



**AGENDA**  
**Public Safety Committee**  
**Tuesday, May 1, 2018 – 5:30 p.m.**  
**Iowa County Courthouse, Upper Level Conference Room**  
**222 N. Iowa Street**  
**Dodgeville, Wisconsin**

**Iowa  
County  
Wisconsin**

For information regarding access for the disabled please call 935-0399.

***Any subject on this agenda may become an action item.***

|    |                                                                                                                                 |
|----|---------------------------------------------------------------------------------------------------------------------------------|
| 1  | Call to order.                                                                                                                  |
| 2  | Roll Call.                                                                                                                      |
| 3  | Election of Committee Chair.                                                                                                    |
| 4  | Election of Vice Chair.                                                                                                         |
| 5  | Election of Secretary.                                                                                                          |
| 6  | Approve the agenda for this May 1, 2018 meeting.                                                                                |
| 7  | Approve the minutes of the April 3, 2018 meeting.                                                                               |
| 8  | Report from committee members and an opportunity for members of the audience to address the committee. No action will be taken. |
| 9  | Consider Iowa County Draft Policy Section 1000.                                                                                 |
| 10 | Emergency Management:<br>1. Activity report.                                                                                    |
| 11 | Sheriff's Department:<br>1. Department report.<br>2. Employment report.                                                         |
| 12 | Financial Statements ending March 31, 2018.                                                                                     |
| 13 | Set date and time for next meeting. (6/5/18)                                                                                    |
| 14 | Adjournment.                                                                                                                    |

Posting verified by the County Clerk's office.      Date: 4/26/18      Initials: GK

|                                            |                                                                                                                                                                                                        |         |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| State of<br>Wisconsin<br>County of<br>Iowa | <p align="center"><b>Unapproved Minutes of the<br/>PUBLIC SAFETY MEETING<br/>Tuesday, April 3, 2018 5:30 p.m.<br/>Upper Level Conference Room<br/>222 N. Iowa Street<br/>Dodgeville, Wisconsin</b></p> | 2018-04 |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|

| Item |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1)   | Chair Meek called the meeting to order at 5:33 p.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2)   | Roll call was taken. Members present: Supervisors Forbs Meek and Richter. Supervisor Ross and Demby were absent. Others in attendance were Administrator Bierke, Sheriff Michek, Emergency Management Director Keith Hurlbert, and Register in Probate Tari Engels                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 3)   | Motion by Sup. Richter to approve and adopt the agenda for April 3, 2018 meeting. Seconded by Sup. Forbes – motion carried.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4)   | Motion by Sup. Richter to approve the October 31, 2017 meeting minutes. Second by Sup. Forbes. Motion carried.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 5)   | Reports/Comments from Audience: <ul style="list-style-type: none"> <li>• None</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 6)   | 2017 Probate Annual Report: Register in Probate Tari Engels reviewed her annual report. Take Refund Intercept program has assisted with collections. Guardianship continues to increase as the population gets older. Civil commitments have decreased slightly from last year. Juvenile cases were varied in nature, there were 13 adoptions, 10 terminations of parental rights which is expected to increase in the future. Ms. Engel noted she still the assistant to the Judge. Motion to approve the 2017 report by Sup. Forbes, seconded by Sup. Richter. Motion carried.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 7)   | Emergency Management Report: Emergency Management Director Keith Hurlbert reported that his office is working on the Courthouse training this fall. Deputy Peterson is assisting Courthouse Departments with securing their offices and training. The training will consist of a tabletop exercise on Sept 21 <sup>st</sup> and a full scale on October 26 <sup>th</sup> . The 5 year Multi-Hazard Mitigation Plan for the federal government was completed. February had the department responding to flooding in Arena. Sandbagging and water pumping kept damage minimal to homes. The July 2017 Flooding event caused damage in Highland and Town of Eden. On October 24 <sup>th</sup> , 2017 those residents were briefed by FEMA and most have settled with FEMA. The Iowa County Fairgrounds was the only one not funded. The EM Department was the first to participate in the Iowa County Audit, there were some internal policies that needed to be developed. The next department is the Treasurer. Weather Spotter training has been held for Fire, EMS & Law Enforcement to assist with more accurate reporting. The public may take the Course on April 25 <sup>th</sup> . Motion by Sup. Richter to receive the verbal report, motion seconded by Sup. Forbes. Motion carried. |
| 8)   | Sheriff's Office Report: Sheriff Steve Michek reported that the deputy position in the Courthouse has been beneficial. Ms. Engel commented having a uniform officer in the Courtroom makes them feel more secure. Next Generation 911 went live in November 2017. Waiting on the state to install their equipment in order to be able to accept text messages. K9 Roscoe is 1 ½ years from retirement. Another K9 was purchased along with selecting a handler to go to North Carolina for training. Hwy 18/151 Construction Project has weekly meetings that the Sheriff attends. There have been 3 water leaks in the basement of the jail. Water softener needs to be replaced as well. Sheriff Michek reported that Austin Durst is the new Chief Deputy, Dispatcher Jim Harrington retired in February with 19 years of service, there is another anticipated retirement this year. Will be hiring patrol position, dispatcher/corrections in near future.                                                                                                                                                                                                                                                                                                                               |
| 9)   | Next meeting will be determined at a later date.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 10)  | Adjournment – Sup. Richter moved to adjourn at 6:44 p.m. Sup. Forbes seconded – motion carried.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|                                            |                                                                                                  |         |
|--------------------------------------------|--------------------------------------------------------------------------------------------------|---------|
| State of<br>Wisconsin<br>County of<br>Iowa | <b>Unapproved Minutes of the<br/>Public Safety Meeting<br/>Tuesday, August 2, 2016 5:30 p.m.</b> | 2016-08 |
|--------------------------------------------|--------------------------------------------------------------------------------------------------|---------|

|  |  |
|--|--|
|  |  |
|--|--|

Submitted by A.Gardner

# **AGENDA ITEM COVER SHEET**

**Title:** Policy Section 1000

☒ Original

☐ Update

## **TO BE COMPLETED BY COUNTY DEPARTMENT HEAD**

### **DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):**

Iowa County staff have been assembling various existing policies and drafting new policies to help the County Board govern how the County is managed. Attached is Section 1000 policies. This section tends to focus most on Emergency Management matters.

Policy 1001 - Existing Policy  
Policy 1002 - Existing Policy  
Policy 1003 - New Policy  
Policy 1004 - New Policy  
Policy 1005 - New Policy  
Policy 1006 - Existing Policy  
Policy 1007 - New Policy  
Policy 1008 - Existing Policy  
Policy 1009 - New Policy  
Policy 1010 - New Policy

### **RECOMMENDATIONS (IF ANY):**

Please review the attached policies and direct staff as to any changes you would like to see before referring the policies to the Executive Committee.

### **ANY ATTACHMENTS? (Only 1 copy is needed)**

☒ Yes

☐ No

If yes, please list below:

Policy Section 1000

### **FISCAL IMPACT:**

None

### **LEGAL REVIEW PERFORMED:**

☐ Yes

☒ No

### **PUBLICATION REQUIRED:**

☐ Yes

☒ No

### **STAFF PRESENTATION?:**

☐ Yes

☒ No

How much time is needed? \_\_\_\_\_

COMPLETED BY: Larry Bierke

DEPT: County Administrator

2/3 VOTE REQUIRED:     ☐ Yes     ☒ No

**TO BE COMPLETED BY COMMITTEE CHAIR**

MEETING DATE:

AGENDA ITEM #

**COMMITTEE ACTION:**

## TABLE OF CONTENTS

### SECTION 1000: EMERGENCY MANAGEMENT

|       |          |                                                          |
|-------|----------|----------------------------------------------------------|
| 1001: | PAGE 1   | State of Emergency/Disaster Declaration                  |
| 1002: | PAGE 1-3 | Suspension of Government Operations                      |
| 1003: | PAGE 1-2 | Mass Notification                                        |
| 1004: | PAGE 1-2 | Damage Assessment                                        |
| 1005: | PAGE 1   | Emergency Management Vehicle                             |
| 1006: | PAGE 1   | Master Street Address Guide                              |
| 1007: | PAGE 1-2 | Employee Computer Activated Alarm Response               |
| 1008: | PAGE 1   | Emergency Management Operations                          |
| 1009: | PAGE 1-5 | Internal Control                                         |
| 1010: | PAGE 1-2 | Emergency Management Uniform & Protective Clothing Guide |



## State of Emergency/Disaster Declaration

Date Originated: 08/17/2017

Date of Modifications:

Policy Number: 1001

### 1. PURPOSE:

To establish policy in regard to Iowa County Government declaring a State of Emergency or Disaster.

### 2. ORGANIZATIONS AFFECTED:

All Iowa County Government

### 3. POLICY:

The Iowa County Emergency Management Director (EMD) will keep the Iowa County Administrator apprised of any incident that may warrant a declaration. If the county Administrator is not available, the EMD will make notification to the County Board Chair or 1<sup>st</sup> Vice Chair or 2<sup>nd</sup> Vice Chair.

The County's Line of Succession in an Emergency situation is set by resolution 1-0210 to be:

- A. County Administrator
- B. County Board Chair
- C. County Board 1<sup>st</sup> Vice Chair
- D. County Board 2<sup>nd</sup> Vice Chair

### 4. REFERENCES:

Policy 101 and Resolution No. 10-1015 Establishing Iowa County Committees, Commissions & Boards Structure and Resolution 1-0210

### 5. PROCEDURES:

When notified of an event that may warrant an Emergency Declaration, the Iowa County EMD or designee shall:

- a. Respond to the incident scene.
- b. Meet with Incident Command personnel for a briefing.
- c. If necessary and feasible the EMD shall survey the scene in person.
- d. Upon completion of briefing and survey the EMD or designee will contact the County Administrator to brief him/her and recommend need of declaration if appropriate.
- e. If a declaration is made over the phone, the time and date shall be noted by the EMD or designee and included on the declaration hardcopy when completed.
- f. As soon as possible, the EMD or designee shall complete an Emergency Declaration form and have the County Administrator sign it.
- g. A Scanned copy of the declaration shall be sent to the Wisconsin Emergency Management Southwest Region Director's email.
- h. The county Administrator and /or County Board Chair shall determine the urgency for the County Board to meet for ratification of the declaration.
- i. Emergency powers enabled by the declaration are time limited. Generally, 72 hours from the time the event response begins is an acceptable time frame for enacting emergency powers. The scale and type of event will dictate if a larger time frame will be necessary. Larger time frames may be established if justified. Amending the declaration to extend emergency powers will require a majority vote of the County Board.
- j. EMD will keep a copy of the declaration and board minutes in an electronic file for the event. The original document shall be kept by the County Clerk.



## Suspension of Government Operations

Date Originated: 10/27/16  
Date of Modifications: 01/12/17  
Policy Number: 1002

### 1. PURPOSE:

To provide policy and a defined procedure to the process of closing county services and buildings before, during or after severe weather or other emergency type events.

### 2. ORGANIZATIONS AFFECTED:

This policy applies to Iowa County employees, boards, commissions, and the general public. This policy excludes Iowa County's twenty four hour operations such as Highway Department, Sheriff's Office and Bloomfield Healthcare and Rehabilitation Center.

### 3. POLICY:

This policy statement describes the procedures utilized by County Administration and the County Board for the decision to shut down operations.

### 4. REFERENCES:

#### A. Definitions:

|                           |                                                                                                                                                                                            |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Suspension of Operations: | To completely shut down operations in one or more departments and vacate the office(s) of all personnel.                                                                                   |
| Severe Weather:           | Any weather determined to be severe by the National Weather Service. To include but not limited to thunderstorms, wind, tornado, winter storms of all types, excessive heat or cold etc... |
| Other Emergency           | Any incident or situation which presents a serious hazard to human life. To include but limited to Bomb Threat, Chemical Spill, Gas Leak etc...                                            |

### 5. PROCEDURES:

#### A. Applicability:

The following Line of Succession applies to this policy for those individuals who would have the authority to "Suspend Government Operations" in Iowa County.

Primary Authority is with the County Administrator, in his or her absence, the County Board Chair Person, in his or her absence, the 1<sup>st</sup> Vice Chair Person and in his or her absence the 2<sup>nd</sup> Vice Chair Person.

This policy applies to the suspension of operations for county government departments during a severe weather event or other emergency situation.

1. It is the policy of Iowa County to keep all services, offices and departments open and available to the public to the fullest extent possible.
2. All County buildings or offices, both owned and leased shall be open at normal operating times as to allow employees to reach their work site. All County employees should report to work as usual, unless notified otherwise.

4. Suspension of all County operations would likely only occur as a result of an event so catastrophic in nature that it would affect all facilities from which Iowa County Departments operate. An event of this magnitude, although possible is not probable. Therefore, it is more likely that a department or department's office or facility would be damaged and determined to be uninhabitable. These circumstances would require personnel with the affected department(s) to implement the respective Continuity of Operations Plan in an effort to establish operations for essential services of that department at a continuity facility.
5. Because it is not feasible to consider all scenarios, if at any time there is an ordered suspension of operations which creates a loss of time for employees, compensation for the lost time will be determined per event, on an event by event basis by the Iowa County Board of Supervisors.
6. The decision to close departments will be with the individual acting with the authority to suspend operations as described in section 5A in collaboration with the respective department head(s).
7. When offices/departments are closed, employees will not be allowed to continue to work beyond the designated closing time, and will not be allowed to remain at work without department head approval after the office is closed.
8. If offices/departments are closed on an employee's last scheduled work day prior to a holiday or first scheduled work day after a holiday, the closing will not affect the employee's eligibility for holiday pay.
9. In cases of severe weather, county employees should make a good faith determination about their safety when attempting to travel to or from work. Department Heads at their discretion, may allow employees to flex their hours during the current week in order to avoid loss of hours, or use of MTO or take it as unpaid time off provided that the hours worked do not result in overtime compensation.
10. Department heads may approve employees to leave work early for severe weather subject to the pay procedure above.
11. Employees who are on a previously scheduled absence from work due to vacation, illness or injury, or leave of absence shall not be affected by the provisions of this policy, or to any exception made to this policy as a result of an emergency situation.

B. Procedure:

1. Decision making process.
  - A. The Iowa County Emergency Management Director or his or her designee is charged with the duty of keeping the County Administrator or other individual as determined by the "line of succession" described in section 5A, informed on any situation that may cause the Suspension of Operations in one or more Iowa County Departments.
  - B. Should a decision be made to close a County Department or Departments, the County Administrator or other individual as determined by the "line of succession" described in section 5A, will communicate that decision directly to the County Department of Emergency Management.
2. Notification:
  - A. Notification will be made via:
    1. County Website front page.
    2. HyperReach Notification
    3. Radio D99.3(WDMP), 106.7 FM and 97.7(WGLR)
    4. Television Channels 3, 15, 27, and 47

*Note:* Individual department heads will be responsible for changing their phone voice mail messages to indicate closure of their department. This can be done remotely from any land line, mobile, VoIP or satellite phone. This will apply to any situation for which a department may completely close operations.

- B. When the "Suspension of Government Operations" Policy and Procedure is invoked before normal open hours or during open hours, the county will notify department heads of the decision. The task of

making the notification will be carried out by the Iowa County Administrator and in his/her absence the Iowa County Employee Relations Director. Respective department heads will then notify employees within their department.

- C. Affected departments shall be closed within 30 minutes of notification. If closure is to occur at a predetermined time, then all departments shall be closed at that time.
- D. If the decision to suspend operations occurs outside of normal open hours all efforts will be made to make notification to employees by 7:00 a.m. on the day of suspended operations in the method described in section 2A2 above.
- E. As new technologies and services are obtained by the county that can be utilized for the purpose of employee notification, they may be implemented.



Mass Notification  
Date Originated: 08/17/2017  
Date of Modifications:  
  
Policy Number: 1003

1. PURPOSE:

To provide policy in regard to the maintenance and operation of the Iowa County Mass Notification System (ICMNS).

2. ORGANIZATIONS AFFECTED:

All Iowa County Government, Public

3. POLICY:

The Iowa County Mass Notification System (ICMNS) is maintained by the Iowa County Emergency Management Agency.

General Public Safety Messages

The ICMNS shall be used to notify the public of Public Safety issues utilizing text, e-mail, voice message groups that are subscribed to by the public.

Reverse 911:

A. Using the 911 database to reverse call landlines shall be reserved for immediate and imminently threatening to life events. Whenever possible these call should be geographically restricted.

Internal Messages:

A. Internal messages sent to Iowa County Employee groups shall only be used to inform of work related needs. Early report, late report, filling a shift etc...

B. Generally internal Message should not be sent to Social Media Accounts.

C. Child accounts set up for departments will be limited to sending out messages to their own custom contact lists.

D. Non-emergency messages should only be sent between 7:00 a.m. – 10:00 p.m.

A “positive confirmation or estimated time of arrival (ETA) message can be used when requesting information from internal contacts or Public contacts. Messages should be worded to elicit as simple of a response as possible.

E. Authors sending messages with an expected reply shall use the following parameters : 1 yes 2 no

Example message to special needs signups:

We are checking your status. If you are okay reply with 1. If you need help reply with 2.

F. Any County, Village, City or Township government agency official or Law Enforcement officer can request a message for public safety purposes through the Iowa County Emergency Management Director.

4. REFERENCES:

5. PROCEDURES:

Accounts:

The Iowa County Emergency Management (ICEM) Director will have a master account designation, the ICEM Department Assistant will maintain a “user admin” account status.

A. ICEM may assign child accounts to County Agencies upon request. Agency representatives must complete training on the ICMNS use before using the system.

B. If a community member or visitor requests a phone number cell phone or landline not be sent messages the request shall be granted as quickly as possible and the number disabled in the system.

C. Public requests to sign them up for the service (Campers, Bikers, other visitors etc...) shall be entered as quickly as possible.

Messages:

A. The author of a message shall keep the message concise, using only abbreviations or acronyms the receiving audience will be sure to understand.

- B. The author of messages shall not use any profane language.
- C. Author message according to policy.
- D. Choose text to speech or record message in Author's voice.
- E. Authors of Public Messages shall not use business names as references. Author shall use government landmarks (waysides, historical markers) or road names, intersections etc...
- F. Senders of messages shall assure all correct parameters are set prior to sending message.
- G. Save Message.
- H. If sending an Internal Campaign:
  - 1. Choose message to send
  - 2. Choose contact list to send
  - 3. Select urgency
  - 4. Choose default or advance/delayed actions.
- I. If sending a Public Campaign:
  - 1. Determine if Social Media Only (Service only campaign)
  - 2. Determine message or create message.
  - 3. Determine a target list to be used.
  - 4. Determine if Social Media will be included
  - 5. Determine start time.
  - 6. Determine stop time (for all target lists change the "stop the campaign" default of 24 hours to 3 hours).
  - 7. Review final screen – click launch or change parameters if needed.



## Damage Assessment

Date Originated: 09/28/17  
Date of Modifications:  
Policy Number: 1004

1. PURPOSE:

To provide policy on the "Damage Assessment Process" for Iowa County Emergency Management Personnel, full-time, part-time and volunteer.

2. ORGANIZATIONS AFFECTED:

Iowa County Emergency Management personnel and volunteers.

3. POLICY:

Damage Assessment (DA) may begin before the response phase is complete but only at the directive of the Iowa County Emergency Management Director (EMD).

The EMD is responsible for initiating damage assessment and will determine the need for outside assistance to complete DA.

DA will be done as per the parameters set by Wisconsin Emergency Management (WEM) and the Federal Emergency Management Agency (FEMA).

4. REFERENCES:

5. PROCEDURES:

- A. EMD may work evenings and weekends to complete the DA process. The EMD will determine needed hours of operations. EMD will utilize the Emergency Management Assistant within normal work hours as much as possible.
- B. EMD will work with/assist local municipalities and the Iowa County Highway Department on public damage assessment.
- C. EMD will establish communication methods for individuals to call in or electronically submit their damage to "home or business" information.
- D. EMD is responsible for submitting the Uniform Damage Situation Reports (UDSR) to WEM. The initial report will be submitted within 24 hours of the start of the event. Updates to the UDSR will be submitted as the EMD determines to be necessary.
- E. EMD will assist FEMA and WEM representatives when in the county doing damage assessment.
- F. Project management will be the responsibilities of the affected agencies and municipalities.
- G. FEMA, Wisconsin Disaster Fund (WDF) reimbursement checks are routed through the County Emergency Management Agency. Those checks shall be delivered to the respective municipalities as soon as possible.



## Emergency Management Vehicle and Trailers

Date Originated: 10/11/2017  
Date of Modifications:  
Policy Number: 1005

### 1. PURPOSE:

To determine department vehicle, trailer and operational use guidelines. To provide policy on the use of trailers in conjunction with the Emergency Management Vehicle (EMV).

### 2. ORGANIZATIONS AFFECTED:

Iowa County Emergency Management

### 3. POLICY:

The Emergency Management Vehicle (EMV) is designated an "Emergency Response Vehicle". The Emergency Management Director (EMD) shall assure the vehicle is properly outfitted with emergency lighting, siren and radio communication equipment and operated in accordance with WI Statute §346.03.

The EMV shall be used by the EMD for everyday Emergency Management (EM) business and is a take home vehicle. The EMD shall budget for vehicle fuel and general maintenance.

The EMV may be used by the Emergency Management Department Assistant with permission of the EMD for agency business.

### 4. REFERENCES:

### 5. PROCEDURES:

- a. Use of the vehicle shall always be for official business of the Emergency Management Department. Official use is anything related to the work or betterment of the Emergency Management Department.
- b. EMV may be used to deliver the Red Cross Shelter trailer to a location. It will tow any trailer owned by Iowa County or if requested another municipality for mutual aid.
- c. EMV shall be purchased with a towing package, 4-WD, up fitter switches and other necessary equipment determined by the EMD.
- d. EMV shall be properly maintained as determined by the vehicle manufacturer.
- e. When stopped on a public roadway all emergency lighting will be on.
- f. Initial daily operation of the EMV shall include a walk around of the vehicle looking for tire problems, items or people in the vehicle path. A check of all standard vehicle lighting shall be done also. Any issues found shall be fixed by the EMD or arrangements made for repair at a capable facility.
- g. When not in use the EMV shall be parked in a safe location and doors and compartments locked.
- h. When towing a trailer the following must be checked prior to moving the vehicle and trailer as a unit:
  1. Proper ball size
  2. Tire pressures checked on initial hookup
  3. Lights checked for working status on initial hookup
  4. Safety chains are hooked properly
  5. If equipped, trailer brake safety cable properly fastened
  6. Jack stand is all the way up
  7. All trailer doors are secured
  8. Key lockbox is secured
- i. When not in use, ICEM trailers shall be parked in a safe location, tongue locks applied, wheels chocked and doors locked.



## Master Street Address Guide Policy

Date Originated: 10/10/17  
Date of Modifications:  
Policy Number: 1006

1. PURPOSE:

To ensure that Iowa County 911 & mapping system is kept up to date.

2. ORGANIZATIONS AFFECTED:

Iowa County

3. POLICY:

It is the policy of Iowa County Emergency Management (ICEM) to maintain the Master Street Address Guide (MSAG) for the Iowa County 911 & mapping system. ICEM will coordinate with Iowa County GIS Coordinator to keep the 911 mapping system accurate and up to date.

4. REFERENCES:

5. PROCEDURES:

- a. ICEM will use the designated service providers software to maintain the MSAG database.
- b. ICEM will use Iowa County AS400 Road list database in conjunction with local municipality records for maintenance information.
- c. Upon receiving information from either GIS Coordinator or the designated service provider the MSAG Coordinator will make the MSAG changes necessary as soon as feasible.



## Employee Computer Activated Alarm Response

Date Originated: 05/10/2013  
Date of Modifications: 10/20/17  
Policy Number: 1007

### 1. PURPOSE:

To establish guidelines for the response of pre-designated Iowa County Employees to “Emergency Notification” alarms.

### 2. ORGANIZATIONS AFFECTED:

All Iowa County buildings and employees.

### 3. POLICY:

It is the policy of Iowa County Government to maintain a safe work environment for its employees.

Iowa County will provide Emergency Notification Software on County computers and train personnel on its use. The employee may use whatever level of response they believe is applicable as explained in the procedures section of this document.

Employees who are pre-designated to respond to “emergency notification” alarms as Internal Responders are not compelled to respond and do so at their own choosing.

Iowa County recognizes the effectiveness of a team response in calming potentially violent situations.

Iowa County does not expect or encourage its employees other than Law Enforcement to physically engage individuals in violent confrontations unless no other choice.

This policy does not supersede any county imposed restrictions on carrying of weapons.

#### **Definitions:**

**Weapons:** Firearms of all types, electronic control devices of all types, knives, clubs or any device intended to constrain or inflict bodily harm.

**Emergency Notification Software:** Software installed on computer terminals for the purpose of notifying just internal responders for assistance or a combination of Law Enforcement and Internal Responders for assistance.

**Team Response:** Team response refers to two or more people participating in the control of a situation.

**Disturbance:** The criteria for determining if a situation is a disturbance can be different from one person to the next. A person who is threatening another person, attempting to intimidate them with a raised voice or makes unwanted physical contact or threatens physical contact should be considered to be causing a disturbance.

### 4. REFERENCES:

### 5. PROCEDURES:

#### Requester

Computer terminals that have the emergency notification software installed on them will have two options when requesting help.

Examples:

Option 1 = Yellow Icon

Message sent will be: Respond to assist with problem at (building name, department name, personnel name, floor 1 or 2 and office number)

When using Option 1 – if no internal responders arrive within 1 minute, press option 2 (Red Icon)

Option 2 = Red Icon

Message sent will be: Law Enforcement and Internal Response is requested at (building name, department name, personnel name, floor 1 or 2 and office number)

The requester, while waiting for assistance should use empathy in a low tone of voice. Use simple words and have body language and facial expression that shows you are listening and interested in the persons problem. Use active listening skills and summarize back to the person in your own words what you heard them say.

#### Internal Responders

Response in numbers has a lessening affect on persons willingness to harm another person. If the arrival of a group of internal responders does not have a calming affect within 15-30 seconds after their arrival and they are within view of the person causing unrest, option 2 alarm level should be activated. This can be done from any terminal in the area of concern or by dialing 911.

If the person causing the disturbance wishes to leave, he/she should be allowed to do so. Employees should pay attention to physical descriptors and clothing worn. Employees should not initiate a physical confrontation at any time but should defend themselves if attacked.

#### Law Enforcement Response:

Law Enforcement response will be guided by the information provided by the panic alarm or requester. If possible. An employee should not attempt to disarm a person who is displaying a weapon. Should a person disarm themselves by putting the weapon down, an effort should be made to then have the person and employee step out of the room leaving the weapon behind. If this is not possible, the employee would have the option of carefully securing the weapon in a desk or other container or room until Law Enforcement can take custody of the weapon.

#### False Alarms

Because the internal response happens very rapidly it is not practical to call anyone to cancel the alarm.

In cases where the Option 2 alarm is accidentally activated, call the Iowa County Dispatch Center at extension 501 or 935-3314 option 1 from the auto attendant. Advise the dispatcher of the accidental activation. An officer will likely respond to verify the accidental activation but will do in a non-emergency mode.



## Emergency Management Operation

Date Originated: 10/24/17  
Date of Modifications:  
Policy Number: 1008

### 1. PURPOSE:

To provide policy on Iowa County Emergency Management (ICEM) operations for daily and emergency response activities on behalf of Iowa County Government.

### 2. ORGANIZATIONS AFFECTED:

Iowa County Government, Emergency Management and local municipal governments.

### 3. POLICY:

ICEM is responsible for all elements of planning, response, mitigation and recovery in regard to response to disaster events and large emergencies by Iowa County Government agencies.

ICEM will assist local governments in planning, response mitigation and recovery as requested and as needed.

ICEM shall be responsible for the annual submission of the Emergency Management Performance Grant (EMPG) and the Emergency Planning & Community Right to Know Act (EPCRA) grant. ICEM will also be responsible for completing all work required by the EMPG & EPCRA grants.

ICEM will hold training drills and exercises on behalf of county government, local governments, Iowa County Public Safety agencies and private business. These drills & exercises are for the purpose of raising response skill levels of general government employees, private business employees, 1<sup>st</sup> responders in regard to large emergencies or disaster events.

ICEM will manage the Hazardous Materials Response Program for Iowa County.

ICEM will manage all facets of the EPCRA facility reporting & planning in regard to hazardous materials in Iowa County.

### 4. REFERENCES:

WI State Statutes §Chapter 325, all sections of the Emergency Planning and Community Right to Know Act of 1986.

### 5. PROCEDURES:

Procedure for policies in this document can be found in specific policies and procedures implemented by ICEM.



## Internal Control

Date Originated: 11/14/17  
Date of Modifications:  
Policy Number: 1009

### 1. PURPOSE:

To provide Policy and Procedure in regard to documentation of all Iowa County Emergency Management (ICEM) revenue and expenses and non-deposited pass through checks for Public Damage Disaster Aid to local municipalities.

### 2. ORGANIZATIONS AFFECTED:

Iowa County Emergency Management and local municipalities.

### 3. POLICY:

Revenue and expense vouchers shall be processed in a timely manner (3 working days maximum) through the Treasurer's Office and Finance Office respectively. Receipts, Invoices and Statement are to include the ICEM Director's initials by the total amount to be paid.

Discrepancies in any revenue or expense transaction shall be resolved upon notice.

ICEM will **not** maintain any type of petty cash fund.

The ICEM Department Assistant will hold the primary responsibility of processing payment and expense vouchers. The ICEM Director shall approve all vouchers with his/her signature and approve all receipts by initialing in the area of the total.

### 4. REFERENCES:

Iowa County Policies 209 County Budget Preparation, 302 Grants Accounting, 305 Approval/Payment of Vouchers & Quarterly Financial Statements, 306 Payroll, 307 Processing of Invoices, 315 GASB 34 Fixed Assets, 317 Cash Management: Deposits/Receivables/Sales Tax Collection/Petty Cash, Policy 1307 Inventory Control and County Ordinance 600.12 Records Retention.

### 5. PROCEDURES:

#### A. Expense Procedure

All expenses for the Iowa County Emergency Management Agency must be approved by the ICEM Director. Approval of expenses incurred by anyone other than the director shall be documented by e-mail.

#### General Use Credit Card Expenses:

- i. On receipt for expenses, write the correct expense account number
- ii. ICEM director must initial the receipt near the total
- iii. Expense receipt is place on clipboard in County Clerk's office and tracking sheet on clipboard properly completed.
- iv. County Clerk will reconcile monthly statement for all credit cards comparing clipboard receipts to indicated charges on statement.
- v. Any discrepancies in the reconciliation process for the ICEM credit card will be brought to the attention of the ICEM director for investigation and resolution.
- vi. Tax Exempt status paperwork shall be presented to all merchants when making a credit card purchase or a standing tax exempt status is established with a vendor.
- vii. Credit Cards may not be used for meals, alcoholic beverages, individual soft drinks, bottles of water, tobacco products, or the purchase of anything that is not for government agency use.

- viii. Items such as cases of water, soft drinks, milk or food items may be purchased when approved by the ICEM Director and the purpose is for a government meeting, or in response to assist public safety at an incident.

Fuel Cards:

- i. ICEM director maintains a Kwik Trip card for the purpose of purchasing fuel or other items as determined to be needed by the ICEM director. The director also maintains an Exxon Mobile fuel card for fuel only.
- ii. Receipts for purchases of other items shall indicate what those items were for and what expense account they should be applied to.
- iii. All receipts from either card will be collected and kept safe in the ICEM office for reconciliation with the monthly statement.
- iv. All receipts will be reconciled with the monthly statement.
- v. Once reconciled, the statement w/receipts shall be attached to an expense voucher and forwarded to the finance office for payment. The ICEM Director shall initial the total amount on the statement.

Out-of-Pocket Expenses:

On occasion a department employee may expend personal funds for department business and need reimbursement. In those cases:

- i. The expense must be preapproved by the ICEM Director.
- ii. The employee must provide a receipt for purchase and have the department head initial the receipt at the total amount area.
- iii. The employee shall complete a "Non-Taxable Reimbursement Form" and attach the receipt to the form. (sales tax included in the purchase will not be reimbursed as the employee should have presented a "Wisconsin Tax Exempt" form to the merchant when making the purchase.)
- iv. Reimbursement request shall be turned in with the employee's timesheet.

Interdepartmental Expenses and Income:

There are instances when the department will be billed by another department for goods or services or the department may issue a bill to another department for services or supplies.

- i. Whether receiving charges and issuing charges an "Interdepartmental Charge" form must be used.
- ii. This form will act as the invoice for goods or services.
- iii. When receiving a charge, the ICEM Director will review the form for completeness and the correct expense account number.
- iv. When issuing a charge, the ICEM Director will review the form for completeness and the correct revenue account number.
- v. Exchange of this form will be done through the County's internal departmental mail system centered in the County Clerk's office at the Courthouse.
- vi. To insure a department receiving charges follows through with signing and forwarding the form to the Finance Department, the ICEM Director will post a hardcopy of the completed form on the office receipt board. Upon receiving the monthly revenue and expense reports from finance the board will be checked for and outstanding interdepartmental transactions.
- vii. Should the transaction appear on the report, the hardcopy can be disposed of.
- viii. If the transaction does not appear on the report, the ICEM Director will inquire of the receiving department, the status of the form.

B. Cash Reconciliation Procedures:

Iowa County Emergency Management does not maintain any bank accounts.

C. Computer Controls:

- i. Computer Use is guided by the County's Electronic Communications – Acceptable Usage Policy adopted

November 2006.

- ii. The Iowa County Information and Technology Department sets the parameters for computer controls. User sign-on and password are required for access. Passwords are to be changed every 90 days.
- iii. ICEM currently maintains three laptop computers. Laptops are used to provide for mobility and are part of the department's Continuity of Operations Plan. Each laptop has the ability to connect with the County network via VPN connection.
- iv. The ICEM Director will keep one laptop mobile at all times. This laptop is available for work at home if necessary or elsewhere in the county if responding to an incident. It is the responsibility of the Director to keep the laptop in a safe place when not in use.
- v. Smart Phones and Tablets are also used by ICEM. The IT Department maintains software on these devices to monitor use. All devices are password protected and the password is changed periodically. None of these devices have a connection to the County network.
- vi. The ICEM Director does maintain some specialized software programs on ICEM laptop computers. A backup of files associated with those programs shall be done monthly to a "thumb drive" for the safe keeping of records.

D. Record Retention:

Record retention is guided by County ordinances 600.12 & 600.121 adopted 12/2017. All retained records are stored in file cabinets within the Emergency Management Office and electronic copies are maintained on the county computer network system.

Paper files are reviewed for retention biannually for disposal. Documents that contain information that would otherwise be redacted in a Public Information Request will be disposed of through the shredder bins in the basement of the Courthouse. Other documents will be disposed of through normal trash collection.

Electronic files will be kept indefinitely for future reference on the Emergency Management "G" drive.

E. Revenue Procedure

Cash or Check (ICEM does not accept credit card payments)

When cash or a check is received, a revenue voucher will be completed.

On the voucher:

- i. Locate the ICEM Voucher Excel Spreadsheet on the G Drive.
- ii. Within the spreadsheet determine which predefined voucher to use. If correct account number is unknown, contact the Finance Dept for guidance.
- iii. indicate what the cash or check is for (i.e. 1st half 2017 EMPG).
- iv. Fill in correct amount where indicated.
- v. Type in your name as the preparer.
- vi. Once the voucher is completed, print off and take the cash or check and voucher to treasurer's office. The treasurer's office will issue a receipt.
- vii. Scan the receipt and any supporting documentation to the EM Director's and Finance Director's email accounts.
- viii. EM Director will maintain an electronic folder for revenue by budget year.

Disaster reimbursements from FEMA, WDF, DOT Disaster Aids programs

When the County's infrastructure sustains damages from a disaster event and the county receives reimbursement from any of the above aid programs, that revenue shall be processed through the Finance Department revenue by the agency submitting the disaster claim.

ICEM will act as the “pass through” agency for disaster reimbursement checks to Villages, Cities and Townships within the county. When these checks arrive, the ICEM Director will sign & date where required, scan to an electronic record and place the record in the appropriate “Event File” on the ICEM “G” drive.

The ICEM Director will then deliver the checks to the appropriate entity clerk/treasurer(s) or their designee. Arrangements can also be made for an entity representative to pick the check up at the Emergency Management Office in the Courthouse. Receiving party will be required to sign the ICEM receipt log book upon taking possession of the check.

As an alternative method of delivery, checks can be mailed by Certified Mail with a required signature.

F. Fixed Asset & equipment tracking:

Iowa County Emergency Management will maintain a spreadsheet of all equipment purchased with a value of \$500 or greater. This record will include:

- Quantity & Item name
- Cost per unit
- Location stored or installed
- Year of Purchase
- Current Disposition
- Make & Model

Whenever a piece of equipment is disposed of, destroyed or sold, the ICEM Director shall complete an Inventory Change Form. A copy of the completed form shall be forwarded to the Finance Department and County Clerk.

G. Assigned Equipment Inventory Control:

Items assigned to ICEM employees, volunteers and organizations will be checked twice annually by the ICEM Director for needed maintenance, damage, obsolescence, and functionality. A record of equipment assignments will be kept in the asset tracking spreadsheet.

H. Grant Procedures:

Grant Procedures are per the Iowa County Grant Funding Policy adopted December 15, 2015. If additional procedures are required by grant guidance, Iowa County Emergency Management will abide by those procedures to maintain compliance.

When a grant program requires the county to act as a “pass through” for other county entities, the following procedure will be followed:

- i. Develop an electronic workbook to track individual agency grant expenses and reimbursements.
- ii. Deposit the reimbursement check as per the Revenue and Expense Documentation policy.
- iii. Reconcile the reimbursement with the individual agency reimbursement spreadsheet.
- iv. Complete a voucher with attached supporting documentation for each agency reimbursement and submit to the Finance Department.
- v. ICEM will have the option of delivering or mailing the check. Agencies may opt to pick the check up at the ICEM office.
- vi. An electronic copy of each transaction shall be kept in the grant file on the ICEM “G” drive.
- vii. ICEM will be responsible for all required grant report to the granting authority.

A monthly check will be done to insure:

- Required grant reports are completed
- Reimbursement requests have been submitted
- Submitted reimbursement requests are followed up on if not received within 45 days

The monthly check will be prompted by an entry in Microsoft Outlook as a “task reminder” to appear the first Monday of each month.

I. Payroll Policy:

Payroll is done in accordance to Iowa County Policy 306 “Payroll.”

Each ICEM Department employee is responsible for maintaining a biweekly timesheet. They shall submit their timesheet to the ICEM Director for review and signature no later than 10 a.m. on the second Friday afternoon of the pay period. There are times due to holidays that the Finance Department may request timesheets be turned in earlier. Employees shall abide by those requests.

The ICEM Director will review the timesheet for accuracy in regard to hours worked, MTO, holiday pay, etc... Upon completion of the timesheet review the ICEM Director will submit department timesheets on behalf of the department employees.

On occasion, due to vacation, illness etc... the ICEM Director may not be available to sign or submit timesheets in the office. In those instances, it would be appropriate for the department personnel to submit their timesheets to the ICEM Director via e-mail. The Director will review and forward to the finance office via e-mail giving approval. The ICEM Director shall submit signed copies upon his or her return.

If the ICEM Director is incapacitated and unable to perform these duties, the Iowa County Finance Director shall review and approve timesheets.

J. Budgeting Process:

The Iowa County Finance Department and the County Administrator set the overall budget process per County Policy 209 “County Budget Preparation.” The Iowa County Emergency Management Director will develop the agency budget.

The Finance Department will issue budget documents for annual budget development in July/August of any given year.

Payroll expenses are determined by the Finance Director and provided on a separate spreadsheet from which the ICEM Director will transfer to the final budget spreadsheet with any changes he/she makes.

Operating Budget expenses are forecasted by the Emergency Management Director. These budgetary amounts are derived from previous years of expenses, and anticipated increases from starting new programs and/or purchasing equipment or other identified and justified needs.

Revenue is forecasted based on anticipated income from grant reimbursements. On occasion the department may experience receiving small amounts of revenue that were not anticipated. (i.e. selling sandbags to a neighboring county). These generally shall not be included in the revenue budget they are unplanned spontaneous transactions.

Once the Director completes the budget document, he/she shall submit it to the Finance Director for review. If no changes are required by the Finance Department, the County Administrator will then review for any needed adjustments.

The County Administrator will present the finalized department budget within a total County Budget for County Board approval in November of each year. Adjustments to any department budget can be proposed and approved during the County Board approval process.



## Emergency Management Uniform and Protective Clothing Guide

Date Originated: 09/13/17

Date of Modifications:

Policy Number: 1010

### 1. PURPOSE:

The purpose of this policy is to establish standards and guidance in the purchasing and wearing of uniforms for those employees and persons assigned duties with Iowa County Emergency Management (ICEM) department. The uniform allows a visual identification of the person's agency at a glance. The uniform also serves to reflect a professional appearance.

### 2. ORGANIZATIONS AFFECTED:

The policy affects all employees and volunteers assigned to the Iowa County Emergency Management department.

### 3. POLICY:

To ensure the safety of those assigned to ICEM department by providing protective equipment/apparel and setting guidelines for daily uniform use.

### 4. REFERENCES:

### 5. PROCEDURES:

#### Daily Uniform Guidelines

- A. Personnel shall maintain a neat and professional appearance while in uniform that shall be representative of the ICEM.
- B. Personnel wearing the uniform will only wear the uniform while on duty; on official business or while on assignment, as prescribed and approved herein.
- C. In addition to daily work, members are authorized to wear the uniform while attending any special ceremonial event/memorial, meeting, training, exercise, disaster or other duties that may require the uniform to clearly identify the person as a representative from the ICEM.
- D. ICEM Director may authorize other forms of dress/clothing during special assignments and or designated casual attire days.
- E. Daily uniform will normally consist of polo or colored dress shirt with business casual pants or BDUs with ICEM logo on shirts.
- F. All personnel who are employed or volunteer with the ICEM department may be issued uniforms or portions of uniforms, if those persons are deployable to any scene, any emergency operations center, or any other location where it will be necessary to readily identify those persons as member of the ICEM department, this includes any person that normally works within the office of ICEM.
- G. ICEM personnel will not wear the uniform or any portion thereof to any political gathering, or any other public or private gathering or to any business or location that may be deemed as inappropriate.
- H. In those circumstances where the uniform becomes extremely soiled or dirty because of use, personnel will make every effort to change into a clean uniform within a reasonable amount of time.

#### Personal Protective Equipment

- A. Personal protective equipment (work boots, coats/jackets, rain gear, foul weather gear, safety vests, hardhats/gloves/facewear) shall be provided.
  - Work boots are considered personal protective equipment and personnel will wear work boots when working in the field or other situations warrant.

- Hardhat is considered personal protective equipment and personnel will wear a hardhat commensurate with the circumstances and situation. Hardhats will have the appropriate logo identifying the person wearing it as a member of ICEM.
- Leather work gloves will be issued and worn as personal protective equipment and will be commensurate with the circumstances and situation.
- Safety glasses will be dependent on the assignment or task at hand – eyewear may be issued to protect the eyes or face from projectiles, debris and or heat. Protective eyewear must meet or exceed those standards set for by ANSI, NFPA or OSHA.
- Outerwear shall consist of coats, jackets, traffic vests, rain-coat, and other foul weather gear. All issued outerwear coats and jackets will have the ICEM logo applied to the left side chest.
- High visibility vests, raincoats, jackets and other foul weather gear will have ICEM emblazoned upon the back.

B. Protective equipment is to be maintained in a sanitary and reliable condition.

C. Traffic vests shall meet or exceed those standards set for emergency responders working alongside federal highways.

#### Budget

All items of clothing, headgear and personal protective equipment that are issued to employees and those volunteers assigned to the ICEM department shall only be purchased with County funds and in accordance with and under the guise of standard purchasing policies of the County. The ICEM Director shall budget yearly for the purchase of uniforms and protective equipment/clothing. Account 100.78.52500.00000.346 Clothing and Field Equipment shall be used to purchase uniforms for the ICEM department staff. The ICEM Director will determine at the time of purchase what account the protective equipment shall be purchased from.

# AGENDA ITEM COVER SHEET

**Title:** 3-31-18 Financial Reports for the Public Safety Committee

☒ Original

☐ Update

## TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

### DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

3-31-18 Preliminary financial report with a comparison of budget to actual year-do-date for the departments that report to the Public Safety Committee

### RECOMMENDATIONS (IF ANY):

For informational purposes only

### ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Preliminary 3/31/18 Financial Statements

### FISCAL IMPACT:

None, status of the 2018 budgetary balances as of 3/31/18 - preliminary

### LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

### PUBLICATION REQUIRED:

☐ Yes

☒ No

### STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? \_\_\_\_\_

COMPLETED BY: Roxie Hamilton

DEPT: Finance Department

### 2/3 VOTE REQUIRED:

☐ Yes

☒ No

## TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

### COMMITTEE ACTION:

|    | A                                                                                                   | B                                                  | C                                             | D                                         | E                                                                                  | F                                             | G                   | H                                                                    |
|----|-----------------------------------------------------------------------------------------------------|----------------------------------------------------|-----------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------------|---------------------|----------------------------------------------------------------------|
| 1  | Iowa County - Financial Statement - includes Departments that report to the Public Safety Committee |                                                    |                                               |                                           |                                                                                    |                                               |                     |                                                                      |
| 2  | For the Period Ending March 31, 2018 (compiled 4/26/18)                                             |                                                    |                                               |                                           |                                                                                    |                                               |                     |                                                                      |
| 3  |                                                                                                     |                                                    |                                               |                                           |                                                                                    |                                               |                     |                                                                      |
| 4  | <u>Department</u>                                                                                   | <u>2018 Tax Levy<br/>Amount -<br/>Fund Balance</u> | <u>Budget<br/>Adjustments<br/>/ Transfers</u> | <u>Carryovers<br/>From Prior<br/>Year</u> | <u>2018 Tax Levy<br/>+ Budget<br/>Adjustments /<br/>Transfers /<br/>Carryovers</u> | <u>Revenues -<br/>other than Tax<br/>Levy</u> | <u>Expenditures</u> | <u>Excess<br/>(Deficiency) of<br/>Revenues over<br/>Expenditures</u> |
| 5  | <u>General Fund</u>                                                                                 |                                                    |                                               |                                           |                                                                                    |                                               |                     |                                                                      |
| 6  | Restorative Justice Programs -<br>TAD Grant                                                         | -                                                  |                                               |                                           | -                                                                                  | -                                             | 6,929               | (6,929)                                                              |
| 7  | Clerk of Court and Register in<br>Probate                                                           | 131,401                                            |                                               |                                           | 131,401                                                                            | 93,557                                        | 97,803              | 127,155                                                              |
| 8  | OWI Intensive Supervision                                                                           | 59,218                                             |                                               |                                           | 59,218                                                                             | 630                                           | 9,245               | 50,603                                                               |
| 9  | Coroner                                                                                             | 36,210                                             |                                               |                                           | 36,210                                                                             | 600                                           | 7,433               | 29,377                                                               |
| 10 | District Attorney & Corp.<br>Counsel                                                                | 264,216                                            |                                               |                                           | 264,216                                                                            | 467                                           | 59,358              | 205,325                                                              |
| 11 | Sheriff's Dept                                                                                      | 3,719,880                                          | 9,308                                         |                                           | 3,729,188                                                                          | 53,712                                        | 869,094             | 2,913,806                                                            |
| 12 | Emergency Management                                                                                | 107,255                                            |                                               |                                           | 107,255                                                                            | 10                                            | 31,846              | 75,419                                                               |
| 13 |                                                                                                     |                                                    |                                               |                                           |                                                                                    |                                               |                     |                                                                      |
| 14 | <b>Total General Fund</b>                                                                           | <b>4,318,180</b>                                   | <b>9,308.00</b>                               | <b>-</b>                                  | <b>4,327,488</b>                                                                   | <b>148,976</b>                                | <b>1,081,708</b>    | <b>3,394,756</b>                                                     |
| 15 |                                                                                                     |                                                    |                                               |                                           |                                                                                    |                                               |                     |                                                                      |
|    | <u>Special Revenue &amp; Capital<br/>Funds</u>                                                      |                                                    |                                               |                                           |                                                                                    |                                               |                     |                                                                      |
| 16 |                                                                                                     |                                                    |                                               |                                           |                                                                                    |                                               |                     |                                                                      |
| 17 | Child Support                                                                                       | -                                                  |                                               |                                           | -                                                                                  | 191                                           | 35,306              | (35,115)                                                             |
| 18 | Drug Task Force                                                                                     |                                                    |                                               |                                           | -                                                                                  | 13,763                                        | 10,491              | 3,272                                                                |
|    | Capital Projects Fund - Clerk of<br>Court                                                           | -                                                  |                                               |                                           | -                                                                                  | -                                             | -                   | -                                                                    |
|    | Capital Projects Fund - Sheriff's<br>Department                                                     | 983,000                                            |                                               |                                           | 983,000                                                                            | -                                             | 15,070              | 967,930                                                              |
|    | Capital Projects Fund -<br>Emergency Mgmt                                                           | 6,000                                              |                                               |                                           | 6,000                                                                              | -                                             | -                   | 6,000                                                                |
| 21 | <b>Special Rev &amp; Capital Funds</b>                                                              |                                                    |                                               |                                           |                                                                                    |                                               |                     |                                                                      |
| 22 | <b>Total</b>                                                                                        | <b>989,000</b>                                     | <b>-</b>                                      | <b>-</b>                                  | <b>989,000</b>                                                                     | <b>13,954</b>                                 | <b>60,867</b>       | <b>942,087</b>                                                       |
| 23 |                                                                                                     |                                                    |                                               |                                           |                                                                                    |                                               |                     |                                                                      |
| 24 | <b>Total of All Funds</b>                                                                           | <b>5,307,180</b>                                   | <b>9,308</b>                                  | <b>-</b>                                  | <b>5,316,488</b>                                                                   | <b>162,930</b>                                | <b>1,142,575</b>    | <b>4,336,843</b>                                                     |



|    | A                                                                                                                         | B                                   | C                                    | D                             | E                      | F                 | G            | H                  | I             |
|----|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------------|-------------------------------|------------------------|-------------------|--------------|--------------------|---------------|
| 1  | Departments that Report to the Iowa County Public Safety Committee - Compare Budget to Actual                             |                                     |                                      |                               |                        |                   |              |                    |               |
| 2  | Preliminary - For the period ending 3/31/18                                                                               |                                     |                                      |                               |                        |                   |              |                    |               |
| 3  | Expenditure - Compare Budget to Actual                                                                                    | 2018<br>ADOPTED<br>ANNUAL<br>BUDGET | Budget<br>Adjustments /<br>Transfers | Carryovers<br>From Prior Year | 2018 REVISED<br>BUDGET | Department<br>YTD | REMAINING    | Percent<br>of Year | Actual<br>YTD |
| 4  | 100 GENERAL FUND                                                                                                          |                                     |                                      |                               |                        |                   |              |                    |               |
| 5  | 03 Restorative Justice - TAD Grant                                                                                        | \$ 65,118                           |                                      |                               | \$ 65,118              | \$ 6,929          | \$ 58,189    | 23%                |               |
| 6  | 04 CLERK OF CIRCUIT COURT                                                                                                 | \$ 441,776                          |                                      |                               | \$ 441,776             | \$ 97,803         | \$ 343,973   | 23%                | 22%           |
| 7  | 09 OWI INTENSIVE SUPERVIS PROG                                                                                            | \$ 64,618                           |                                      |                               | \$ 64,618              | \$ 9,245          | \$ 55,373    | 23%                | 14%           |
| 8  | 10 CORONER                                                                                                                | \$ 40,210                           |                                      |                               | \$ 40,210              | \$ 7,433          | \$ 32,777    | 23%                | 18%           |
| 9  | 24 DISTRICT ATTORNEY & CORP COUNSEL                                                                                       | \$ 296,219                          |                                      |                               | \$ 296,219             | \$ 59,358         | \$ 236,861   | 23%                | 20%           |
| 10 | 40 SHERIFF DEPARTMENT                                                                                                     | \$ 3,864,550                        | \$ 9,308                             |                               | \$ 3,873,858           | \$ 869,094        | \$ 3,004,764 | 23%                | 22%           |
| 11 | 78 EMERGENCY MANAGEMENT                                                                                                   | \$ 158,402                          |                                      |                               | \$ 158,402             | \$ 31,846         | \$ 126,556   | 23%                | 20%           |
| 12 |                                                                                                                           |                                     |                                      |                               |                        |                   |              |                    |               |
| 13 | TOTAL: GENERAL FUND                                                                                                       | \$ 4,930,893                        | \$ 9,308                             | \$ -                          | \$ 4,940,201           | \$ 1,081,708      | \$ 3,858,493 | 23%                | 22%           |
| 14 | 215 CHILD SUPPORT                                                                                                         |                                     |                                      |                               |                        |                   |              |                    |               |
| 15 | 26 CHILD SUPPORT                                                                                                          | \$ 167,637                          |                                      |                               | \$ 167,637             | \$ 35,306         | \$ 132,331   | 23%                | 21%           |
| 16 | 400 CAPITAL PROJECTS FUND                                                                                                 |                                     |                                      |                               |                        |                   |              |                    |               |
| 17 | 32 CAPITAL PROJECTS-Clerk of Courts                                                                                       |                                     |                                      |                               | \$ -                   |                   | \$ -         | 23%                |               |
| 18 | 32 CAPITAL PROJECTS-Sheriff's Dept                                                                                        | \$ 983,000                          |                                      |                               | \$ 983,000             | \$ 15,070         | \$ 967,930   | 23%                | 2%            |
| 19 | 32 CAPITAL PROJECTS-Emergency Mgmt                                                                                        | \$ 6,000                            |                                      |                               | \$ 6,000               |                   | \$ 6,000     | 23%                | 0%            |
| 20 |                                                                                                                           |                                     |                                      |                               |                        |                   |              |                    |               |
| 21 | TOTAL OF ALL FUNDS                                                                                                        | \$ 6,087,530                        | \$ 9,308                             | \$ -                          | \$ 6,096,838           | \$ 1,132,084      | \$ 4,964,754 | 23%                | 19%           |
| 22 | Other:                                                                                                                    |                                     |                                      |                               |                        |                   |              |                    |               |
| 23 | 270 DRUG TASK FORCE                                                                                                       |                                     |                                      |                               |                        |                   |              |                    |               |
| 24 | 38 DRUG TASK FORCE                                                                                                        | \$ -                                |                                      |                               | \$ -                   | \$ 10,491         | \$ (10,491)  | 23%                |               |
| 25 |                                                                                                                           |                                     |                                      |                               |                        |                   |              |                    |               |
| 26 |                                                                                                                           |                                     |                                      |                               |                        |                   |              |                    |               |
| 27 |                                                                                                                           |                                     |                                      |                               |                        |                   |              |                    |               |
| 28 | Total Other                                                                                                               | \$ -                                | \$ -                                 | \$ -                          | \$ -                   | \$ 10,491         | \$ (10,491)  | 23%                |               |
| 29 |                                                                                                                           |                                     |                                      |                               |                        |                   |              |                    |               |
| 30 | TOTALS All Funds and Other:                                                                                               | \$ 6,087,530                        | \$ 9,308                             | \$ -                          | \$ 6,096,838           | \$ 1,142,575      | \$ 4,954,263 | 23%                | 19%           |
| 31 | Notes:                                                                                                                    |                                     |                                      |                               |                        |                   |              |                    |               |
| 32 | YTD = Year-to-date                                                                                                        |                                     |                                      |                               |                        |                   |              |                    |               |
| 33 | Revenues: For all funds except the general fund the tax levy is recorded in the departments at the beginning of the year. |                                     |                                      |                               |                        |                   |              |                    |               |