

Notice of Public Meeting  
**Tuesday, August 20, 2019**

**9:30 a.m.** or immediately following the completion of the joint Administrative & Finance Committee Meeting which begins following the joint meeting of the Negotiating & Administrative Committee Meeting which begins at 9:00 a.m.

**ADMINISTRATIVE COMMITTEE**

**Door County Government Center Chambers Room, 1st floor  
 421 Nebraska Street, Sturgeon Bay, WI**

Oversight for Child Support, Clerk of Court, Circuit Court, Corporation Counsel, County Administrator, County Clerk, District Attorney, Human Resources, Register in Probate, and Veteran's Service Office

**\*AMENDED AGENDA**

1. **Call Meeting to Order**
2. **Establish a Quorum ~ Roll Call**
3. **Adopt Agenda / Properly Noticed**
4. **Approve Minutes** of July 16, 2019 Regular Administrative Committee Meeting
5. **Correspondence**
6. **Public Comment**
7. **Old Business**
8. \* Request for Statement of Qualifications - Emergency Medical Services Program - Information Gathering and Discussion Only, No Action Will Be Taken"
9. **New Business (Review / Action)**
  - ◆ **County Board**
    - ◆ Compensation, Mileage and Reimbursement for Other Expenses - County Board Members
  - ◆ **Administrator**
    - ◆ Transportation Program
      - Transportation Draft Budget
      - Transportation Door 2 Door and ADRC Bus Rates
    - ◆ County Benefit Survey
    - ◆ FYI: Out-of-State Training: Kevin Seng, SWCD, Conservation Planning Boot Camp, Sept. 10-26, 2019, Lincoln, NE
  - ◆ **Corporation Counsel**
    - ◆ Human Health Hazards (§ 254.59, Wis. Stats.) – Investigation and Control (Prevent, Abate or Remove)
      - “County v. Gray” – Door County Case No. 2019-CV-103
    - ◆ Agricultural Performance Standards, Prohibitions, Conservation Practices and Technical Standards
      - “County v. Jacobs”- Door County Case # 2019-CV-97
      - “County v. Peot” – Door County Case # 2016-CVC-112
    - ◆ Community Acknowledgment Forms - LOMR-F
    - ◆ § 59.11, Wis. Stats Annual Meeting
  - ◆ **Human Resources**
    - ◆ Emergency Management and Communications
      - Request to add (2) two Telecommunicator Positions
      - Request to change Telecommunicator Supervisor (0.5) to Full time (1.0)
      - Request to provide Telecommunicator Bonus
      - Request to provide Telecommunicator Sign on Incentive
    - ◆ Request to Refill: Telecommunicator (Beilke)
    - ◆ Request to Fill: Transportation Manager (new position)
    - ◆ Request to Refill: Library Page
    - ◆ FYI: Resignation of: Telecommunicator - Pam Beilke
    - ◆ FYI: Completion of Introductory Period – Mary Simac
    - ◆ FYI: Completion of Introductory – Robin Lambrecht
    - ◆ FYI: Completion of Introductory – Lorraine Fahrenkrug
    - ◆ Personnel Transactions
10. **Matters** to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
11. **Vouchers, Claims and Bills**
12. **Next Meeting Date(s)**
  - Regular Administrative Committee Meeting – September 17, 2019 – 9:00 a.m.
13. **Meeting Per Diem Code**
14. **Adjourn**

*Deviation from order shown may occur*

*In compliance with the Americans with Disabilities Act, any person needing assistance to participate in this meeting, should contact the Office of the County Clerk at (920)746 2200. Notification 72 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.*

AGENDA Posted \_\_\_\_\_, 2019 by \_\_\_\_\_

**MINUTES**  
**Tuesday, July 16, 2019**

**ADMINISTRATIVE**  
**COMMITTEE**

*Door County Government Center  
Chambers Room, 1st floor  
421 Nebraska Street, Sturgeon Bay, WI*

*Oversight for Child Support, Clerk of Court, Circuit Court, Corporation Counsel, County Administrator, County Clerk, District Attorney, Human Resources, Register in Probate, and Veteran's Service Office*

**Call Meeting to Order**

The Tuesday, June 16, 2019 Administrative Committee Meeting was called to order at 9:06 a.m. by Chairman David Lienau at the Door County Government Center.

**Establish a Quorum ~ Roll Call**

Members present: Dan Austad, Ken Fisher, Nancy Robillard, David Lienau, Susan Kohout, Joel Gunnlaugsson, and John Neinas.

Others present: Supervisor Jon Koch, Administrator Ken Pabich, CC Grant Thomas, HR Director Kelly Hendee, Finance Director Steve Wipperfurth, ES Director Aaron LeClair, Highway Commissioner John Kolodziej, County Clerk Jill Lau, and City Fire Chief Tim Dietman.

"These minutes have **not** been reviewed by the oversight committee and are subject to approval at the next regular committee meeting."

**Adopt Agenda / Properly Noticed**

Motion by Austad, seconded by Kohout to approve the agenda. Motion carried by unanimous voice vote.

**Approve Minutes of June 18, 2019 Regular Administrative Committee Meeting**

Motion by Fisher, seconded by Robillard to approve the minutes of the June 18, 2019 regular Administrative Committee meeting. Motion carried by unanimous voice vote.

**Correspondence**

- Supervisor Kohout noted she received a call regarding opposition to the Emergency Medical Services RFQ

**Public Comment**

No one from the public commented.

**Old Business**

No old business was presented.

**New Business (Review / Action)**

**Administrator**

**FYI – Request for Statement of Qualifications – Emergency Medical Services Program**

Information was included in the meeting packet and was reviewed. Two responses were received. Next step is to have staff sit down with the two companies to determine if there is a way to build a partnership. If anything comes as potential for consideration a proposal will be drafted and brought forward to committees. The review process is expected to take three to four months before anything would potentially be brought forward. Administrator Pabich noted the service will remain a countywide service. A dual paramedic service versus a paramedic/EMT will be reviewed.

**Policy for Posting Existing Vacant Positions**

The policy was included in the meeting packet and was reviewed. Administrator Pabich explained the County is experiencing issues with the policy. Some vacancies, that the county knows will be refilled, are taking several weeks to receive approval to begin the process to refill. Pabich is asking for an amendment to the policy to allow the County Administrator authorization to begin the process to refill without the need to move through committee for positions that county staff know is budgeted, has no reclassifications related to it and is known it will be refilled. The position would be posted/advertised, but not actually filled, as soon as the county is aware of the vacancy.

Motion by Gunnlaugsson, seconded by Fisher to approve the request to expedite the posting of open positions. Motion carried by unanimous voice vote.

## **County Board**

### **Compensation for County Board Members (§59.10. Wis. Stats.)**

Information was included in the meeting packet.

Motion by Austad, seconded by Fisher to recommend moving to an annual salary of \$7,500 for County Board Members, non-county Board Members pay remains status quo, the Vice Chair does not receive any additional compensation, remove the missed meeting penalty, each supervisor receives a \$1,500 account for attending training/conferences, mileage remains the same, and Washington Island representative receives same reimbursement as currently included in the Rules of Order. Motion carried by unanimous voice vote.

## **Corporation Counsel**

### **HIPAA Business Associate Agreement Policy / Procedure**

The draft policy was included in the meeting packet and was reviewed.

Motion by Gunnlaugsson, seconded by Fisher to approve the HIPAA Business Associate Agreement Policy/Procedure. Motion carried by unanimous voice vote.

### **HIPAA Portable Handheld Device Policy**

The draft policy was included in the meeting packet and was reviewed.

Motion by Fisher, seconded by Gunnlaugsson to approve the HIPAA Portable Handheld Device Policy. Motion carried by unanimous voice vote.

### **2019 Semi-Annual Report - \$767.405, Wis. Stats. Family Court (Mediation) Services**

CC Thomas reviewed the report included in the meeting packet.

## **Human Resources**

### **Request to Refill: Equipment Operator and Subsequent Vacancies– Highway & Airport**

This refill request is due to a resignation.

Motion by Neinas, seconded by Austad to approve the request to refill the Equipment Operator – Highway & Airport and all subsequent vacancies. Motion carried by unanimous voice vote.

### **Request to Refill: Administrative Supervisor – DA**

This refill request is due to a resignation.

Motion by Robillard, seconded by Kohout to approve the request to refill the Administrative Supervisor – DA. Motion carried by unanimous voice vote.

### **Request to Refill: Case Manager – Comprehensive Community Services – H&HS**

This refill request is due to a resignation.

Motion by Austad, seconded by Kohout to approve the request to refill the Case Manager – Comprehensive Community Services – Health and Human Services. Motion carried by unanimous voice vote.

### **Request to Refill: Veteran Service Officer and Subsequent Vacancies – Veteran Office**

This refill request is due to a retirement.

Motion by Austad, seconded by Robillard to approve the request to refill the Veteran Service Officer – Veterans Service Office and all subsequent vacancies. Motion carried by unanimous voice vote.

### **Emergency Management & Communications: Telecommunications Wages & Schedule Proposal**

Information included in the meeting packet was reviewed by HR Director Hendee and Administrator Pabich. The proposal would become effective with the first payroll in August. Increasing staff size will move through the budget process.

Discussion regarding increasing staff size now rather than waiting for the budget process.

Motion by Fisher, seconded by Gunnlaugsson to approve the wage proposal and schedule proposal as presented. Motion carried by unanimous voice vote.

**Highway Department – Hours of Operation Staffing**

A memo from Highway Commissioner Kolodziej was included in the meeting packet and was reviewed.

Motion by Gunnlaugsson, seconded by Neinas to approve the request to change the hours of operation for the Highway Administrative Assistant. Motion carried by unanimous voice vote.

**FYI: Resignation of: Cody Hoffmann – Equipment Operator – Highway & Airport**

**FYI: Resignation of: Melanie Hoffmann-Hass – Administrative Supervisor – DA**

**FYI: Resignation of: Margaret Buhk – Comprehensive Community Services – H&HS**

**FYI: Retirement of: Scott McFarlane – Veterans Service Officer – Veterans Service Office**

Reviewed.

**Personnel Transactions**

Reviewed.

**Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee**

Nothing as of this meeting.

**Vouchers, Claims and Bills**

Reviewed.

**Next Meeting Date(s)**

Regular Administrative Committee Meeting – August 20, 2019 – 9:00 a.m.

**Meeting Per Diem Code**

716.

**Adjourn**

Motion by Fisher, seconded by Kohout to adjourn. Time: 10:22 a.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk



## **REQUEST FOR STATEMENT OF QUALIFICATIONS (“RFQ”)** Emergency Medical Services Program - Door County, Wisconsin

Door County requests a statement of qualification (“SOQ”) from qualified persons to conduct an emergency medical services program within and throughout Door County, Wisconsin consistent with Chapter 256, Wisconsin Statutes and Chapter DHS 110, Wisconsin Statutes.

The RFQ packet may be obtained from the County Administrator’s Office, Government Center, 421 Nebraska Street, Sturgeon Bay, WI 920.746.2552 or online @ [www.co.door.wi.gov](http://www.co.door.wi.gov). SOQ’s must conform to the instructions and requirements set forth in the packet.

Questions may be submitted electronically via email to the following email address: [lholtz@co.door.wi.us](mailto:lholtz@co.door.wi.us). Questions must be received by 04:30 p.m. CST on June 24, 2019.

Deadline for submission of SOQ’s is 12:00 p.m. CST on July 1, 2019. SOQ’s will be publicly opened that day at the County Government Center, 421 Nebraska Street, 3<sup>rd</sup> Floor, Meadows/Woodlands Conference Room, # B339 @ 1:30 p.m.

## PACKET

### RFQ Emergency Medical Services Program - Door County, Wisconsin

Door County requests a statement of qualification (“SOQ”) from interested persons (e.g., a public agency, private nonprofit, or private for-profit) qualified to conduct an emergency medical services program within and throughout Door County, Wisconsin consistent with applicable certifications, codes, credentials, laws, licenses, plans, regulations, rules and statutes ... including Chapter 256, Wisconsin Statutes and Chapter DHS 110, Wisconsin Administrative Code.

What follows is to be viewed largely as goal oriented versus prescriptive in nature. The intent here is to have interested and qualified persons analyze the status quo and provide a well-considered proposal for conducting an emergency medical services program within and throughout Door County, Wisconsin.

Possible scenarios include, but are not limited to:

1. Interested and qualified persons partner with Door County and conduct an emergency medical services program within and throughout Door County, Wisconsin.
2. Door County ceasing its emergency medical services program, disposing of its emergency medical services program resources ... and interested and qualified persons conducting an emergency medical services program within and throughout Door County, Wisconsin in the County’s stead.

Those submitting a SOQ are strongly encouraged to examine and critique current service levels, the primary service area, staffing and other resources (facilities, vehicles and equipment) ... and offer suggestions and changes.

Any person responding must provide the following:

#### 1. Name and Contact Information

- Address
- Contact person
- Telephone number
- Fax number
- Website (if any)
- E-mail address

#### 2. Personnel

- Organizational chart.
- List of relevant emergency medical services professionals and support positions, and number of personnel in each position.

- Certification, credential, experience, qualifications, license and training, of employed emergency medical services professionals
  - List of outside professional consultants or entities (e.g., hospital and medical director) who would be involved.
  - Staffing plan.
3. Available Facilities, Vehicles, Equipment, Supplies and other Resources.
  4. Experience Providing Emergency Medical Services.
    - Including past history of providing emergency medical services within Wisconsin
  5. Qualifications.
    - Demonstrate that it is a qualified, professional emergency medical services provider that will successfully operate within and throughout Door County
  6. A Written Plan of Operation (Operational Plan) to Conduct an Emergency Medical Services Program Within and throughout Door County.

Door County's emergency medical services program resources (See: Addenda A & B, attached hereto and incorporated herein by reference as if fully set forth) may be available for sale, lease or other disposition. Persons responding are encouraged to provide a detailed proposal for use of these resources to conduct an emergency medical services program within and throughout Door County.

SOQ's are to be signed, dated and submitted electronically, in PDF via email to at the following email address: [lholtz@co.door.wi.us](mailto:lholtz@co.door.wi.us). or on physical media to County Government Center, County Administrator's Office, 3<sup>rd</sup> Floor, 421 Nebraska Street Sturgeon Bay, WI 54235

Door County will review compliant SOQ's timely submitted in response to this request, may conduct interviews of certain proponents, and may negotiate with selected interested and qualified emergency medical services providers.

This is a qualifications-based selection process. Door County reserves the ability to engage in discussions and come to an agreement with proponents and the right to accept SOQ's it deems to be in the best interest of the County.

Door County reserves the right to reject any and all SOQ's received in response to this RFQ if these SOQ's are determined not to be in the best interest of the County.

Once received, the SOQ's shall become the property of Door County and are subject to public disclosure under Wisconsin's Public Records Law. Door County will take reasonable care to protect any proprietary information identified by the responding providers if received as part of the response to this RFQ. Responding providers are not entitled to recover for SOQ preparation costs or other claims or damages should the County not make an award or fail to successfully negotiate a contract.

**Addendum A**  
**Door County Emergency Services Resources**  
**Real Property**

Land and Improvements

1. 1080 CTH C, Brussels, WI 54204 [PIN 004-00-17262433C]
2. 916 N. 14<sup>th</sup> Ave., Sturgeon Bay, WI 54235 [PIN 281-62-11000113]
3. 2258 Mill Rd, Sister Bay, WI 54234 [PIN 181-00-05312844K]
4. 1291 Airport Rd, Washington Island, WI 54246 [PIN 028-01-01332921A]

Site visits/inspections are scheduled as follows:

1080 C, Brussels, WI 54204 – May 16, 2019 @ 9:00 a.m. - 10:30 a.m.

916 N. 14<sup>th</sup> Ave., Sturgeon Bay, WI 54235 – May 16, 2019 @ 11:00 p.m. - 12:30 p.m.

2258 Mill Rd, Sister Bay, WI 54234 – May 16, 2019 @ 2:00 p.m. - 3:30 p.m.

1291 Airport Rd, Washington Island, WI 54246 – May 17, 2019 @ 11:00 a.m. - 12:30 p.m.

These site visits/inspections are NOT mandatory however interested persons are strongly encouraged to attend. Individual/private/personal site visits/inspections are NOT anticipated.

**Holtz, Lori**

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**From:** Matteson, Ed <Ed.Matteson@amr.net>  
**Sent:** Thursday, June 27, 2019 11:47 AM  
**To:** Holtz, Lori  
**Cc:** Matteson, Ed  
**Subject:** Response to Door County Statement of Qualifications - Emergency Medical Services Program  
**Attachments:** 2019-06-19\_AMR-Letter-to-Door-County-WI\_Draft-v03[1].pdf

This message was sent securely using Zix®

To Whom It May Concern:

On behalf of American Medical Response, I am submitting our response to your RFQ, as an attachment to this email. We are excited to continue exploring the Door County EMS System and share our ideas.

After the 1<sup>st</sup> of July, I will contact you to discuss our next steps together. In the meantime, please feel free to call or email me at any point with questions or to discuss ideas. If it is not too much trouble, would you please let me know you received this email and its attachment.

Sincerely,

Ed Matteson  
Regional Director

1900 Garnet Ct | New Lenox, IL 60451  
C: 708.308.4133

[www.amr.net](http://www.amr.net)



A Global Medical Response Solution.

This message was secured by Zix®.

19 June 2019

ATTN: Door County Administrator  
Government Center  
421 Nebraska Street | Sturgeon Bay, WI 54235  
Submitted via email to: [lholtz@co.door.wi.us](mailto:lholtz@co.door.wi.us)

**RE: RESPONSE TO DOOR COUNTY REQUEST FOR STATEMENT OF QUALIFICATIONS**

Dear Mr. Pabich:

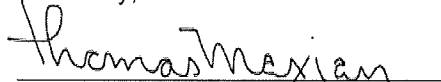
On behalf of American Medical Response (AMR), thank you for the opportunity to respond to your recent Request for Statement of Qualifications for the Door County, Wisconsin Emergency Medical Services (EMS) Program. AMR is well-equipped to partner with Door County to explore a variety of scenarios and options for system management. We operate in more than 40 states, providing hundreds of municipalities with compliant and innovative EMS solutions. Our team of more than 28,000 employees operate a fleet of 7,000 vehicles and aircraft to safely transport millions of patients each year.

We are excited about this opportunity to work with Door County on its Emergency Medical Services Program and would like to present you with several potential models to maintain and enhance the high-quality services your residents and visitors have come to expect. Recognizing Door County's history of system investment and innovation, our concepts **do not** include us replacing the county's service with our own program. Rather, we have a number of advanced scenarios in which the county can maintain this progress to create a sustainable public-private EMS partnership with AMR. Simply put, we would preserve the level of investment the county has already made, sustain the quality of the service and care, and leverage our vast experience and national best practices to enhance the system.

Keeping this idea of partnership in mind – and assuming there is interest from the county, its fire departments, and other stakeholders – we propose the county and AMR enter into a 60-day period of due diligence where we collaborate, present ideas, and exchange information. During this period, we would gather more specific program data, discuss ideas with interested stakeholders, and tailor our draft model to the exact needs of this community. From there, we would develop and present our custom-designed Door County EMS Program Proposal, complete with financial options and a detailed description of our similar experience and county-specific approach.

If this arrangement is acceptable to Door County, please let us know and we will arrange a meeting to discuss next steps, including drafting a formal Letter of Intent for the county's review. If you have any questions or thoughts, please feel free to contact Ed Matteson, Regional Director – at 708.308.4133 – or myself at any time. Thank you for your consideration.

Sincerely,

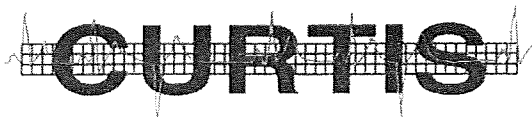


**THOMAS MAXIAN**

**President, Northeast Region**

AMERICAN MEDICAL RESPONSE

716.364.9519 | [thomas.maxian@amr.net](mailto:thomas.maxian@amr.net)




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**AMBULANCE SERVICE**

POST OFFICE BOX 2007  
 MILWAUKEE, WISCONSIN 53201-2007  
 CORPORATE (414) 276-7711  
 OPERATIONS (414) 933-7600  
 BILLING (414) 276-9890  
 FAX (414) 276-FAX-1

Curtis Universal Ambulance, Inc.  
 2266 N Prospect Ave, Suite 440  
 Milwaukee, WI 53202

Concerning: Request for State of Qualification (RFQ)  
 To Whom It May Concern:  
 lholtz@co.door.wi.us

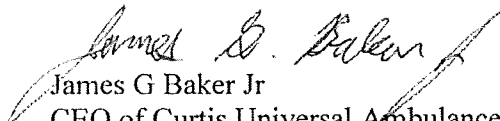
Curtis Universal Ambulance Inc. is responding to the RFQ for Door County WI. We are very familiar with Door county EMS. Door County presents unique challenges in providing quality EMS to both the citizens and guests of Door County. The two largest challenges in providing EMS in Door County are its unique geography and the large seasonal population changes.

It is for these reasons as well as frozen State of Wisconsin Title 19 funding that we believe that EMS is best provided by the county itself. A public utilities model might be a possibility.

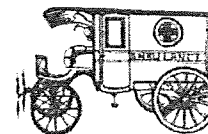
This does not mean that efficiencies and lowered costs couldn't be achieved by a partnership with a private ambulance provider. We have included our history and qualifications for your perusal if you would be interested in meeting with us to explore the advantages of a public/private partnership, we would be happy to do so.

Possibilities would include your pricing and billing systems, resource allocation and staffing patterns, as well as additional operational efficiencies.

Sincerely,

  
 James G Baker Jr  
 CEO of Curtis Universal Ambulance, Inc.  
 Medix Ambulance

*SPECIALISTS IN LONG DISTANCE AND HIGH RISK TRANSFERS*  
 THE PIONEERS OF MEDICAL TRANSPORTATION IN WISCONSIN

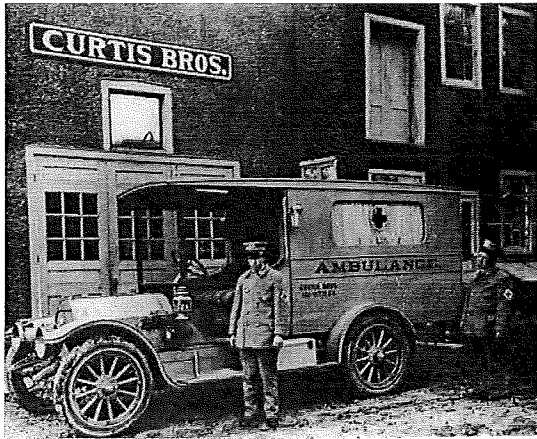


SINCE 1858



## Curtis-Universal Ambulance, Inc. History

Curtis-Universal Ambulance, Inc. is the oldest private ambulance service in the United States and has been in the ambulance industry since 1858. The ambulance service at that time was operated by the Curtis family utilizing horse drawn ambulances and served Wisconsin's oldest hospital, St. Johns Infirmary, now St. Mary's hospital.



The service remained with the Curtis family through three generations until 1950, at which time the Baker family purchased it. The Bakers have now owned and operated the service for the past 67 years and currently has the second and third generation of the family working at the company.

The company has continued to grow and has maintained its position as a leader in the private ambulance industry. The list of "Firsts" by Curtis is long and impressive. A partial list would include:

- The first ambulance in the State of Wisconsin.
- The first Advanced Life Support ambulance in the State of Wisconsin.
- The first helicopter ambulance in the Midwest.
- The first neonatal M.I.C.U. in Wisconsin.
- The first private ambulance service in the State of Wisconsin to utilize computers.
- The first private ambulance service in the State of Wisconsin to have all personnel registered and licensed Emergency Medical Technicians.
- The first private ambulance to utilize System Status Management in the State of Wisconsin.
- The first private ambulance service in the United States to be awarded a bid to provide paramedic services on an active military base.
- The first private ambulance service to provide a staffed 24-hour Registered Nurse A.C.L.S. transport ambulance for inter-hospital transfers in Wisconsin.
- The first private ambulance service in Wisconsin to have a Management Training Program.
- The first ambulance service in Wisconsin to have operations in other states.
- The first private ambulance service to adopt a mandatory Drug Testing Program.
- Revolutionized private ambulance service transport in Milwaukee in 1993 with the Advanced Concept Units. These special ambulances were working technology demonstrators and reflect what the ambulance of the future will be. Things we take for granted today were first seen in these units.

Curtis-Universal Ambulance, Inc. is currently one of the largest private ambulance services in Wisconsin. Curtis-Universal Ambulance, Inc. currently has operations in Milwaukee, and Madison, and through our affiliate Medix Ambulance: Racine, Kenosha and Walworth Counties.

### **MILWAUKEE**

Curtis-Universal Ambulance, Inc. presently participates in the City of Milwaukee Emergency Medical Response System, and have done so since 1978. Our response times have consistently averaged less than 5 minutes. The current volume for the E.M.S. system is approximately 1350 requests monthly and in the past, has been as high as 1550 requests monthly.

Curtis-Universal Ambulance, Inc. provides ambulance transportation services for all Milwaukee Admirals games, all Milwaukee Wave games and events at the Petite Ice Center. We also provide service to the UW Panther Arena for all UW sporting events. Since the very start of the event, Curtis has provided ambulance coverage for the MS Best Dam Bike Tour. Curtis also provides EMS standby coverage for most MMA events. Curtis Ambulance provides EMS standby for most events at the Wisconsin Center. In the past, Curtis-Universal Ambulance, Inc. has provided standby ambulance service to the Summer Sizzle Jazz Festival in Downtown Milwaukee's third ward, Wonago Rodeo, the Bradley Center, the Milwaukee County Zoo, as well as many others. Curtis-Universal Ambulance, Inc. provides standby ambulance services at local events like Midwest Speedway and The Rave (concert venue). Many standbys are provided free of charge to charitable organizations.

Curtis-Universal Ambulance, Inc. currently holds the contract to provide ambulance transport services to the Clement Zablocki V.A. Medical Center and has held this contract for over 10 years. This requires Curtis Universal Ambulance, Inc. to provide long distance transport service, as well as, local and it is not uncommon for us to transport a patient to Milwaukee from Iron Mountain, Michigan and Chicago, Illinois.

### **MADISON**

Curtis-Universal Ambulance, Inc. currently operates in the Madison area. We provide the majority of ambulance transport for Central Wisconsin Center, in addition we provided in the past a special neonatal transport ambulance to University Hospital, this unit was known as MedFlight/Cheta a dedicated ground transport unit. This unit provided transports in conjunction with University Hospital, Children's Hospital and Medflight.

Curtis Ambulance currently provides transport service for the VA Hospital in Madison.

Curtis-Universal Ambulance, Inc. has provided standby ambulance service at special events such as Festivals of the Lakes, Home's Rodeo, Impact Speedway, Madison International Speedway, Tour De Cure as well as many others. We held the Camp Randall contract for many years. Currently, we provide EMS coverage for many events at the Orpheum Theater.

### **MEDIX DIVISION**

In fall of 2005 Curtis Ambulance acquired Medix Ambulance. Currently Curtis Ambulance is doing business as Medix in the localities that Medix Ambulance services. These localities include: Burlington, Lake Geneva, Delavan, Racine, Kenosha and the surrounding areas. This division operates private calls; ALS intercepts for several communities' 911 services, first response Paramedic 911 services for a large section of Walworth County and a wheelchair van service. Medix is the primary service for many medical facilities in these areas such as Southern Wisconsin Center, the VA Center in Union Grove and Mercy Walworth Medical Center. Currently, the division has 24/7 Critical Care Paramedic transport available, and operates with some of the most advanced protocols in the State of Wisconsin. We provide event coverage for the country music festival Country Thunder. This involves us setting up a 6 bed tent on the grounds and work together with

our Medical Control Facility's physicians and nurses to establish a mini emergency department. We triage, treat, and/or transport hundreds of patients at this event every year. We also provide special event coverage for Snow Cross Snowmobile Races, Sky and Ice Festival, and many local sporting events.

#### **TOWN OF DOVER**

In February of 2008 the Medix Division successfully bid for The Town of Dover contract for EMS services. Working in conjunction with the Kansasville Fire Department, EMS services are performed for the Kansasville Fire District. In an effort to control the costs of EMS, a unique business model was incorporated including several shared resources, mutual understanding of the costs and shared decision making about the way EMS is provided to the Kansasville Fire District.

#### **CITY OF DELAVAN AND THE TOWN OF RICHMOND**

In April of 2014, Medix Ambulance took over the Primary EMS services for the City of Delavan and the Town of Richmond from Delavan Rescue Squad which was in financial failure. Medix was able to stabilize the EMS system by entering into a public/private partnership similar to the Town of Dover.

#### **EDGERTON**

Curtis Ambulance started operations in Edgerton, Wisconsin in November 1998. Curtis provided 9-1-1 services to the Edgerton Fire District. Curtis was awarded the contract after demonstrating the cost savings of private public partnership, resulting in a cost savings to the community. The Edgerton, Wisconsin operation was an EMT-IV Tech skills service. Curtis Ambulance replaced AMR when the cost savings was found to be well over \$300,000.00 annually. The call volume was approximately 600 annually. In the summer of 2008, Curtis was replaced by the Edgerton Fire District in the EMS role, and worked hand in hand with the Fire District to ensure a smooth and successful transition.

#### **JEFFERSON**

Curtis Ambulance completed a three-year contract with the City of Jefferson and the townships of Aztalan, Oakland, Jefferson, Hebron and Sullivan to provide EMT-I level ambulance. Curtis Ambulance was the primary 9-1-1 service. This locality's volume was 600 calls annually. Curtis Ambulance again replaced AMR in this locality when the cost savings was found to be well over \$300,000 annually. During the Three years of service Curtis Ambulance was able to do better than projected and as such never raised the subsidy rates to the City of Jefferson. In addition, this was accomplished while upgrading the level of service.

### Introduction

A county board may, at its annual meeting, by a two-thirds vote of all the members, fix the compensation and reimbursement of the board members to be next elected (See: § 59.10(3), Wis. Stats.).

Such compensation and reimbursement is to be established before the earliest time for filing nomination papers, and cannot be increased or diminished during the supervisors' term.

This is primarily intended, and should be deemed, to fix the compensation and reimbursement for members of the Door County Board of Supervisors.

The following will be in full force and effect on and after April 21, 2020.

#### III. Per Diem and Expenses

Will remain in effect as is.

#### IV. Compensation

The compensation currently established will remain in effect for ensuing terms unless changed.

#### V. Reimbursement for Expenses (Authorized Meal, Mileage, Lodging and Registration Expenses)

The reimbursement for expenses currently established will change, for ensuing terms, as follows:

- A. Each supervisor will be allocated up to fifteen hundred dollars (\$1,500) annually for authorized expenses (i.e., meal, lodging and registration) actually incurred and related to approved conferences, conventions, institutes, schools, seminars, training or workshops. Mileage is addressed separately in Par. II. B. below.
1. Authorized meal expenses, incurred by a Supervisor shall be reimbursed as set forth in *Door County's Administrative Manual (Section 2.15 Expense Reimbursement, A. Meal Expenses, 1.-3.)*.
  2. Authorized lodging expenses, incurred by a Supervisor shall be reimbursed as set forth in *Door County's Administrative Manual (Section 2.15 Expense Reimbursement, D. Lodging)*.
  3. Authorized registration expenses, incurred by a Supervisor shall be reimbursed as set forth in *Door County's Administrative Manual (Section 2.15 Expense Reimbursement, E. Registration Fees)*.

Funds not used by the end of a year will be returned to the General Fund. A supervisor may only exceed the annual allocation with prior approval of the County Board.

#### B. Mileage (§ 59.10(3)(g), Wis. Stats.)

1. Each supervisor shall receive mileage for each mile traveled in going to and returning from approved conferences, conventions, hearings, institutes, meetings, proceedings, schools, seminars, training or workshops by the most usual traveled route at the rate established by the County Board under § 59.22 Wis. Stats. as the standard mileage

allowance for all County employees and officers (See: Door County's Administrative Manual - Section 2.15 Expense Reimbursement, B. Mileage).

2. Mileage reimbursement is to be calculated from the Supervisor's residence or their work location within Door County. If a Supervisor's work location is outside of Door County, mileage reimbursement will be calculated from the County line.

C. Supervisor Residing on Washington Island:

1. Is eligible to be reimbursed for one round-trip ferry ticket per day; and
2. Will, if an overnight stay on the mainland is necessary due to a meeting, be eligible for reimbursement for in-county lodging expense and meal expense consistent with Par. II. A. 1. & 2. above.

This is in addition to, and not in lieu of, other compensation and reimbursement set forth herein.

- D. Reimbursement can only be made for allowable expenses actually incurred.

VI. Compensation / Reimbursement Procedure

- A. All requests for reimbursement must (as a condition precedent to payment) be timely submitted (to the Finance Department) on properly completed and fully executed reimbursement request form(s), accompanied by any required documentation.
- B. These forms and instructions are available in the office of County Clerk, and the Finance Department.

VII. Miscellaneous

Will remain in effect as is...except for the addition of Par. F. below.

F. Non-Members of the Door County Board of Supervisors

1. Such members are eligible to receive per diem for any committee, commission or board a meeting (i.e., a timely noticed and properly convened meeting, with a quorum present) of a sub-unit (i.e., commission, committee, or board) of the County Board of which they are a member as follows:
2. Such members are eligible for expense reimbursement as set forth in *Door County's Administrative Manual (Section 2.15 Expense Reimbursement)*.



# TRANSPORTATION

In 10 minutes

# Current System

- Managed in DHHS (Robin and Joe)
- Providers
  - *D2D (Abby Vans)*
  - *ADRC Bus*
  - *Sunshine House*



# DOOR 2 DOOR RIDES

**What is it?**  
Door 2 Door Rides is an enhanced accessible public transit bus and connector service located in Door County, Wisconsin.

**Who can ride?**  
Anyone over the age of 18 and able to be transported.

**What areas does it cover?**

**Shoreland Taxi Service**  
Shoreland covers the southern portion of the Town of Liberty Grove. The northern boundary of the Shoreland Taxi Service is Highway and Township Roads. It includes routes to Clinton Bay, Gills Beach, and the Millport Ferry Dock.

**Sturgeon Bay Core**  
Sturgeon Bay covers all of the Towns of Egg Harbor, Johnsonport, Ridge Harbor, Goshute, and the southern portion of Liberty Grove. The northern edge of the Sturgeon Bay Core is Highway and Township Roads. It includes the Village of Egg Harbor, Ephraim, and State Bay.

**Green Bay**  
Green Bay covers all of the Towns of Green Bay, Shawano, Shawano Bay and Township, but not including the area that is within the Orange Core.

**Fair South**  
Fair South includes the City of Sturgeon Bay and a 2-mile wide extending area from the Michigan State Bridge.

**Algebra**  
Algebra covers Grand, Maywood, and Foxville. The northern boundary of the Algebra is County Line Road and County K.

**Blue Bay Connector Service**  
Connects routes that Algebra, Grand, Egg Harbor, Ridge Harbor, and State Bay have in the City of Sturgeon Bay. With advance notification connector vehicles are allowed to go off route up to 1/2 mile from the route to pick up or drop off passengers. Get the schedule and pictures of each stop on [www.d2dr.com](http://www.d2dr.com).

**Family, Seniority Services for all!**

**Green, Safe, & Comfortable Van's & Buses**

**Wheelchair Accessible**

**TAXI CORE**  
ORANGE CORE (STURGEON BAY)

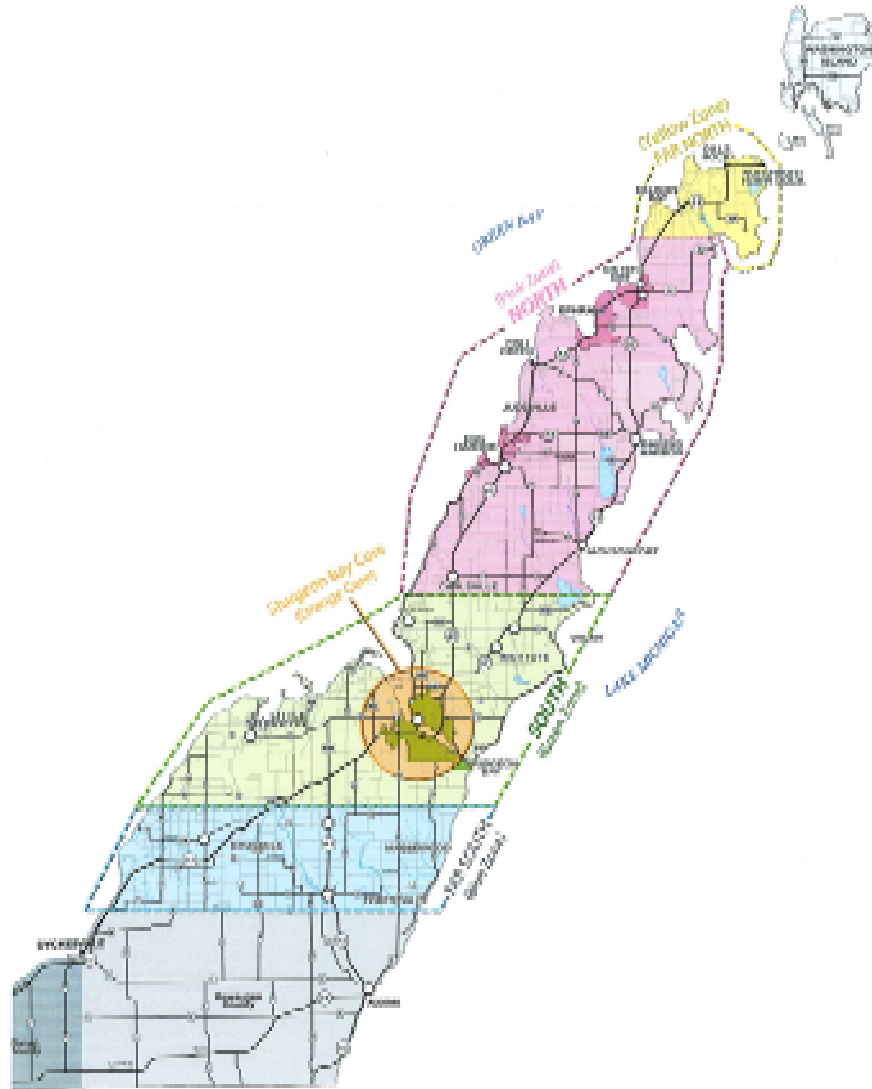
**TAXI ZONES**  
YELLOW ZONE (FAR NORTH)  
PINK ZONE (NORTH)  
GREEN ZONE (GREEN BAY)  
BLUE ZONE (FAIR SOUTH)

**TAXI CROSSING ZONES**  
OPERATED: MONDAY - FRIDAY 8:00 AM - 4:00 PM  
SUPPORT SERVICES REQUIRED: A RESERVATION AT LEAST 24 HOURS IN ADVANCE OF DEPARTURE TIME

**BUS CONNECTORS**  
CONNECTING POINT  
DOOR HARBOR CONNECTOR  
MILWAUKEE CONNECTOR  
RUSHY CONNECTOR  
ALGEBRA CONNECTOR  
ALL BUS ONLY FROM SUPERIOR  
STURGEON BAY CONNECTOR  
ALGEBRA, SHAWANO, DOOR HARBOR AND MILWAUKEE CONNECTORS OPERATE MONDAY - FRIDAY  
DAILY CONNECTOR OPERATES DAILY  
BUS IS ALLOWED TO GO OFF ROUTE UP TO 1/2 MILE TO PICK UP OR DROP OFF PASSENGERS

# 2020 Changes

- Managed separately
  - *Housed at ADRC*
  - *ADRC drivers report to Transportation Manager*
  
- Providers
  - *D2D (to be determined)*
  - *ADRC Bus*



# Money 101

- 85.21 Elderly and Disabled Funding

–	<i>Expense</i>	\$116,242	
■	Revenue		
–	<i>Grant</i>		\$107,606
–	<i>Fare Box Collection</i>		\$6,000
–	<i>County levy Match (20% required)</i>		<u>\$20,138</u>
		<b>TOTAL</b>	<b>\$135,127</b>

Reserve \$17,502

- 53.11 Public Transportation

–	<i>Cost Estimate</i>	\$826,206	
■	Revenue		
–	<i>Grant</i>		\$514,262
–	<i>Fare Box Collection</i>		\$126,708
–	<i>County Levy</i>		<u>\$185,236</u>
		<b>TOTAL</b>	<b>\$826,206</b>

# What is currently happening

- Transportation Manager -Position posted
- RFP for 2020-2024 (Due September 6, 2019)
  - 3 year contract
  - 2 Possible extensions

# What Needs to be Done

- Hire Manager
- Review/Score RFP Bids
- Board approval of contract (October 22, 2019)
- Determine 2020 fare structure --- \*\*\* next slide
- Write 53.11 Funding Grant
- Hold public meeting ( November Admin. Committee meeting (5<sup>th</sup>?))

# Set a Rate

- D2D
- ADRC Bus
- Connector Routes



FARE INCREASE ESTIMATES FOR 2020  
 Calculated by JoAnn Baumann, Door County Finance Department 8-7-19  
 Using data and calculations provided by Robin Mark, Door County Transportation Specialist

Expected Annual Collection amounts based on current (1st 6 month) usage at various price points & ridership reductions:

**DOOR 2 DOOR SYSTEM**

Cost per ride	\$3.50	\$4.00	\$4.50	\$5.00		Additional @ \$.50 increase	Additional @ \$1.00 increase	Additional @ \$1.50 increase
Annual estimate	\$118,140	\$132,358	\$146,577	\$160,795		\$14,219	\$28,437	\$42,656
with 10% ridership reduction		\$119,119	\$131,916	\$144,712		\$980	\$13,776	\$26,573
with 20% ridership reduction		\$105,905	\$117,282	\$128,658		(\$12,235)	(\$858)	\$10,519

**ADRC BUS SYSTEM**

Cost per ride	\$1.00	\$1.50	\$2.00			Additional @ \$.50 increase	Additional @ \$1.00 increase
Annual estimate*	\$5,000	\$7,500	\$10,000			\$2,500	\$5,000

Estimated Revenues:	@ \$1.00	@ \$1.50	@ \$2.00
85.21 Grant Revenue	\$107,606	\$107,606	\$107,606
Fare Revenue	5,000	7,500	10,000
ADRC activity usage revenue	1,000	1,000	1,000
<b>TOTAL EST REVENUE</b>	<b>\$113,606</b>	<b>\$116,106</b>	<b>\$118,606</b>
Less: Est. ADRC Bus Expenditures	-117,808	-117,808	-117,808
Required County Match**	21,521	21,521	21,521
<b>Excess Funding to Reserve</b>	<b>\$17,319</b>	<b>\$19,819</b>	<b>\$22,319</b>

\*\*The County is required to contribute 20% of our 85.21 allocation as match; this results in excess funding revenue being deposited into the 85.21 reserve which can only be used for capital purchases and major repair of vehicles.

This would reduce the amount of vehicle replacement funding needed.

	A	B	C	M	N	O	P	Q	R	S	T	U	V	W
1	<b>DOOR COUNTY TRANSPORTATION</b>													
2	<b>2020 Budget Worksheets -</b>													
3	as of	<b>8/9/2019 Final #2</b>												
4														
5	<b>100.71</b>			<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>Average</u>	<u>2019</u>	<u>2019</u>	<u>2019</u>	<u>2019</u>	<u>2019</u>		<u>2020</u>
6	<u>Account Number</u>	<u>Account Name</u>		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>3 YR Avg - Actuals</u>	<u>ORIGINAL Budget</u>	<u>Budget as Amended</u>	<u>YTD Actual 6/30/19</u>	<u>Balance of the Year</u>	<u>Total Anticipated</u>	<u># Months</u>	<u>Budget</u>
7														
8	<b>REVENUES</b>													
12														
13		<u>State Aid - Transportation</u>												
14	43812	State Aid - Transportation - 85.21		92,970	94,527	96,410	94,636	96,410	98,594	98,594	0	98,594	s	107,606
15	43819	DOT 5311 Program		603,403	599,864	531,722	578,330	555,581	555,581	57,898	495,233	553,131	*	514,262
16	46600	04168	Transportation Services	5,021	5,046	4,915	4,994	5,000	5,000	2,426	2,426	4,852	6	6,000
17	48109	Interest Revenue - Investments		0	0	0	0	0	0	0	0	0	5	0
18	48501	Other Revenue		0	0	0	0	0	0	0	0	0		0
19	48516	Indirect Cost Offset		0	0	0	0	0	0	0	0	0	5	0
20	48532	Donations-Specified		0	0	0	0	0	0	0	0	0	*	0
21	48532	04258	Specified Donations-Transportation Program	0	0	0	0	0	0	0	0	0		0
22	49110	801	Transfers from Health Ins. Fund	0	0	0	0	0	0	0	0	0		0
23	49120	Prior Years' Revenue		0	0	12,296	4,099	0	0	0	0	0		0
24	49204	Transfer from Vehicle Replacement Fund		0	0	0	0	0	0	0	0	0		0
25	49208	(204.32107)	Transfer from 85.21 Reserve	67,578	176,345	0	81,308	0	0	0	0	0	*	0
26	49219	Transfer from 5311/85.20 Reserve												205,374
27	<b>Subtotals</b>			<b>768,972</b>	<b>875,782</b>	<b>645,343</b>	<b>763,367</b>	<b>656,991</b>	<b>659,175</b>	<b>158,918</b>	<b>497,659</b>	<b>656,577</b>		<b>833,242</b>
28														
29														
30	<b>TOTAL REVENUES AND FUND TRANSFERS</b>			<b>768,972</b>	<b>875,782</b>	<b>645,343</b>	<b>763,367</b>	<b>656,991</b>	<b>659,175</b>	<b>158,918</b>	<b>497,659</b>	<b>656,577</b>		<b>833,242</b>
31														
32	<b>Used from Transportation Reserve (less interest)</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>							

	A	B	C	M	N	O	P	Q	R	S	T	U	V	W
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2	<b>2020 Budget Worksheets -</b>													
3	as of	<b>8/9/2019 Final #2</b>												
4														
5	<b>100.71</b>			<u>2.016</u>	<u>2.017</u>	<u>2.018</u>	<u>Average</u>	<u>2019</u>	<u>2019</u>	<u>2019</u>	<u>2019</u>	<u>2019</u>		<u>2020</u>
6	<u>Account Number</u>	<u>Account Name</u>		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>3 YR Avg - Actuals</u>	<u>ORIGINAL Budget</u>	<u>Budget as Amended</u>	<u>YTD Actual 6/30/19</u>	<u>Balance of the Year</u>	<u>Total Anticipated</u>	<u># Months</u>	<u>Budget</u>
7														
33														
34	<b>EXPENDITURES</b>													
35														
36	<b>3616</b>	<b>85.21 Transportation</b>												
37		51101	Salaries - Full-Time											38,709
38		51101.300PR	S&W Vacation/PTO											
39		51101.311PR	PTO/Vac/Sick Payout											
40		51101.320PR	S&W Holiday											
41		51101.390PR	S&W Personal											
42		51102	Salaries - Part-Time											3,451
43		51102.299PR	S&W PT Vacation/PTO											
44		51102.319PR	S&W PT Holiday											
45		51102.389PR	S&W PT Personal											
46		51104	Overtime											
47		51201	Social Security											3,225
48		51202	Retirement											2,613
49		51203	Dental Insurance Premiums											1,278
50		51204	Health Insurance Premiums											21,698
51		51205	Life Insurance Premiums											0
52		51206	Worker's Compensation											1,872
53		52103	Independent Audit											508
54		52206	Telephone	448	355	348	384	400	400	275	275	550	6	600
55		52301	Repairs & Maintenance - Vehicles	7,837	4,184	1,133	4,385	4,000	4,000	654	916	1,570	5	2,000
56		52401	Contracted Services	7,706	7,515	7,918	7,713	8,000	8,000	3,174	4,444	7,618	5	0
57		52403	Advertising & Legal Notices	25	42	830	299	3,500	3,500	0	1,000	1,000	s	1,000
58		52428	Building Rent											9,600
59		52701	Purchased Services	0	0	0	0	0	0	0	0	0	4	0
60		53106	Office Supplies	6	19	40	22	0	0	3	6	9	4	200
61		53140	Gasoline, Oil & Antifreeze	5,046	6,309	6,739	6,031	7,000	7,000	3,008	3,008	6,016	6	7,000
62		55101.100	IS Charges	0	0	0	0	0	0	0	0	0	4	250
63		55315	Staff Allocation	71,707	79,860	81,632	77,733	75,350	75,350	40,318	40,318	80,636	6	13,429
64		59153	Operational MML	0	0	0	0	0	0	19	19	38	6	0
65		69901	Capital Outlay	0	0	0	0	0	0	0	0	0		0
66		69910	Vehicle Replacement Purchase	0	110,776	0	36,925	0	0	0	0	0	0	0

	A	B	C	M	N	O	P	Q	R	S	T	U	V	W
1	<b>DOOR COUNTY TRANSPORTATION</b>													
2	<b>2020 Budget Worksheets -</b>													
3	as of	<b>8/9/2019 Final #2</b>												
4														
5	<b>100.71</b>			<u>2,016</u>	<u>2,017</u>	<u>2,018</u>	<u>Average</u>	<u>2019</u>	<u>2019</u>	<u>2019</u>	<u>2019</u>	<u>2019</u>		<u>2020</u>
6	<u>Account Number</u>	<u>Account Name</u>		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>3 YR Avg - Actuals</u>	<u>ORIGINAL Budget</u>	<u>Budget as Amended</u>	<u>YTD Actual 6/30/19</u>	<u>Balance of the Year</u>	<u>Total Anticipated</u>	<u># Months</u>	<u>Budget</u>
7														
67	69910.32113	Vehicle Replacement Funding		0	0	0	0	8,726	8,726	0	8,726	8,726	s	8,809
68	79102	Transfer to 85.21 Reserve												17,502
69		<b>Subtotals</b>		<b>92,775</b>	<b>209,060</b>	<b>98,640</b>	<b>133,492</b>	<b>106,976</b>	<b>106,976</b>	<b>47,451</b>	<b>58,712</b>	<b>106,163</b>		<b>133,744</b>
70														
71														

	A	B	C	M	N	O	P	Q	R	S	T	U	V	W
1	<b>DOOR COUNTY TRANSPORTATION</b>													
2	<b>2020 Budget Worksheets -</b>													
3	as of	<b>8/9/2019 Final #2</b>												
4														
5	<b>100.71</b>			<u>2,016</u>	<u>2,017</u>	<u>2,018</u>	<u>Average</u>	<u>2019</u>	<u>2019</u>	<u>2019</u>	<u>2019</u>	<u>2019</u>		<u>2020</u>
6	<u>Account Number</u>	<u>Account Name</u>		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>3 YR Avg - Actuals</u>	<u>ORIGINAL Budget</u>	<u>Budget as Amended</u>	<u>YTD Actual 6/30/19</u>	<u>Balance of the Year</u>	<u>Total Anticipated</u>	<u># Months</u>	<u>Budget</u>
7														
72	<b>3626</b>	<u>DOT 5311 Transportation</u>												
73		51101	Salaries - Full-Time					0	0		26,650	26,650		53,391.00
74		51101.300PR	S&W Vacation/PTO											
75		51101.311PR	PTO/Vac/Sick Payout											
76		51101.320PR	S&W Holiday											
77		51101.390PR	S&W Personal											
78		51102	Salaries - Part-Time											
79		51102.299PR	S&W PT Vacation/PTO											
80		51102.319PR	S&W PT Holiday											
81		51102.389PR	S&W PT Personal											
82		51104	Overtime											
83		51201	Social Security											4,084.00
84		51202	Retirement											3,604.00
85		51203	Dental Insurance Premiums											895.00
86		51204	Health Insurance Premiums											17,869.00
87		51205	Life Insurance Premiums											0.00
88		51206	Worker's Compensation											107.00
89		52206	Telephone	0	0	0	0	0	0	0	0	0		600.00
90		52302.04240	Shared Ride Taxi	717,739	724,884	631,944	691,522	652,277	652,277	271,083	379,516	650,599	5	713,769.00
91		52401	Contracted Services	27,960	15,989	0	14,650	0	0	0	0	0	*	0
92		52402	Membership Dues											500
93		52403.04239	Advertising/Marketing Plan	15,369	11,876	12,674	13,306	15,000	15,000	2,170	12,830	15,000	s	15,000
95		52808	Purchased Services	35	34	40	36	99,343	99,343	57	171	228	3	200
96		53106	Office Supplies											500
97		54101	Conferences/Training	0	0	0	0	0	0	0	0	0		1,200
98		54102	Training MML	0	0	0	0	0	0	0	0	0		1,000
99		55101.100	IS Charges	0	0	0	0	0	0	0	1,700	1,700	4	1,250
100		55107	Copying	0	0	0	0	0	0	0	0	0		200
101		55315	Staff Allocations	18,308	25,517	20,874	21,566	21,977	21,977	10,629	10,629	21,258	6	11,537
102		59153	Operational Travel Exp	0	41	27	23	0	0	0	0	0	4	500
103		59913	Transportation Voucher Credits	(101,706)	(116,414)	(118,227)	(112,116)	(130,898)	(130,898)	(52,795)	(73,913)	(126,708)	5	(126,708)
104		<b>Subtotals</b>		<b>677,705</b>	<b>661,927</b>	<b>559,832</b>	<b>641,487</b>	<b>657,699</b>	<b>657,699</b>	<b>231,144</b>	<b>357,583</b>	<b>588,727</b>		<b>699,498</b>
105														
106														

	A	B	C	M	N	O	P	Q	R	S	T	U	V	W
1	<b>DOOR COUNTY TRANSPORTATION</b>													
2	<b>2020 Budget Worksheets -</b>													
3	as of	<b>8/9/2019 Final #2</b>												
4														
5	<b>100.71</b>			<u>2,016</u>	<u>2,017</u>	<u>2,018</u>	<u>Average</u>	<u>2019</u>	<u>2019</u>	<u>2019</u>	<u>2019</u>	<u>2019</u>		<u>2020</u>
6	<u>Account Number</u>	<u>Account Name</u>		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>3 YR Avg - Actuals</u>	<u>ORIGINAL Budget</u>	<u>Budget as Amended</u>	<u>YTD Actual 6/30/19</u>	<u>Balance of the Year</u>	<u>Total Anticipated</u>	<u># Months</u>	<u>Budget</u>
7														
107		<b>TOTAL EXPENDITURES</b>		<b>770,480</b>	<b>870,987</b>	<b>658,472</b>	<b>774,979</b>	<b>764,675</b>	<b>764,675</b>	<b>278,595</b>	<b>416,295</b>	<b>694,890</b>		<b>833,242</b>
108														
109	<b>SUMMARY</b>													
110	TOTAL REVENUES (INCLUDING TRANSFERS & RESERVES)			768,972	875,782	645,343	763,367	656,991	659,175	158,918	497,659	656,577		833,242
111	TOTAL EXPENDITURES			(770,480)	(870,987)	(658,472)	(774,979)	(764,675)	(764,675)	(278,595)	(416,295)	(694,890)		(833,242)
112	DIFF - REV LESS EXPEND			(1,508)	4,795	(13,129)	(11,612)	(107,684)	(105,500)	-119,677	81,364	(38,313)		0
113														
114	AMOUNT DUE TO 85.21 VEHICLE RESERVE													0
115														0
116														
117	SALARY & BENEFIT EXPENDITURES			0	0	0	0	0	0	0	26,650	26,650		122,110
118	OTHER EXPENDITURES			770,480	870,987	658,472	774,979	764,675	764,675	278,595	389,645	668,240		711,132
119	<b>TOTAL EXPENDITURES</b>			<b>770,480</b>	<b>870,987</b>	<b>658,472</b>	<b>774,979</b>	<b>764,675</b>	<b>764,675</b>	<b>278,595</b>	<b>416,295</b>	<b>694,890</b>		<b>833,242</b>
120														
121														
122														
123	5311 Transportation Revenues only			603,403	599,864	531,722	578,330	555,581	555,581	57,898	495,233	553,131		514,262
124	5311 Transportation Expenses only			(677,705)	(661,927)	(559,832)	(641,487)	(657,699)	(657,699)	(231,144)	(357,583)	(588,727)		(699,498)
125	(Does not include Senior Center bus revenue or expense)			(74,302)	(62,063)	(28,110)		(102,118)	(102,118)			(35,596)		(185,236)

# Employee Development and Training for "Out of County/Overnight Travel"

(2017-01 Update)

**Department:** → Door County SWCD ← enter Department name  
 Employee: Kevin Seng ← enter employee name  
 Title / position: Conservationist ← enter title / position

**Purpose (identified):** → Conservation Planning Boot Camp ← Identify training  
 Dates: 9/10-26/19 ← enter dates of training  
 or Blanket Request: \_\_\_\_\_ to \_\_\_\_\_ For recurring meetings .. Must be filled out annually

Choose all that apply:

Type:  Mandatory  Discretionary  Personal  
 Certified:  State  Agency  Continuing Education  
 Conference/seminar/etc.:  State  County  Association

**Destination:** → Lincoln, NE ← enter city, state  
 Dates of travel: September 9 & 27, 2019 ← enter dates of travel  
 Via:  Air  Land If Land, check one:  County  Personal  Rental  
 County Vehicle available:  Yes  No  
 Time: \_\_\_\_\_ hours ← enter travel hours  
 Miles: (round trip) \_\_\_\_\_ estimated miles: \_\_\_\_\_ ← enter est miles Round Trip

**Time allocation** fill in number of hours for training & travel & indicate whether regular or overtime  
 Exempt  Check here if Exempt  
 # of hours in Training / Conference: 104  Regular Hours  Overtime  
 # of Hours of Travel: \_\_\_\_\_  Regular Hours  Overtime

**Costs: (known / anticipated)**

	Qty	Cost	Extended
Mileage: _____ enter total mileage --->			
_____ enter reimbursable mileage --->		\$ 0.580	\$ -
Airfare: _____ enter # of airfares & cost if app --->	<b>1</b>	\$ 427.60	\$ 427.60
Rental car: _____ enter # of days & rental cost if app --->		\$ -	\$ -
Lodging: _____ enter # of nights & cost per night --->	<b>18</b>	\$ 109.49	\$ 1,970.82
Meals: Breakfast: _____ enter # of breakfasts --->		\$ 8.00	\$ -
Lunch: _____ enter # of lunches --->		\$ 10.00	\$ -
Dinner: _____ enter # of dinners --->		\$ 17.00	\$ -
Registration fees: _____ enter # of registration fees & cost each --->		\$ -	\$ -
Other (detail): _____ detail other costs _____ enter # & cost -->		\$ -	\$ -
			<b>\$ 2,398.42</b>

**Charge to account numbers**

Budgeted training item: # enter account number  
 Miles / meals /lodging: # enter account number  
 Grant provided by: NACD; stipend for daily expenses provided directly to Kevin Seng

**Authorization**

**Please Sign & Return**

\_\_\_\_\_  
 Department / Program Director Aug 6, 2019  
Date

\_\_\_\_\_  
 County Administrator \_\_\_\_\_  
Date

\_\_\_\_\_  
 Administrative Committee (out-of-state requests only) \_\_\_\_\_  
Date

Please refer to Administrative Manual Section 2.15 Expense Reimbursement





FEMA



# How to Request a Letter of Map Amendment (LOMA) or Letter of Map Revision Based on Fill (LOMR-F)

## What is a LOMA or a LOMR-F?

The Federal Emergency Management Agency (FEMA) applies rigorous standards to develop Flood Insurance Rate Maps (FIRMs) and uses the most accurate hazard information available. However, limitations in the scale or topographic detail of the source maps used to prepare a FIRM may cause small elevated areas to be included in a Special Flood Hazard Area (SFHA). SFHAs are high-risk areas subject to inundation by the base (1-percent-annual-chance) flood. They are also known as 1-percent-annual-chance floodplains, base floodplains, or 100-year floodplains.

To change the flood hazard designation for properties in these areas, FEMA has established the LOMA process for properties on naturally high ground and the LOMR-F process for properties elevated by the placement of fill. LOMAs and LOMR-Fs are letter determinations that officially amend an effective FIRM. They can establish that a property is not in an SFHA and, by doing so, remove the Federal flood insurance requirement.

## Obtaining a LOMA or LOMR-F

A LOMA application form can be downloaded from the FEMA website at <http://www.fema.gov/change-flood-zone-designation-online-letter-map-change>.

FEMA does not charge a fee to review a LOMA request, but requesters are responsible for providing the required mapping and survey information specific to their property. For FEMA to remove a structure from the SFHA through the LOMA process, Federal regulations require the lowest ground touching the structure, or Lowest Adjacent Grade (LAG) elevation, to be at or above the Base Flood Elevation (BFE).

The exception to this requirement is when the submitted property information shows that the structure is outside the SFHA. In this case, the property is referred to as “out as shown.” If elevation information is required for the LOMA request, the requester should submit the elevation data requested on the MT-EZ form (<https://www.fema.gov/mt-ez-form-instructions>).

## For More Information

- For general information, contact the FEMA Map Information eXchange by telephone, toll free, at 1-877-FEMA MAP (1-877-336-2627) and choose “Option 1”; by e-mail at [FEMAMapSpecialist@riskmap.cds.com](mailto:FEMAMapSpecialist@riskmap.cds.com); or by live chat at [www.floodmaps.fema.gov/fhm/fmx\\_main.html](http://www.floodmaps.fema.gov/fhm/fmx_main.html).
- The forms and other documents referenced in this flier are also available on the “Forms, Documents, and Software” portion of the FEMA website at <https://www.fema.gov/forms-documents-and-software>.
- For copies of effective National Flood Insurance Program maps and reports, contact the FEMA Map Information eXchange by telephone, toll free, at 1-877-FEMA MAP (1-877-336-2627) and choose “Option 3,” or via the FEMA Map Service Center website at [www.msc.fema.gov](http://www.msc.fema.gov).

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An Elevation Certificate, which includes this required elevation data, may be submitted to meet this data requirement and may be available from the community in lieu of a new survey.

If the property has been elevated by fill, the requester will need to use the LOMR-F process. Applications may be submitted online at <https://hazards.fema.gov/femaportal/onlinelomc/signin>, or mail-in forms are available at <http://www.fema.gov/change-flood-zone-designation-online-letter-map-change>. For a LOMR-F to be issued, the LAG must be at or above the BFE, and community floodplain officials must determine that the land and any existing or proposed structures to be removed from the SFHA are “reasonably safe from flooding.” FEMA charges a fee for the engineering review of LOMR-Fs. Fee information is located at <https://www.fema.gov/flood-map-related-fees>.

Please send completed application forms to the attention of the LOMA Manager at the LOMC Clearinghouse, 3601 Eisenhower Ave., Ste. 500, Alexandria, VA 22304-6426.

### What if no BFEs have been Determined?

In some instances, BFEs for a certain SFHA have not yet been determined. FEMA will attempt to calculate the BFE when a LOMA application is submitted for properties of less than 50 lots or 5 acres. Sometimes, a BFE can be developed from sources such as U.S. Geological Survey topographic quadrangle maps. If that information is not available, the property owner will be asked to supply a survey for the property with the information necessary to allow FEMA to develop a site-specific BFE. National Flood Insurance Program (NFIP) regulations require that the requester determine the BFEs for properties larger than 50 lots or 5 acres. A variety of computational methods can be employed to determine BFEs, but these methods can be expensive. Before computational methods are used, every attempt should be made to obtain information, in the form of floodplain studies or previous computations, from Federal, State, or local agencies. Data obtained from these agencies may be adequate to determine BFEs with little or no additional research, calculation, or cost.

The FEMA document *Managing Floodplain Development in Approximate Zone A Areas, A Guide for Obtaining and Developing Base (100-Year) Flood Elevations* provides guidance on computing BFEs. This document, which can be viewed on the FEMA website at <https://www.fema.gov/media-library/assets/documents/1911>, provides methods for developing BFEs, as well as a list of agencies that can be contacted to determine whether BFE data are already available.

### How will a LOMA or LOMR-F Affect my Flood Insurance Requirement?

The Federal flood insurance requirement applies to structures in SFHAs that carry a mortgage backed by a federally regulated lender or servicer. If you have a LOMA or LOMR-F proving that your property is not in the SFHA, the mandatory Federal flood insurance requirement no longer applies. However, your lender still has the prerogative to require flood insurance as a condition of the loan. Even if your lender requires flood insurance, however, premiums are lower for structures outside the SFHA.

If FEMA issues a LOMA or LOMR-F and your lender agrees to waive the flood insurance requirement, you may be entitled to a refund of the premium paid for the current policy year. To cancel your policy, you can submit a copy of the LOMA or LOMR-F and the lender’s waiver to your flood insurance agent or broker. The agent will send these documents and a completed cancellation form to the appropriate insurance provider.

It is important to note that the issuance of a LOMA or LOMR-F does not mean the risk of flooding has been eliminated. Therefore, not having a flood insurance policy could have disastrous consequences, leaving you with no financial protection from future flood losses. FEMA recommends flood insurance coverage even if it is not required by law or a lender. The good news is that you may be eligible to pay much less for flood insurance coverage if your property is removed from the SFHA.

### Quick Facts

**LOMA requests involving one or more structures:** the LAG must be at or above the BFE.

**LOMR-F requests:** the LAG must be at or above the BFE, and community floodplain officials must determine that the land and any existing or proposed structures to be removed from the SFHA are “reasonably safe from flooding.”

**LOMA requests involving one or more lots:** the lowest point on each lot must be at or above the BFE.

**Review and processing fee:** FEMA does not charge a fee to review a LOMA request, but there is a fee for the engineering review of LOMR-Fs.

**Required information:** the requester is responsible for providing all the information needed for the review, including (if necessary) elevation information certified by a licensed land surveyor or registered professional engineer.

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(6) ENFORCEMENT OF DIVISION REQUIREMENT. If a county fails to comply with sub. (2) (a) or (3) (b), any municipality located in whole or in part within the county or any elector of the county may submit to the circuit court for the county within 14 days from the expiration of either 60–day period under sub. (2) (a) or (3) (b) a proposed tentative supervisory district plan or a final plan for creation of supervisory districts in compliance with this section. If the court finds that the existing division of the county into supervisory districts fails to comply with this section, it shall review the plan submitted by the petitioner and after reasonable notice to the county may promulgate the plan, or any other plan in compliance with this section, and the plan shall be in effect until superseded by a plan adopted by the board in compliance with this section.

**History:** 1971 c. 134, 211, 304; 1973 c. 118 ss. 2 to 4, 7; 1973 c. 334 s. 57; 1973 c. 336; 1975 c. 93 s. 113; 1975 c. 116, 200; 1977 c. 427; 1979 c. 34, 89, 122, 260; 1981 c. 4, 390; 1983 a. 29; 1983 a. 192 ss. 115, 303 (1), (2); 1983 a. 484; 1983 a. 532 s. 36; 1985 a. 29, 304; 1989 a. 56 s. 258; 1991 a. 5, 316; 1993 a. 490; 1995 a. 16 s. 2; 1995 a. 201 s. 100; Stats. 1995 s. 59.10; 1997 a. 35; 1999 a. 150 s. 672; 2001 a. 107; 2003 a. 32; 2005 a. 100, 235, 248; 2007 a. 72, 97; 2011 a. 39, 75; 2013 a. 14; 2015 a. 196; 2017 a. 207 s. 5.

**Cross-reference:** See s. 17.21 (5) for provision as to filling vacancies on county boards in counties over 750,000.

**Cross-reference:** See s. 59.20 (1) for county supervisor residency requirements.

**Cross-reference:** See s. 66.0505 for restrictions on changes in compensation of county board members.

Judicial relief is available if a county fails to follow the statutory requirements for redistricting. *City of Janesville v. County of Rock*, 107 Wis. 2d 187, 319 N.W.2d 891 (Ct. App. 1982).

The trial court properly voided a city's supervisory district plan and adopted the county's plan even though the county did not adopt the plan within 60 days of receiving census data as required by sub. (3). *County of La Crosse v. City of La Crosse*, 108 Wis. 2d 560, 322 N.W.2d 531 (Ct. App. 1982).

Sub. (3) (a) does not establish a separate minimum for each class of county. The constitutionality of sub. (3) (a) is discussed. 60 Atty. Gen. 327.

A vacancy on a county board due to resignation may be filled by appointment by the county board chairperson when the board is not in session. 61 Atty. Gen. 1.

An incumbent county supervisor must resign before the county board may consider his or her appointment as highway commissioner. 61 Atty. Gen. 424.

A county board supervisor risks violations of s. 946.13 if he is appointed as counsel for indigent defendants. 62 Atty. Gen. 62, 118.

Under sub. (3) (c) alteration of county supervisory district boundaries between decennial censuses is authorized only when ward boundaries originally relied upon in reapportioning the county have been subsequently altered by incorporation, annexation, detachment, or consolidation. 63 Atty. Gen. 544.

Section 59.06 (2) (intro.) [now s. 59.13 (2) (intro.)] does not prohibit payment of additional mileage under s. 59.03 (3) (g) [now s. 59.10 (3) (g)]. 68 Atty. Gen. 73.

State law does not prohibit either discontinuation of all health insurance for county supervisors in self-organized counties during supervisors' terms of office or modest but involuntary increases in health insurance premiums for county supervisors in self-organized counties during supervisors' terms of office. OAG 5-11.

A tribal law enforcement officer who is an active duty deputy sheriff, but is not on the county's payroll, may not serve as a county board supervisor. Under sub. (4), the office of county supervisor is incompatible with the office of active duty deputy sheriff, even if the deputy sheriff is not paid by the county. OAG 3-13.

The provision of health, dental, and life insurance and the payment of insurance premiums for county supervisors are not "compensation" under sub. (3). Thus the procedural requirements of that statute are inapplicable to motions or proposals to change those benefits. OAG 5-13.

**59.11 Meetings; adjournment; absentees.** (1) (a) Every board shall hold an annual meeting on the Tuesday after the 2nd Monday of November in each year for the purpose of transacting business. Any board may establish by rule an earlier date during October or November for the annual meeting and may by rule establish regular meeting dates throughout the year at which to transact general business. When the day of the meeting falls on November 11, the meeting shall be held on the next succeeding day.

(b) The annual meeting may be adjourned by the clerk, upon the written request of a majority of the supervisors, to a day designated in the request, but not less than one week nor more than 3 weeks from the Tuesday after the 2nd Monday of November. Upon such an adjournment being made, the clerk shall give each supervisor written notice of the time and place to which the annual meeting has been adjourned.

(c) The board, except in counties with a population of 750,000 or more, shall meet on the 3rd Tuesday of each April to organize and transact business. At this meeting the board may transact any business permitted at the annual meeting, including the appointment of all county commissions and committees. The meeting may be adjourned in the same manner as the annual meeting.

(2) A special meeting of the board shall be held:

(a) Upon a written request of a majority of the supervisors delivered to the clerk, specifying the time and place of the meeting. The time shall not be less than 48 hours from the delivery of the request. Upon receiving the request the clerk shall immediately mail to each supervisor notice of the time and place of the meeting. Any special meeting may be adjourned by a vote of a majority of all the supervisors. The board by ordinance may establish a separate procedure for convening the board in a "declared emergency" as defined by county ordinance.

(b) For the purposes and in the manner prescribed in s. 31.06, with the right to adjourn the special meeting from time to time by a vote of a majority of all the supervisors entitled to a seat. The clerk shall mail written notice of the special meeting, specifying the time, place and purpose of the meeting, to each supervisor not less than 2 weeks before the day set for the meeting.

(c) In a county with a population of 750,000 or more, upon a written request of the county executive delivered to the clerk which must have been approved by the county board chairperson, specifying the time and place of the meeting. The time shall not be less than 48 hours from the delivery of the request. Upon receiving the request and the approval of the county board chairperson, the clerk shall immediately mail to each supervisor notice of the time and place of the meeting. Any special meeting may be adjourned by a vote of a majority of all the supervisors.

(3) All meetings shall be held in the county at places that are designated by the board. The board shall give adequate public notice of the time, place and purpose of each meeting.

(4) The board shall sit with open doors, and all persons conducting themselves in an orderly manner may attend. If any supervisor misses or leaves a meeting of the board without good cause or without being first excused by the board, the chairperson may issue a warrant requiring the sheriff or some constable immediately to arrest and bring the supervisor before the board. The expenses of the arrest shall be deducted from the pay of the member unless otherwise directed by the board. The board may punish its members for infraction of its rules by imposing the penalty provided in the rules.

(5) The board may appropriate funds to broadcast by radio or television, or to tape and rebroadcast, any meeting of the board held under this section.

**History:** 1971 c. 68, 307; 1975 c. 41, 109; 1983 a. 192; 1995 a. 201 ss. 105, 233; Stats. 1995 s. 59.11; 2013 a. 14; 2017 a. 207 s. 5.

A county clerk can adjourn a regular meeting of the county board when requested by majority of the elected members of the board. 61 Atty. Gen. 352.

**59.12 Chairperson; vice chairperson; powers and duties.** (1) The board, at the first meeting after each regular election at which members are elected for full terms, shall elect a member chairperson. The chairperson shall perform all duties required of the chairperson until the board elects a successor. The chairperson may administer oaths to persons required to be sworn concerning any matter submitted to the board or a committee of the board or connected with their powers or duties. The chairperson shall countersign all ordinances of the board, and shall preside at meetings when present. When directed by ordinance the chairperson shall countersign all county orders, transact all necessary board business with local and county officers, expedite all measures resolved upon by the board and take care that all federal, state and local laws, rules and regulations pertaining to county government are enforced.

(2) The board at the time of the election of the chairperson shall also elect a member vice chairperson, for the same term, who in case of the absence or disability of the chairperson shall perform the chairperson's duties. The board at the time of the election of the chairperson may also elect a member 2nd vice chairperson, for the same term, who in case of the absence or disability of the chairperson and vice chairperson shall perform the duties of the chairperson. Except for the board of a county with a population of



## Door County Emergency Management and Communications

1201 S Duluth Ave  
Sturgeon Bay, WI 54235

---

Director: Daniel Kane  
(920) 746-7195  
[dkane@co.door.wi.us](mailto:dkane@co.door.wi.us)

TO: Public Safety Committee

FROM: Daniel Kane

RE: Memo on Increased Staffing for the Communications Division

---

Current staffing levels in dispatch sit at 10.5 staff. Under the current staffing levels, it only takes 1 vacancy to occur through PTO, sick, FMLA, or vacancy, to drop to minimum staffing levels which can easily overwhelm the ability of dispatch during peak call times. An increase in staff will serve a few main purposes including:

- A more resilient center to turnover;
- Better morale due to less mandatory overtime;
- Fewer overtime dollars spent;
- The ability to integrate an attractive schedule;
- Better coverage for public safety agencies in the field during peak times and special events or during labor intensive calls.
- This will retroactively improve morale and also have a positive impact on retention.

It is my recommendation that the communications division be allowed to budget for 12 full time staff along with 1 full time administrative position. This would be accomplished by eliminating the current .5 admin .5 dispatch position and creating 1 full time admin position along with adding 2 additional fulltime dispatchers.



## REQUEST FOR FISCAL IMPACT INFORMATION

\_\_\_\_\_ RECLASSIFICATION  
 \_\_\_\_\_ FTE/Hours  
 \_\_\_\_\_ Job Class  
 \_\_\_\_\_ Step  
 \_\_\_\_\_ Rate

CHANGE FTE/Hours  
 From \_\_\_\_\_ TO \_\_\_\_\_  
 CHANGE JOB CLASS/STEP  
 From \_\_\_\_\_ TO \_\_\_\_\_

Position Title  
 Effective Date  
 Department

EM Telecommunicators  
 \_\_\_\_\_ 6 Mo \_\_\_\_\_  
 EM Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2019 TOTAL SALARY					2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Telecommunicators - Grade F @ Control Point (Oct.1-Dec.31 2019)</b>										
2.00	\$22.24	21,973					14,696			36,669
										-
<b>Total Salary and Benefit Increase</b>										<b>36,669</b>
FTE/Hrs	@ Rate	2019 TOTAL SALARY					2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
										-
										-
<b>Total Salary and Benefit Increase</b>										<b>-</b>

Dept Head Signature \_\_\_\_\_ *[Signature]*  
 Date \_\_\_\_\_ *8/7/19*

Finance Director

**This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.**

### REQUEST FOR FISCAL IMPACT INFORMATION

RECLASSIFICATION  
 \_\_\_\_\_  
 FTE/Hours  
 \_\_\_\_\_  
 Job Class  
 \_\_\_\_\_  
 Step  
 \_\_\_\_\_  
 Rate  
 \_\_\_\_\_

CHANGE FTE/Hours  
 From \_\_\_\_\_ TO \_\_\_\_\_  
 CHANGE JOB CLASS/STEP  
 From \_\_\_\_\_ TO \_\_\_\_\_  
 \_\_\_\_\_

Position Title  
 Effective Date  
 Department

EM Telecommunicators  
 \_\_\_\_\_  
 6 Mo  
 \_\_\_\_\_  
 EM Sub Dept  
 \_\_\_\_\_

FTE/Hrs	@ Rate	2020 TOTAL SALARY					2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>2 Telecommunicators - Grade F @ Control Point</b>										
2.00	\$22.24	88,129					58,819			146,948
										-
<b>Total Salary and Benefit Increase</b>										<b>146,948</b>
FTE/Hrs	@ Rate	2020 TOTAL SALARY					2020 TOTAL BENEFITS			TOTAL SALARY and Benefits
										-
										-
<b>Total Salary and Benefit Increase</b>										<b>-</b>

Dept Head Signature

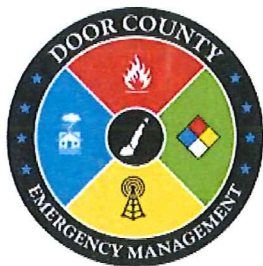
*[Handwritten Signature]*

Finance Director

Date

8/7/19

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## Door County Emergency Management and Communications

1201 S Duluth Ave  
Sturgeon Bay, WI 54235

---

Director: Daniel Kane  
(920) 746-7195  
[dkane@co.door.wi.us](mailto:dkane@co.door.wi.us)

TO: Public Safety Committee  
FROM: Daniel Kane  
RE: Memo on Bonus for the Communications Division

---

Dispatch schedules consist of multiple 12 hour shifts per week and a lot of overtime hours (some of which are paid at straight time) due to low staffing levels. Not only does this create longer shifts for staff, it reduces the amount of people that can be off at any given time. The result of low staffing levels has caused staff to either cancel or simply not request time off for plans they have had throughout the summer and into the fall. This includes funerals, weddings, and time with family, all of which have been affected.

My proposal is to use funds from the salary and wage budget (available due to vacancies) to provide a one-time bonus check as a thank you to staff for all their hard work and overtime hours, not to mention their commitment to getting through this difficult time. In working with the finance director, HR, and Admin we identified an appropriate dollar amount. It is my recommendation to provide these individuals with a \$2,500 bonus per staff member. This amount would be given at the end of the year 2019 still employed with Door County. Projections show that factoring in overtime and salary/wage dollars the \$2,500 amount will leave the department about \$3,000 under budget for the year in salary/wage.

### REQUEST FOR FISCAL IMPACT INFORMATION

\_\_\_\_\_ RECLASSIFICATION  
 \_\_\_\_\_ FTE/Hours  
 \_\_\_\_\_ Job Class  
 \_\_\_\_\_ Step  
 \_\_\_\_\_ Rate

CHANGE FTE/Hours  
 From \_\_\_\_\_ TO \_\_\_\_\_  
 CHANGE JOB CLASS/STEP  
 From \_\_\_\_\_ TO \_\_\_\_\_

Position Title  
 Effective Date  
 Department

EM Telecommunicators

6 Mo

EM

Sub Dept

FTE/Hrs	@ Rate	2019 TOTAL SALARY					2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>\$2,500 Incentive Bonus for 7 Telecommunicators</b>										
7.00	\$2,500.00	17,500					2,520			20,020
										-
<b>Total Salary and Benefit Increase</b>										<b>20,020</b>
FTE/Hrs	@ Rate	2019 TOTAL SALARY					2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
										-
										-
<b>Total Salary and Benefit Increase</b>										<b>-</b>

Dept Head Signature

*[Handwritten Signature]*

Finance Director

Date

8/7/19

**This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.**





Door County  
Emergency Management and Communications

1201 S Duluth Ave  
Sturgeon Bay, WI 54235

---

Director: Daniel Kane  
(920) 746-7195  
[dkane@co.door.wi.us](mailto:dkane@co.door.wi.us)

TO: Public Safety Committee

FROM: Daniel Kane

RE: Memo on Sign on Bonus for the Communications Division

---

The EM & Communications Department is struggling to recruit for, and find eligible/qualified candidates for Telecommunicator positions. In an effort to maintain the level of Telecommunicators needed for Public Safety, it is my recommendation, after consulting HR and Admin, to offer a sign on bonus to candidates selected for vacant positions. The bonus would be a one-time payment of \$750 per candidate which would be provided at the successful completion of their introductory period. This bonus would be in effect until staffing levels have stabilized.

Your support for the bonus is greatly appreciated.

**REQUEST FOR FISCAL IMPACT INFORMATION**

RECLASSIFICATION  
 \_\_\_\_\_  
 FTE/Hours  
 \_\_\_\_\_  
 Job Class  
 \_\_\_\_\_  
 Step  
 \_\_\_\_\_  
 Rate  
 \_\_\_\_\_

CHANGE FTE/Hours  
 From \_\_\_\_\_ TO \_\_\_\_\_  
 CHANGE JOB CLASS/STEP  
 From \_\_\_\_\_ TO \_\_\_\_\_

Position Title  
 Effective Date  
 Department

**EM Telecommunicators**  
 \_\_\_\_\_  
 6 Mo  
 \_\_\_\_\_  
**EM** Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>\$750 Sign on Bonus for Telecommunicators up to 5 Employees</b>									
5.00	\$750.00	3,750				540			4,290
									-
<b>Total Salary and Benefit Increase</b>									<b>4,290</b>
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
									-
									-
<b>Total Salary and Benefit Increase</b>									<b>-</b>

Dept Head Signature

*[Handwritten Signature]*

Finance Director

Date

8/7/19

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.

Door County Human Resources Form #: 2015-04	<b>Title: Request to Refill Position</b>
Date Created 11/19/2014	Date Revised 01/23/2019
Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.	

**DEPT. HEAD TO COMPLETE:**

Department: Emergency Management & Communications Position Title: Telecommunicator

Position Status:  Currently vacant  Will be vacant Date Vacant: 7/26/2019  
 Full Time  Part Time  New position Hours per week: 40

Reason for Vacancy:  Termination  Transfer  Retirement  Resignation

Transfer: why is the new position more attractive to employee than current one? N/A

Name of Current / Most Recent Incumbent: Pam Beilke

Reviewed, updated, and submitted to Human Resources:  
 Job Analysis Questionnaire (not to be included in the agenda packet)  
 Job Description

Completed by: Daniel Kane - Director Date 8/7/2019

**Financial Information:**

Salary Range: \$19,46 - \$22,24 Is the Position Budgeted:  Yes  No  
 Funding Source:  Levy %  Grant Funded %  Other %  
 Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO 06 - Clerical FLSA Status non-exempt  
 Human Resources has performed a position review? KLL (HR initial) 8/8/19 Date  
 The Job Description has been updated and signed? KLL (HR initial) 8/8/19 Date

**Approvals:**

County Administrator [Signature] Date 8-8-2019

Administrative Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

## County of Door Telecommunicator

<b>Job Title</b>	Telecommunicator	<b>Last Revision</b>	06/06/2019
<b>Department</b>	Emergency Management & Communications	<b>HR Reviewed</b>	06/06/2019
<b>Division</b>		<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	Emergency Management Director	<b>FLSA Status</b>	Non-Exempt
<b>Pay Range</b>	F	<b>EEO Code</b>	06 – Office/Clerical

### General Summary:

Operates emergency communications equipment, which receives and dispatches police, fire and emergency medical calls via telephone and electronic dispatch equipment. Also, operates various on-line data entry terminals. Considerable ability to remain emotionally stable during periods of emergency and stress. Ability to extract information from distraught callers. Also, operates various on-line data entry terminals. The Communications Center is a 24/7/365 operation so you will be required to work nights/weekends/holidays and mandatory overtime. Provide truthful and accurate communications. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

### Duties and Responsibilities

#### *Essential Job Functions*

1. Must have the ability to multitask (listen to radio traffic, listen to the caller on the phone and type information into the computer at the same time).
2. Answers and routes telephone calls and messages of an emergency and non-emergency nature to the proper public service agency.
3. Implements proper and current data input procedure on keyboard terminals in order to ensure data is properly transmitted to the computer.
4. Ascertains proper routing of incident information through geographic knowledge of the County.
5. Relays further information as needed throughout the duration of an emergency situation.
6. Keeps records and data in accordance with department rules.
7. Logs calls and activities as required.
8. Must be proficient in the Transaction Information for the Management of Enforcement (TIME) System which includes; entry of warrants, restraining orders, missing persons, stolen items, criminal histories, administrative messages, hit confirmations etc. and is used during all traffic stops.
9. Operates radio transmitter in accordance with Federal Communications Commission Rules and Regulations.
10. Routes, transmits and interprets teletype messages.
11. Monitors weather radar and follows severe weather procedures when situation dictates such.
12. Approves phone line traces after following all required procedures and guidelines.
13. Participates and attends job related meetings and training.
14. Briefs incoming shift regarding status of current incidents, problems, etc.

## County of Door Telecommunicator

### Requirements

#### *Training and Experience*

1. High school diploma or equivalent required.
2. Ability to type a minimum of 35 words per minute determined by a standard keyboard test.
3. Completion of Fundamentals of Emergency Dispatch course preferred.
4. Able to obtain certification in CPR within 6 months of hire.
5. Must obtain Basic and Advanced TIME System certifications within 1 year of hire and maintain.
6. Successful completion of telecommunications field training and evaluation program within six (6) months of hire.
7. Related emergency situation experience preferred.
8. Familiarity with incidents relating to critical law enforcement activities preferred.

#### *Knowledge, Skills, and Abilities Required*

1. Strong ability to communicate effectively and precisely both orally and in writing.
2. Ability to hear at a level commensurate with working conditions.
3. Vision correctable to 20/20 on a Snellen eye chart.
4. Ability to record computer data rapidly and accurately.
5. Ability to maintain security and confidentiality.
6. Continuous working knowledge of emergency medical terms and situations.
7. Continuous working knowledge of the County's geography.
8. Ability to learn and comprehend Federal Communications Commission's departmental rules, regulations and regulations.
9. Knowledge of and ability to utilize a computer and the required software.
10. Ability to operate a keyboard and telephone equipment.
11. Ability to work the required hours of the position.
12. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.

#### **Equipment Operated**

Telephone, 911 communications console, keyboard, computer, TDD, alternate paging source.

#### **Physical and Working Conditions**

Almost one hundred percent (100%) of time spent seated in front of dispatch console listening and speaking to others using dispatching equipment. Approximately seventy five percent (75%) of time using medium fingering (using keyboard to enter data on computer).

Nearly 100% of time work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, general public, whether walking in or on the telephone may be encountered.

Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e.

### County of Door Telecommunicator

paper and equipment).

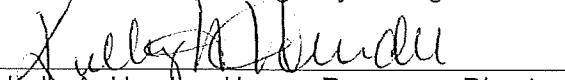
In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

  
Daniel F. Kane, Emergency Management Director

6/6/2019  
Date

  
Kelly A. Hendee, Human Resources Director

6/6/2019  
Date



**REQUEST FOR FISCAL IMPACT INFORMATION**

RECLASSIFICATION  
 \_\_\_\_\_  
 FTE/Hours  
 \_\_\_\_\_  
 Job Class  
 \_\_\_\_\_  
 Step  
 \_\_\_\_\_  
 Rate  
 \_\_\_\_\_

CHANGE FTE/Hours  
 From \_\_\_\_\_ TO \_\_\_\_\_  
 CHANGE JOB CLASS/STEP  
 From \_\_\_\_\_ TO \_\_\_\_\_

Position Title  
 Effective Date  
 Department

**EM Telecommunicator**  
 \_\_\_\_\_  
 6 Mo  
 \_\_\_\_\_  
**EM** Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Telecommunicator - Grade F - Step 1</b>									
1.00	\$19.46	38,049				28,465			66,514
<b>Telecommunicator - Grade E - Budget</b>									
1.00	\$20.30	39,692				14,916			54,608
<b>Total Salary and Benefit Increase</b>									<b>11,906</b>
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Telecommunicator - Grade F - Control Point</b>									
1.00	\$22.24	43,485				29,248			72,733
<b>Telecommunicator - Grade E - Budget</b>									
1.00	\$20.30	39,692				14,916			54,608
<b>Total Salary and Benefit Increase</b>									<b>18,125</b>

Dept Head Signature

*[Handwritten Signature]*  
 \_\_\_\_\_  
 Date 8/8/19

Finance Director

**Disclaimer: This Fiscal Impact does not include Step 2 \$20.02, Step 3 \$20.57, Step 4 \$21.13, or Step 5 \$21.68.**

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Door County Human Resources Form #: 2015-04	Title: <b style="font-size: 1.2em;">Request to Refill Position</b>
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Date Created 11/19/2014	Date Revised 01/23/2019	Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.
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**DEPT. HEAD TO COMPLETE:**

Department Administration Position Title: Transportation Manager

Position Status:     Currently vacant             Will be vacant            Date Vacant: \_\_\_\_\_  
 Full Time             Part Time             New position            Hours per week: 32/week

Reason for Vacancy:     Termination     Transfer     Retirement     Resignation

Transfer: why is the new position more attractive to employee than current one? n/a

Name of Current / Most Recent Incumbent: n/a

Reviewed, updated, and submitted to Human Resources:  
 Job Analysis Questionnaire (not to be included in the agenda packet)  
 Job Description

Completed by: Kelly Hindu Date 8-13-19

**Financial Information:**

Salary Range: Grade J: \$27.00 to \$30.86 Is the Position Budgeted:  Yes     No

Funding Source:  Levy % \_\_\_\_\_  Grant Funded % \_\_\_\_\_  Other \_\_\_\_\_ % \_\_\_\_\_

Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

EEO Professional \_\_\_\_\_ FLSA Status Exempt

Human Resources has performed a position review? KH (HR initial) 8-13-2019 Date

The Job Description has been updated and signed? KH (HR initial) 8-13-2019 Date

**Approvals:**

County Administrator [Signature] Date 8-13-2019

Administrative Committee Chair \_\_\_\_\_ Date \_\_\_\_\_



## County of Door Transportation Manager

<b>Job Title</b>	Transportation Manager – Administration	<b>Last Revision</b>	07/22/19
<b>Department</b>	Administrative	<b>HR Reviewed</b>	
<b>Division</b>	Administrative	<b>Employee Group</b>	General Municipal Employee
<b>Report To</b>	County Administrator	<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	J	<b>EEO Code</b>	

### General Summary

This position will serve as the manager of the public transportation program. This program encompasses duties to include the Door 2 Door transportation program as well as oversight of the ADRC bus. The position involves budget development, forecasting, and compliance with state and federal requirements. This position reports to the County Administrator. This position performs a variety of tasks, which are generally assigned to the position, in addition to being responsible for time-limited special projects and other duties as assigned by the Administrator.

### Duties and Responsibilities

#### *Essential Job Functions*

1. Analyze the fiscal feasibility of the current transportation system. Working to find additional resources & funding options to support fiscal solvency of the transportation program.
2. Oversee the annual preparation of grant applications, operating budget and annual capital budgets for the program.
3. Assure the completion and the timely submittal of all state and federal grant reports (Wisconsin 85.21 and Federal Section 5311) in coordination with the Finance Manager.
4. Update and/or prepare all contracts, policies and procedures, and RFP's required by County, State and Federal standards.
5. Provide direct supervision and training (including AODA) to all drivers. Including annual performance evaluations.
6. Analyze service delivery areas, provider utilization and geographical assignments to determine travel patterns and needs of users.
7. Institute and maintain a performance monitoring system to provide the statistics necessary to make quarterly assessments of all services per grant guidelines.
8. Responsible for the supervision, evaluation, performance management and development of assigned county staff. Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### *General Job Functions*

1. Works in collaboration with community organizations to identify and maximize services to meet identified needs.
2. Promotes interagency cooperation and represents the county in meetings related to the public transportation program.
3. Miscellaneous projects / duties / tasks as directed by County Administrator.

### Reporting Relationships

This position works under the direct supervision of the County Administrator.

## County of Door Transportation Manager - Administration

### Requirements

#### *Training and Experience*

1. Bachelor's Degree in Business Management, Public Administration, Non-profit Management, Marketing or related field.
2. Two (2) to three (3) years preferred previous public transportation experience.
3. Analytical skills to provide solutions and recommendations.
4. Fiscal working knowledge of government grants.
5. The County of Door reserves the right to consider candidates whose education and work experience provides comparable knowledge, skills and abilities.

#### *Knowledge, Skills, and Abilities Required*

1. Comfortable and adept at making presentations for small and large audiences.
2. Ability to effectively problem solve.
3. Ability to establish and maintain effective working relationships with others.
4. Articulate, performance driven and results oriented.
5. Work well independently and in a team environment.
6. Ability to write reports, business correspondence and grants.
7. Ability to read, analyze and interpret government regulations.
8. Ability to communicate effectively with consumers who use transportation services, including the ability to deal with challenging behavior when necessary.
9. Ability to represent Door County professionally to state and federal funding partners.
10. Ability to maintain the highest levels of confidentiality required.
11. Strong organizational skills and maturity are required.
12. Working knowledge of the functions of county government is essential.

#### **Physical & Working Conditions**

Nearly 100% of the time, work is performed in a normal office setting with little or no discomfort from temperature, dust or noise. Interacting with other employees, county board supervisors, general public, outside agencies and businesses, whether walking in or on the telephone may be encountered.

Over 75% of work is performed seated at a desk, working on a computer keyboard and/or telephone with about 10% of work performed standing and walking. Over 75% of the work is performed by talking, hearing, and using both far and near vision. Occasional lifting is required up to 10 lbs. (i.e. paper and equipment).

Potential for physical harm exists during contacts with angry or irate members of the public.

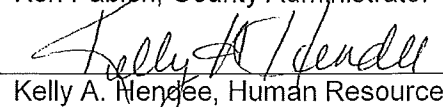
In an effort to provide for continuity of County government and to cope with the problems of an emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec. 323.14, Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

  
 \_\_\_\_\_  
 Ken Pabich, County Administrator

8-13-19  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Kelly A. Mendee, Human Resources Director

8-13-19  
 \_\_\_\_\_  
 Date

**REQUEST FOR FISCAL IMPACT INFORMATION**

RECLASSIFICATION  
 \_\_\_\_\_ FTE/Hours  
 \_\_\_\_\_ Job Class  
 \_\_\_\_\_ Step  
 \_\_\_\_\_ Rate

CHANGE FTE/Hours  
 From \_\_\_\_\_ TO \_\_\_\_\_  
 CHANGE JOB CLASS/STEP  
 From \_\_\_\_\_ TO \_\_\_\_\_

Position Title Transportation Manager  
 Effective Date \_\_\_\_\_  
 Department \_\_\_\_\_ 6 Mo \_\_\_\_\_  
 Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Transportation Mgr Grade J-Level 1</b>									
0.80	\$27.00	45,049				25,341			70,390
<b>Transportation Mgr Grade J-Budget</b>									
									-
<b>Total Salary and Benefit Increase</b>									<b>70,390</b>
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Transportation Mgr Grade J-Control Point</b>									
0.80	\$30.86	51,489				26,281			77,770
<b>Transportation Mgr Grade J-Budget</b>									
									-
<b>Total Salary and Benefit Increase</b>									<b>77,770</b>

Dept Head Signature *Steve Wimmer* Finance Director  
 Date 8/13/15

**Disclaimer: This Fiscal Impact does not include Step 2 \$27.77, Step 3 \$28.55, Step 4 \$29.32, or Step 5 \$30.09.**

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.



## County of Door Page

<b>Job Title</b>	Page	<b>Last Revision</b>	5/18/2011
<b>Department</b>	Library	<b>HR Reviewed</b>	
<b>Division</b>		<b>Employee Group</b>	
<b>Report To</b>	Head of Circulation or Branch Manager	<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	Not on pay plan	<b>EEO Code</b>	06 – Office/Clerical

### General Summary

Under immediate supervision; performs routine clerical and physical tasks as required. Reports to Head of Circulation or Branch Manager.

### Duties and Responsibilities

#### *Essential Job Functions*

1. Sorts and shelves books and other library materials.
2. Reads shelves for alphabetical and numerical sequence, relocating materials out-of-place, straightens materials on shelves.
3. Meters and delivers outgoing mail.
4. Routine filing such as alphabetizing or arranging in numerical sequence, circulation, registration or other records.
5. Acts as messenger to obtain books, periodicals, or other library materials in book stacks or other storage areas.
6. Checks out materials at the circulation desk and clears returned materials. Takes payment for overdue charges and records receipt on computer.
7. Issues library cards. Verifies and enters information in computer database.
8. Answers phone and directs calls to appropriate staff member.
9. Aids patrons in proper use of equipment and technology.

#### *General Job Functions*

1. Other duties as assigned

### Requirements

#### *Training and Experience*

1. High School graduate or student in good standing who is over 16 years of age

#### *Knowledge, Skills, and Abilities Required*

1. Ability to learn and use the library computer software.
2. Ability to relate in a tactful, courteous and friendly manner with the public and other staff.
3. Schedule flexibility.
4. Ability to read, comprehend, listen and communicate, both verbally and in writing.

# County of Door Page

### Physical & Working Conditions

1. Nearly continuous standing.
2. Nearly continuous walking, bending, stooping and climbing.
3. Ability to lift up to 35 lb.; pushing/pulling 25-40 lb. on an intermittent basis throughout the shift.
4. Reaching, handling, fingering, feeling.
5. Vision; near/far.
6. Speaking, hearing.

Normal office/indoor environment with little or no discomfort due to temperature, dust, noise, wetness or the like. Continual interaction with the public.


### Equipment Operated

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

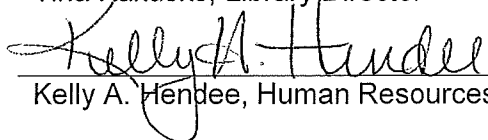
Basic office equipment: Postage meter, book carts, computer, keyboard, telephone, photocopier, printer and scanner.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

  
 \_\_\_\_\_  
 Tina Kakuske, Library Director

8/12/19  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Kelly A. Hendee, Human Resources Director

8/12/19  
 \_\_\_\_\_  
 Date



### REQUEST FOR FISCAL IMPACT INFORMATION

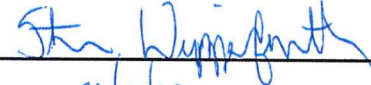
RECLASSIFICATION  
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 FTE/Hours  
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CHANGE FTE/Hours  
 From \_\_\_\_\_ TO \_\_\_\_\_  
 CHANGE JOB CLASS/STEP  
 From \_\_\_\_\_ TO \_\_\_\_\_

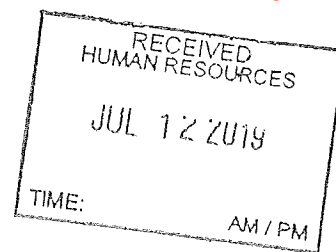
Position Title  
 Effective Date  
 Department

Library - Library Page  
 \_\_\_\_\_  
 6 Mo  
 \_\_\_\_\_  
Library Sub Dept \_\_\_\_\_

FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Library - Page-level 1</b>									
299.00	\$11.00	3,298				259			3,557
<b>Library - Page-Budget</b>									
299.00	\$11.00	3,298				259			3,557
Total Salary and Benefit Increase									-
FTE/Hrs	@ Rate	2019 TOTAL SALARY				2019 TOTAL BENEFITS			TOTAL SALARY and Benefits
<b>Library - Page-Control Point</b>									
299.00	\$13.00	3,897				306			4,203
<b>Library - Page-Budget</b>									
299.00	\$11.00	3,298				259			3,557
Total Salary and Benefit Increase									646

Dept Head Signature  Finance Director  
 Date 8/3/19

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and/or the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time that this position is filled or this position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.



Dan,

I regret to inform you that I am resigning from my position as telecommunicator for Door County. I have accepted a position with another agency. My last shift will be on Friday July 26<sup>th</sup> ending at 7:00 am that morning. I wish you and my fellow dispatchers all the best in this stressful time.

Sincerely,

A handwritten signature in black ink, appearing to read "Pamela Beilke".

Pamela Beilke





## Door County Health and Human Services

County Government Center  
421 Nebraska Street  
Sturgeon Bay, WI 54235



**Joseph Krebsbach, Director**  
First Floor Fax 920-746-2355  
Second Floor Fax 920-746-2439  
dhs@co.door.wi.us

Date: July 9, 2019

Dear Administrative Committee Members,

As the Community Service Manager, I am writing to inform the Administrative Committee that Mary Simac has successfully completed her 90-day probationary period. Prior to being hired as a full time Community Support Case Manager Mary completed her UWGB Master's Level internship working an unpaid 16 hours a week from Sept of 2017 until graduation in May of 2018. After graduation Mary contracted with the department to work Crisis On-Call two weekends a month until she was hired for the full time CSP CM position.

At this time Mary possesses all of the basic skills necessary to meet the job requirements of a CSP Case Manager and will be moved into full time regular employment status.

Sincerely,

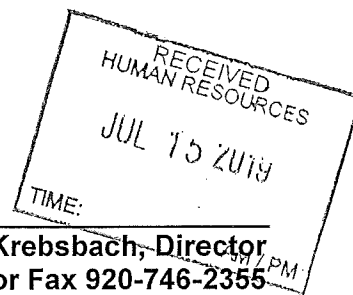
*Sheryl Flores, LCSW*

Sheryl F. Flores, LCSW  
Community Service Manager



## Door County Health and Human Services

County Government Center  
421 Nebraska Street  
Sturgeon Bay, WI 54235



**Joseph Krebsbach, Director**  
First Floor Fax 920-746-2355  
Second Floor Fax 920-746-2349  
dhs@co.door.wi.us

July 2, 2019

Kelly Hendee  
421 Nebraska St.  
Sturgeon Bay, WI 54235

RE: Completion on Introductory Period  
Employee Name: Robin Lambrecht  
Position: Behavioral Health Co-occurring therapist  
Start Date: December 20, 2018

As of 06/20/2019, Robin Lambrecht, will have successfully completed her introductory period as Behavioral Health Therapist in the Human Services Department. Robin has completed all orientation and introductory training required of her position. She is meeting all responsibilities of the Behavioral Health therapist position and is performing assigned duties and responsibilities at a high level.

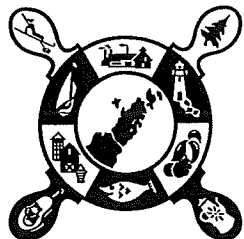
Robin exhibits excellent clinical skills and is a strong asset to our Behavioral Health team. She is responsible in her duties as a therapist and as a team member, she communicates clearly with her team and eagerly steps up to help with client referrals and in the crisis coverage. She is reliable and a dependable team member.

Robin is a wonderful addition to our Behavioral Health team. We are very fortunate to have Robin as part of our team. I recommend that she move to regular employment status effective June 20, 2019.

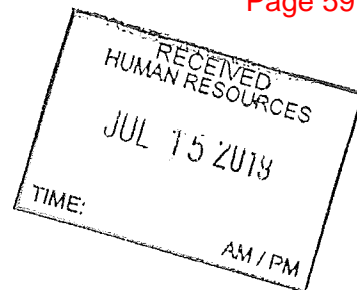
Sincerely,

Donna Altepeter, LCSW  
Manager, Behavioral Health Services  
Door County Health and Human Services

Cc: Joe Krebsbach, Human Services Director  
Cori McFarlane, Human Services Deputy Director  
Helen Bacon, Human Services Board Chair



**County of Door**  
**DEPARTMENT OF COMMUNITY PROGRAMS**  
County Government Center  
421 Nebraska Street  
Sturgeon Bay, WI 54235



**Joseph Krebsbach**  
Program Director  
(920) 746-2345  
Fax: (920) 746-2439

June 3, 2019

Administrative Committee  
421 Nebraska St.  
Sturgeon Bay WI 54235

Re: Completion of Introductory Period

Name: Lorraine Fahrenkrug

Start Date: 12/03/2018

Lorraine Fahrenkrug has done an excellent job learning her new role as the ADRC's Disability Benefit Specialist. Since Lorraine started, she has worked diligently at learning all of the many responsibilities that make up her role. She has been a terrific addition to our ADRC team and always maintains an upbeat and positive attitude. Lorraine has a solid understanding of the ADRC's mission and what it means to serve individuals living with a physical/intellectual disability here in Door County. She will complete her introductory period successfully and will move to a regular status as of June 3, 2019.

Sincerely,

Jake Erickson  
ADRC Director

Cc: Administrative Committee  
Human Resources Department.





# Clerk of Court A/P July 2019

Payment Date Range 07/01/19 - 07/31/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 100 - General Fund</b>											
Department <b>25 - Court Systems</b>											
Sub-Department <b>1340 - Clerk of Courts</b>											
Account <b>52101 - Professional Services</b>											
6957 - REETZ LAW OFFICE	2019-00000278	Court Appointed Attorney Fees	Paid by Check # 667335		07/19/2019	07/19/2019	07/19/2019		07/22/2019	240.98	
								Account <b>52101 - Professional Services</b> Totals		Invoice Transactions 1	<u>\$240.98</u>
Account <b>52130 - PS-Guardian Ad Litem</b>											
3629 - ERICKSON PRIBYL S.C.	2019-00000255	Court Appointed GAL Fees	Paid by Check # 667180		07/05/2019	07/05/2019	07/05/2019		07/12/2019	1,106.00	
15303 - NINA MARTEL SC	2019-00000276	Court Appointed Attorney Fees	Paid by Check # 667333		07/19/2019	07/19/2019	07/19/2019		07/22/2019	796.88	
9682 - PINKERT LAW FIRM LLP	2019-00000277	Court Appointed GAL Fees	Paid by Check # 667334		07/19/2019	07/19/2019	07/19/2019		07/22/2019	637.00	
								Account <b>52130 - PS-Guardian Ad Litem</b> Totals		Invoice Transactions 3	<u>\$2,539.88</u>
Account <b>52301 - Repair &amp; Maintenance</b>											
8620 - DAVE'S LOCK & KEY	2019-00000274	Repair Safe	Paid by Check # 667331		07/19/2019	07/19/2019	07/19/2019		07/22/2019	58.00	
								Account <b>52301 - Repair &amp; Maintenance</b> Totals		Invoice Transactions 1	<u>\$58.00</u>
Account <b>52425 - Interpreter Services</b>											
10627 - JEM TRANSLATORS	2019-00000256	Interpreter Fees	Paid by Check # 667181		07/05/2019	07/05/2019	07/05/2019		07/12/2019	22.50	
19805 - SPAN WISH, LLC	2019-00000254	Interpreter Fees	Paid by Check # 667182		07/05/2019	07/05/2019	07/05/2019		07/12/2019	204.36	
21104 - JV TRANSLATOR, LLC	2019-00000275	Interpreter Fees	Paid by Check # 667332		07/19/2019	07/19/2019	07/19/2019		07/22/2019	274.92	
15825 - SUSAN G RASCON	2019-00000279	Interpreter Fees	Paid by Check # 667336		07/19/2019	07/19/2019	07/19/2019		07/22/2019	309.66	
13733 - SWITS, LLC	2019-00000280	Interpreter Fees	Paid by Check # 667337		07/19/2019	07/19/2019	07/19/2019		07/22/2019	137.00	
								Account <b>52425 - Interpreter Services</b> Totals		Invoice Transactions 5	<u>\$948.44</u>
								Sub-Department <b>1340 - Clerk of Courts</b> Totals		Invoice Transactions 10	<u>\$3,787.30</u>
								Department <b>25 - Court Systems</b> Totals		Invoice Transactions 10	<u>\$3,787.30</u>
								Fund <b>100 - General Fund</b> Totals		Invoice Transactions 10	<u>\$3,787.30</u>
								Grand Totals		Invoice Transactions 10	<u>\$3,787.30</u>

\* = Prior Fiscal Year Activity





**CORPORATION COUNSEL OFFICE**  
**August Committee Meeting**  
**2019 Vouchers**

<b>Fund-Dept-Sub-Acct.</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
<b>100-17101</b>	<b>PRE-PAIDS</b>		
<b>100-17101-4300</b>			
	Door County Clerk of Court	Prepaid Electronic Filing Fee	\$350.00
<b>100-44-1114-53106</b>	<b>OFFICE SUPPLIES (FROM HR BUDGET)</b>		
	Staples	Office Supplies	\$41.53
<b>100-14-1107-52101</b>	<b>PROFESSIONAL</b>		
<b>100-14-1107-52105</b>	<b>LITIGATION</b>		
	Door County Sheriff's Department	Civil Service - 2019-236 / 2019-CV-97	\$65.00
	Door County Sheriff's Department	Civil Service - 2014-125 Veness	\$65.00
	Door County Sheriff's Department	Civil Service - 2019CV103 Gray	\$65.00
	Door County Sheriff's Department	Civil Service - 2014-125 Veness	\$65.00
	Register of Deeds	2002-445 - Recording Fees - LIS PENDENS	\$30.00
<b>100-14-1107-54406</b>	<b>TELEPHONE</b>		
<b>100-14-1107-52301</b>	<b>REPAIR/MAINTENANCE</b>		
<b>100-14-1107-52402</b>	<b>MEMBERSHIP</b>		
<b>100-14-1107-53102</b>	<b>POSTAGE</b>		
<b>100-14-1107-53106</b>	<b>OFFICE SUPPLIES</b>		
	Staples	Office Supplies	\$41.53
<b>100-14-1107-53131</b>	<b>LEGAL RESEARCH</b>		
	Thompson Reuters	Government Select on Westlaw - Wpack (for June 2019 services)	\$319.54
	State Bar of Wisconsin	WI Judicial Benchbook: Probate Ed 5-S2 (FY20)	\$68.15
<b>100-14-1107-54101</b>	<b>CONFERENCE FEES AND TRAINING</b>		
<b>100-14-1107-54102</b>	<b>TRAINING MILES, MEALS, LODGING</b>		
<b>100-14-1305-52401</b>	<b>COUNSELING CONTRACTED SERVICES</b>		
	Gay Pustaver	2019 Bill for Mediation Services #7-2019 July	\$400.00
<b>100-14-1350-53109</b>	<b>LAW LIBRARY</b>		
	Thompson Reuters	Government Select on Westlaw - Wpack (for June 2019 services)	\$1,278.14
<b>100-14-1107-55107</b>	<b>LEASED PRINTING</b>		
	Wisconsin Document Imaging	Monthly Usage	\$418.58
		<b>TOTAL:</b>	<b>\$3,207.47</b>



## DOOR COUNTY BOARD OF SUPERVISORS VOUCHERS AUGUST MEETING VOUCHERS

Acct No.	Vendor	Description	Amount	Prepaid
<b>COUNTY BOARD or OTHER VOUCHERS:</b>				
100.39.1351.52401	Brown County Treasurer	no invoice arrived yet this month		
100.11.1101.54115	Cardmember Service	Jingdezhen Sister City Lodging @ Newport Resort	\$229.00	X
100.11.1101.54115	Fireside Restaurant	Jingdezhen Sister City: Get-together	\$229.00	X
<b>County Administrator Vouchers:</b>				
TOTAL:			\$458.00	

# Accounts Payable Invoice Report

G/L Date Range 07/01/19 - 07/31/19

Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department <b>10 - County Clerk</b>									
Batch Number <b>2019-00000379</b>		Batch Date <b>07/22/2019</b>			Entered by User <b>Barb Pavlik</b>				
Vendor <b>14722 - NATIONAL BAND &amp; TAG CO</b>									
Sub-Department <b>10 County Clerk</b>									
521561	COUNTY CLERK - DOG TAGS	Paid by Check #667433		07/22/2019	07/22/2019	07/22/2019		07/23/2019	155.00
Sub-Department <b>10 County Clerk</b> Totals						Invoices	1		0
Vendor <b>14722 - NATIONAL BAND &amp; TAG CO</b> Totals						Invoices	1		<u>\$155.00</u>
Vendor <b>37621 - WISCONSIN COUNTIES ASSOCIATION</b>									
Sub-Department <b>10 County Clerk</b>									
07172019	CTY CLERK- 2019 WCA ANNUAL CONFERENCE	Paid by Check #667434		07/22/2019	07/22/2019	07/22/2019		07/23/2019	2,625.00
Sub-Department <b>10 County Clerk</b> Totals						Invoices	1		0
Vendor <b>37621 - WISCONSIN COUNTIES ASSOCIATION</b> Totals						Invoices	1		<u>\$2,625.00</u>
Vendor <b>14651 - WISCONSIN MEDIA</b>									
Sub-Department <b>10 County Clerk</b>									
0002620929	COUNTY CLERK - ADVERTISING	Paid by Check #667435		07/22/2019	07/22/2019	07/22/2019		07/23/2019	212.43
Sub-Department <b>10 County Clerk</b> Totals						Invoices	1		0
Vendor <b>14651 - WISCONSIN MEDIA</b> Totals						Invoices	1		<u>\$212.43</u>
Batch Number <b>2019-00000379</b> Totals						Invoices	3		<u>\$2,992.43</u>
Department <b>10 - County Clerk</b> Totals						Invoices	3		<u>\$2,992.43</u>
<b>10 County Clerk</b>				Grand Totals		Invoices	3		<u>\$2,992.43</u>

Door County

*Jennifer Moeller*  
7/17/19

*N. Good*  
7/17/19

# Accounts Payable Invoice Report

G/L Date Range 07/19/19 - 07/19/19  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department <b>25 - Court Systems</b>									
Batch Number <b>2019-00000370</b>		Batch Date 07/19/2019			Entered by User Jennifer Moeller				
Vendor <b>3629 - ERICKSON PRIBYL S.C.</b>									
Sub-Department <b>25 Court Systems</b>									
10958	Guardian ad Litem fees	Edit		07/19/2019	07/19/2019	07/19/2019			1,034.00
Sub-Department <b>25 Court Systems</b> Totals						Invoices	1		0
Vendor <b>3629 - ERICKSON PRIBYL S.C.</b> Totals						Invoices	1		\$1,034.00
Vendor <b>10709 - EVERSON AND GIBBS LLC</b>									
Sub-Department <b>25 Court Systems</b>									
1811	18GN11 Guardian ad Litem fees	Edit		07/19/2019	07/19/2019	07/19/2019			224.00
Sub-Department <b>25 Court Systems</b> Totals						Invoices	1		0
Vendor <b>10709 - EVERSON AND GIBBS LLC</b> Totals						Invoices	1		\$224.00
Vendor <b>6197 - HOLLY M JEWELL</b>									
Sub-Department <b>25 Court Systems</b>									
1154	transcripts	Edit		07/19/2019	07/19/2019	07/19/2019			142.50
Sub-Department <b>25 Court Systems</b> Totals						Invoices	1		0
Vendor <b>6197 - HOLLY M JEWELL</b> Totals						Invoices	1		\$142.50
Vendor <b>2288 - KEYSTONE PSYCHOLOGY LLC</b>									
Sub-Department <b>25 Court Systems</b>									
2979	19ME32 eval and travel	Edit		07/19/2019	07/19/2019	07/19/2019			575.00
Sub-Department <b>25 Court Systems</b> Totals						Invoices	1		0
Vendor <b>2288 - KEYSTONE PSYCHOLOGY LLC</b> Totals						Invoices	1		\$575.00
Vendor <b>2674 - LISA A HARTEL</b>									
Sub-Department <b>25 Court Systems</b>									
18157	transcripts	Edit		07/19/2019	07/19/2019	07/19/2019			224.00
Sub-Department <b>25 Court Systems</b> Totals						Invoices	1		0
Vendor <b>2674 - LISA A HARTEL</b> Totals						Invoices	1		\$224.00
Vendor <b>20086 - MARSHALL J BALES</b>									
Sub-Department <b>25 Court Systems</b>									
4197	independent evaluations	Edit		07/19/2019	07/19/2019	07/19/2019			1,110.00
Sub-Department <b>25 Court Systems</b> Totals						Invoices	1		0
Vendor <b>20086 - MARSHALL J BALES</b> Totals						Invoices	1		\$1,110.00
Vendor <b>15303 - NINA MARTEL SC</b>									
Sub-Department <b>25 Court Systems</b>									
1910	Attorney fees	Edit		07/19/2019	07/19/2019	07/19/2019			504.92
Sub-Department <b>25 Court Systems</b> Totals						Invoices	1		0
Vendor <b>15303 - NINA MARTEL SC</b> Totals						Invoices	1		\$504.92

Door County

# Accounts Payable Invoice Report

G/L Date Range 07/19/19 - 07/19/19

Report By Department - Batch - Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>9682 - PINKERT LAW FIRM LLP</b>									
Sub-Department <b>25 Court Systems</b>									
9290045	Guardian ad Litem fee 92GN2P	Edit		07/19/2019	07/19/2019	07/19/2019			250.00
Sub-Department <b>25 Court Systems</b> Totals						Invoices	1		0
Vendor <b>9682 - PINKERT LAW FIRM LLP</b> Totals						Invoices	1		\$250.00
Vendor <b>10922 - UW LAW SCHOOL</b>									
Sub-Department <b>25 Court Systems</b>									
19B18107	WI Jury Instructions - Children 2019	Edit		07/19/2019	07/19/2019	07/19/2019			130.00
Sub-Department <b>25 Court Systems</b> Totals						Invoices	1		0
Vendor <b>10922 - UW LAW SCHOOL</b> Totals						Invoices	1		\$130.00
Vendor <b>36721 - WEST GROUP PAYMENT CENTER</b>									
Sub-Department <b>25 Court Systems</b>									
840625066	June 2019 library charges	Edit		07/19/2019	07/19/2019	07/19/2019			565.74
Sub-Department <b>25 Court Systems</b> Totals						Invoices	1		0
Vendor <b>36721 - WEST GROUP PAYMENT CENTER</b> Totals						Invoices	1		\$565.74
Vendor <b>5999 - WISCONSIN DOCUMENT IMAGING</b>									
Sub-Department <b>25 Court Systems</b>									
72644	June copier lease	Edit		07/19/2019	07/19/2019	07/19/2019			151.80
Sub-Department <b>25 Court Systems</b> Totals						Invoices	1		0
Vendor <b>5999 - WISCONSIN DOCUMENT IMAGING</b> Totals						Invoices	1		\$151.80
Batch Number <b>2019-00000370</b> Totals						Invoices	11		\$4,911.96
Department <b>25 - Court Systems</b> Totals						Invoices	11		\$4,911.96
<b>25 Court Systems</b>				Grand Totals		Invoices	11		\$4,911.96

Door County

*J. Moeller*  
8/1/19

*H. Hood*  
8/1/19

# Accounts Payable Invoice Report

G/L Date Range 08/02/19 - 08/02/19  
Report By Department - Batch - Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department <b>25 - Court Systems</b>									
Batch Number <b>2019-00000396</b>		Batch Date 08/01/2019			Entered by User Jennifer Moeller				
Vendor <b>3629 - ERICKSON PRIBYL S.C.</b>									
Sub-Department <b>25 Court Systems</b>									
11010	19CV84 GAL for Injunction	Edit		08/02/2019	08/02/2019	08/02/2019			658.00
Sub-Department <b>25 Court Systems</b> Totals							Invoices	1	0
Vendor <b>3629 - ERICKSON PRIBYL S.C.</b> Totals							Invoices	1	\$658.00
Vendor <b>6197 - HOLLY M JEWELL</b>									
Sub-Department <b>25 Court Systems</b>									
1159	transcripts	Edit		08/02/2019	08/02/2019	08/02/2019			200.00
Sub-Department <b>25 Court Systems</b> Totals							Invoices	1	0
Vendor <b>6197 - HOLLY M JEWELL</b> Totals							Invoices	1	\$200.00
Vendor <b>12047 - WI REGISTER IN PROBATE ASSOCIA</b>									
Sub-Department <b>25 Court Systems</b>									
9112019	Fall 2019 Conference and annual dues	Edit		08/02/2019	08/02/2019	08/02/2019			125.00
Sub-Department <b>25 Court Systems</b> Totals							Invoices	1	0
Vendor <b>12047 - WI REGISTER IN PROBATE ASSOCIA</b> Totals							Invoices	1	\$125.00
Vendor <b>5999 - WISCONSIN DOCUMENT IMAGING</b>									
Sub-Department <b>25 Court Systems</b>									
75522	July 2019 copier lease	Edit		08/02/2019	08/02/2019	08/02/2019			151.55
Sub-Department <b>25 Court Systems</b> Totals							Invoices	1	0
Vendor <b>5999 - WISCONSIN DOCUMENT IMAGING</b> Totals							Invoices	1	\$151.55
Batch Number <b>2019-00000396</b> Totals							Invoices	4	\$1,134.55
Department <b>25 - Court Systems</b> Totals							Invoices	4	\$1,134.55
<b>25 Court Systems</b>									
Grand Totals						Invoices	4	\$1,134.55	







