



Agenda
General Government Committee
Thursday, August 3, 2023 – 5:00 pm
Conference Call 1-312-626-6799
Zoom Meeting ID: 89996258699
Passcode: 163823
<https://us02web.zoom.us/j/89996258699>
Community Room
303 W. Chapel St
Dodgeville, Wisconsin 53533

**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	Approve the agenda for this August 3, 2023 meeting.
4	Approve the minutes of the June 8, 2023 meeting.
5	Report from committee members and an opportunity for members of the audience to address the committee. No action will be taken.
6	Consider Resolution Authorizing Participation in the Wisconsin Department of Natural Resources County Conservation Aid Program.
7	Consider updates to Policy 310 Events Recognition Account.
8	Consider updates to Policy 110, 313, 321, 322, 325, 428, 705, 706, 707, 708, 709 and 1122.
9	Consider reclassification of Emergency Management Department Assistant to Emergency Management Department Coordinator.
10	Employment Activity Report.
11	Set date and time for next meeting. (September 7, 2023 at 5:00 p.m.)
12	Adjournment.
	Posting verified by the County Clerk's Office: Kris Spurley Date: 7-27-23 @ 12:00 pm Initials: kks

Send Result Report

MFP

ECOSYS M3645idn

Firmware Version 2TA_S000.002.403 2019.12.05



R4S9910930

07/27/2023 12:20

[2V2_1000.003.011] [2T6_1100.001.001] [2TA_7000.002.403]

Job No.: 067793

Total Time: 0'00'56"

Page: 001

Complete

Document:

doc06779320230727121739

	*Agenda* General Government Committee Thursday, August 3, 2023 – 5:00 pm Conference Call 1-312-626-6799 Zoom Meeting ID: 89996258699 Passcode: 163823 https://us02web.zoom.us/j/89996258699 Community Room 303 W. Chapel St Dodgeville, Wisconsin 53533	Iowa County Wisconsin
For information regarding access for the disabled, please call 935-0399.		
<i>Any subject on this agenda may become an action item.</i>		
1	Call to order.	
2	Roll Call.	
3	Approve the agenda for this August 3, 2023 meeting.	
4	Approve the minutes of the June 8, 2023 meeting.	
5	Report from committee members and an opportunity for members of the audience to address the committee. No action will be taken.	

No.	Date/Time	Destination	Times	Type	Result	Resolution/ECM
001	07/27/23 12:18	Dodge Chronicle	0'00'09"	FAX	OK	200x100 Normal/On
002	07/27/23 12:19	WDMP	0'00'47"	FAX	OK	200x100 Normal/Off

	*Minutes* General Government Committee Thursday, June 8, 2023 - 5:00 pm Conference Call 1-312-626-6799 Zoom Meeting ID: 89996258699 Passcode: 163823 https://us02web.zoom.us/j/89996258699 Community Room 303 W. Chapel St Dodgeville, Wisconsin 53533	Iowa County Wisconsin
For information regarding access for the disabled, please call 935-0399.		
<i>Any subject on this agenda may become an action item.</i>		
1	Call to order. Chair Peterson called meeting to order at 5:00 p.m.	
2	Roll Call. Members present: Sups. Curt Peterson, Don Gander, Mike Peterson, Roger Geisking, Ingmar Nelson(Zoom) and John Meyers Remotely: Absent: None ~ Others present: Mel Master, Larry Bierke, Kris Spurley, and Allison Leitzinger ~ Remotely: Craig Hardy, Jenna Bidwell, Carlson Dettman.	
3	Approve the amended agenda for this June 8, 2023 meeting. Motion by Sup. Geisking seconded by Sup. M. Peterson to approve the agenda of this June 8, 2023 meeting. Motion carried unanimously.	
4	Approve the minutes of the May 4, 2023 meeting. Motion by Sup. Geisking seconded by Sup. M. Peterson to approve the minutes of the May 4, 2023 meeting. Motion carried unanimously.	
5	Report from committee members and an opportunity for members of the audience to address the committee.	
6	Compliance Maintenance Annual Report (Bloomfield Sewer Plant). Motion by Sup. M. Peterson seconded by Sup. Geisking to approve the Compliance Maintenance Annual Report (Bloomfield Sewer Plant). Motion carried unanimously.	
7	Consider Resolution Modifying the Iowa County Official Seal.	

	Motion by Sup. Nelson seconded by Sup. Geisking to approve the Resolution Modifying the Iowa County Official Seal and to forward to the County Board for consideration Motion carried unanimously.
8	Consider Classification/Compensation Appeals. Thirteen appeals were filed. Motion by Sup. M. Peterson seconded by Sup. Geisking to approve the seven recommendations from Carlson Dettman Classification/Compensation Appeals. Motion carried unanimously. Jen Bidwell from Carlson Dettman gave a brief overview of the process. (ADRC Manager to Grade N, ADRC Specialist Lead to Grade J, ADRC Specialist to Grade I, Benefit Specialist to Grade I, Deputy County Clerk to Grade H, Deputy Register of Deeds to Grade H, Transportation Coordinator to Grade H). The following positions were not recommended for reclassification: (Social Worker Lead, Dispatcher, Family Court Commissioner, Social Service Specialist, Register of Probate Assistant, Highway Accountant Specialist, Highway GIS Engineering Technician).
8A	Wage Grid Retro-Pay. Motion by Sup. M. Peterson seconded by Sup. Gander to not pay retro-pay to employees that were no longer employed as of February 25, 2023 with the exception of retirees. Motion carried unanimously.
9	Consider Reclassification of Facilities Maintenance Crew to Facilities Coordinator. Motion by Sup. M. Peterson seconded by Sup. Geisking to approve the Reclassification of Facilities Maintenance Crew to Facilities Coordinator and to forward to the County Board for consideration. Motion carried unanimously.
9A	Reclassification of one LEC Cook Position to LEC Cook Lead Position. Motion by Sup. Gander seconded by Sup. Geisking to approve the Reclassification of one LEC Cook Position to LEC Cook Lead Position and to forward to the County Board for consideration. Motion carried unanimously.
10	Employment Activity Report.
11	3-31-2023 Financial Reports for the General Government Committee.
12	Presentation by Iowa County Historical Society by John Hess, President of the Society.
13	Set date and time for next meeting. The next General Government Committee meeting will be July 6, 2023 at 5:00 p.m.
14	Adjournment. Motion by Sup. M. Peterson seconded by Sup. Gander to adjourn the meeting. Motion carried unanimously.

	Meeting adjourned at 5:59 p.m.
	Minutes by Kris Spurley, County Clerk

SECRET

AGENDA ITEM COVER SHEET

Title: Resolution Authorizing Participation in the Wisconsin DNR Grant

☐ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Grant for the installation of fish and game projects, etc.

RECOMMENDATIONS (IF ANY):

Allow County Clerk to apply for grant.

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☒ No

If yes, please list below:

FISCAL IMPACT:

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

PRESENTATION?:

☐ Yes

☒ No

How much time is needed?

COMPLETED BY: Kris Spurley

DEPT: County Clerk

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE: August 3, 2023

AGENDA ITEM # 7

COMMITTEE ACTION:

Resolution No. _____

**AUTHORIZING PARTICIPATION IN THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES
COUNTY CONSERVATION AID PROGRAM**

WHEREAS, Iowa County desires to participate in county fish and game projects pursuant to provision of State Statute 23.09(12); and

WHEREAS, financial aid is desirable to install the project(s); and

WHEREAS, the Wisconsin Department of Natural Resources (WDNR) has grant funding available through the County Conservation Aids program specifically for the installation of fish and game projects under State Statute 23.09(12); and

NOW, THEREFORE BE IT RESOLVED, that Iowa County has budgeted an amount in its budget equal to the local share of project costs or land acquisition; and

HEREBY AUTHORIZES the County Clerk to act on the behalf of Iowa County to:

- Sign and submit an application to the WDNR for any financial aid that may be available;
- Submit to the WDNR reimbursement claims along with the necessary supporting documentation within one (1) year of project end date; and
- Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED, that Iowa County comply with all state and federal laws related to the County Conservation Aids programs and will obtain approval in writing from the WDNR before any change is made in the use of the project site.

Adopted this 15^h day of August, 2023

I hereby certify that the foregoing resolution was duly adopted by the Iowa County Board at a legal meeting held on August 15, 2023.

John M. Meyers
Iowa County Board Chairman

AGENDA ITEM COVER SHEET

Title: Updates to Policy 310

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

In 2018, the attached policy was adopted. Over the past five years, costs have increased. I wanted to bring this policy forward to see if the General Government Committee wanted to consider modifying any of the dollar amounts in the policy.

RECOMMENDATIONS (IF ANY):

Staff would suggest doubling the dollar values would result in a more meaningful gift and impact the overall county budget only minimally.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Attached is the two pages of Policy 310 "Events Recognition Account".

FISCAL IMPACT:

Increasing the dollar amounts listed would have a minimal impact. The impact would be based on the number of events that occur in any given year and would be very difficult to measure with any certainty.

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

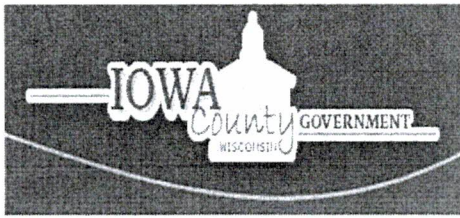
☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:



EVENTS RECOGNITION ACCOUNT

Date Originated: 08/21/18
Date of Modifications:
Policy Number: 310

1. PURPOSE:

This policy governs the use of the Events Recognition Account. The Events Recognition Account has been established to ensure that County dollars are available for specific occasions celebratory or commemorative in nature.

2. ORGANIZATIONS AFFECTED:

This policy impacts Iowa County Government and the Iowa County Board.

3. POLICY:

It is the policy of the Iowa County Board to utilize funds budgeted in the Sunshine Account for:

A. Hospitalization

- 1) Iowa County will acknowledge hospitalizations of elected official, employee, employee's spouse, or employee's child to the point of a required overnight stay at a hospital by sending out a Get Well card.

B. Birth/Adoption and Marriage

- 1) The birth/adoption of a regular full-time or part-time employee's child or an elected official's child shall receive a card and a gift of \$25 (gift card or cash).
- 2) The marriage of a full-time or part-time employee or an elected official shall receive a card and a gift of \$25 (gift card or cash).

C. Retirement

- 1) The County will recognize all employees who retire from the County who are at least fifty-five (fifty for protected status) years of age and have been employed with the County for a minimum of five years. Employees will be presented with a certification recognizing their performance of duties and length of service at the next County Board by the retiring employee's Department Head, County Administrator and/or Employee Relations Director. Employees are strongly encouraged to attend the County Board Meeting to be recognized.
- 2) If employee has served five years or more in a full-time or part-time capacity with the county, a \$50 gift shall also be provided by the County.
- 3) If employee has served ten years or more in a full-time or part-time capacity with the county, a \$100 gift shall be provided by the County.
- 4) If an employee has served twenty years or more in a full-time or part-time capacity with the county, a \$150 gift shall be provided by the County.

D. Death

- 1) The death of an elected official or regular full-time or part-time employee shall be sent a plant, flowers, or a memorial of \$100.
- 2) For the death of a retired employee or past elected official, a plant, flowers, or memorial of \$75.

E. Food or Refreshments for Employee Get-Togethers as deemed appropriate by the County Administrator.

F. For other unusual circumstances as deemed appropriate by the County Administrator.

4. REFERENCES:

None.

5. PROCEDURES:

- A. When someone becomes aware of a situation involving a hospitalization that involves the County Government and our employees they shall immediately notify the Employee Relations Director. Once notified the Employee Relations Director will mail out a card.
- B. When someone becomes aware of a situation involving birth, marriage, death, or other situation that involves the County Government and our employees they shall immediately notify the County Administrator's Department Assistant and request use of the Event Recognition Account. The County Administrator's Department Assistant will be designated to coordinate card and gift and provide to the Employee Relations Department for delivery.

The County Administrator's Department Assistant will prepare the Retirement Certification along with the retirement gift and provide to retiring employees Department Head.

- C. If a County Department Head desires to do anything different than what is prescribed above via this policy, they shall consult with the County Administrator. The County Administrator shall determine if the proposal is appropriate to be covered as a county expense.
- D. If employees wish to do something on their own, it will be at their expense, such as employees hospitalizations, quitting, deaths in spouses' family, etc.

AGENDA ITEM COVER SHEET

Title: Policy Updates

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Iowa County staff have been working hard at updating policies for the General Government Committee. Enclosed you will find many of them. It may be best for you to review them and discuss them at the meeting. There is no urgency, so you could adopt them individually or as a group. Here is a breakdown of what is included:

Policy 110 update: to add Narcan (Naloxone) to the policy.

Policy 313 Update: Currently Iowa County has one credit card account that uses the County Clerk's Social Security number to exist. When we transition to our new financial software, Iowa County is going to transition to "Purchase Cards" using credit from the state of Wisconsin as our credit source. This will not require any individual employee Social Security number.

Policy 321: This is a new policy that covers our fixed assets and how we dispose of surplus items. It is anticipated that this policy will also be reviewed by the Public Works Committee.

Policy 322: This is a new policy that governs what accounts & Departments can purchase gift cards. Iowa County uses gift cards, however managing the purchase thereof is important to limit our exposure for potential fraudulent activities.

Policy 325: Several months ago the General Government Committee created this policy specifically for the Sheriff's Department. We are modifying the policy to make it applicable to the entire County. It also includes discussion of new "project accounts" that will be used in the new software system. To create a project account, the County Board will need to adopt a resolution specifying what the account can be used for, designating its purpose.

Policy 428: This is a new policy recommended by our labor attorney to establish that it is improper for an employee to record a conversation with another employee while working.

Policy 705, 706, 707, 708, 709: Updated to remove references to Bloomfield Nursing Home.

Policy 1122: This policy will be going to the Public Works Committee for consideration. It is new and governs how other governmental units may borrow Iowa County equipment.

The Iowa County Department Heads will be reviewing these policies on the afternoon of July 27th. There may be modifications made as part of their review. Please consider this version a draft and I will discuss any changes with you at our August 3rd Committee meeting.

RECOMMENDATIONS (IF ANY):

There is a lot to go over and staff are here to help explain the policies and changes. Please raise any questions you may have.

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Enclosed is a copy of each policy noted above.

FISCAL IMPACT:

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:



Non-compulsory Hands-Only Cardiopulmonary Resuscitation/Automated External Defibrillator, Stop the Bleed Training, and Naloxone Training

Date Originated: 4/2010

Date of Modification: 2/18/20; July 2023

Policy Number: 110

1. Purpose:

To provide the public a sense of confidence and security that Iowa County Government is committed to their safety and well-being through the establishment of a Hands-Only Cardiopulmonary Resuscitation (Hands-Only CPR)/Automated External Defibrillator (AED), Stop the Bleed (STB) and Naloxone Employee Training Program.

To establish a policy that defines the County Government's role and commitment toward establishing and sustaining a Hands-Only CPR/AED, STB, and Naloxone training program for its employees.

To establish procedures for the scheduling of Hands-Only CPR/AED, STB and Naloxone training.

2. Organizations Affected:

All County Departments with employees who are not required by their job description to be trained in Hands-Only CPR, AED, STB, and Naloxone. For these employees, this training is not compulsory.

3. Policy:

- A. Hands-Only CPR/AED, STB, and Naloxone training will be offered during regular work hours. Iowa County Emergency Management will pay all class costs associated with instructors and class materials as it relates to hands-only CPR/AED and STB. Initial Naloxone Administration Training will be provided by the Iowa County Health Department with refresher training offered to those who request it.
- B. Estimated class time lengths will be provided in the class offering announcement.
- C. CPR/AED and STB classes will be offered each January/February time period. Employees will be encouraged to repeat the training annually. There is no certification for the Hands-Only CPR/AED, STB.
- D. Naloxone Training will be offered by the Health Department as allocations via the DHS NARCAN® Direct Program are available.
- E. The Department of Emergency Management will be responsible for the scheduling of classes, obtaining instructors, and necessary funding for costs associated with the CPR/AED and STB training.
- F. The Iowa County Health Department will be responsible for scheduling and coordinating the Naloxone Training.
- G. The county will utilize Instructors that are county employees when possible.
- H. Maximum class size will be determined by the instructor(s).

4. Procedure:

Scheduling of CPR/AED and STB Classes:

- A. Emergency Management will arrange for instructors to deliver the training and schedule classes.
- B. Employees will be responsible for scheduling their attendance with their respective department head/manager/supervisor.

Funding:

- A. Emergency Management will be responsible for including in its annual budget, an amount necessary to sustain the Hands-Only CPR/AED and STB program for non-compulsory occupations.

Scheduling of Naloxone Training:

- A. The Health Department will provide the Naloxone Training free of charge and will coordinate the schedule of class offerings.
- B. Naloxone training offered by the Health Department is through the DHS NARCAN® Direct Program.
- C. Training includes receipt of 2 doses of NARCAN® to each trained individual.
- D. The trainee shall assume full responsibility for the safe handling and proper usage (administration) of the NARCAN® Nasal Spray.
- E. *STORAGE*: The person possessing the NARCAN® is responsible for maintaining the integrity of the NARCAN® Nasal Spray. They shall refer to and comply with the NARCAN® Nasal Spray product information for proper storage. Typically, NARCAN® Nasal Spray shall be stored at room temperature (between 59°F to 77°F), protected from light, and not used past the expiration date indicated on the packaging.
- F. Iowa County/Iowa County Health Department does not make any warranties or guarantees as to the effectiveness of the administration of NARCAN® Nasal Spray.
- G. If an Iowa County employee administers NARCAN® Nasal Spray while on duty, the employee shall inform their immediate supervisor.

REFERENCES:

- DHS NARCAN® Direct Program [Dose of Reality: Resources for Professionals | Wisconsin Department of Health Services](#)
- Summary of Laws related to [Naloxone: Summary of State Laws • LAPP \(legislativeanalysis.org\)](#)
- [Good Samaritan Law WISCONSIN LEGISLATIVE COUNCIL](#)
- [Iowa County Health Department Standing Order](#)
- Wisconsin Requirements, procedures, and sample statewide standing order, F-01802 <https://www.dhs.wisconsin.gov/forms/f01802.pdf>
- California Naloxone Standing Orders- [Naloxone Terms and Conditions \(ca.gov\)](#)
- Indiana Statewide Naloxone Standing Order Toolkit- <https://optin.in.gov/files/Indiana-Statewide-Naloxone-Standing-Order-Toolkit.pdf>



Iowa County Use of County-Provided Credit Card Policy

Date Originated: 11/22/2017

Date of Modifications: 7/17/2023

Policy Number: 313

Drafted By: Finance Director

1. PURPOSE:

To create policies and procedures establishing uniform guidelines for use of county-provided credit cards.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County departments, boards, commissions, and employees.

3. POLICY:

Iowa County may allow issuance of credit cards for County use to departments for those limited cases where departments can demonstrate a need and ability to use them in a cost-effective manner.

4. PROCEDURES:

- a. The County Administrator must approve all requests for acquisition of County credit cards. The maximum credit line allowed shall be \$5,000; however lower limits are strongly encouraged to minimize liability in case of loss or theft. In the event of an emergency, the maximum credit line may be temporarily increased higher than \$5,000. Once acquired, records of all cards shall be kept on file in the Finance Department. The Finance Department should be notified of any changes to this information as soon as possible. The Executive Committee, County Administrator or Finance Director may revoke a department's access to credit cards at any time after their issuance.
- b. Effective the date of this policy being approved by the Iowa County Board of Supervisors all existing credit card accounts will be closed with the exception of the One Card US Bank account opened in June 2023 and the Iowa County Airport's fuel credit card.
- c. Use of County credit cards will be allowed if:
 - i. A vendor will not allow County staff to charge purchases and be billed, or
 - ii. County staff are traveling, and it is not feasible for vendors to bill the County, or
 - iii. County staff are traveling, and expenses are too high for an employee to be expected to bear the costs on their own and be later reimbursed.
- d. In no circumstances should meals be paid with a County credit card. The only exception is meals expensed to the Employee Recognition Account or County Board Recognition Account.
- e. All authorized users of County credit cards shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, the official business for which it was purchased, and what general ledger account to allocate the expense to.

- f. An authorized employee, who is issued a credit card, is responsible for its protection and custody, and shall immediately notify the County Finance Department if the credit card is lost or stolen.
- g. Loss or improper use of a County credit card may result in disciplinary action up to and including dismissal, repayment of any losses, and to the fullest extent of the law, as determined by the employee's supervisor, department head and the Employee Relations department.
- h. Persons using a card shall also be responsible for all receipts given by vendors. These receipts often contain all the necessary information to make charges to the account by phone. Lost receipts, therefore, may result in erroneous charges by others. Negligent care taken with receipts may also result in disciplinary action up to and including dismissal and repayment of any losses, as determined by the employee's supervisor, department head and the Employee Relations department.
- i. Credit Card bills will be paid immediately upon receipt by the Finance Department and charged to the appropriate department accounts. All authorized users of County credit cards shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, the official business for which it was purchased, and what general ledger account to allocate the expense to. Employees who use the County credit card shall upload their receipts into the PCard module in the financial software within 3 business days of the purchase being made. Failure to timely upload receipts may result in termination of credit card usage. All late payments and finance charges will be the violating department's responsibility and will be charged to that department's budget.
- j. Periodic audits of credit card usage will be conducted by the Finance Department to verify at minimum:
 - i. The date of card use.
 - ii. Reason for each transaction to ensure compliance with financial policies.
 - iii. Signed receipt provided by vendor at time of card use or other paperwork describing reasons for use if signed receipt not used.
- k. Card Use
 - i. The credit card shall be used for the purchase of goods and services that are for the official business of the County of Iowa when normal accounts payable procedures cannot be utilized, e.g., fuel purchases, travel related expenses, conference registration fees, on-line purchases of supplies, etc. Misuse of the card will subject the cardholder to disciplinary action in accordance with County policies and procedures relating to disciplinary action. Credit cards shall never be used for the purchase of meals. Event supplies/food must be preapproved by the Finance Director with the event details, such as an agenda.
 - ii. Purchases made via the credit card must comply with the County's purchasing and expenditure policies.
 - iii. Anyone issued a County credit card shall sign a Credit Card User Agreement, thereby agreeing to abide by adopted County credit card policies and procedures. The cardholder is responsible for assuring that all credit card charges are accurate and consistent with policy guidelines.
- l. Card Holder Responsibilities
 - i. Ensure the card is used only for legitimate business purposes.
 - ii. Maintain the card in a secure location at all times.
 - iii. Obtain all sales slips, register receipts, and/or credit card slips and provide same to be reconciled to the credit card bill.

- iv. Cardholders must use a sales tax exemption certificate for all purchases, including online purchases. If you need assistance with completing a sales tax exemption certificate, please contact the Finance Department.
- v. Attempt to resolve disputes related to billing errors with the vendor directly or in conjunction with the Finance Department
- vi. Ensure that the appropriate credit is issued for disputed items or billing errors on a subsequent credit card statement.
- vii. Immediately report a lost or stolen card to the card issuer and notify the Finance Department of the lost or stolen card at the first opportunity during business hours.
- viii. Upon termination of employment, employees must return their credit card to the Finance Director.
- m. Sample of items that can be purchased with the credit card:
 - i. Airfares
 - ii. Conference Registration
 - iii. Rental cars and gas
 - iv. Internet Purchases
- n. Sample of items that cannot be purchased with the credit card:
 - i. Cash advances
 - ii. Gift Cards, tokens and vouchers with the exception of the gift cards, tokens and vouchers being purchased utilizing the following accounts: Employee Recognition, County Board Recognition, Social Services Purchase of Service Transportation, and Drug Treatment Court Incentives.
 - iii. Employee uniforms
 - iv. Personal use
 - v. Food, meals (Exclusion – see paragraph 4(k) above)

5. POLICY VIOLATIONS:

- a. Any Violations of or non-compliance with the Credit Card Policy and procedures may result in suspension, deactivation, or termination of an employee's credit card as determined by the County Administrator, Department Head, Finance Director or designee.
 - i. Violations of this policy will be reported to the Finance Director who will verify the authenticity of the violation claim.
 - ii. Should the claim be valid, the Finance Director will report the claim to the County Administrator, and Department Head depending on the circumstances of the violation.
 - iii. If the violation has occurred within the Finance Department, the claim will be reported to the County Administrator, who will verify the authenticity of the claim.
 - iv. If the violation has occurred within the County Administration Department, the claim will be reported to the County Board Chair, who will verify the authenticity of the claim.
- b. Purchases in violation of or non-compliance with the Credit Card Policy and procedures shall be the responsibility of the individual who made such purchases and may be deducted from the individual's payroll check(s) or as allowed by law.
- c. Cardholders in violation of or non-compliant with the Credit Card Policy and procedures may be subject to disciplinary action up to and including termination.



County Fixed Assets, Property, and Property in the Open Disposal Policy

Date Originated: XX/XX/2023

Date of Modifications:

Policy Number: 321?

A. PURPOSE:

This policy covers the disposal of the County's surplus, obsolete, or unwanted Fixed Assets, Property, or Property in the Open. For the purposes of this policy, use of the word "Fixed Assets", "Property", or "Property in the Open" shall mean all surplus, obsolete, unused, unwanted, or unnecessary materials, supplies, furniture, office equipment, equipment, machinery, vehicles, trucks, tools, supplies, or other consumable items bought for use by the County. This use of these phrases do not refer to disposal of Buildings, Grounds, or Land; unless specifically stated as such herein. Items covered by Policy #1306 Equipment and Media Storage and Disposal are exempt from this policy.

B. ORGANIZATIONS AFFECTED:

All elected officials, department heads, offices, and employees of Iowa County. All residents, employees, individuals, entities, or organizations requesting to purchase Fixed Assets, Property, Property in the Open, or other items from the County.

C. POLICY:

Iowa County periodically disposes of County Fixed Assets and Property, which have been determined to be obsolete, unnecessary, unusable; beyond its' service life, or whose value has been recovered through the use of Depreciation or some other method of justification. Prior to disposal or relinquishment of any county assets or Property; Department Heads shall approval of the disposal method for those items by one of the following:

- Acknowledged by their standing committees during the fiscal year.
- identified within the annually approved capital plan.
- identified through the annual departmental budget process.
- receive the County Administrator's approval if at any other time during the year.

The Highway Commissioner has the rights, responsibility, and authority given in state statute §§ 83.01 (7) (c) regarding charge of all county road machinery, tools, and reporting the same direct to the County. Fixed Assets, Property, or Property in the Open bought or purchased with Grant Funding may be subject to special terms or conditions of the specific grant in addition to this policy, which compliance to shall be the responsibility of the Department Head of the Department administering the grant.

D. REFERENCES:

Wisconsin State Statute Chapters: CH 59 Counties; CH 66 General Municipality Law; CH 83 County Highways; CH 86 Miscellaneous Highway Provisions; CH 287 Solid waste Reduction, Recovery, and Recycling.

Iowa County Policy Manual policies : #314 Purchasing and Procurement Policy, Policy #315 Infrastructure Capitalization Recording and Reporting (GASB 34 Compliance), #1107 Consumable Inventory Control Purchase Orders and Work Orders, #1108 Consumable Inventory Counting Procedures, and #1306 Equipment and Media Storage and Disposal.

E. ADMINISTRATIVE PROCEDURES:

1. Definitions:

- I. Asset - is County Property, buildings, land, equipment, machinery, vehicles, or tools; which possess a value, involve a cost of ownership, or were acquired for some use or purpose. For the purposes of this policy, an Asset shall not include Buildings, Grounds, or Land, unless specifically stated.
- II. Book Value – means the value of an item at the time of evaluation based on a comparison of the original cost of the item to the age of the item with some consideration given for depreciation of the item's value over that life.
- III. County Property or Property – is portable or moveable Property; those items which can be moved from one location to another such as: equipment, machinery, vehicles, tools, furniture, shelving, desks, chairs, materials, supplies, or similar items not deemed as land, a building, or grounds.
- IV. Disposal / Disposition – shall mean to relinquish or the act of getting rid of some unwanted item whether by sale, trade-in, donation, transfer, waste, recycle, salvage, destruction, or disassembly of something; which has been determined to be beyond its' usefulness, value, or service life to the County.
- V. Disassembly / Salvage – shall mean to take something a part into component pieces for other usage or recycling through various waste streams.
- VI. Equipment – is an attachment typically utilized on a piece of machinery in an operation or activity.
- VII. Fair Market Value – the price at which an item may change hands between a buyer and seller, neither being under any compulsion to buy or to sell; and both having knowledge of relevant facts with regards to the item's actual worth.
- VIII. Fixed Asset – is any item acquired with a purchase price of \$5,000 or more and a life expectancy use of three (3) years or greater. For the purposes of this policy, a Fixed Asset shall not include Buildings, Grounds, or Land; unless specifically stated.
- IX. Hazardous Materials – any substance or material which is capable of posing an unreasonable risk to health, safety, and property when transported in commerce.
- X. Insurance Recoveries – is a form of transfer as the ownership of an asset or County Property is transferred as a result of some damage, injury, incident, accident, or other recovery or replacement event between the County and an Insurance Company.
- XI. Machinery – a truck, vehicle, or piece of equipment which possesses an engine to make it move, and generally requires an operator to make it perform or function.

- XII. Materials – a substance or mixture of substances which make up an object.
- XIII. Obsolete – an item deemed to be beyond its' purpose, service life, no longer in use, or deemed useful; but possessing some intrinsic value.
- XIV. Property in the Open – is County Property; which is not a building, or contained within a building, or attached or affixed to land, or a parcel, equipment, machinery; but could be items such as fencing, propane tanks, benches, picnic tables, fuel tanks, and similar items.
- XV. Salvage Value – the remaining value of an item after its' estimated useful life has expired.
- XVI. Supplies – a short-term material or good utilized for a specific purpose or resource.
- XVII. Surplus – The amount of supplies, materials, products, equipment or machinery that remain when the use has been satisfied.
- XVIII. Tools – a handheld device utilized in accomplishing a task such as: stapler, shovel, rake, drills, hand saws, chain saws, etc.
- XIX. Unused – an item acquired for a purpose but not put to use.
- XX. Vehicles – a machine which transports people or cargo.

2. Notifications:

The Highway Department shall be responsible for disposition of their assets and County Property for the purposes of annual disclosure within their County Financial Report and Audit. All other Departments shall annually identify and report all County Property, vehicles, equipment, tools, machinery, materials, and supplies, along with other items to be acquired or disposed of, the manner of the disposal, and the value received or lost for the disposal method selected.

All Departments shall dispose of Property or fixed assets in one of the methods of disposal listed below. All offices and departments shall notify the Environmental Services Director of unwanted or unnecessary county-owned Property within their building spaces. The Environmental Services Director, in consultation with the County Administrator shall evaluate said Property to determine its' method of disposal.

3. Responsibilities:

Iowa County employees are not to utilize or remove any County owned Fixed Assets, Property, or Property in the Open as identified in this policy, unless being performed in the course of their employment duties.

- I. The elected official or department head shall be responsible for an accurate accounting for all assets, County Property, or Property in the Open assigned to or utilized within their department. Annually, the Department Head will be responsible to verify and reconcile the countywide listing of fixed assets, buildings, grounds, property, and property in the open retained in the Finance Department's financial software for their respective departments.
- II. The County Clerk shall retain a listing of all county-held Fixed Assets, County Property, and Property in the Open for insurance purposes. The County Clerk's office shall obtain the annual listing of Fixed Assets, Property, Buildings, Grounds, and/or Property in the Open from the Finance software for insurance reporting purposes on an annual basis. The Clerk's

office shall be the point of contact for correspondence with insurance carriers for these purposes.

- III. The Highway Department shall annually report all of their Fixed Assets, Property, and Property in the Open in accordance within their annual Financial Report and State Reporting requirements.
- IV. The Department acquiring or disposing of County Property, Property in the Open, or other assets shall include enough information to identify the item being disposed of. Those items for disposal shall be categorized by the make, model, manufacturer, serial number, vin number, year of manufacturer, measure of usage (miles or hours), or other discernible features; which are inherent to the specified item. Disposal of materials or supplies shall be by description of the product to include a description of its' present condition, remaining usefulness, or history.
- V. Elected Officials or Department Heads shall have the responsibility to recover as much residual value as possible of the County Property or Property in the Open retained by their departments. With that in mind, it shall be the Elected Official or Department Heads determination to dispose of assets, Property, or Property in the Open utilized by their agency or department. The elected official or Department Head shall report said disposals to the County Clerk's office and the Financial Software annually as they occur during the year.
- VI. All County employees are inherently responsible for protecting County Property entrusted to them. This includes the proper care, use, maintenance, and control of County Property and assets; and utilization of reasonable safeguards to prevent loss, damage, misuse, abuse, mishandling, or theft of such assets. No Property, materials, supplies, or assets of the County shall be taken from any building, site, facility, Property, waste stream, dumpster, or other location on County grounds whether considered usable or unusable. Removal of any of the above listed items may be considered as theft of and against the County. Waste includes materials placed in garbage containers, recycling bins, dumpsters, waste bins, burn piles, or similar bins or containers for such similar purposes.
- VII. Materials or items found along the highways, within highway rights of way, in County buildings, or on County grounds shall be disposed of in the appropriate waste bins, recycling, or garbage dumpsters, or turned into the Department for other disposal.
- VIII. The Department Head or Elected Official shall not sell to, nor shall any elected official or employee of the County purchase any Fixed Assets, County Property, or Property in the Open unless the following requirements are met:
 - a) The employee, official, or elected officer is the highest responsible bidder at or in a public auction or bidding process; and provided he/she is not involved in the decision to accept or reject any offer(s) received, or;
 - b) The employee, official, or elected officer is the highest responsible bidder following the solicitation of competitive sealed bids pursuant to state laws and provided he/she is not involved in the review of or award of sealed bid in any way, shape, or form.

- c) Or other methods involving a public bidding process, where the individual bidding is not a part of the decision to sell the item.
- IX. Items for disposal or relinquishment shall have all emblems, placards, signage, or other County recognizable insignia removed in their entirety prior to relinquishment.
- X. Items purchased exclusively with or via partial use of grant funds may be subject to other considerations or requirements of disposal due to the specific grant requirements; which the Department Head receiving the grant shall be responsible for compliance, adherence, and administration of.

4. Methods of Disposal / Disposition:

- I. Destruction or Salvage - method of disposal by determination that an item has no or little residual value or further utilization to the county, or department such that it shall be relinquished by one of the following means:
 - a) Garbage – means to dispose of an item via the Solid Waste stream because it is determined the value to store and retain the item is greater than the value of the item; or the item is determined to not have any value by any other means or method of disposal.
 - b) Hazardous Waste – applies to the disposal or handling of certain unique items which could pose a reasonable risk to individual or community health or the environment, through contractor, contracted, or other special methods.
 - c) Recycle – means to dispose of an item through the process of allowing the item to be collected, processed, and reused to create a different product.
 - d) Junk or Salvage – means to dispose of an item based on its' remaining value which is determined by the usefulness of the remaining parts based on their market value through a size, weight, or other measurement. The vendor processing of the salvage or junked item shall distribute a credit or payment to the County for the market value of the goods received. May also include parting out a larger item into component parts for reuse or disposal of by other means by the County.
 - e) Parted Out – means to dispose of a larger item by breaking it into component parts which may retained for other purposes or disposed of by multiple means.
- II. Donation – method of disposal by determination that an item has more value or usefulness to some entity other than the county versus disposal by other means; or the value of the item is not sufficient to justify a sale but others could make usefulness of it; or there isn't an interest within the County to retain and transfer or dispose of the item. Donations may only considered if being given to another governmental entity, quasi-governmental entity, or not-for-profit entity / agency. All donations by the County shall be approved by the County Administrator.
- III. Sales – method of disposal by determination that an item has usefulness to the point where there is value to be exchanged with a purchaser for its' remaining life. County Fixed Assets, Property, or Property in the Open items may be sold by the following means:

- a) Auction – the item shall be publically sold to the highest bidder via either an on-site auction by an auctioneer, an on-site auction website through an auctioneer vendor, or via the County website; such that purchasers bid against each other for an item until the highest value attainable for the item is received or accepted.
- b) Bid Process – the item shall be sold by public advertisement in the official County Newspaper for Notices (the Dodgeville Chronicle), whereby a purchaser submits a sealed bid offer to purchase the item, or submits an electronic bid in the manner and format specified within the bid. Items sold by sealed bid shall have a minimum of a class II notice in the paper, and only bids received and marked as “Sealed Bid...” shall be accepted and considered within the requirements of the bid notice. Bids submitted by electronic means shall be delivered to the Department performing the bids after the due date and time per the notice of advertisement provided. The IT department shall pull the electronic bids and forward to the department after the bid time has expired from the software portal. The County has the right to award the bid in the manner deemed most advantageous to Iowa County by Iowa County.
- c) Trade-in – the item shall be sold to a dealer, broker, agent, or vendor in exchange for an equivalent value or sum applied towards the acquisition of a new item, similar in purpose, use, size, and type. Trade-ins are to be valued by the buyer as part of the trade-in process, then accepted by the seller during agreement to the terms of the trade and acquisition. A method of disposal by relinquishing ownership in an item in exchange for receiving a credit or reduction in value for a new or replacement item being acquired.
- d) Fair Market Value – Items may be sold at the cost of their original price for recovery of expense or for the actual cost of the item.
- e) The County may dispose of any asset, Property, or Property in the Open to any other governmental entity in the County by determination of a Fair market value, and a written mutual agreement of acquisition or donation.

In general, County employees, officials, or elected officials shall not sell items, materials, or supplies to private entities, citizens, residents, businesses, or developers unless said sale is in conformance with state statutes through some bidding, auction, or sealed bid process. All sales shall be advertised “As Is” with a statement that all purchasers shall remedy for themselves the condition of the item they are buying prior to purchasing; with the exception of trade-ins.

- IV. Transfer – the act of moving the ownership of an item from one department to another. Transfers are a method of disposal by determination that although an item may no longer be useful for a purpose by the department or agency of the county which retains its’ ownership; but may be useful or have usefulness for another department based on its’ need, purpose, amount of use, or other characteristic. Transfers are intended to define occurrences when assets or Property are exchanged between Departments of County Government.

- V. Insurance Claim – when damage or loss of an item occurs as a result of an incident involving recovery for the item by an insurance carrier. The terms of disposal will be determined in the insurance recovery process through the claims process.
5. Determination of Disposal: Department heads shall be responsible for determining when items are beyond their service life and in need of disposal by the methods of destruction, donation, sales, transfer, or other means. Disposal shall be pre-approved by one of the methods as identified in Portion C above. Notification shall be made to the County Clerk and Finance Director at the time of sale, time of acquisition, or prior to placing the new items into service or use. Hazardous materials shall be disposed of in compliance with federal, state, and local governmental regulations, requirements, and guidelines.

The fees or value recovered from the relinquishment of any Fixed Assets, Property, or Property in the Open shall be returned to the Capital Fund General Ledger Account 400, with exception to items from the Aging Disability and Resource Center, Highway Department, the Iowa County Airport, or if special consideration is required due to a grant agreement requirement, then record as determined with the Finance Director.

Iowa County employees are not to utilize or remove any County owned Assets, Property, or Property in the Open as identified in this policy, unless performed in the course of their employment duties. Taking, possessing, or removing county owned property, fixed assets, or property in the open without permission may be considered as theft. I have read this policy. I agree to adhere to this policy and understand that violations of this policy, may result in disciplinary actions up to and including my termination as a result.

NAME

DATE



Gift Card, Token or Voucher Policy

Date Originated: 6/28/2023
Date of Modifications:
Policy Number: 322
Draft By: Finance Director

1. PURPOSE:

To create policies and procedures establishing uniform guidelines for purchase and distribution of gift cards.

2. ORGANIZATIONS AFFECTED:

This is a county-wide policy and affects all departments that purchase and distribute gift cards, tokens or vouchers.

3. POLICY:

It is the responsibility of the Iowa County Finance Department to establish guidelines for purchasing and distribution of gift cards, tokens or vouchers to employees and volunteers, clients, consumers or program participants of the Iowa County government.

- a. Gift cards, tokens or vouchers can only be purchased by check. It is prohibited to purchase gift cards, tokens or vouchers using an Iowa County credit card unless the expense charged to the following accounts: Employee Recognition, County Board Recognition, Social Services Purchase of Service Transportation, and Drug Treatment Court Incentives.
- b. Only the Employee Relations Director or their designee is authorized to purchase gift cards, tokens or vouchers for Iowa County employees.
- c. Unless specified in the grant funding requirements as an allowable cost, the cost of gifts cards may not be reimbursable to Iowa County by federal or state grant funding.
- d. Gift cards, tokens or vouchers to employees are considered taxable income and will be subject to income tax according to rules established by the Internal Revenue Service and Wisconsin Department of Revenue.
- e. Gift cards, tokens or vouchers are essentially cash and cannot be carried over to the next year. All gift cards must be distributed to employees and clients, consumers or program participants within the year the gift card is purchased.
- f. If departments are using Iowa County tax levy to purchase gift cards, tokens or vouchers for their clients, consumers or program participants, the Department Head must request permission in writing from the County Administrator prior to purchase.

4. PROCEDURES:

- a. Iowa County Departments that choose to purchase and distribute gift cards, tokens or vouchers to clients, consumers or program participants will be required to maintain a Gift Card Tracking Sheet.
- b. The Employee Relations Director will be responsible for maintaining a Gift Card Tracking Sheet for all gift cards, tokens or vouchers purchased for Iowa County employees. The Employee Relations Director shall notify the Finance Department when gift cards are distributed to employees.

- c. All gift cards, tokens or vouchers must be kept in a locked safe or cabinet until they are distributed.
- d. Gift Card Tracking Sheets are subject to review and/or audit by the Finance Director, County Administrator, or the county's auditing firm.
- e. Gift Card Tracking Sheets can be requested by contacting the Finance Director.



DONATIONS TO IOWA COUNTY

Date Originated: 05.16.23

Date of Modifications: ????.??..23

Policy Number: 325

1. **PURPOSE:** Iowa County occasionally receives donations from the public that are both designated for specific purposes and undesignated. The purpose of this policy is to set how the County Board wants those donations handled, collected, recorded, tracked, and spent.
2. **ORGANIZATIONS AFFECTED:** This policy impacts all of Iowa County departments.
3. **POLICY:** It is the policy of Iowa County to accept donations from the public, businesses, non-profit entities, or any other donor so long as the purpose of the donated funds and the donor of said funds meet the terms of this policy and ethical guidelines.
4. **REFERENCES:** Iowa County Ordinance No. 701 (Ethics Code) and the Wisconsin Statutes cited therein; Iowa County Policy 406 Code of Ethics; Policy 209 Budget Preparation; and Policy 704 Literature Distribution and Solicitation.
5. **PROCEDURES:** The following steps and restrictions hereby exist on funds proposed for and accepted as donated funds.
 - A. Iowa County will not accept donations, either cash or in-kind contributions, that were generated or are perceived by the Finance Director or involved Department Head to have been generated by any illegal means.
 - B. Iowa County will not accept donations, either cash or in-kind contributions, that would violate any law, statute, regulation, ordinance, resolution, or policy. Iowa County will not accept donations, either cash or in-kind contributions, that violate any individual rights, that advance or inhibit religion, to advance political views or messages.
 - C. Any in-kind donations received will be recorded and tracked by the responsible party accepting the said donation. Record of each in-kind donation must be sent to the County Administrator via email message with the subject "Donation Report 99".
 - i. The County Administrator may accept personal property donations of \$1,000 or less.
 - ii. The Executive Committee may accept personal property donations of \$1,001 or more.
 - iii. Any full or partial donation of land or building must have a resolution from the Executive Committee and County Board to accept it.
 - D. Iowa County will not accept donations, either cash or in-kind contributions, from businesses, organizations, or individuals on a national watch list.
 - E. Iowa County will not accept donations, either cash or in-kind contributions, and no county official or employee may solicit or accept donations, if it could reasonably be expected to influence official actions or judgment; or could reasonably be considered as a reward for any official action or inaction on the part of the county official or employee.

- F. Cash funds may only be accepted by an Iowa County Department Head, or their designee, and must be receipted and submitted to the Iowa County Treasurer to be recorded and deposited into the proper account. When accepting a donation, employees must consider public perception of the donation and take proper steps to protect themselves from the appearance of any wrongdoing.
- G. Should a donation be restricted for any reason, the donor must provide a letter expressing the purposes allowed. Restricted donations will be deposited into general revenue of Donations Fund each day and the department head accepting the donation must contact the Finance Director to designate it to a specific project account within 60 days after deposit. The letter expressing purposes allowed and a county board resolution will be recorded in the financial software under each specific project account.
 - i. The Iowa County Executive Committee and Iowa County Board must approve a resolution establishing each project account. These accounts will all be located under the Donations Fund. (Sample Resolution attached)
 - ii. The County Administrator shall report the balances of each project account in the Donations Fund annually during the Iowa County budget process.
 - iii. Should funds be donated and deposited into a specific project account and those funds are not utilized after greater than five years, the County Board may consider refunding said donation or reappropriating funding to a different project account.
- H. An unrestricted donation will be deposited into the Donations Fund. Those funds unspent and undesignated after 60 days will be used under the direction of the County Administrator and other county policies. Any unrestricted donations remaining after 60 days may be assigned to a project account by the County Administrator.
 - i. If an employee of the department receives a benefit from said donations account, all department employees must have the opportunity to receive the same benefit. No singular employee shall get benefits not afforded to others.
- I. Should anyone desire a report on the balances of the Donations Fund or any of the subordinate project accounts, an open records request shall be submitted to the Iowa County Finance Director.
- J. If there are any questions about the legality or propriety of accepting a donation, the Corporation Counsel and/or Ethics Board will be consulted.

At the time of policy adoption, all existing donations shall remain in existing accounts. This policy applied to all donations from policy adoption going forward.



Employee Electronic Recording

Date Originated: 05/23/2023
Date of Modifications:
Policy Number: **428**
Drafted By: Employee Relations

1. PURPOSE:

The purpose of this policy to establish standards and guidance of electronic recording within the workforce of Iowa County.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County Employees including Elected Officials and County Committee members.

3. POLICY:

Employees shall not electronically record by audio, video, or other means, any conversations or meetings at work, on work-time, or when acting as an Iowa County employee, and shall not republish or post these recordings online, e.g., on social media. This policy is intended to eliminate surreptitious or nonconsensual recording of others at work, generally for purposes unrelated to work, and its potentially disruptive effect on County workplaces.

This prohibition applies to any recordings made by an employee unless each and every employee and, when appropriate, other persons present have been notified and consents to being electronically recorded. Persons wishing to record a meeting must also obtain consent from anyone arriving late to any such meeting. Employees shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded.

These provisions are not intended to limit or restrict electronic recording of publicly posted Iowa County meetings, grievance or hearings, or any other Iowa County sanctioned meeting recorded in accordance with Iowa County policies. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by Iowa County Administration personnel, or electronic recording that are authorized by Iowa County, e.g. Zoom platforms, surveillance videos, or voicemail recordings.

Excluded from this policy is the use of body cameras by the Iowa County Sheriff's Office.

4. REFERENCES:

5. PROCEDURES:

- A. Consent Form – The consent form must be completed and signed by all parties involved and submitted to the Employee Relations Office before any recording is started.

- B. Investigations – If recording of information is needed for an investigation; Department Heads are required to seek approval from the Employee Relations Director prior to any recording.

DRAFT



MEANS OF EGRESS

Originated 09/18/2018

Date of Modifications:

Policy Number: 705

Drafted by: Facilities and Grounds Director

1. PURPOSE:

To provide policy and a defined procedure to ensure Iowa County facilities are providing clear, safe exit access in case of an emergency. The hazards to firefighters when doing search and rescue or trying to reach and extinguish fires within Iowa County facilities are minimized when exits are properly maintained.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County employees. Exception: Highway Department and Airport employees are to follow their own department policies and procedures.

3. POLICY:

This Policy statement describes the procedure utilized to ensure all emergency exits or means of egress are properly lighted in case of an emergency.

4. REFERENCES:

National Fire Protection Association (NFPA) 101 Life Safety Code; Means of egress shall comply with section 1003.2.13 of the International Building Code (2000 edition and 2001 Supplement) or section 1007 of the International Building Code (2003 edition) (incorporated by reference, see "Referenced Standards" in Chapter 1); the American's with Disabilities Act (ADA) Act of 1990; Uniform Federal Accessibility Standards (UFAS) of 1991; and the Department of Justice 2010 American's with Disabilities Act (ADA) Standards for Accessible Design for State and Local Government Facilities Title II 28 CFR 35.151 and the 2004 ADAAG at 36 CFR part 1191 appendices B and D for facilities constructed after March 15, 2012.

Definitions:

Means of Egress: A continuous and unobstructed direction of pedestrian travel from any point in a building or structure to a building access ingress/egress point consisting of three separate and distinct parts; corridors or hall ways (exit access), common areas such as entrances, lobbies, lounges, etc.; the ingress/egress access point (exit/entrance), and the point of entry/discharge (public street or common area) exterior to the building or portion of building.

5. PROCEDURES:

Means of Egress Requirements:

- A. Ingress/Egress areas, hallways, entry ways, doorways, etc. shall be maintained with a minimum horizontal clearance width of 32 to 36 inches; depending on date of original construction. Larger areas such as entrances, lobbies, lounges, and etc. shall maintain a minimum clear space of 60 inches to allow for ADA compliance and accessibility for turnarounds.
- B. No storage of any type will be allowed to obstruct or infringe upon any part of the means of egress.
- C. No objects (Example: Furniture) are allowed to be stored in any hallway, corridor, stairwell, or near exiting doorways, unless such placement and use is in compliance with the ADA standards. Please consult the Iowa County Facilities and Grounds Director for questions related to ADA compliance.
- D. Placement should not obstruct any fire extinguishers, exit doors, fire alarm pull stations, electrical panels, doorways, entrances, or any other building safety feature or access point.
- E. Temporary storage of delivered items is allowed only on one side of a hallway while supplies are being put away, as long as the minimum clearance widths listed above can be maintained.

Inspection of workspaces: Department spaces will be inspected on these safety requirements on a regular routine basis. Any concerns found will be recorded and forwarded to the parties involved. It will be the Facilities and Grounds Directors' responsibility to ensure compliance. Any non-compliance concerns that can't be resolved due to time or money restraints will be addressed with the County Administrator.



FIRE EXTINGUISHER POLICY

Date Originated: 09/18/2018

Date of Modifications:

Policy Number: 706

Drafted by: Facilities and Grounds Director

1. PURPOSE:

To provide a policy and procedure for all Iowa County employees in the use, care, and maintenance of portable Fire Extinguishers.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County employees. Exception: Highway Department and Airport employees are to follow their own department policies and procedures.

3. POLICY:

This policy statement describes the use, care, and maintenance of a portable fire extinguisher. The policy insures that employees of Iowa County are educated in fire extinguisher use. The policy also provides a procedure used during a small fire with which a fire extinguisher is used.

4. REFERENCES:

NFPA 101 Life Safety Code, Chapter 10 "Portable Fire Extinguishers" of the National Fire Protection Association. Occupational Safety and Health Administration (OSHA) (1910.157)

5. PROCEDURES:

A. **First Practice R.A.C.E.:** If a fire situation occurs, all employees are to practice **"R.A.C.E."**; Rescue, Alarm, Confine/Contain, Extinguish/Evacuate

- 1) **Rescue:** Evacuate all individuals that are in immediate danger of the fire. Remember you are number one,
- 2) **Alarm:** Once individuals in immediate danger are rescued, activate nearest pull station and call 9-1-1.
- 3) **Confine/Contain:** Isolate fire to a given area. Move any combustibles away from fire, close doors and windows if possible.
- 4) **Evacuate/Extinguish:** If fire is small, extinguish fire when possible. If the fire is large and can't be extinguished, evacuate compartment or building immediately.

B. **Determine size of Fire:** Determine if a fire extinguisher should be used.

- 1) **Small Fire:** Only use extinguishers for small fires if you feel you can safely extinguishing the fire. Fire can double and triple in seconds and your safety is number one. Examples of small fires can vary from person to person (example: Smoke from a trash can or outlet can be considered a small fire). Again, always practice R.A.C.E.

- 2) **Large Fire:** Large fires are not to be taken lightly. If fire can't be extinguished, practice R.A.C.E and evacuate compartment/facility immediately.
- C. **Fire Extinguisher Use:** Most fire extinguishers within Iowa County facilities are Class ABC extinguishers (extinguishes paper, wood, cloth, combustible liquids, and electrical). Exceptions maybe in shop areas (Highway) or kitchen area (LEC). Consult your supervisor for additional training in your department.
- D. **Fire Extinguisher Types:**
- 1) Class A Extinguishers: Extinguishers are used to extinguish ordinary combustible materials such as paper, cloth, wood, rubber, and some plastics.
 - 2) Class B Extinguishers: Extinguishers are used to extinguish flammable liquids such as gasoline, thinners, oil-based paints and greases.
 - 3) Class C Extinguishers: Extinguishers are used to extinguish energized electrical equipment such as computers, copy machines, television sets and video equipment.
 - 4) Class D Extinguishers: Extinguishers are used to extinguish combustible metals such as magnesium, titanium, zinc, and potassium.
 - 5) Class K Extinguishers: Extinguishers are used to extinguish kitchen fires that contain cooking oils, and greases.
- E. **Fire Extinguisher operation:** Remember **"P.A.S.S.":** If a Fire Extinguisher is used, remember Pull, Aim, Squeeze, and Sweep.
- 1) **Pull Pin:** Most extinguishers will have a safety clip that can be torn off with little force. Pin can then be removed so that trigger can be operational.
 - 2) **Aim:** Aim at the base of the Fire
 - 3) **Squeeze:** Squeeze the trigger on the fire extinguisher.
 - 4) **Sweep:** Sweep side to side at base of fire until fire extinguisher is emptied. Continue to use additional extinguishers as needed until fire is extinguished or fire department has arrived to extinguish fire.
- F. **Fire Extinguisher Placement:**
- 1) A, B, or C extinguishers are to be placed every 50 feet from any given location. If hazard is considered "high" distance between extinguishers should be reduced to every 30 feet.
 - 2) D extinguishers are every 75 feet.
 - 3) K extinguishers are required within 30 feet from cooking areas where cooking oils and greases are used/seen (commercial kitchens).
- G. **Fire Extinguisher Mounting:**
- 1) Fire extinguishers that exceed 40 lbs. are to be mounted no higher than 42 inches from floor to top of extinguisher. Fire extinguishers that are less than 40 lbs. are to be placed no more than 5 feet from floor. In either case all fire extinguishers shall not be less than 4 inches above the floor.
 - 2) When the extinguisher is likely to be obscured, a sign shall be installed marking the location of the fire extinguisher. The sign shall be visible from a distance of at least 50 feet if the extinguisher cannot be relocated.

H. **Fire Extinguisher Inspections:** All portable fire extinguishers are to be placed on a monthly and annual inspection program. All monthly and annual inspections shall be performed by the Facilities and Grounds Department or qualified licensed contractor.

1) Monthly inspections include the following:

- a) Confirm the extinguisher is in the proper location.
- b) Confirm the extinguisher is not obstructed.
- c) All seals and pins are in place and have not been removed or tampered with.
- d) Check gauge (if applicable) to ensure that the pressure is within the operable range.
- e) Examine extinguisher for obvious physical damage, leakage, corrosion or clogged nozzles.
- f) Ensure that a current service tag is present on extinguisher.
- g) Upon completing the monthly inspection, qualified individuals shall date and initial the service tag.

2) Annual Inspections are to be performed by a licensed contractor. All maintenance and hydrostatic testing must be performed in accordance with Chapter 10 "portable Fire Extinguishers" of the National Fire Protection Association.

I. **Authority and Responsibility:** Facilities and Grounds Department is responsible for the following:

- 1) Ensure all required monthly and yearly inspections on portable fire extinguishers are completed as required.
- 2) Ensure appropriate extinguishers and mounting brackets for all Iowa County locations.
- 3) Replacing inoperable or missing fire extinguishers as noticed or notified.
- 4) Replacing portable fire extinguishers with appropriate types when changes occur in fire loads.
- 5) Scheduling and coordinating with a licensed contractor to perform the required annual inspection, maintenance, and hydrostatic testing of portable fire extinguishers.

J. **Training:**

- 1) Training on fire safety and fire extinguisher use will be conducted by the Facilities and Grounds Department in coordination with Emergency Management.
- 2) Contact Facilities and Grounds Department through Worxhub for any additional fire extinguisher training.
- 3) Training and inspections are to be performed based on Federal, State, and Local requirements for your individual operation/facility.



EMERGENCY EXIT LIGHTING

Date Originated: 09/18/2018

Date of Modifications:

Policy Number: **707**

Drafted by: Facilities and Grounds Director

1. PURPOSE:

To provide policy and a defined procedure to ensure Iowa County facilities are providing proper lighting at all interior and exterior emergency exit areas in case of an emergency. The hazards to firefighters when doing search and rescue or trying to reach and extinguish fires within Iowa County facilities are minimized when exits are properly maintained.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County facilities. Exception: Highway Department and Airport employees are to follow their own department policies and procedures.

3. POLICY:

This Policy statement describes the procedure utilized to ensure all emergency exits or means of egress are properly lighted in case of an emergency.

4. REFERENCES:

NFPA 101 Life Safety Code 2015 ad. Chapter 7, NFPA 70 – National Electric Code, NFPA 110,

5. PROCEDURES:

A. Interior Exit Lights:

- 1) Exit lights are to have a visual and functional test completed each month.
- 2) Each light must luminate for a 30 second test period during inspection.
- 3) Exit light must be kept clean.
- 4) Exit light must be well lit with no burnt-out bulbs.
- 5) All exit lights that do not pass the visual or functional test are to be serviced or replaced as soon as possible.
- 6) Sign and date inspection forms as required.
- 7) Battery-operated emergency lights shall use only reliable types of rechargeable batteries provided with suitable facilities for maintaining them in properly charged condition. Batteries used in such lights or units shall be approved for their intended use and shall comply with NFPA 70, National Electrical Code

B. Interior corridor, stairwell, and entrance emergency lighting

- 1) Lighting will be inspected monthly.
- 2) Fixtures are to be maintained and kept clean.

- 3) All interior emergency lighting that doesn't pass inspection is to be serviced or replaced as soon as possible.
 - 4) Sign and Date inspection forms or log inspection through Worxhub as required.
- C. Exterior Emergency Lighting
- 1) Emergency exit lighting is to be inspected monthly.
 - 2) Each exit will have a minimum of two bulbs within the lighted area to insure one bulb will continue to work if one is burnt out.
 - 3) Fixtures are to be maintained and kept clean.
 - 4) Insure adequate lighting from exit door to public way.
 - 5) All Exterior emergency lighting that doesn't pass inspection is to be serviced or replaced as soon as possible.
 - 6) Sign and date inspection forms or log inspection through Worxhub as required.
- D. Emergency Generator Electrical Room Lighting
- 1) Any electrical or Generator service room/buildings are to be equipped with a battery backup system for lighting.
 - 2) All emergency lighting in this area is to be equipped with two bulbs. That way one will continue to work if one is burnt out.
 - 3) Emergency lighting is to be tested for 30 seconds each month and one - 1 ½ hour test once per year. Equipment is to be fully functional during the duration of the test.
 - 4) Fixtures are to be maintained and kept clean.
 - 5) All emergency lighting that doesn't pass inspection is to be serviced or replaced as soon as possible.
 - 6) Sign and date inspection forms or log inspection through Worxhub as required.
 - 7) Emergency generators used to provide power to emergency Lighting systems shall be installed, tested, and maintained in accordance with NFPA 110.

Any lighting that can't be repaired by the Facilities and Grounds Department is to call a licensed electrician. Repairs of emergency lighting are to be handled as soon as possible.

Responsibility

It is the responsibility of the Facilities and Grounds Department to maintain all exit lighting at the three County facilities (Courthouse, Health and Human Services, and Law Enforcement Center).



HOUSEKEEPING POLICY

Date Originated: 02/01/2019

Date of Modifications:

Policy Number: **708**

Drafted by: Facilities and Grounds Director

1. PURPOSE:

The purpose is to maintain a safe working environment. An important component of protecting the health, safety and welfare of all individuals while working for Iowa County is to actively encourage good housekeeping practices.

2. ORGANIZATIONS AFFECTED:

All Iowa County facilities. Exception: Highway Department and Airport employees are to follow their own department policies and procedures.

3. POLICY:

Iowa County facilities, equipment, and grounds must be maintained in a manner to protect the safety of our employees and our investment in infrastructure. It is the responsibility of all employees to pick up and clean up. Workspaces that are clean, neat, and orderly promote fewer hazards and ultimately fewer injuries.

4. REFERENCES: Policy 703 (Meeting Room Use Policy), Policy 709 (Fire Safety Requirements), Americans with Disabilities Act (ADA),

5. PROCEDURES:

HOUSEKEEPING REQUIREMENTS OF ALL SPACES

A. All Work/Office Spaces

- 1) All employees are to keep their workspaces clean and tidy at all times.
- 2) Ensure that Lighting is adequate and available. Submit a maintenance request via Worxhub if needed.
- 3) All stored items are to be kept off the floor/ground and in appropriate containers on shelving, pallets, or racking. Keep in mind that stored items on rack/shelves are to be kept at least 18" from any sprinkler head (24" from any ceiling at a non-sprinklered location).
- 4) All garbage/recycling is to be disposed of in appropriate containers.
- 5) Keep workspaces/office equipment, facilities, and machines in good condition.

- 6) Keep all extensions cords, power strips, hoses, air lines, etc.... away from walking areas to minimize trip hazards. Extension cords are only to be used for temporary purposes (less than three months) and unplugged when not in use. If a permanent solution needs to be implemented, put in a maintenance request via Worxhub (Highway employees are to contact their supervisor). See policy 709 – (Fire Safety Requirements) for additional information.
- 7) Furniture Placement: Please consult Facilities and Grounds when large furniture items need to be moved within your workspace. It is important that furniture doesn't block heating/cooling vents and hinder foot traffic in case of emergency.
- 8) Plants: It is acceptable to keep one or two small, neat, well-tended plants in offices or workspaces with Department Head approval. It is the responsibility of the owner of the plant to ensure the plant is properly maintained. Plant placements need to be considered to make sure cooling/heating vents and sprinkler systems are not blocked. Noxious plants are not allowed in any County facility.
- 9) Humidifiers/Dehumidifiers: It is acceptable to use a Humidifier/Dehumidifier within your workspaces. It is the responsibility of the staff person using this equipment to follow the manufacturers' recommendations for cleaning and maintaining the unit. **Facilities and Grounds is to be notified if a humidifier/dehumidifier is brought in and used.**

B. Break Areas

- 1) Kitchen/breakrooms should be kept tidy and clean. Microwave ovens, toasters, stoves, coffee makers, and other cooking equipment used are to be cleaned after each use.
- 2) All spills must be cleaned up immediately and cleaning material disposed of properly.
- 3) All garbage/recycling should be disposed of as soon as possible and placed in correct bins.

C. Storage Spaces

- 1) All materials/equipment stored shall be stored in a tidy manner and in appropriate spaces.
- 2) All stored items are to be kept off the floor/ground and in appropriate containers on shelving, pallets, or racking. Keep in mind that stored items on rack/shelves are to be kept at least 18" from any sprinkler head (24" from any ceiling at a non-sprinklered location).
- 3) Do not place supplies/items on top of other movable containers at a height where they are not visible from the floor.
- 4) Staff are required to follow Policy 709 (Fire Safety Requirements) for storage spaces.
- 5) All hazardous material is to be stored properly to ensure the safety of yourself and others.
- 6) Do not let materials and supplies that are no longer needed to accumulate. "IF IT'S NOT NEEDED, GET RID OF IT". Staff requiring maintenance assistance are required to submit a maintenance request via the Worxhub.

D. Restrooms

- 1) Bathrooms are to be kept neat and tidy. When cleaning is needed, submit a cleaning request via Worxhub. If a safety hazard exists, contact Facilities and Grounds as soon as possible.

Other Safety Requirements

- E. **Hanging Items:** Nothing shall be hung directly on doors, walls, ceilings, or any building surface with tape, glue, putty, or other similar fasteners. Materials that deface the surface of the building will be removed and the cost of repairs will be charged to the individual departments. Pictures on walls should be framed or on poster board-type backing. Pictures should be properly installed so as not to damage the wall. Do not use staples or tape on any kind of walls or furniture. Submit a maintenance request via Worxhub if assistance is needed.
- F. **Chemicals:** Employees are not to use cleaning chemicals and supplies brought from home in any County building. The chemicals we use to clean and maintain our buildings are carefully selected for their use. The use of unknown cleaners can affect the environment around workspace and neighboring workspaces.
- G. **Cleaning your own office/workspaces:** County Employees are required to use County approved cleaning materials for cleaning. Consult your supervisor for assistance on what to use for your department. Any cleaning supply requests should be submitted through your department purchasing department or a request can be submitted using the Worxhub (Highway employees are to contact their supervisor). County Employees are required to wear appropriate PPE (Personal Protective Equipment) when handling any chemical.
- H. **Safety Data sheets:** Shall be kept in designated areas and updated annually or whenever added items are identified.

Safety Data Sheet Locations

- 1) **Courthouse:** Facility 1st floor breakroom
- 2) **Health and Human Services:** Facility 1st floor breakroom
- 3) **Law Enforcement Center:** Facility staff breakroom in sheriff's department.

Request for maintenance or housekeeping services

- A. Submit all maintenance or housekeeping requests via the Worxhub.
- B. Maintenance will reply to you as soon as possible on status by subscribing to email updates (located on the Worxhub request form). If emergency repairs are delayed for any reason, Facilities and Grounds are required to provide a status report to all of those affected. All maintenance and housekeeping requests will be completed as soon as possibly can.
- C. If maintenance or housekeeping request is considered an urgent matter, please contact your supervisor and/or Facilities and Grounds directly via phone, email, or text.

Housekeeping/Maintenance Services

Any repair or housekeeping service you feel isn't too standard is to be reported to your supervisor and/or the Facilities and Grounds Director.

Inspection of workspaces: Department spaces will be inspected on a yearly basis. Inspections will be performed by each departments Department Head and/or Facility and Grounds.



FIRE SAFETY REQUIREMENTS

Date Originated: 02/01/2019

Date of Modifications:

Policy Number: **709**

Drafted by: Facilities and Grounds Director

1. PURPOSE:

This policy outlines the requirements all employees must follow when working in County facilities to maintain a safe working environment. It also includes the procedure for reporting a fire or other safety concerns.

2. ORGANIZATIONS AFFECTED:

All Iowa County facilities, departments, and employees. Exception: Highway Department and Airport employees are to follow their own department policies and procedures.

3. POLICY:

Iowa County must be maintained in a manner to protect the safety of our employees and our investment in infrastructure.

4. REFERENCES:

Policy 703 (Meeting Room Use Policy), Policy 705 (Means of Egress Policy), Smoking Ordinance 600.26, DSPS (Department of Safety and Professional Services), Policy 706 Fire Extinguisher Policy

5. PROCEDURES

REQUIREMENTS OF ALL WORKSPACES AND EMPLOYEES:

A. How to report a fire or other safety concern.

- 1) Any fire or immediate safety concern should be reported by calling 911. Follow your Emergency Evacuation Procedure provided for your department/facility.
- 2) All non emergency safety concerns are to be reported to the Facilities and Grounds Director through the Worxhub.

B. If **FIRE** exists, remember **R.A.C.E.**: Rescue, Alarm, Confine/Contain, and Extinguish/Evacuate

- 1) **Rescue**: Rescue yourself and those in immediate area of fire (if Possible). Remember you are #1. If fire is too intense, leave fire for those that are trained to fight fires.
- 2) **Alarm**: As soon as you are away from immediate danger, alarm others of danger, pull the fire alarm box (if available), and call 9-1-1.

- 3) **Confine/Contain:** Closing doors on your way out will help slow the fire down and help contain the fire until the fire department arrives.
 - 4) **Extinguish/Evacuate:** If fire is small extinguish fire if can. If there is a large fire, evacuate facility as quickly as you can and call 9-1-1.
- C. Lower the risks of fire:
- 1) Always comply with safety regulations within your workspaces. Know where you will go to evacuate the facility if a fire occurs. Identify at least two different routes. Know where your nearest fire extinguisher is located.
 - 2) Watch for frayed cords, damaged equipment, and overloaded circuits. Report all concerns to Facilities and Grounds as soon as possible if found.
 - 3) Inspect equipment regularly for safety concerns.
 - 4) Keep your workspace clean, neat, and combustible free.
- D. Fire prevention
- 1) Portable Space Heaters
 - a) Portable electric style space heaters are allowed within County facilities.
 - b) All portable Space Heaters must be UL Listed.
 - c) Space heaters in use must be at least 36" away from any combustible material (Paper, wood, plastic, and clothing).
 - d) Must be plugged directly into an outlet. The employee using the electrical heater is responsible for unplugging the unit when the room is unoccupied (not just turned off).
 - e) Placement of heater must be on floor.
 - f) All heaters must have three prong cords.
 - g) All heaters must have an automatic turn off feature if knocked over.
 - h) Per NFPA 101 (18.7.8) Space heaters are only permitted in non-sleeping areas.
 - i) Per NFPA 101 (18.7.8) the heating elements of such devices must not exceed 212 degrees Fahrenheit (100 degree Celsius).
 - 2) Electric Heating Blankets
 - a) Electric Throw Blankets are not recommended, but can be used within County facilities.
 - b) Must be UL Listed.
 - c) Cords must not have any kinks, wires showing, or damaged wires.
 - d) Blankets must be equipped with an automatic shut off or timer.
 - e) Employees using this item must follow the manufacturers' recommendations.
 - f) Must be plugged directly into an outlet. The employee using the blanket is responsible for unplugging the unit when room is unoccupied (not just turned off).
 - 3) There can be nothing stored higher than 24 inches below the ceiling in a non-sprinklered building or 18 inches below the sprinkler head in a sprinklered building.
 - 4) The required width of corridors/hallways/stairwells must be kept clear at all times. Storage is not allowed in any stairwells, corridor/hallway, and electrical rooms.

- 5) Waste is not allowed to accumulate within any County facility. Waste can only be stored in proper containers and removed by housekeeping or authorized personnel. All waste that needs shredding must be stored in totes provided. If a tote is needed, please contact Facilities and Grounds.
- 6) Extension cords/Power strips
 - a) All Extension cords, multi-plugs, or power strips must be UL Listed and only used in a temporary use situation (Christmas/Holiday exception below). When not in use, appliances need to be unplugged. If a situation occurs where an extension cord is needed in more of a permanent situation, please contact Facilities and Grounds to install an outlet.
 - b) Caution should be taken to make sure the Extension cord is not a trip hazard.
 - c) All Extension cords shall be three wire types with ground prong intact.
 - d) Multi-plugs/power strips/extension cords cannot be piggybacked and must plug directly into an outlet.
 - e) Extension cords shall be maintained in good condition without splices, deterioration, or damage. All damaged extension cords are to be removed and discarded.
 - f) Power strips used in a permanent situation can be used for computer equipment only.
- 7) Fire and smoke doors are not to be wedged open.
- 8) Fire extinguishers and electrical panels cannot be blocked; they must be accessible at all times (at least 36" of clearance at all times). All fire extinguishers shall be serviced and tagged annually. Facilities and Grounds and/or assigned building Department Head is responsible for assigning staff to check the fire extinguishers monthly per Policy 706.
- 9) Use of candles, incense burners, smoking devices, and/or open flamed burning devices are not allowed within any County facility.
- 10) Christmas/Holidays:
 - a) No live trees or wreaths are permitted in county facilities.
 - b) One string of lights and one extension cord or two strings of lights piggybacked is allowed per outlet. All lights must be UL listed.
 - c) All Christmas decorations are to be fire resistant.
 - d) All exterior lighting is to be plugged into a GFI outlet.
- 11) NO SMOKING allowed in any county building or County owned vehicles. Designated smoking areas are to be at least 25' away from any Iowa County building entrance (Per Ordinance No. 600.26)
- 12) Appliances: Coffee makers with automatic shutoffs and small refrigerators are allowed in individual work areas. Appliances such as microwaves, toasters, and toaster ovens are not allowed in any individual work area. These items are to be used only in established food preparation/break room areas. Those that use these appliances are responsible for thoroughly cleaning and maintaining them.

- E. **Inspection of workspaces:** Department spaces will be inspected on these safety requirements on a regular routine basis. The Facilities and Grounds Director is responsible for these safety inspections.



Use of County Highway Equipment by Other Governmental Entities

Date Originated: XX/XX/2023

Date of Modifications:

Policy Number: 1122?

1. **PURPOSE:** This Policy outlines the requirements for use of Iowa County owned equipment, machinery, trucks, small field tools, and vehicles by other governmental or quasi-governmental agencies in the County; and the Highway Department's use of other governmental agencies equipment, machinery, trucks, and vehicles. No Iowa County owned equipment is to be rented, borrowed, or utilized by any private enterprise, business, individual, or Iowa County employee; except as allowed by the Special Events Ordinance #300.05, other intergovernmental agreements for provision of services, or in the course of their employment with the County.
2. **ORGANIZATIONS AFFECTED:**
Highway Department, Public Works Department of other governmental entities, quasi-governmental agencies, employees of Iowa County Highway Department, and employees of others.
3. **POLICY:**
To foster and aid inter-governmental cooperation, the Iowa County Highway Department may allow or request use of County Owned equipment, machinery, trucks, small field tools, and vehicles by other governmental entities; or employees thereof in the performance of their duties at the Highway Commissioner's discretion. This policy governs the conditions under which other governmental agencies may request and utilize Iowa County equipment, machinery, trucks, and vehicles. No employee, elected official, or officer shall utilize County owned equipment, machinery, small field tools, trucks, or vehicles for personal purposes. No County owned equipment, machinery, trucks, small field tools, or vehicles may be used by private entities, enterprises, businesses, or the general public, except as herein stated. The Highway Department shall have discretion in the decision to loan out or lend its' equipment, machinery, small field tools, trucks, or vehicles to any other agency for any reason; first and foremost is the need to be able to provide the services necessary to the County and State Trunk Highway systems in Iowa County.
4. **REFERENCES:**
Wisconsin Stats. §59 Counties and §66 General Municipality Law. Wisconsin Department of Transportation Highway Maintenance Manual (HMM) CH 2.0 Administration (more particularly labelled as 02-20-25 Administrative Support; 02-30-05 Equipment Rate Formula; 02-25-45 Equipment Rates; 02-25-50 Classified Equipment Rates; and 02-25-55 Non-Standard Rates). Iowa County Policy #1119 Cost Recovery and Charges for Services Provided by the Highway Department, and Iowa County Ordinance #300.05 Highway Access for Special Events.

5. PROCEDURES:

Other governmental entities (including Counties, Townships, Villages, Cities) and other governmental agencies (such as Departments of County government, WDNR, etc.) periodically request assistance of the Highway department for the provision of services to the public. In addition, private entities, businesses, enterprises, promoters, and non-profit agencies request assistance of the County for events they are hosting or planning through either a Special Events Permit or Work-in-Right-of-Way Permit through a Hold Harmless Request for Assistance Form. The assistance sought may be in terms of labor, equipment, machinery, trucks, small field tools, and or materials as allowed by state statutes.

The decision as to if the Highway Department will allow borrowing, rental, or use of any particular piece of equipment, machinery, tool, etc. to another governmental entity for its' use shall lie solely with the Highway Commissioner. No private business, enterprise, entity, employee, or not-for-profit agency shall utilize any County owned equipment, machinery, trucks, or vehicles; unless there is a request for assistance from those entities for those purposes such as with Special Events under the Special Events Ordinance.

Use of County property by private businesses, enterprises, entities, or not-for-profit agencies is typically limited to the provision of traffic control or utilization of traffic control devices for special events in the public right of way through the Special Events Ordinance, issuance of Work in Right-of-Way Permits (General Public), or Permit to Close a Road for Public Events Permit (Other Governmental Entities).

The Department may rent or loan equipment it owns; whether as a capital acquisition or capital lease purchase (.I.E any equipment insured by the County), to other governmental agencies. The other governmental agencies shall be charged an hourly rate (or some other rate of measure), as determined by the rate setting formula policies and procedures within the Wisconsin Department of Transportation Highway Maintenance Manual. The employee operating the unit and the other governmental agency shall meet all of the legal requirements such as:

- Must be an employee of the renting governmental entity / agency.
- Must be eighteen (18) years of age.
- Possess a valid State of Wisconsin Driver's License.
- Possess a valid State of Wisconsin CDL permit, if relevant.
- Provide evidence of their ability to operate and experience with use and maintenance of the unit of use.
- Provide and maintain evidence of insurance and insurability.

At its' discretion; the Highway Department may determine and require that a County employee accompany and operate any piece or device of equipment, machinery, or vehicle. When such labor is stipulated and required by the Department; the renting agency shall compensate the County for the labor hours in addition to equipment / machinery rental costs.

The Highway Commissioner or their designee shall make the determination as to if an employee is required to accompany and operate a specific unit or not. The local agency shall bear all costs for usage of the equipment, machinery, and labor in those instances.

Rental rates and charges for usage: All equipment, machinery, trucks, and vehicles have an established rental charge out rate. Rates are established through the machinery rental policies of the Wisconsin Department of Transportation Highway Maintenance Manual. Rates are established by horsepower, weight, engine size, and other characteristics for the particular unit. Typically the basis is hours of operation, usage, or tachometer; but may vary to be by hour, ton, mile, or other units of measure. The renting agency shall keep track by the unit measure of use for reimbursement of the County or shall be done by the gauge or instrument of measure on the unit. The County shall require a rental use form for the unit being rented, which is available from the Highway Department. The form shall stipulate and record the unit of measure for the unit at the time of rental delivery and return. The County and renter shall review the unit at the time of rental and return to log any damage, misuse, or abuse. The renting agency shall be responsible for any damage, misuse, or abuse; which may occur while in their care as part of the rental regardless of the occurrence. The renting agency shall certify to having been properly trained and experienced in the use of the machinery, equipment, trucks, or vehicles being rented at the time of possession.

Use of fuel for the operation of the unit by the renting agency shall be billed and invoiced to the Highway Department. The establishment of the rental rates for the charge for use of the unit being rented covers all fuel and routine maintenance costs. If it is determined any repairs or service is warranted while in the possession for use, the renting agency shall notify the Highway Department for a course of action regarding the repair or maintenance to be done, prior to occurrence. The Highway Department has the right to end or suspend any rentals or usage by any other entity at any time. At which point in time the unit(s) in question shall be immediately returned to the Department.

The County shall charge the rental agency at the unit of measure for the time of the rental based on the current state established rental rates for the particular unit as listed in the Wisconsin Department of Transportation Highway Maintenance Manual Chapter 2.0, current edition. The County shall bill for the rental or usage on a monthly basis through the normal Accounts Receivable process. County equipment is insured by the County at all times; however, the County reserves the right to charge the rental governmental agency for any loss or damages covered as a result of their usage of County equipment. The local governmental agency shall also insure and cover any county equipment, machinery, trucks, or vehicles utilized by their employees; in addition to protection from use, misuse, vandalism, or neglect. The rental agency may be required to provide proof of insurance for the unit while it is in their care, possession, and use.

Iowa County employees are trained on basic operation and preventative maintenance for the machinery and equipment they operate. If a County employee is utilized to operate the County owned unit, the Highway Department shall charge for both services of labor and equipment based

on the current hourly rates at the time of occurrence. The Department and County Employee shall document the hours worked and where performed within the normal Time Card software of the County.

For operation of a particular piece of equipment or machinery, an employee must be familiar with the basic operation and maintenance for the unit being utilized. The individual operator may have to provide proof of their familiarity or experience or go through a Basic Operation and Maintenance training program for the particular unit. Individuals should only operate equipment or machinery they are accustomed to or have supervision of by an employee who is trained and certified for basic operation and maintenance of the particular unit. Employees of the renting governmental entity may be required to attend in person or take virtually; a basic equipment operator and maintenance training program at the County's discretion. This program is provided by the Highway Department. Any additional basic operational or specific on-site maintenance training will be hosted and provided by the County staff at the expense of the renting governmental entity / agency.

Equipment Rental Form

Highway Department Number	
Date	
Authorized by:	
Estimated Duration of Rental	
Description of Equipment being rented	
Manufacturer of Equipment being rented	
Year	
Model Number	
Serial Number	
Estimated Value / List Price	
Company Rented from	
Rental Rate (Specify: hour, day, week, month)	
Representative / Contact	
Phone Numbers:	
Date Unit is Delivered/Picked Up	
Notes on Condition	
TACH hours on unit when delivered	
Date unit is Returned	
Notes on Condition	
TACH hours on unit when returned	
Total # of Tach Hours	

*Daily Timesheets must be made out to charge the jobs for the usage of the equipment.

AGENDA ITEM COVER SHEET

Title: Consider Reclassification of Emergency Management Department Assistant

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

The Emergency Management Department would like to reclassify the Department Assistant to Department Coordinator. Attached is a revised job description. Job has been sent to Carlson Dettmann for a review of the revisions.

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Job Description

FISCAL IMPACT:

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed?

COMPLETED BY: Allison Leitzinger

DEPT: Employee Relations

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:



IOWA COUNTY POSITION DESCRIPTION

JOB TITLE: Department **Coordinator**

DEPARTMENT / SECTION: Emergency Management

DATE REVIEWED: July 2023

TITLE OF IMMEDIATE SUPERVISOR: Emergency Management Director

GRADE:

JOB SUMMARY:

The primary purpose of this position is to provide and assist the Emergency Management Director in the **daily** clerical, **planning and coordination** of the County emergency management program. In times of disaster or emergencies the Emergency Management Department **Coordinator will** assist with the operational needs of the department. The Emergency Management Department **Coordinator** service is performed under the direction of the Emergency Management Director.

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
1	Provide support to the Director during times of emergencies or disasters. Assist in coordination of County response to natural or man-made threats or regional mutual aid assistance requests.		
2	Respond and assist to the Emergency Operations Center (EOC) as directed, to assist in disaster coordination.		
3	Assist in a Command Post as a representative of Iowa County Emergency Management.		
4	Assist with development of Exercises and Training programs sponsored by the Iowa County Emergency Management Office.		
5	Provides general office duties including front-desk reception, customer service and greeting visitors; and assist with clerical duties including records maintenance, and general correspondence. Arranges and schedules a variety of meetings; notifies participants, confirms dates and times, reserves meeting sites, and prepares required materials.		
6	Under the Director's decision, provides oversight of the Department's Operations in the Emergency Management Director absence.		
7	Assists with coordinating planning strategies, prioritizing, and administering local emergency management plans and programs as directed by the Emergency Management Director.		

8	Prepares, disseminates, maintains and coordinates emergency communications materials for both public and County employees.		
9	Assists in maintaining and updating communications including: e-mail lists, social media, newsletters, web site, and other external communications. Prepares and maintains a variety of departmental records, reports, and documentation.		
10	Performs other duties as assigned including managing special projects, attending operational area meetings and conferences, developing educational material to present to business, professional and community groups. Serves on local committees as assigned by the Emergency Management Director.		
11	Organize and maintain Emergency Planning and Community Right to Know Act (EPCRA/SARA) program records and Offsite Plans. Assist with the review of Facility documentation for completeness and accuracy and assist in development of new plans for planning facilities. Contact facility personnel to achieve EPCRA compliance or arrange and/or conduct site visits. Attend and participate in Local Emergency Planning Committee meetings. Develop LEPC agendas and maintain meeting records.		
12	Manage & maintain the Iowa County Emergency Management portion of the Wisconsin Credentialing and Asset Management System and provide training for agencies utilizing the system for their credentials and print credentials as requested.		
13	Performs all necessary administrative tasks associated with grants management, to include; research, analysis, preparation of reports, meeting materials, and presentations. Learn and stay current with various grant management software programs.		
14	Coordinates with local and regional partners to provide the State and Federal government with data pertaining to Homeland Security and other Emergency Management related grants expenditures.		
15	Issues and assists in the County's Mass Notification System and process notifications as necessary.		
16	Compile and document disaster-related damages and expenses for reimbursement and/or grant assistance. Act as liaison and coordinator between all county and municipal government agencies and FEMA/WEM during disaster event recovery process.		
17	Contribute as a team member in assisting the County Health Officer with bioterrorism programs, mass fatalities, pandemic or other health related public safety threats.		
18	Must demonstrate regular and dependable attendance.		
	<u>Demonstrated Experience and Skills Required.</u> • Ability to work under moderately safe and comfortable conditions when environment factors such as temperature variations, odors, toxic agents, machinery, noise, vibrations, wetness, and/or dust are present. • Ability to understand and demonstrate Wisconsin Emergency Management guidelines and regulations. • Ability to maneuver and steer equipment and machinery requiring simple but continuous adjustments, such as operating a motor vehicle. Ability to handle, load and unload, and move and guide materials using simple tools. • Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use. Ability to operate computer keyboard/typewriter, photocopier, fax machine, telephone. • Ability to exert moderate physical effort in sedentary to light work,		

	involving stooping, kneeling, crouching and crawling. Ability to lift, carry, push and pull. • Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures etc. associated with objects, materials and ingredients. Demonstrate technology skills that include basic computer operation, mobile phone operations including texting • Demonstrate basic skills and knowledge with Microsoft Word, One Note, Power Point and Excel. Have the ability to learn and use web based programs of various types. • Considerable knowledge of emergency scene management • Ability to demonstrate knowledge of the Iowa County Public Safety Communications System and procedures • Demonstrate organizational skills • Knowledge of community agencies, resources and services available in Iowa County and the surrounding counties • Ability to communicate effectively, orally and in writing. • Ability to work effectively and harmoniously as a part of a team, with state and local government entities, staff, community agencies and the general public. • Must also be able to work independently. • Ability to work in stressful emergency situations • Ability to attend other training that the E.M. Director deems useful or necessary		
	<u>Minimum Qualifications</u> • HS Diploma or GED required. • Associates Degree in a Public Safety related field. Or an equivalency of a combination of education and experience is required for this position. • Completion of Wisconsin CEM: to the Professional level within 4 years of employment. • Ability to respond to emergency calls day or night on short notice		
	<u>Conditions of Employment</u> Over 70% of the time work will be performed inside. About 30% of the time or less would involve working outside the workplace environment, exposure to levels of noises that are very loud, distracting and/or uncomfortable and exposure to hazardous chemicals. In unusual situations, extreme cold conditions are present, dramatic shifts of temperature between extreme cold and normal or hot temperatures, extreme heat, temperature changes, wet and humid conditions, and vibrations. Certain hazards-mechanical, electrical, burns, explosives, heights, and fast-moving vehicles. Noxious odors, dust, and working in a physically confined worksite are also present in unusual situations. Ability to work under moderately safe and comfortable conditions when environment factors such as temperature variations, odors, machinery, noise,		

	vibrations, wetness, and/or dust are present Must possess a valid driver's license, or the ability to possess one within 6 weeks. Must complete the online Emergency Management Institute classes of ICS100 & 200 within 3 months of hire. Additionally, must complete all Emergency Management Performance Grant required training within 3 years of hire. Must treat all information with the utmost of confidentiality. The individual will be exposed to public contacts, travel, sitting, keyboarding and moderate lifting.		
--	---	--	--

DATE: _____ **EMPLOYEE SIGNATURE:** _____

DATE: _____ **DEPARTMENT HEAD SIGNATURE:** _____

DATE: _____ **COUNTY ADMINISTRATOR APPROVAL:** _____



Iowa County Employee Relations

222 N Iowa Street - Dodgeville, WI 53533 - 608.935.0374 – Fax: 608.935.0325

Allison.leitzinger@iowacounty.org

TO: General Government Committee
FROM: Allison Leitzinger, Employee Relations Director
DATE: July 27, 2023
RE: Employment Activity Report

Outlined below is the employment activity for June/July:

- Sheriff's Office Correctional Officer (Out of County Reserve Account): Interviews scheduled for week of July 31.
- Highway Section Maintenance Patrol (2 vacancies) – Candidate in background process.
- Highway Auxiliary Maintenance Patrol – New hire started July 10.
- IT Technical Support Specialist – New hire started July 17.
- Sheriff's Office Cook – 2 candidates in background process.
- Sheriff's Office Cook Lead – New hire started July 27.
- Child Support Specialist - Interviews completed.
- Social Services Department Assistant – New hire started June 29.
- Sheriff's Office Accountant – First review scheduled for Monday, July 31.
- Social Services Social Worker – First review scheduled for Monday, July 31.
- Highway Shop Operations Lead – Interviews scheduled for week of July 31.
- Sheriff's Office Operations Lieutenant – Interviews completed on July 26.