recommendations regarding unsatisfactory employees.
- Ability to assign work, add or delete; plan work, establish priorities.
- Ability to approve vacation/sick time.
- Ability to recommend pay decisions.
- Ability to maintain staff personnel records.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local ordinances, procedure manuals, codes, etc.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and advanced knowledge of Microsoft Office software.
- Ability to use GIS, SCADA systems, CAD, and Library systems.
- Responsible for all radio towers and radio equipment.
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations; MSDS sheets, safety manuals; and warning labels.
- Ability to utilize a variety of advisory data and information such as hazardous materials reports and plans, maps, grant applications and requirements, billing invoices, committee meeting agendas and minutes, newspaper copy, emergency response and hazardous materials educational materials, technical operating manuals, Wisconsin Statutes Chapter 323, Wisconsin Division of Emergency Government handbooks, highway safety manuals, Federal Emergency Management Administration Manual, County

Ordinances, computer manuals, procedures, guidelines, non-routine correspondence and laws.

MATHEMATICAL SKILLS

- Ability to perform complex mathematical calculations.
- Ability to prepare and monitor ~~large complex a~~ budget.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.
- Ability to use good judgement and effectively solve problems.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 10 pounds), grasping, talking, hearing/ listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

- Works primarily in an office setting.

JOB DESCRIPTION - AFTER CONSOLIDATION

CHIPPEWA COUNTY
JOB DESCRIPTION

Job Title: Emergency Management Director

FLSA: Exempt

Salary Range: R

Reports To: Chief Deputy

Department: Sheriff's

Date: November 2022

JOB SUMMARY

The job duties of the Emergency Management Director include but are not limited to supervise Emergency Management Division staff in a manner that is effective and efficient and serves the needs of the customers; to plan, develop, implement and administer Emergency Management, Superfund Amendment Reauthorization Act (SARA), Emergency Planning and Community Right-to-Know Act (EPCRA) programs, and administer Emergency Communications programs for Chippewa County in accordance with Wisconsin Statute – Chapter 323: Emergency Management; and to provide responsive, courteous and efficient service to County residents and the general public.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Emergency Management Director might be asked to perform. This job description is to incorporate any county ordinances created for the position of Emergency Management Director. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

Administrative Functions:

- Direct, administer and manage the operations and personnel of the Emergency Management Division.
- Develop Emergency Management disaster procedure and policies; update emergency plans; secure funding for emergency service agencies; assist emergency services in assessing needs; prepare quarterly and annual operational reports; coordinate county-wide training.
- Administer the county-wide emergency communications system (E-911) including house numbering/sign and grid system maintenance and telephone system coordination.
- Administer the county-wide public safety radio communications system; determine system configuration and frequency assignments; oversee tower equipment installation and maintenance; manage FCC licensing.
- Establish and maintain EPCRA hazardous materials plans and records; establish and maintain files; review facilities' compliance documentation; prepare and update "off-site" plans for qualifying facilities; administer annual Hazardous Materials Response Grant.
- Maintain knowledge of current Division program(s) requirements.
- Research grants and prepare applications.
- As County designated Threat Liaison Officer (TLO), receive and disseminate information to law enforcement agencies, hospitals and responders regarding use of dangerous materials and suspicious activities reported to the state fusion center.
- Direct, administer and test of County's Mass Notification Systems (Reverse 911, CodeRED, FEMA IPAWS software system, etc.) and perform required training and periodic testing (i.e. monthly, annual).

- Craft and approve sensitive and/or public emergency notifications in exigent or crisis situations under pressure and elevated stress.
- Assist local law enforcement when requested.
- Assume duties of Public Information Officer during disasters.
- Regularly attend County Traffic Safety Commission, Land Information Council, Legal and Law Enforcement Committee, 911 Policy and Procedures Workgroup, EMS Association and Local Emergency Planning Committee meetings.
- Assist with budget development for the Emergency Management Division.

Supervisory Functions:

- Supervise the 911 GIS Coordinator and work cooperatively with the Planning & Zoning Department.
- Direct, supervise, assign, coordinate, monitor and evaluate division staff tasks and procedures.
- Interview and make hiring recommendations.
- Provide instructions and training.
- Recommend employee transfers, promotions, disciplinary action, discharge and salary increases.

Community Relations Functions:

- Work with public safety agencies regarding GPS location mapping.
- Consult with Federal, State and local government agencies regarding highway safety and emergency response needs.
- Maintain communication with County Supervisors, news media representatives and the general public regarding division activities, services and programs; coordinate division programs/services with other departments and agencies.
- Conduct educational meetings within County and State.
- Operate informational booth at Fair; provide informational brochures and pamphlets regarding division activities to the public.
- Attend appropriate workshops, conferences and training regarding division activities.

Customers:

- General public requesting information
- Emergency Services (Fire Depts., Ambulance Services, Police Depts., First Responders)
- Committee Members (County Traffic Safety Commission, 911 Policy and Procedures Workgroup, Local Emergency Planning Committee, EMS Association and Fire Chief's Association)
- County Board of Supervisors

Team Members:

- Emergency Management Division employees
- Chippewa County departments and the Department of Administration
- Wisconsin Emergency Management staff
- Non-government organizations (NGOs) and industry partners in emergency response
- Committee Chairs (Local Emergency Planning Committee [LEPC], 911 Policy and Procedures Workgroup, EMS Association, Fire Chiefs Association and County Traffic Safety Commission)

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in Emergency Planning, Environmental Management, Public Administration, Public Safety or a related field required.
- Minimum of three (3) years' emergency management, public safety or related experience required.
- Supervisory experience preferred.
- Complete required State of Wisconsin's Emergency Management training and coursework within 2 years of hire as required in the Emergency Management Planning Grant (EMPG) or obtain State of Wisconsin Certified Emergency Management (CEM) certification.
- A cell phone is required.
- A valid driver's license required.

SKILLS AND ABILITIES

- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations, dictating subordinate activities in a responsible manner.
- Ability to instruct and train in methods and procedures.
- Ability to make final decision on hiring.
- Ability to prepare performance evaluations and make recommendations regarding unsatisfactory employees.
- Ability to assign work, add or delete; plan work, establish priorities.
- Ability to approve vacation/sick time.
- Ability to recommend pay decisions.
- Ability to maintain staff personnel records.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local ordinances, procedure manuals, codes, etc.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and advanced knowledge of Microsoft Office software.
- Ability to use GIS, SCADA systems, CAD, and Library systems.
- Responsible for all radio towers and radio equipment.
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations; MSDS sheets, safety manuals; and warning labels.
- Ability to utilize a variety of advisory data and information such as hazardous materials reports and plans, maps, grant applications and requirements, billing invoices, committee meeting agendas and minutes, newspaper copy, emergency response and hazardous materials educational materials, technical operating manuals, Wisconsin Statutes Chapter 323, Wisconsin Division of Emergency Government handbooks, highway safety manuals, Federal Emergency Management Administration Manual, County

Ordinances, computer manuals, procedures, guidelines, non-routine correspondence and laws.

MATHEMATICAL SKILLS

- Ability to perform complex mathematical calculations.
- Ability to prepare and monitor a budget.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.
- Ability to use good judgement and effectively solve problems.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 10 pounds), grasping, talking, hearing/ listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

- Works primarily in an office setting.

