



Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Agenda

Tuesday, April 8, 2014

7:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a Regular Meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **April 8, 2014** at **7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on TW Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

Call to order.

1. Roll call.
2. Approval of minutes of the March 11, 2014 regular meeting of the Finance/Personnel Committee.
3. Consideration of March Overtime Report from Police Department
4. Fire Department Overtime Report for the month of March.
5. Recommendation to award bid to Kleuskens Electric for electrical work in Police Department shooting range. *
6. Approval of Boat Replacement Purchase *
7. Approval of Revised Emergency Operations Basic Plan *
8. Consider Initial Resolution for the Industrial Revenue Bond Financing request of Green Box NA Green Bay, LLC. *
9. Consider Resolution Regarding Public Bidding and Non-Discrimination in Connection with Industrial Revenue Bond Financing (Green Box).*
10. Request to Review Submission Deadlines for Public Meetings.
11. End of Year Report on Health Insurance Plan & Rates Paid by Retirees
12. Out of State Travel Summary for 2014
13. Public comment and announcements.
14. Future agenda items.
15. Adjournment.

Notice is hereby given that a majority of the members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject(s) over which they have decision-making responsibility.

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, the previous day so that arrangements can be made.

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspaper & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

James Snyder

Ron Van Den Heuvel

Randy Kulat

City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: April 8, 2014

DEPARTMENT: City Attorney

FROM: Jeni Dupont

SUBJECT: Approval of minutes of the March 11, 2014 regular meeting of the Finance/Personnel Committee.

The March 11, 2014 minutes will be presented at the May 13, 2014 Finance/Personnel meeting.

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: April 8, 2014

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration of March Overtime Report from Police Department

Attached is the March 2014 overtime report from the police department. Attached also are the overtime report summaries for 2012 and 2013 for comparison.

Please contact me at 339-4075 if you have any questions about the report.

ATTACHMENTS:

- 2012 PD OT Summary (PDF)
- 2013 PD OT Report Summary (PDF)
- March 2014 PD OT (PDF)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2012**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	111.00	69.00	49.50	59.25	89.25	36.00	87.00	57.75	70.50	46.50	81.00	55.50	812.25
OFFICER WORKED ON HOLIDAY	169.75	10.00	12.00	32.50	4.00	81.00	63.75	26.50	121.00	12.00	58.00		590.50
OFFICER FOR COURT	15.00	18.00	6.00	20.25	7.50	14.00	9.00	15.00	25.50	6.00	10.50	9.50	156.25
OFFICER TRAINING	31.00	13.00	40.25	120.50	50.00	50.00	8.00	107.00	13.75	70.25	73.75	29.00	606.50
OFFICER RELIEF FOR FUNERAL							13.50						13.50
OFFICER ATTEND MEETING		8.25						15.00				1.25	24.50
STAFFING LEVEL	133.50	79.50	23.25	53.25	136.75	162.00	189.00	243.00	192.75	183.75	252.00	73.50	1722.25
INVESTIGATION	142.25	68.75	38.25	56.50	77.50	36.75	61.50	135.00	90.00	61.00	42.75	60.75	871.00
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	31.50	43.00	56.25	27.00	31.25	25.50		33.00	48.75	78.00	28.50	27.00	429.75
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		11.25		10.50	11.25	301.00	49.75	7.50	9.00	33.50	69.00	11.75	514.50
MISCELLANEOUS	5.75	16.50	4.00	11.50	9.50	4.25	7.50	7.00	7.00	4.50	11.25	20.75	109.50
MISCELLANEOUS REIMBURSED	72.75	95.50	63.25	127.50	77.25	143.75	93.00	110.25	113.25	58.50	60.00	108.25	1123.25
Gross OFFICER OVERTIME	712.50	432.75	292.75	518.75	494.25	854.25	582.00	757.00	691.50	554.00	686.75	397.25	6973.75
SUBTOTAL REIMBURSED OVERTIME	(104.25)	(149.75)	(119.50)	(165.00)	(119.75)	(470.25)	(142.75)	(150.75)	(171.00)	(170.00)	(157.50)	(147.00)	(2067.50)
NET OFFICER OVERTIME	608.25	283.00	173.25	353.75	374.50	384.00	439.25	606.25	520.50	384.00	529.25	250.25	4906.25
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$130,000.00
Expenditures through 01/03/2013 \$137,720.00
Percent of Total Budget: 105.94%

NOTES:

* Period 12/24/2011 - 2/3/2012	+Period 3/31/2012 - 4/27/2012	#Period 6/23/2012 - 8/3/2012	^^Period 9/29/2012 - 10/26/2012
**Period 2/4/2012 - 3/2/2012	++Period 4/28/2012 - 5/25/2012	##Period 8/04/2012 - 8/31/2012	*+Period 10/27/2012 - 11/23/2012
***Period 3/3/2012 - 3/30/2012	^Period 5/26/2012 - 6/22/2012	^^Period 9/1/2012 - 9/28/2012	*+*Period 11/24/2012 - 12/21/2012

S:MONTHLY/Overtime by reason.xlsx

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2013**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC**	TOTAL
OFFICER SICK RELIEF	102.00	75.00	69.75	106.50	178.00	26.25	90.00	25.50	77.25	53.25	22.50	65.25	891.25
OFFICER WORKED ON HOLIDAY	178.00	12.00	34.25	13.50	10.50	65.00	65.00	4.00	118.50	12.00	4.00	244.00	760.75
OFFICER FOR COURT	15.00	15.00	21.00	3.00	15.00	12.00	28.50	10.50	45.50	18.00	12.00	18.00	213.50
OFFICER TRAINING	10.00	62.50	36.00	75.75	221.00	63.25	111.50	3.00	77.50	175.25	156.75	14.75	1007.25
OFFICER RELIEF FOR FUNERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			27.75		27.75
OFFICER ATTEND MEETING	1.50	6.25	0.00	0.00	0.00	7.50	16.50	3.00	15.00	22.50	15.00	14.00	101.25
STAFFING LEVEL	166.50	57.75	157.50	118.50	210.00	186.00	400.75	375.25	215.75	136.50	106.50	195.75	2326.75
INVESTIGATION	50.25	54.00	51.75	27.75	123.50	59.75	87.00	51.75	105.25	41.75	54.25	58.00	765.00
HONOR GUARD FOR FUNERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SCHOOL LIAISON REIMBURSED	26.25	74.25	40.50	22.50	47.00	25.50	0.00	18.75	58.50	48.00	18.00	33.00	412.25
COMMUNITY RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SPECIAL ASSIGNMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SPECIAL ASSIGNMENT REIMBURSED	0.00	15.25	0.00	10.50	9.00	299.75	6.00	20.25	15.75	11.50		69.50	457.50
MISCELLANEOUS	41.25	23.00	87.00	21.75	16.00	29.25	31.75	39.75	30.75	25.50	25.25	36.75	408.00
MISCELLANEOUS REIMBURSED	156.00	98.25	113.25	117.25	183.75	168.00	68.25	67.50	55.50	94.50	72.75	105.75	1300.75
Gross OFFICER OVERTIME	746.75	493.25	611.00	517.00	1013.75	942.25	905.25	619.25	815.25	638.75	514.75	854.75	8672.00
SUBTOTAL REIMBURSED OVERTIME	(182.25)	(187.75)	(153.75)	(150.25)	(239.75)	(493.25)	(74.25)	(106.50)	(129.75)	(154.00)	(90.75)	(208.25)	(2170.50)
NET OFFICER OVERTIME	564.50	305.50	457.25	366.75	774.00	449.00	831.00	512.75	685.50	484.75	424.00	646.50	6501.50
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$130,000.00
Expenditures through 09/27/2013 \$167,529.00
Percent of Total Budget: 128.87%

NOTES:

* Period 12/22/2012 - 02/01/2013
**Period 2/2/2013 - 3/1/2013
***Period 3/2/2013 - 3/29/2013

+Period 3/30/2013 - 4/26/2013
++Period 4/27/2013 - 5/24/2013
^Period 5/25/2013 - 6/21/2013

#Period 6/22/2013 - 8/2/2013
##Period 8/3/2013 - 8/30/2013
^^Period 8/31/2013 - 9/27/2013

^^^Period 9/28/2013 - 10/25/2013
*+Period 10/26/2013 - 11/22/2013
**+Period 11/23/2013 - 1/3/2014

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2014**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	35.25	82.50	83.25										201.00
OFFICER WORKED ON HOLIDAY	4.00	4.00	8.00										16.00
OFFICER FOR COURT	36.00	12.00	15.00										63.00
OFFICER TRAINING		13.00	32.25										45.25
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	40.50		6.00										46.50
STAFFING LEVEL	27.75	16.50	35.50										79.75
INVESTIGATION	34.75	22.25	8.25										65.25
HONOR GUARD FOR FUNERAL	0.00	0.00											0.00
SCHOOL LIAISON REIMBURSED	24.00	49.50	21.75										95.25
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		15.00											15.00
MISCELLANEOUS	14.00	25.25	28.50										67.75
MISCELLANEOUS REIMBURSED	107.25	102.00	119.25										328.50
Gross OFFICER OVERTIME	323.50	342.00	357.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1023.25
SUBTOTAL REIMBURSED OVERTIME	(131.25)	(166.50)	(141.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(438.75)
NET OFFICER OVERTIME	192.25	175.50	216.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	584.50
SECRETARY OVERTIME					3.00								3.00
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$133,357.00

Expenditures through 04/04/2014 \$21,557.15

Percent of Total Budget: 16.16%

NOTES:

* Period 1/4/2014 - 1/31/2014

+Period

#Period

^^Period

Period 2/1/2014 - 2/28/2014

++Period

##Period

*+Period

Period 03/01/2014 - 03/28/2014

^Period

^^Period

*+*Period

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: April 8, 2014

DEPARTMENT: Fire Department

FROM: Diane Yashinsky

SUBJECT: Fire Department Overtime Report for the month of March.

ATTACHMENTS:

- ot (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2013

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
STBYS/DUTY CREW	54	55.25	27	33	24.25	36	51	90	139.5	153	105.75	144.5	913.2
EMS TRAINING	292.25	81	93	69.75	9	9.75	10.25	8.75	131.75	79.5	67.5	64.5	917
FIRE TRAINING	20.5	42.25	78	20.25	30	4.5	9	0	22	7.5	26.5	19	279.5
RESCUE CALLS	7.5	7	5	9.5	38.5	14.75	4.75	19.5	3.5	23	6.25	14	153.2
FIRE CALLS	2.25	3.75	9.75	1	41.25	12.5	7.75	0.75	0	0.75	0	3.25	83
OFFICER MTGS.	9	9	9	21	18	8.25	18	24	18	5.5	12	4.5	156.2
STAFFING REP.	0	40.5	57	566.75	117	317	86.25	47.25	83.75	147.75	108	36	1607.5
MAINTENANCE	0	0	0	0	10.5	0	8.5	0	0	169.5	51.75	2.5	242.7
PUB. ED.	0	0	0	0	0	0	0	1.25	0	73.75	6	0	81
SPECIAL EVENTS	0	0	0	0	0	25	0	27	0	0	0	0	52
# FIRE RUNS	28	31	18	13	42	32	26	28	27	30	25	40	340
# of EMS RUNS	146	153	160	132	139	143	123	170	142	147	152	152	1758
TOTAL HRS.	385.5	238.75	278.75	721.25	288.5	402.75	195.5	191.5	398.5	660.25	383.75	288.25	4485.5

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2014

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
DUTY CREW	73.5	147	98.75										319.2
EMS TRAINING	70.5	83	81										234.5
FIRE TRAINING	11	5.5	6										22.5
RESCUE CALLS	15.5	17	3.5										36
FIRE CALLS	0	0	0										0
OFFICER MTGS.	15	16.5	18										49.5
STAFFING REP.	0	41.25	3										44.2
MAINTENANCE	0	3.5	0										3.5
PUB. ED.	0	0	5.25										5.25
SPECIAL EVENTS	0	20	0										20
# FIRE RUNS	30	31	22										83
# of EMS RUNS	147	145	136										428
DISPATCH ERRORS	6	1	3										10
TOTAL HRS.	185.5	333.75	215.5	0	0	0	0	0	398.5	0	0	0	734.7

Special Events = Critical Incident Stress Debriefing and Car Seat Installation Training

Total Overtime Budget \$97,012 Expenditures through March 14 \$11,218 11.6%

DE PERE FIRE RESCUE
STANDBY OVERTIME BREAKDOWN BY AREA
FOR THE YEAR OF 2014

AREA	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
LEDGEVIEW	6.5	12	16.1										34.6
LAWRENCE	11.5	18	11										40.5
ASHWAUBENON	2	8	2.2										12.2
CTY RESCUE	0.5	1	0										1.5
OTHER	0.5	1	0										1.5
TOTAL HRS.	21	40	29.3	0	0	0.0	0	0	0	0	0	0	

Ambulance Run Data Report
De Pere Fire Rescue
From 01/01/14 To 03/31/14
Total Number of Runs Based on Search Criteria: 436

Runs by Dispatch Reason

Dispatch Reason	# of Times	% of Times
Abdominal Pain	17	3.90%
Allergic Reaction	2	0.46%
Altered Mental Status	22	5.05%
Anaphylactic Reaction	1	0.23%
Assault	3	0.69%
Auto vs. Pedestrian	1	0.23%
Back Pain (Non-Traumatic/Non-Recent Trauma)	8	1.83%
Breathing Problem	51	11.70%
Cardiac Arrest	5	1.15%
Cardiac Etiology	7	1.61%
Chest Pain	24	5.50%
Choking	7	1.61%
CO Poisoning/Hazmat	6	1.38%
Diabetic Problem	5	1.15%
Fall Victim	86	19.72%
Headache	5	1.15%
Heart Problems	1	0.23%
Heat/Cold Exposure	2	0.46%
Hemorrhage/Laceration	7	1.61%
Ingestion/Poisoning	1	0.23%
Invalid Assists/Lifting Assist	2	0.46%
Medical Alarm	6	1.38%
Medical Transport	2	0.46%
Other	14	3.21%
Overdose	11	2.52%
Pain	15	3.44%
Psychiatric Problems	6	1.38%
Respiratory Arrest	1	0.23%
Seizure/Convulsions	13	2.98%
Sick Person	14	3.21%
Stab/Gunshot Wound	1	0.23%
Standby	1	0.23%
Stroke/CVA	18	4.13%
Suicidal	4	0.92%
Traffic/Transportation Accident	17	3.90%
Transfer/Interfacility/Palliative Care	1	0.23%
Traumatic Injury	8	1.83%
Unconscious/Fainting	24	5.50%
Unknown Problem/Man Down	5	1.15%
Unknown	12	2.75%
Total	436	100%

Attachment: ot (2020 : Fire Dept. OT)

Incident Type Report (Summary)
From 01/01/14 To 03/31/14
Report Printed On: 04/01/2014

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
1 Fire						
Fire, other (100)	1	0.45%	\$0.00	\$0.00	\$0.00	0.00%
Building fire (111)	4	1.80%	\$0.00	\$0.00	\$0.00	0.00%
Cooking fire, confined to container (113)	2	0.90%	\$0.00	\$0.00	\$0.00	0.00%
Passenger vehicle fire (131)	1	0.45%	\$1,000.00	\$300.00	\$1,300.00	100.00%
Garbage dump or sanitary landfill fire (152)	1	0.45%	\$0.00	\$0.00	\$0.00	0.00%
	9	4.05%	\$1,000.00	\$300.00	\$1,300.00	100.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)						
Overpressure rupture, explosion, overheat other (200)	1	0.45%	\$0.00	\$0.00	\$0.00	0.00%
Excessive heat, scorch burns with no ignition (251)	1	0.45%	\$0.00	\$0.00	\$0.00	0.00%
	2	0.90%	\$0.00	\$0.00	\$0.00	0.00%
3 Rescue & Emergency Medical Service Incident						
Rescue, EMS incident, other (300)	3	1.35%	\$0.00	\$0.00	\$0.00	0.00%
Medical assist, assist EMS crew (311)	1	0.45%	\$0.00	\$0.00	\$0.00	0.00%
Emergency medical service, other (320)	1	0.45%	\$0.00	\$0.00	\$0.00	0.00%
EMS call, excluding vehicle accident with injury (321)	116	52.25%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with injuries (322)	4	1.80%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle/pedestrian accident (MV Ped) (323)	1	0.45%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with no injuries. (324)	4	1.80%	\$0.00	\$0.00	\$0.00	0.00%
High-angle rescue (356)	1	0.45%	\$0.00	\$0.00	\$0.00	0.00%
Ice rescue (362)	1	0.45%	\$0.00	\$0.00	\$0.00	0.00%
	132	59.45%	\$0.00	\$0.00	\$0.00	0.00%
4 Hazardous Condition (No Fire)						
Combustible/flammable gas/liquid condition, other (410)	1	0.45%	\$0.00	\$0.00	\$0.00	0.00%
Gasoline or other flammable liquid spill (411)	1	0.45%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide incident (424)	8	3.60%	\$0.00	\$0.00	\$0.00	0.00%
Electrical wiring/equipment problem, other (440)	2	0.90%	\$0.00	\$0.00	\$0.00	0.00%
Overheated motor (442)	2	0.90%	\$0.00	\$0.00	\$0.00	0.00%
Power line down (444)	2	0.90%	\$0.00	\$0.00	\$0.00	0.00%
	16	7.20%	\$0.00	\$0.00	\$0.00	0.00%
5 Service Call						
Service Call, other (500)	1	0.45%	\$0.00	\$0.00	\$0.00	0.00%
Lock-out (511)	2	0.90%	\$0.00	\$0.00	\$0.00	0.00%
Water problem, other (520)	5	2.25%	\$0.00	\$0.00	\$0.00	0.00%
Water or steam leak (522)	1	0.45%	\$0.00	\$0.00	\$0.00	0.00%
Smoke or odor removal (531)	1	0.45%	\$0.00	\$0.00	\$0.00	0.00%
Assist invalid (554)	7	3.15%	\$0.00	\$0.00	\$0.00	0.00%
	17	7.65%	\$0.00	\$0.00	\$0.00	0.00%
6 Good Intent Call						
Dispatched and cancelled en route (611)	9	4.05%	\$0.00	\$0.00	\$0.00	0.00%
Wrong location (621)	2	0.90%	\$0.00	\$0.00	\$0.00	0.00%
No incident found on arrival at dispatch address (622)	1	0.45%	\$0.00	\$0.00	\$0.00	0.00%
Steam, other gas mistaken for smoke, other (650)	2	0.90%	\$0.00	\$0.00	\$0.00	0.00%
Smoke scare, odor of smoke (651)	1	0.45%	\$0.00	\$0.00	\$0.00	0.00%
	15	6.75%	\$0.00	\$0.00	\$0.00	0.00%
7 False Alarm & False Call						
False alarm or false call, other (700)	6	2.70%	\$0.00	\$0.00	\$0.00	0.00%
Extinguishing system activation due to malfunction (732)	2	0.90%	\$0.00	\$0.00	\$0.00	0.00%
Heat detector activation due to malfunction (734)	1	0.45%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system sounded due to malfunction (735)	2	0.90%	\$0.00	\$0.00	\$0.00	0.00%
CO detector activation due to malfunction (736)	12	5.41%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation, no fire - unintentional (743)	3	1.35%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	4	1.80%	\$0.00	\$0.00	\$0.00	0.00%
	30	13.51%	\$0.00	\$0.00	\$0.00	0.00%
9 Special Incident Type						
Citizen complaint (911)	1	0.45%	\$0.00	\$0.00	\$0.00	0.00%
	1	0.45%	\$0.00	\$0.00	\$0.00	0.00%
Total Incident Count:	222			Total Est. Loss:	\$1,300.00	

Attachment: ot (2020 : Fire Dept. OT)

DE PERE FIRE/RESCUE				
OVERTIME REPORT				
MONTH OF MARCH, 2014				
PERSONNEL	DATE	ACTUAL HOURS	O.T. HOURS	REASON
BALCER	1-Mar	1.25	3.00	DUTY CREW
YOUNG	1-Mar	2.50	3.75	DUTY CREW
LINSEN	3-Mar	2.33	3.50	DUTY CREW
WITT	3-Mar	1.75	3.00	DUTY CREW
HENDRICKS, TD.	4-Mar	3.00	4.50	OFFICERS MEETING
CHESLOCK	4-Mar	3.00	4.50	OFFICERS MEETING
HENDRICKS, TM.	4-Mar	3.00	4.50	OFFICERS MEETING
BALCER	4-Mar	3.00	4.50	OFFICERS MEETING
BALCER	5-Mar	2.25	3.50	DUTY CREW
HERMANS, D.	5-Mar	2.33	3.50	DUTY CREW
LINSEN	5-Mar	2.33	3.50	DUTY CREW
BALCER	5-Mar	1.00	3.00	DUTY CREW
LINSEN	5-Mar	1.00	3.00	DUTY CREW
BALCER	5-Mar	1.50	3.00	DUTY CREW
HENDRICKS, TM.	6-Mar	2.00	3.00	FIRE TRAINING
HENDRICKS, TM.	6-Mar	2.00	3.00	EMS TRAINING
DEVILEY	7-Mar	1.00	1.50	WORK OVER EMS
TEWS	7-Mar	0.50	0.75	WORK OVER EMS
HERMANS, D.	7-Mar	1.00	3.00	DUTY CREW
HERMANS, B.	7-Mar	1.00	3.00	DUTY CREW
BALCER	7-Mar	1.00	3.00	DUTY CREW
BALCER	7-Mar	1.00	3.00	DUTY CREW
BALCER	10-Mar	1.00	3.00	DUTY CREW
HENDRICKS, TD.	11-Mar	3.00	4.50	PARAMEDIC CME
SCHWEINER	11-Mar	3.00	4.50	PARAMEDIC CME
BALCER	11-Mar	3.00	4.50	PARAMEDIC CME
JANSEN	11-Mar	3.00	4.50	PARAMEDIC CME
PANSIER	11-Mar	3.00	4.50	PARAMEDIC CME
HERMANS, B.	13-Mar	2.00	3.00	DUTY CREW
WITT	13-Mar	1.75	3.00	DUTY CREW
BALCER	13-Mar	2.00	3.00	FIRE TRAINING
MATZKE	14-Mar	1.25	3.00	DUTY CREW
BALCER	14-Mar	1.25	3.00	DUTY CREW
DE WEERT	14-Mar	1.25	3.00	DUTY CREW
BALCER	15-Mar	1.00	3.00	DUTY CREW
BALCER	16-Mar	1.00	3.00	DUTY CREW
LINSEN	16-Mar	1.00	3.00	DUTY CREW
BALCER	16-Mar	1.00	3.00	DUTY CREW
CORROY	16-Mar	1.00	3.00	DUTY CREW
LINSEN	16-Mar	1.00	3.00	DUTY CREW
DE WEERT	18-Mar	1.00	3.00	STAFFING REPLACEMENT
MATZKE	18-Mar	3.50	5.25	PUB. EDUCATION
MATZKE	19-Mar	3.00	4.50	EMS TRAINING
HENDRICKS, TM.	21-Mar	2.00	3.00	EMS TRAINING
BALCER	24-Mar	1.00	3.00	DUTY CREW
WITT	24-Mar	1.75	3.00	DUTY CREW

Attachment: ot (2020 : Fire Dept. OT)

HENDRICKS, TM.	24-Mar	3.00	4.50	PARAMEDIC CME
GATZ	24-Mar	3.00	4.50	PARAMEDIC CME
YOUNG	24-Mar	3.00	4.50	PARAMEDIC CME
GATZ	24-Mar	3.00	3.00	CHART REVIEW
HERMANS, D.	25-Mar	1.00	3.00	DUTY CREW
BALCER	25-Mar	1.00	3.00	DUTY CREW
PANSIER	25-Mar	1.00	3.00	DUTY CREW
LINSSSEN	25-Mar	3.00	4.50	PARAMEDIC CME
PUETZ	25-Mar	3.00	4.50	PARAMEDIC CME
CORROY	25-Mar	3.00	4.50	PARAMEDIC CME
NELSON	25-Mar	3.00	4.50	PARAMEDIC CME
THOMSON	25-Mar	0.50	0.75	WORK OVER EMS
NELSON	25-Mar	0.33	0.50	WORK OVER EMS
BROWN	26-Mar	3.00	4.50	PARAMEDIC CME
SINKLER	26-Mar	3.00	4.50	PARAMEDIC CME
DEVILEY	26-Mar	3.00	4.50	PARAMEDIC CME
BALCER	30-Mar	1.00	3.00	DUTY CREW
		120.07	215.50	

Number of Standbys

32

Attachment: ot (2020 : Fire Dept. OT)

DE PERE FIRE RESCUE
MUTUAL AID REPORT
MARCH, 2014

MUTUAL AID GIVEN

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE OF CALL</u>
355	HOBART	FIRE
362	LEDGEVIEW	FIRE
394	GREEN BAY	FIRE
404	ASHWAUBENON	FIRE
453	ASHWAUBENON	EMS

MUTUAL AID RECEIVED

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE OF CALL</u>
--------------	---------------	---------------------

MARCH, 2014

*OVERTIME CAUSED BY SICK LEAVE

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
3/18	1	3
TOTAL	1	3

*Overtime generated when staffing levels fall below minimum as a result of sick leave.

Attachment: ot (2020 : Fire Dept. OT)

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: April 8, 2014

DEPARTMENT: Building Department

FROM: David Hongisto

SUBJECT: Recommendation to award bid to Kleuskens Electric for electrical work in Police Department shooting range. *

ATTACHMENTS:

- electrical bid attachments (PDF)

CITY OF DE PERE**MEMO**

To: Mayor Michael Walsh
Members of the Personnel / Finance Committee

From: David R. Hongisto, Building Inspector

Subject: Shooting Range

Date: April 3, 2014

This past year the shooting range under the Police Department had a 20+ year old acoustical ceiling that collapsed. The City Council approved a bid from H.J. Martin and Son, Inc. to remove the old ceiling (which consisted of acoustic pad, underlayment, and blown in cellulose insulation) and install a new TECTUM panel acoustic ceiling.

The demolition has occurred and through this process a number of electrical code violations and potential fire hazards were revealed. I have solicited three proposals from local licensed electrical contractors to correct the violations and install appropriate lighting, dimmer switches, and an emergency exit light. The proposals follow:

C&C Electric Services, Inc.	\$4,750.00
Thomas Electric, Inc.	\$3,250.00
Kleuskens Electric	\$3,020.00

I recommend that Kleuskens Electric be awarded this project and that the funds be appropriated from the Unassigned Reserve Fund. Feel free to contact me at dhongisto@mail.de-pere.org or at my office (339-4053) or my cell phone (660-0302) if you have any questions.

Attachment: electrical bid attachments (2039 : Recommendation to award bid to Kleuskens Electric for electrical)

C & C Electric Services Inc

3765 Creamery Rd Suite 1

De Pere, WI 54115

ccelectricservice@sbcglobal.net

Estimate

Phone # 920-338-8123

Fax # 920-336-6327

Name / Address
City Of De Pere 335 S. Broadway De Pere, Wi 54115

Date	Estimate #
3/22/2014	2006

Project
Pistol Range

Description
Pistol Range 1-Remove junction boxes from above truses 12-Wire existing flood lights 2-Dimmers 2-Receptacles for red and blue lights on switch 2-Receptacles for counter 1-Move receptacle up for counter 8-8ft fluorescent lights for counter area 1-Exit/emergency light 1-Emergency light Total: \$4,750 Note: Permit fees not included.

Attachment: electrical bid attachments (2039 : Recommendation to award bid to Kleuskens Electric for electrical)

THOMAS ELECTRIC, INC.
576 REDBIRD CIRCLE
DE PERE, WI 54115

ESTIMATE	
Date	ESTIMATE #
3/31/2014	3742

Name / Address
CITY OF DE PERE* 335 S. BROADWAY DE PERE, WI 54115

P.O. No.
PISTOL RANGE

Description
8-8' T5 HO FLUORESCENT STRIP LIGHTS 12-CUSTOMER SUPPLIED FLOOD LIGHTS 4-SINGLE POLE SWITCHES 2-1000 WATT DIMMERS 2-OUTLETS ON SWITCH IN RANGE 2-OUTLETS ABOVE TABLE 1-LED BATTERY BACK UP EMERGENCY EXIT LIGHT 1-EMERGENCY LIGHT REMOVE OLD WIRING -REUSE WHAT WE CAN LABOR & MATERIAL \$3,250.00

Phone #	Fax #	E-mail
920-336-4648	920-336-4649	thomasele@tds.net

Attachment: electrical bid attachments (2039 : Recommendation to award bid to Kleuskens Electric for electrical)

KLEUSKENS ELECTRIC

1418 Grant Street
De Pere, WI 54115
(920) 336-3764

-----ESTIMATE-----

TO: City of De Pere
335 So. Broadway Street
De Pere, WI., 54115

DATE: 4-01-14

QTY	DESCRIPTION	AMOUNT
	Install new lights and outlets in shooting range	
	Price Includes:	
8	8' T5 HO Fluorescent Fixtures	
12	Customer Supplied Flood Lights	
4	Single Pole Switches	
2	1000 Watt Dimmers	
2	Outlets On Switch In Range	
2	Outlets Above Table	
1	LED Battery Back Up Emergency Exit Light	
1	Emergency Light	
	Remove Old Wiring	
	Total Estimated Cost	\$3020.00

Attachment: electrical bid attachments (2039 : Recommendation to award bid to Kleuskens Electric for electrical)

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: April 8, 2014

DEPARTMENT: Fire Department

FROM: Jeffrey Roemer

SUBJECT: Approval of Boat Replacement Purchase *

Over the last several months the Department has noticed the inflatable boat has been losing more pressure than its maintenance average. After an inspection for obvious leaks, a discussion led to having it serviced for the leak. We contacted several vendors for estimates and discovered that repairs would be quite costly and replacement may be more cost effective. The age of the boat (2000) and three previous repairs leave limited options to seal leaks. Life expectancy for inflatable' s is typically eight to twelve years depending on usage. The original purchase price for the boat was \$4903.35 in 2000. In 2002 and 2003 separate warranty repairs were performed for air loose issues. In 2006 the port rear air chamber was ruptured during a rescue at the dam, and in 2012 the starboard bow chamber was cut from ice during an ice rescue. Both were able to be patched on the exterior. The repair that is now needed would require the craft be shipped to a repair facility for interior seal and tumble. This repair involves a liquid type sealant put inside of the air chambers, than the unit spun in all directions to coat the inside of the chambers. This repair can only be done once and limits any seam repairs in the future. The cost on this repair can range from \$600.00 to \$1000.00 plus shipping charges to the east coast or Florida.

Department discussion led to assessing the needs of the department and potentially the purchasing of a new marine craft. We looked at the option of staying with an inflatable type hull and an aluminum ridged hull design. Replacement inflatable' s cost varies depending on quality and manufacture. Cost for inflatable' s range from \$5,700.00 for a lesser boat to \$13,000.00 for a comparable craft. Ridged hull boats offer many different features and use specific accessories with prices ranging from \$7600.00 to \$14300.00. While researching manufactures we noticed a new non-current boat in a southern Wisconsin marine dealers stock. The rescue boat is an aluminum ridged hull that closely matches in terms of configuration to what we currently have. Department discussions led to us realizing that boat would meet the needs of the department in a cost effective manner. There is a substantial cost savings with the purchase of the new 2012 boat compared to the 2014 boat and there is no need to purchase a different motor. The current motor and equipment can be transferred to this new craft. It is also a very timely find because we are just entering into our water rescue season and we would be able to get the new boat in service quickly.

I am requesting approval to purchase the 2012 Sea Ark 1660 Rescue Boat from Oxbo Marine, LLC for a total price of \$6,693. We would utilize \$5,842 from our donations account and \$851 from the undesignated reserve account.

Thanks for your consideration.

ATTACHMENTS:

- 106_4494 (JPG)



City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: April 8, 2014

DEPARTMENT: Fire Department

FROM: Jeffrey Roemer

SUBJECT: Approval of Revised Emergency Operations Basic Plan *

The Emergency Operations Center Committee has been working on the revisions to the Emergency Operations Plan that is needed to comply with State and Federal regulations. The attached Basic Plan outlines how the EOC and Emergency Operations are managed in the City of De Pere. This plan will now conform to the Brown County and State plans and we are requesting that it be adopted by the Council. This Basic Plan also names the Fire Chief as the Emergency Management Director and the Police Chief as the Emergency Management Coordinator for the City. This was also recommended by the EOC Committee.

ATTACHMENTS:

- De Pere EOP Basic Plan (DOC)

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

BASIC PLAN

Attachment: De Pere EOP Basic Plan (2035 : Approval of Revised Emergency Operations Basic Plan)

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

CITY BASIC PLAN

LEAD COORDINATING AGENCY: De Pere Emergency Management

SUPPORT AGENCIES: De Pere Public Works Department
De Pere Health Department
De Pere Police Department
De Pere Fire Rescue Department
De Pere Community Development Department
De Pere Parks, Recreation and Forestry Department
Brown County Emergency Management
American Red Cross
Hospitals
Salvation Army
ARES/RACES (Amateur Radio)
Private Utilities

I. INTRODUCTION

A. Mission

De Pere Emergency Management coordinates disaster response and recovery efforts in support of the city. Through planning, training and exercising we prepare response agencies, volunteer organizations, the private sector and citizens to respond to and recover from disasters.

B. Purpose

This document is a comprehensive plan for citywide mitigation, preparedness, response, and recovery activities.

Purpose of the De Pere Emergency Operations Plan (EOP) is to:

1. Facilitate the protection of lives, property and the environment in major disasters of any nature.
2. Coordinate response to disasters, assess damages, identify mitigation opportunities and implement recovery efforts.
3. Describe the city's relationship in support of City departments and other local units of governments during response and recovery.
4. Update plans to reflect information collected, decisions made, and procedures developed in the planning process and during response and recovery operations.
5. Provide a link between the county and municipal plans.
6. Provide policy for government officials, agency managers and emergency managers during a disaster situation.

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

7. Conform to the provisions of the National Incident Management System (NIMS) and the National Response Plan (NRP) to ensure a coordinated and effective response when county or federal agencies and assets are involved.

C. Scope

This Plan considers the emergencies and disasters likely to occur as described in the Brown County and De Pere Hazard Analysis and describes:

1. Functions and activities necessary to implement the four phases of emergency management – mitigation, preparedness, response and recovery.
2. Responsibilities in relation to federal disaster assistance programs under Homeland Security Presidential Directive-8 (HSPD-8), Public Law 100-97, as amended, State Statute Chapter 323 and other applicable laws, including county and local laws and ordinances.
3. Use of government, private sector and volunteer resources.

D. Organization

1. Emergency management in the City of De Pere is organized as shown in Attachment 5, and operates in accordance with State Chapter 323. Under Chapter 323 Wis. Stats., De Pere Emergency Management is responsible to prepare the city to cope with emergencies resulting from enemy action and natural or man-made disasters.
2. De Pere Emergency Management is a division of De Pere Fire Rescue. De Pere Emergency Management offices are located at 400 Lewis St., De Pere, WI 54115. The De Pere Fire Chief is appointed Emergency Management Director and the De Pere Police Chief is the Emergency Management Coordinator.
3. The City of De Pere issues a State of Emergency using the following process:
 - The procedures to follow are outlined in the De Pere Emergency Operations Plan (EOP) (p.4). Additionally, the laws governing who can declare an emergency (p.5) are outlined in the Plan. A sample disaster declaration is included in the plan.
4. The City of De Pere Emergency Operations Center (EOC) and the Brown County EOC will jointly function as the primary locations for coordinating

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

the De Pere emergency response and recovery activities. The City EOC is located on the second floor of City Hall, 335 S. Broadway, De Pere, WI 54115. The County EOC is located at 3028 Curry Ln., Green Bay, WI 54311 and has 18 dedicated phone lines, internet access, an overhead projector, back-up power, and break room facilities available. The Brown County EOC will also serve as the alternate EOC.

5. When the City of De Pere activates the EOP, the City Emergency Management Director will consult with the County Emergency Management Director and determine if an EOC should be opened. If a De Pere City EOC is opened, the County will also open their EOC at the same time. The City Emergency Management Director will initiate the De Pere EOC call-out list based on the level of activation.
6. Brown County Emergency Management operates and maintains an outdoor warning siren system. EM also has a countywide paging system in place that assists in notifying/warning first responders of the potential of a disaster. Once a local jurisdiction activates the disaster plan, the County Communications Center will gather information (location, injuries, approaches, staging, etc.). The Communications Center will relay the information to St. Vincent's Hospital, The Medical Examiner, and Brown County Emergency Management. The EM Director will initiate the EOC Call-Out List (BC Disaster Plan and EOP Phone List).
7. The De Pere Emergency Operations Plan (EOP) utilizes Emergency Support Functions (ESFs), consistent with the National Response Plan (NRP), which identifies sources for direct assistance, operational support that the city may need in order to implement hazard mitigation and preparedness or respond and recover from an emergency or disaster. The City EOP consists of:
 - a. The City Basic Plan identifies policies and concepts of operations that guide the city's mitigation, preparedness, response, and recovery activities.
 - b. The ESFs describe the mission, policies, concepts of operation, and responsibilities of primary and support agencies involved in the implementation of activities.
 - c. The attachments describe emergency management activities and provide additional details to the Basic Plan.

II. POLICIES

A. Authorities

This plan is developed, promulgated, and maintained pursuant to state statutes and city ordinances/regulations as outlined in Attachment 2, Laws and Regulations.

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

The concepts and processes developed in the NIMS, mandated by Homeland Security Presidential Directive (HSPD)-5, have been incorporated in the City Emergency Operations Plan. NIMS provide a consistent nationwide system for all jurisdictions to work together effectively and efficiently to prepare for, respond to, and recover from domestic disaster or incidents.

B. Assignment of Responsibilities

1. This plan identifies the responsibilities of city agencies and other organizations, which are listed in Attachment 4 of this Plan.
2. ESFs establish mitigation, preparedness, response, and recovery activities. Primary responsibilities for each ESF are held by either one agency or joint agencies. Additionally, each ESF has supporting agencies that assist the Primary Agencies.

C. Limitations

The goal is to mitigate and prepare for the consequences of hazards, and respond and recover in the event of an emergency or disaster. However, city resources and systems may become overwhelmed in the event of a major incident.

III. SITUATION AND ASSUMPTIONS

A. Emergency/Disaster Conditions and Hazards

1. The identified hazards pose a threat, significant in frequency, magnitude or both, to the lives, property and/or environment in the City of De Pere.
2. The consequences of disasters could include major disruptions to normal functions.

B. Planning Assumptions

1. Per Wisconsin State Statute Chapter 323, county and municipal governments will appoint an emergency management director, develop and update emergency plans and participate in training and exercising. The De Pere Fire Chief's office is the coordinating agency.
2. City departments are responsible for identifying emergency management personnel, developing and updating Standing Operating Guidelines (SOGs) and Individual Department Plans, and providing maps of the city (Attachment 1.) The City of De Pere utilizes our GIS Department extensively.
3. Emergency management in Brown County and Wisconsin operates utilizing an all-hazards planning approach which includes mitigation, preparedness,

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

response and recovery from major incidents.

4. Governments have the legal and moral duty to protect the lives, property and environment within their jurisdictions.
5. The City of De Pere responds first to disaster through implementing municipal plans and can quickly exhaust resources, making outside assistance necessary. When such assistance is provided, local elected officials still retain control over the response. Outside assistance, whether from another county, state, federal government or private sector, is delivered to support the local effort.
6. The City is responsible for notifying County Emergency Management. The county is responsible for requesting state disaster assistance for local governments. The state will request federal assistance if needed.
7. The Incident Command System (ICS) will be used in disaster response. Unified command will be used in situations which affect multiple jurisdictions, multiple agencies within a jurisdiction and/or which require response by multiple levels of government. These command and control systems require the participation of the chief elected officials.

IV. CONCEPT OF OPERATIONS

A. GENERAL

Several hazards pose a threat, significant in frequency, magnitude or both, to lives, property and/or environment in the City of De Pere. These hazards include: tornadoes; downbursts and other violent storms; floods; ice storms; drought; fires; hazardous materials released to the air, ground or water during transportation or at fixed locations, including radiological releases; aircraft crashes; civil disturbances, disease outbreaks, large scale special events, and terrorism. See Brown County Hazard Analysis (2012). Other scenarios not readily identifiable may pose significant threats to the City as well.

Consequences of disasters could include, but are not limited to: mass casualties/fatalities; evacuation and sheltering, disaster victims/responders psychological trauma, disruption of power, fuel, communications, water and other vital services; damage and destruction of homes, facilities, vehicles and other property; damage to infrastructure; contamination of people, food, water, property or the environment; looting and other disruption of law and order; disruption of government functions and economic and financial disruption.

The City of De Pere responds first to disasters and can quickly exhaust our resources, making outside assistance necessary. Although such assistance is provided, local elected officials still retain control over the response (s. 62). Outside assistance, whether from other local jurisdictions, the county, state, federal government or private sector, is delivered to support the local effort. Depending on the magnitude of the disaster, federal disaster assistance may not be necessary or available for a smaller disaster.

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

Outlined below are the general responsibilities of city, county, state and federal governments as related to support to local emergency operations:

1. Local/county government.
 - a. Under Wis. Statutes Chapter 323.03(4) the powers and duties of counties and municipalities are outlined.
 - b. Local organizations or jurisdictions assign emergency or disaster responsibilities based upon existing capabilities or mutual aid agreements as provided in local emergency or disaster preparedness plans. All such plans should be consistent with this Plan and Chapter 323.
 - c. Local/County resources are grouped into ESFs. Each ESF is headed by a primary city/county agency, with one or more city/county agencies/organizations designated as support agencies based on their resources and capabilities to support the function. Each ESF has a counterpart state ESF, which it must coordinate with for the purpose of providing assistance under the Wisconsin Emergency Response Plan and serve as the mechanism through which state response assistance is provided.
 - d. In an emergency or disaster that may require state and federal assistance, local governments should communicate with each other and describe what response efforts are being conducted. Counties should provide situation reports and damage assessments to Wisconsin Emergency Management. Municipalities should make reports to their county EOC in accordance with the County Emergency Response Plan.
 - e. Local/county government has primary responsibility to respond to disasters. To do this they:
 - (1) Manage the incident using their own resources and drawing additional resources from other town, municipal, county and non-governmental agencies.
 - (2) Notify State Emergency Management if State/Federal resources may be required.
 - (3) Maintain accurate records of disaster-related activities.
 - (4) Begin the damage assessment process.
 - (5) Assess the need for outside assistance.
 - (6) Coordinate through the county to obtain state assistance.
 - (7) Coordinate access to the disaster area.

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

- (8) Coordinate assistance in meeting the short-term needs of those affected (e.g., food, potable water, replacement medications, evacuation, shelter, etc.).
- f. Local/county government has primary responsibility to recover from disasters. To do this they:
 - (1) Determine recovery priorities and implementation strategies such as:
 - a) Restore essential services.
 - b) Assign personnel, obtain additional assistance and manage donated resources.
 - c) Coordinate access to the disaster area.
 - d) Coordinate restoration activities (i.e., re-entry).
 - e) Identify short- and long-term health/mental health impacts and determine how to address them.
 - f) Coordinate the evacuation and shelter of persons with special needs.
 - g) Address the long-term economic impacts of disaster.
 - (2) Continue with the damage assessment process.
 - (3) Identify potential mitigation projects.
 - (4) Make appropriate applications for federal disaster assistance and ensure programs are administered according to guidelines.
 - (5) Coordinate assistance in meeting the short and long-term needs of those affected (e.g., food, housing, crisis counseling, etc.).
2. State Government
 - a. Wisconsin Emergency Management (WEM) coordinates on behalf of the Governor or designee, general control of state emergency operations, resources management, planning and policy. WEM coordinates state response in support of local jurisdictions as follows:

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

- (1) Notify, through the state's 24-hour Duty Officer System, other agencies that might have primary responsibilities or that might be mobilized due to escalating response.
- (2) Monitor events, update agencies and consult with the Governor and agencies as necessary.
- (3) Implement SOPs.
- (4) Notify the Federal Emergency Management Agency (FEMA) of the situation and the possible need for federal assistance.
- (5) Maintain accurate records of disaster-related activities.
- (6) Begin the damage assessment process and, as needed, application process for federal disaster assistance.
- (7) Activate the EOC (staffed by state and private organization liaisons).
- (8) Issue situation reports to advise key officials of response and recovery efforts.
- (9) Provide the coordination of information, decisions and resource management.
- (10) Recommend that the Governor declare a state of emergency and/or issue other orders.
- (11) Authorize the deployment of the Mobile Command Post (MCP) for on-site coordination of information and response actions.
- (12) Activate the Wisconsin Hazard Mitigation Team.
- (13) Conduct the internal and inter-agency after-action reviews of all phases of the disaster.
- (14) Coordinate the request and implement federal disaster assistance.
- (15) Incorporate the lessons learned into planning, training and exercising.
- (16) Coordinate state response among state agencies providing mutual aid from outside of the affected county.

b. State agency's priorities for recovery may include but are not limited to:

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

- (1) Coordinate the use of volunteer agencies between and among affected jurisdictions (e.g., counties, states, federal government and volunteer/non-profit agencies.).
 - (2) Implement the Memoranda of Understanding (MOU) (MOUs will be kept in the Wisconsin ERP under Attachment 8) between the American Red Cross and the:
 - State of Wisconsin
 - Wisconsin Department of Health and Family Services
 - Wisconsin National Guard
 - (3) Coordinate mobilization and commit state agency resources.
 - (4) Assist in restoring essential services.
 - (5) Identify short- and long-term health/mental health impacts and determining how to address them.
 - (6) Address the long-term economic impacts of disaster.
 - (7) Identify potential mitigation projects.
 - (8) Apply for appropriate federal disaster assistance and ensure programs are administered according to guidelines.
- c. State agency resources are grouped into ESFs. Each ESF is headed by a primary state agency, with one or more state agencies/organizations designated as support agencies based on their resources and capabilities to support the function. Each ESF has a counterpart federal ESF, which it must coordinate with for the purpose of providing assistance under the National Response Plan and serve as the mechanism through which federal response assistance is provided.
3. Federal Government
- a. The Federal Emergency Management Agency (FEMA) provides federal coordination, planning, training and funding to support state and local jurisdiction efforts.
 - b. In the event that the capabilities of state government are exceeded, federal disaster or emergency assistance may be requested. FEMA coordinates federal response activities in accordance with the NRP and federal recovery assistance as prescribed in Public Law 100-707, as amended.
 - c. Federal assistance can be provided to the State, or at the State's request, directly to the affected local jurisdiction. Initially, the

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

Region V federal ESF representatives will work out of a Regional Operations Center (ROC) established at the FEMA Regional Office in Chicago. Once the Joint Field Office (JFO) is established, these representatives may relocate to the disaster site and work directly with their counterpart state agency representatives in the State EOC and/or JFO.

- d. Federal agencies use ESFs to support the state and local jurisdictions.
 - (1) ESF activities may be conducted at both the national and regional levels.
 - (2) During declared federal disasters, federal assistance is provided under the overall coordination of the Federal Coordinating Officer (FCO) appointed by the President.
 - (3) The point for coordination of Federal support to state and local organizations is the JFO.

B. Phases of Emergency Management

1. Mitigation Activities

Mitigation is those activities, which reduce or eliminate long-term risk to people, property, environment and the economy from natural and technological hazards.

2. Preparedness Activities

Preparedness activities serve to develop the response capabilities that may be needed if an emergency does occur. Planning and training are among the activities conducted in preparation of such events. Other examples include the development of warning and communication systems and mutual-aid agreements, as well as conducting exercises.

Exercises are conducted to identify deficiencies in plans and determine appropriate corrective action recommendations.

3. Response Activities

Response is the process of providing coordinated emergency services during a crisis. These activities help reduce casualties and damage, and speed recovery. Response activities include activation of warning systems, implementing plans, firefighting activities, rescue operations, evacuation and sheltering, etc.

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

4. Recovery Activities

Recovery is both a short-term and long-term process. Short-term operations seek to restore vital and essential services to a community and provide for the individual needs of the public. Long-term recovery, on the other hand, focuses on restoring the community as a whole to a normal or near-normal state. The recovery period is a perfect opportunity to institute mitigation measures in an attempt to alleviate the effects of disasters that may occur in the future. Examples of recovery activities include the provision of shelter and food, restoration of utilities, restoration of government services, crisis counseling programs, and damage/disaster insurance, loans, and grants.

C. Levels of Activation

The City Emergency Management Director or designee will inform Brown County Emergency Management when disasters occur. Upon notification, Brown County will initiate a graduated program of four response levels depending on the situation and inform Wisconsin Emergency Management. Each level of response corresponds to the activation levels in the County and State Basic Plan. These levels are based on increasing levels of damage from minor to massive. During “fast-breaking” events, initial activation levels will be time-compressed and concurrent.

The activities listed under each level of activation are suggested guidelines for appropriate actions and staffing at that level. Actual activities and staffing will be determined by the Chief Elected Official or designee at the time of activation.

Level 4 Pre-Activation

- Initial reports of response activity received by City Emergency Management.
- Initial reports of scope of incident and early damage estimates.
- Situation report provided to Brown County Emergency Management Director.
- Situation closed or Level 3 activated.

Level 3 Activation (Minor)

- County Director requests a Uniform Disaster Situation Report (UDSR).
- Partial activation of the EOC begins at City Hall.
 - Emergency Management
 - Operations Section
 - Public Information
 - Chief Elected Officials
- Limited County or State resources requested (e.g. Incident Management Team, Bomb disposal unit).
- City/County declaration of State of Emergency may occur.
- Regional Director on scene as State Liaison to County EOC.
- Situation closed or escalation to Level 2.

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

Level 2 Activation (Moderate)

- Full activation of the City EOC at County EOC
 - Operations, Planning, Logistics/Finance, Information, Intelligence and Command Staff
- State ESF counterparts are activated and liaison with county for resources.
- County/City have declared a State of Emergency and requested federal assistance.
- Situation de-escalates and short-term recovery planning begins or escalation to Level 1.

Level 1 Activation (Massive)

- State/Federal Declaration of State of Emergency.
- Expansion of City/County EOC to include state and/or federal ESF liaison.
- Deployment of State and/or Federal ESF assets.
- Prepare for long-term recovery operations.
- Begin preparation of demobilization plan for operational assets.

DE PERE EOC LEVELS OF ACTIVATION

LEVEL 4: City EM Director; City EM Coordinator

LEVEL 3: City EM Director; City EM Coordinator; County EM Director; Public Works Director; City Police Department; City Fire Department; City Health Department Director; City Administrator as needed per situation.

LEVEL 2: City EM Director; City EM Coordinator; County EM Director; Public Works Director; City Police Department; City Fire Department; City Health Department Director; City Administrator; City Finance Director; City Attorney; City IT Director; County EM Director; County EM Coordinator; County Highway Commissioner; County Sheriff; Sheriff's Chief Deputy; President – MABAS Division 112; City Attorney or Corporation Counsel; Director of Administration; City/County HR Director; Brown County Health Officer; County Dispatch; City/County GIS; City EMS Medical Director; Mayor; County Executive; City/County PIO; WEM Regional Director (EC Region).

LEVEL 1: City EM Director; City EM Coordinator; County EM Director; Public Works Director; City Police Department; City Fire Department; City Health Department Director; City Administrator; City Finance Director; City Attorney; County EM Director; County EM Coordinator; County Highway Commissioner; County Sheriff; Sheriff's Chief Deputy; President – MABAS Division 112; City Attorney or Corporation Counsel; Director of Administration; City/County HR Director; Brown County Health Officer; County Dispatch; City/County GIS; City EMS Medical Director; Mayor; County Executive; City/County PIO; WEM Regional Director (EC Region); American Red Cross; Salvation Army; City/County IS Director.

D. EOC Operations

During smaller emergencies, each agency (department) in City government performs its specialized tasks according to their agency's Standard Operating Guidelines (SOGs). During major emergencies, however, there is an increased need for coordination of all activities relevant to the emergency response as they

EMERGENCY OPERATIONS PLAN

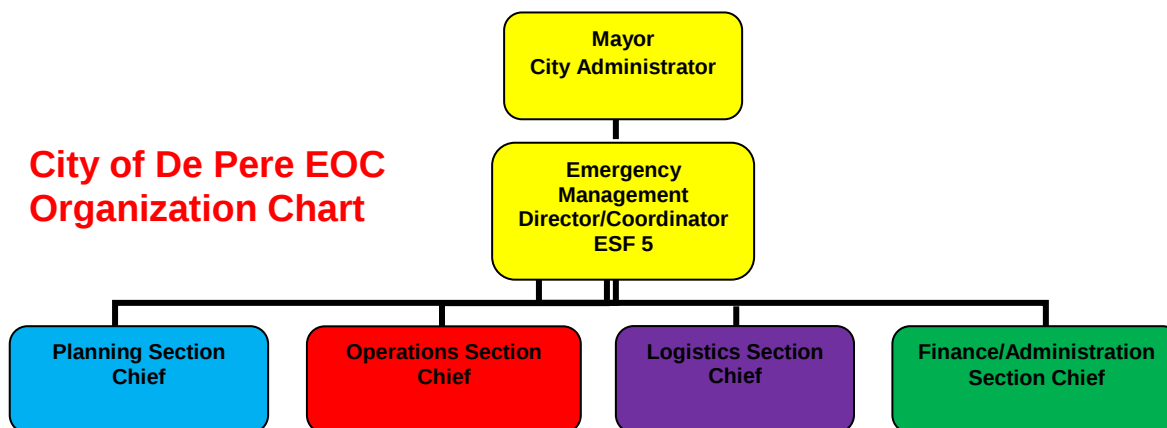
CITY OF DE PERE

relate to the event as a whole. This operation takes place in the City or Brown County EOC.

The following charts diagram the City and Brown County EOC organizations.

The EOC structure allows the utilization of the Incident Command System (ICS) concepts in the City/County EOC during activation. An effective span of control is maintained by consolidating all of the agencies with emergency responsibilities into groups with an internal management structure, with the ESF Coordinator being responsible to the Section Chief.

City of De Pere EOC Organization Chart



County EOC Operations

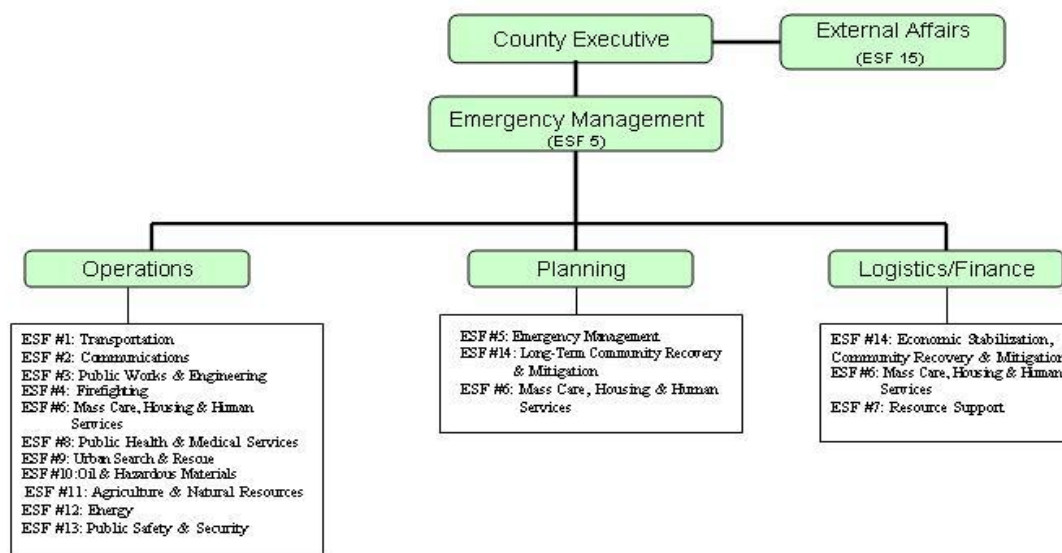


Chart 1

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

V. ORGANIZATION AND RESPONSIBILITIES

The City Emergency Operations Plan establishes the following emergency support functions that contain the emergency assignments and responsibilities for each of the ESFs as detailed below:

Emergency Support Functions

ESF #1 – Transportation

The transportation function within the city emergency organization operates primarily as a coordinating group. This group insures all roads and conduits into and out of an affected area remain open, and that the traffic allowed into those areas is coordinated in a manner that prevents bottlenecking and gridlock, which would prevent needed emergency assistance reaching those areas that need it.

Lead Agency – De Pere Public Works

Support Agencies – De Pere Police Department, City Emergency Management, County Highway Department

Scope

- Coordinate civil transportation support
- Maintain transportation safety
- Restore local transportation infrastructure
- Movement control
- Damage and impact assessment

ESF #2 – Communications

The Communications function is responsible for the development, maintenance, restoration and utilization of city, county and private sector communications assets during emergencies. This includes the radio systems owned and operated by county agencies, amateur radio networks, as well as the local and long-distance telephone systems connecting the federal, state, local and private sector resources that might be needed in an emergency

The Communications ESF function is also responsible for the issuance of warning information regarding impending hazards, as well as the maintenance of warning networks which might be used by the city and county governments in an emergency (i.e., the conceptual networks—the actual networks themselves (e.g., radio equipment, etc.) are maintained by the Communications Systems function. This includes the Emergency Alert System, NOAA Weather Radio system, NAWAS, Satellite phones and other warning systems in place throughout the state.

Lead Agency – Brown County Public Safety Communications

Support Agencies – De Pere Health Department, De Pere IT, Brown County Sheriff's Department, Brown County Emergency Management, Brown County Human Services (i.e. special populations), Private Telephone Companies

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

Scope

- Coordinate with telecommunications industry
- Coordinate restoration/repair of telecommunications infrastructure
- Coordinate the protection, restoration, and containment of local cyber and information technology infrastructure
- Provide 24-hour warning capabilities and procedures
- Promote communication interoperability

ESF #3 - Public Works and Engineering

The Public Works and Engineering support function describes how the city will provide public works services; assessing the damage to infrastructure and buildings; debris removal, restoring and maintaining essential services and providing technical assistance through specialized personnel, equipment and supplies.

Lead Agency – De Pere Public Works Department

Support Agencies – Brown County Highway Department, City Emergency Management, De Pere Economic Development Department, Private Utilities (Gas, Electric, etc.)

Scope

- Infrastructure protection and emergency repair
- Infrastructure restoration
- Engineering services, construction management
- Critical infrastructure liaison

ESF #4 – Firefighting

This ESF outlines the duties and responsibilities of De Pere Fire Rescue in fire prevention, fire detection and suppression, rescue services, Haz Mat response, decontamination operations, and mobilization of other fire departments.

Lead Agency – De Pere Fire Rescue

Support Agencies – MABAS, De Pere Police Department, De Pere Public Works Department, De Pere Public Health Department

Scope

- Coordinate and conduct firefighting activities on local lands
- Provide resource support to rural and urban firefighting operations

ESF #5 – Emergency Management

The purpose of Emergency Support Function (ESF) 5 is to collect, analyze, and share information about a potential or actual emergency or disaster to enhance

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

the response and recovery activities of the City. ESF 5 is most applicable to the city and county agencies and volunteer organizations that commonly report to the EOC during activation.

Lead Agency – City Emergency Management, Mayor

Support Agencies – De Pere Police Department, De Pere Fire Rescue, De Pere Public Works Department, De Pere Health Department, De Pere Economic Development, American Red Cross, Brown County Emergency Management, De Pere Administration

Scope

- Coordination of incident management efforts
- Issuance of mission assignments to support the Incident Commander
- Resource management
- Incident action planning
- Financial management

ESF #6 – Mass Care, Housing and Human Services

ESF 6 is subdivided into the following two sub functions:

1. Shelter and Mass Care Operations

This sub-function coordinates the city assistance in sheltering, feeding and caring for victims of disaster, including special needs populations.

2. Disaster Victim Services

This sub function provides assistance to victims in locating relatives (and vice versa) through the Disaster Welfare Inquiry System, the restoration of mail delivery, the use of amateur radio networks to deliver essential and important communications, etc. Crisis counseling services are also addressed within this sub-function.

3. Crisis Intervention Support (CIS)

This unit coordinates the provision of CIS to emergency workers who have worked in the tense environment of a major disaster. This includes City, County and State personnel.

Lead Agency – Brown County Human Services

Support Agencies – De Pere Health Department, De Pere Police Department, De Pere Fire Rescue, De Pere Public Works Department, Brown County Public Health, American Red Cross, Salvation Army, ARES

Scope

- Mass care

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

- Disaster housing
- Human services
- Evacuation
- Disaster Victim Services
- Crisis Counseling Services

ESF #7 – Resource Support

ESF 7 is subdivided into the following three sub functions:

1. Logistics

This sub function coordinates the actual movement of resources into areas where a need (or needs) exists. This includes the warehousing and tracking of resources, the packaging and loading and subsequent transportation of resources to affected areas, and the disposal of used and/or unused resources following a disaster.

2. Resources Management

This sub function is responsible for the acquisition of all types of resources that are identified as “needed” following a disaster. This group will make arrangements to purchase needed resources if it is determined the state does not have the resources itself to supply a requirement in the field. This group handles the payment of debts and other encumbrances generated as a result of the emergency as well.

3. Staging Areas

This sub function coordinates the activation and utilization of state-operated staging areas and marshaling points during emergency situations. To prevent a rapid and overwhelming influx of resources into affected areas, Staging Areas are utilized as temporary marshaling sites for collecting and gradually directing emergency resources into those areas.

Lead Agency – De Pere Emergency Management

Support Agencies – Brown County Emergency Management, Private Agencies, as needed

Scope

- Resource support (facility space, office equipment and supplies, contracting services, etc.)
- Identify logistics management
- Coordination, activation and utilization of staging areas

ESF #8 – Public Health & Medical Services

ESF 8 is divided into the following sub functions:

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

1. Emergency Medical Services

This sub-function coordinates the provision of EMS assistance at the local level following a disaster, including the movement of medical resources into disaster areas. This includes ground and aero-medical evacuation of patients as necessary from affected areas and interface with the state disaster medical system.

2. Public Health

This group addresses the public health ramifications associated with a particular emergency. This includes manning shelters, first aid/clinic operations, restoring public health functions, defining the epidemiology of the disaster (including the collection and maintenance of statistical data), the administration of vaccinations and immunizations, the determination of potential health effects associated with debris accumulation, pollution, hazmat releases, etc.

Lead Agency – De Pere Health Department

Support Agencies – De Pere Emergency Management, Brown County Emergency Management, Brown County Public Health Agency, County Human Services, De Pere Fire Rescue EMS representative, Voluntary Agencies, Medical Director

Scope

- Triage and hospital pre-treatment
- Medical surge
- Medicine distribution
- Surveillance and epidemiological investigation
- Laboratory testing
- Containment of disease
- Fatality management

ESF #9 – Urban Search and Rescue

This group coordinates the county and state assistance in locating persons missing as a result of any one or more of a number of reasons. This includes urban search and rescue problems generated as a result of persons lost in wooded or other environments, the search for downed aircraft, the extrication of accident victims, collapsed structures, etc. This group also provides the interface with the federal Urban Search and Rescue Teams.

Lead Agency – De Pere Fire Rescue

Support Agencies – De Pere Police Department, De Pere Public Works and Engineering

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

Scope

- Life-saving assistance
- Urban search and rescue

ESF #10 – Oil and Hazardous Materials

This function is responsible for the identification of, training on and response to hazardous substances or materials in the jurisdiction.

Lead Agency – De Pere Fire Rescue

Support Agencies – Brown County Hazardous Materials Response Team, Brown County Emergency Management, DNR, WEM

Scope

- Oil and hazardous materials (chemical, biological, radiological, etc.) response
- Environmental safety and short- and long-term cleanup

ESF #11 – Agriculture and Natural Resources

This group is responsible for securing food needed for the feeding of victims and emergency workers in affected areas. Additionally, this group is also responsible for assessment and protective action implementation associated with potential harmful effects upon the state's food supply as the result of a disaster.

Lead Agency – De Pere Economic Development

Support Agencies – Brown County Extension, Brown County Emergency Management

Scope

- Food resources
- Animal and plant disease/pest response
- Food safety and security
- Natural and cultural resources and historic properties protection and restoration

ESF #12 – Energy

This sub function is concerned with the restoration of the utility (electrical and gas) infrastructure following a disaster, as well as the provision of temporary emergency power capabilities to critical facilities until such time as a permanent restoration is accomplished.

Lead Agency – De Pere Public Works Department

Support Agencies – Brown County Highway Department, Utilities

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

Scope

- Energy infrastructure assessment, repair, and restoration
- Energy industry utilities coordination
- Energy forecast

ESF #13 – Public Safety and Security

Public Safety and Security integrates City and County law enforcement capabilities and resources to support the range of incident management activities associated with major incidents within the city jurisdiction. It provides the means for providing assets in support of incident management, force and critical infrastructure protection and public safety.

Lead Agency – De Pere Police Department

Support Agencies – Brown County Sheriff, Area Police Departments, Brown County Highway Department, De Pere Public Works, De Pere Emergency Management, State Patrol, Emergency Police Services

Scope

- Facility and resource security
- Security planning and technical and resource assistance
- Public safety/security support
- Support to access, traffic, and crowd control

ESF #14 – Long-term Community Recovery and Mitigation

ESF 14 is divided into the following two sub functions:

1. Assistance Programs

This sub function is the mechanism through which the city/county receives and coordinates state and federal disaster relief assistance to victims in the affected areas. Assistance could include the Individual & Households Program, the Small Business Administration's loan programs, the administration of unemployment compensation, and various other disaster relief programs available for both Presidentially declared and non-Presidentially declared disasters.

2. Recovery and Reconstruction Programs

This sub function addresses the long-term economic and psychological impact of disasters upon local communities and assists the communities in developing plans and processes for reconstruction. To assist individuals, long-term recovery processes are implemented. This may include working with donations, identifying volunteers and compiling a resource list. It may also include management of crisis counseling grants.

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

Grant and low-interest loan programs are identified and targeted for application by the community. Significant attention is given to the mitigation of future potential hazards when developing local recovery plans.

Lead Agency – De Pere Economic Development

Support Agencies – De Pere Emergency Management, Brown County Emergency Management, De Pere Health Department, Brown County Human Services, Volunteer Organizations.

Scope

- Social and economic community impact assessment
- Long-term community recovery assistance to local governments and the private sector
- Mitigation analysis and program implementation

ESF #15 – External Affairs

This ESF is responsible for the provision of information (both general and that which conveys emergency instructions to the public) concerning an actual or impending disaster. The coordination of Joint Public Information activities and the distribution of emergency preparedness instructions through other means are addressed in this function.

Lead Agency – De Pere Emergency Management

Support Agencies – Brown County Emergency Management, De Pere Police Department, De Pere Health Department, Brown County Public Safety Communications

Scope

- Emergency public information and protective action guidance
- Media and community relations
- Legislative affairs

VI. REFERENCES

Attachment 1, City Map

Attachment 2, County Map

Attachment 3, Laws and Regulations

Attachment 4, Supporting Operations Plans and Documents

Attachment 5, Agency Responsibilities

Attachment 6, Organizational Chart

Attachment 7, City EOC Layout

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

Attachment 8, County EOC Layout

Attachment 9, Glossary of Key Terms

Attachment 10, Distribution List

Attachment 11, Agency Approval Signature Sheet

Attachment: De Pere EOP Basic Plan (2035 : Approval of Revised Emergency Operations Basic Plan)

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

Attachment 1 (City Map)

Attachment 2 (County Map)



EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

Attachment 3 (Laws and Regulations)

STATE LEGISLATION

- A. CITY OF DE PERE
 - Ordinance 10.14 Continuity of Government
 - Resolution 13-43 Adopting Revised Emergency Operations Plan, April 2013
- B. EMERGENCY MANAGEMENT
 - Chapter 323 – Describes the organization, duties and powers for state and local emergency management programs.
- C. DEPARTMENT OF MILITARY AFFAIRS
 - Chapter 21 - Describes departmental duties.
- D. DEPARTMENT OF NATURAL RESOURCES
 - Chapter 26.11- Discusses responsibilities during forest fires.
 - Chapter 29 – Discusses responsibilities for wild animals and plants, and powers for restricting hunting and fishing.
 - Chapter 87 - Discusses the powers and duties of the department regarding flood control. NR 116 details Wisconsin's floodplain management program.
 - Chapter 292 – Discusses general environmental provisions (e.g., hazardous substance spills, disposal of debris including animal carcasses.)
- E. DEPARTMENT OF HEALTH AND FAMILY SERVICES
 - Chapter 166 -- Describes agency responsibilities during Public Health Emergencies
 - Chapter 250 – Describes the administration, supervision, powers and duties of state health activities.
 - Chapter 251 – Describes the structure, duties and levels of services of local health departments.
 - Chapter 252 – Describes departmental powers and duties regarding communicable diseases.
 - Chapter 254 – Describes the powers, duties, identification and control of environmental health concerns (e.g., toxic substances, radioactive material/nuclear power plants, disease control.)
- F. DEPARTMENT OF TRANSPORTATION
 - Chapter 83.09 – Describes emergency repairs of county trunk highways.
 - Chapter 85 - Describes departmental powers, duties and organization.
 - Chapter 110.07 – Describes the powers and duties of traffic officers.
 - Chapter 302.07 – Describes provisions for the maintenance of order in state, county and municipal prisons.

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

G. DEPARTMENT OF AGRICULTURE, TRADE & CONSUMER PROTECTION

- Chapter 93 – Describes departmental powers and duties.
- Chapter 95 – Describes the maintenance of animal health requirements (e.g., cooperation with the federal government during animal disease outbreaks, embargo and condemnation of diseased animals, slaughter on premises.)
- Chapter 97— Describes the regulation of food.

H. COUNTIES

- Chapter 59 – Describes the legal status and organization (e.g., home rule; powers of the board chairperson and vice-chair, executive, administrator and sheriff.)

I. TOWNS

- Chapter 60 – Describes the legal status and organization (e.g., powers of the board chairperson; fire protection, law enforcement and ambulance service.)

J. VILLAGES

- Chapter 61 – Describes the legal status and organization (e.g., powers of the president and board; ambulance service.)

K. CITIES

- Chapter 62 – Describes the legal status and organization (e.g., powers of the mayor and council, ambulance service.)

L. GENERAL MUNICIPAL LAW

- Chapter 66 – Describes the legal status and organization (e.g., exercise of home rule, law enforcement, mutual assistance, emergency powers.)
- Chapter 175.46 – Defines and describes the authorities regarding mutual aid agreements.
- Chapter 213.095 – Describes the police power of a fire chief or a rescue squad.
- Chapter 895.483 – Grants immunity from civil liability for acts or omissions to the County Level B Hazardous Materials teams and to members of those teams.
- 2003 Wisconsin Act 186 – Establishes a statewide system of Mutual Aid for Emergency Medical Services, Fire Departments and Local Health Departments; requires utilization of Incident Command Systems; and amends the exemption from liability law.
- Executive Order 81 – Designates the National Incident Management System (NIMS) as the basis for Incident Management in the State of Wisconsin.

FEDERAL LEGISLATION

The documents listed in Parts A, B and C is located in the State EOC.

A. 44 CFR Chapter 1 (Emergency Management and Assistance)

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

Outlines the organization, power and duties of the Federal Emergency Management Agency (FEMA). Details the operation and scope of FEMA programs such as hazard mitigation, the National Flood Insurance Program (NFIP), fire prevention and control, disaster assistance and preparedness (including, in Part 350, radiological emergency preparedness.)

B. Disaster Relief and Emergency Assistance Act (Stafford Act.) (PL 100-707)

Limits the qualifying events for disaster assistance to natural catastrophes and established provisions for cost sharing by state and local governments.

C. Disaster Mitigation Act of 2000 (PL 106-390)

Amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the federal costs of disaster assistance and for other purposes.

D. Emergency Planning and Community Right-to-Know Act (EPCRA) (42 USC 11001 - 11050)

Provides the public with information on the hazardous chemicals in their communities and establishes emergency planning and notification requirements to protect the public in the event of a release of an extremely hazardous substance.

E. Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), 42 USC 9601-9675

Protects the public health and environment by facilitating cleanup of environmental contamination and imposing costs on parties responsible for the pollution.

F. 10 CFR 50.47

Requires the establishment of state and local plans and preparedness for coping with effects of radiological emergencies as part of the nuclear power plant license.

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

Attachment 4 (Supporting Operations Plans and Documents)

SUPPORTING OPERATIONS PLANS AND DOCUMENTS

County Plans

County Emergency Operations Plan (EOP)	County Emergency Management
County Hazard Analysis	County Emergency Management
County Disaster Plan	County Emergency Management
Hazardous Materials Strategic Plan	County Emergency Management

State Plans

State Emergency Response Plan	WI Emergency Management
-------------------------------	-------------------------

Federal Plans

The National Response Plan	Federal Emergency Management Agency
----------------------------	-------------------------------------

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

Attachment 5 (Agency Responsibilities)

EMERGENCY SUPPORT FUNCTIONS PARTICIPATING AGENCY RESPONSIBILITIES MATRIX

CITY/COUNTY AGENCIES	1 - TRANSPORTATION	2 – COMMUNICATIONS	3 – PUBLIC WORKS & ENGINEERING	4 – FIREFIGHTING	5 – EMERGENCY MANAGEMENT	6 – MASS CARE, HOUSING & HUMAN SERVICES	7 – RESOURCE SUPPORT	8 – HEALTH & MEDICAL SERVICES	9 – URBAN SEARCH & RESCUE	10 – OIL & HAZARDOUS MATERIALS	11 – AGRICULTURE & NATURAL RESOURCES	12 – ENERGY	13 – PUBLIC SAFETY & SECURITY	14 – LONG-TERM COMMUNITY RECOVERY AND MITIGATION	15 – EXTERNAL AFFAIRS			
Emergency Management	S		S		P	P	P	S					S	S	P			
De Pere Fire Rescue		S		P		S		S	P	P								
De Pere Police Department	S			S		S			S				P		S			
De Pere Health Department		S		S	S	S		P						S	S			
De Pere Administration																		
De Pere Public Works Department	P		P	S		S			S			P	S					
De Pere Economic Development			S			S					P			P				
Brown County Highway Dept.	S		S									S	S					
Brown County Emergency Management		S				S	S	S		S	S		S	S	S			
Brown County Public Safety Communications		P													S			
MABAS				S						S								
County and other Police Agencies		S											S					
Brown County Human Services		S						S						S				
Brown County Public Health						S		S										
Salvation Army - American Red Cross – Other Volunteers						S		S						S				
ARES/RACES						S												
Private Industry		S	S		S		S					S						
Hospitals																		
Brown County Ag Extension											S							
State Patrol													S					

P = Primary Agency S = Supporting Agency

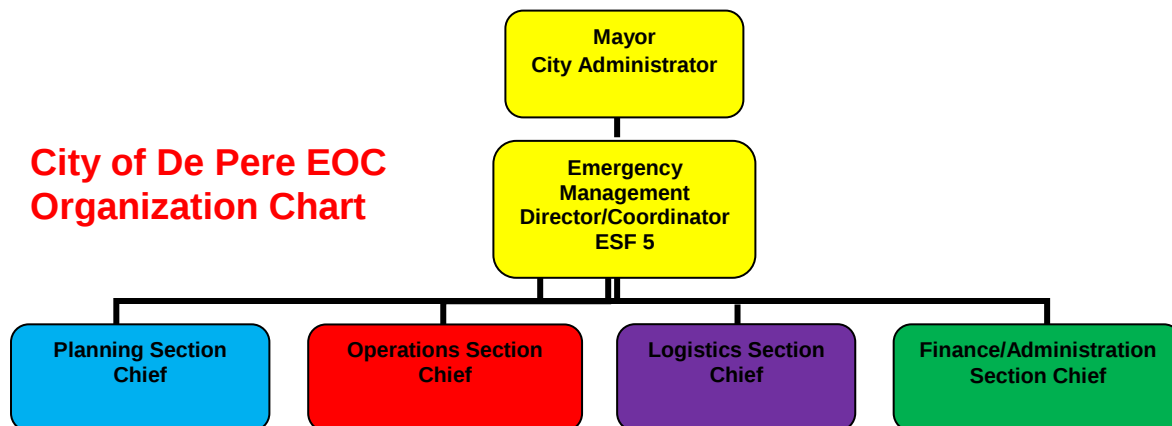
Attachment: De Pere EOP Basic Plan (2035 : Approval of Revised Emergency Operations Basic Plan)

EMERGENCY OPERATIONS PLAN

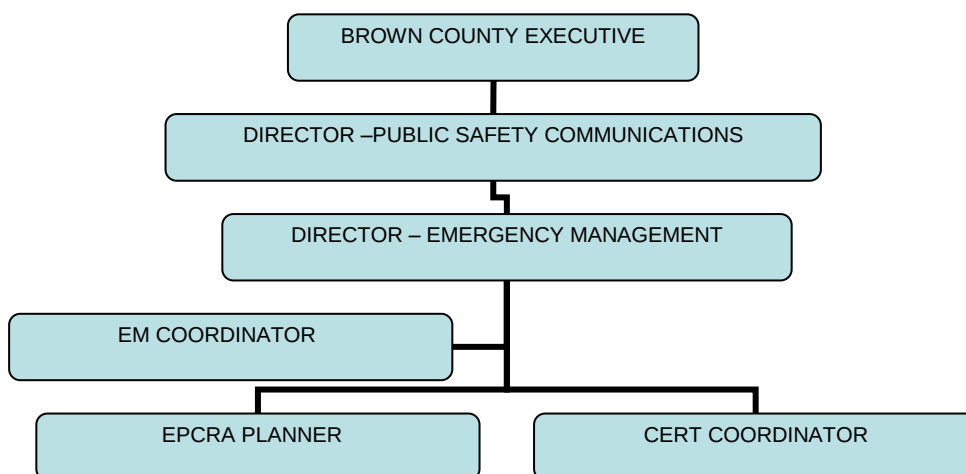
CITY OF DE PERE

Attachment 6 (Emergency Management Organizational Chart)

City of De Pere EOC Organization Chart



Brown County EOC Organization Chart



EMERGENCY OPERATIONS PLAN

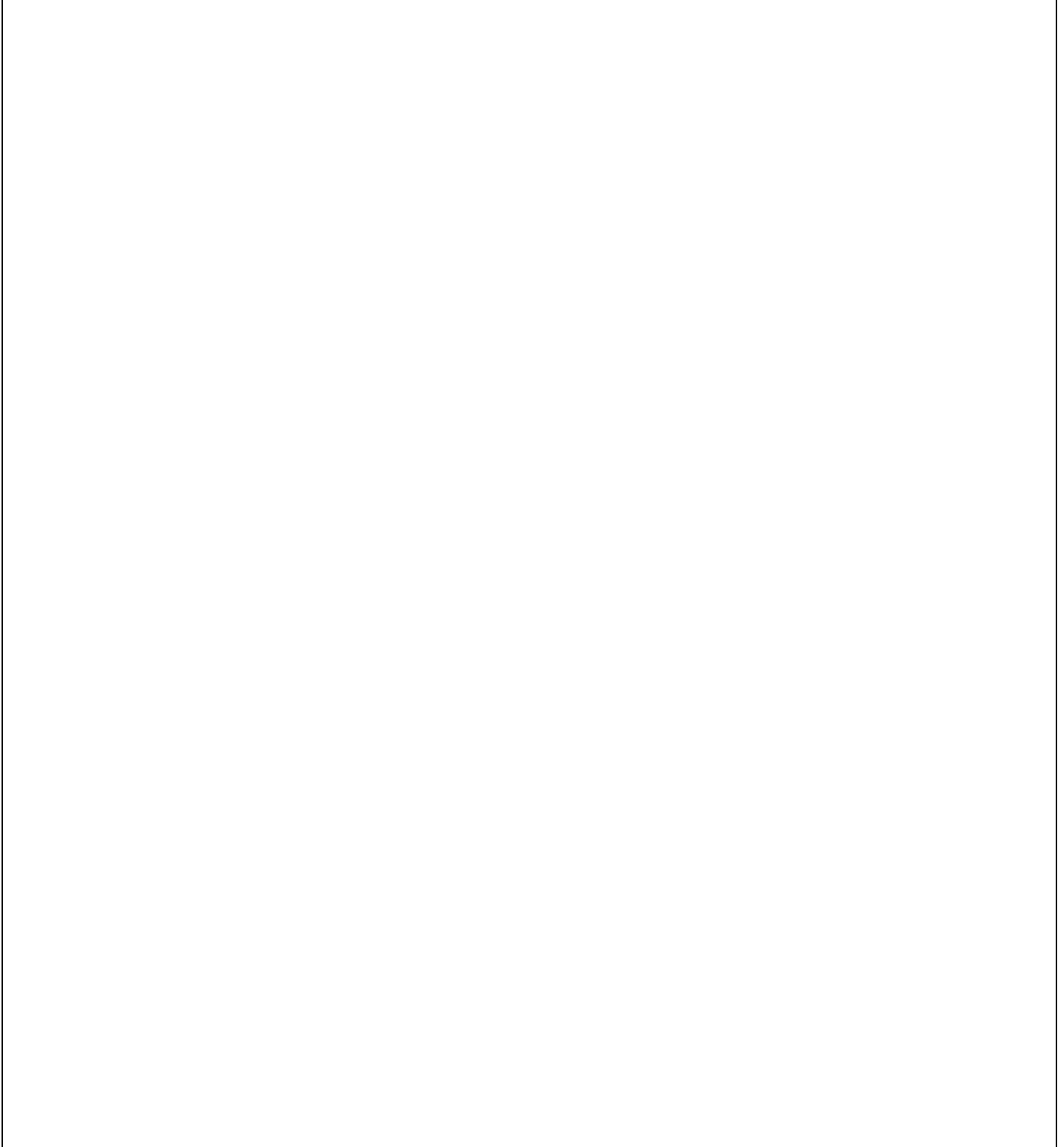
CITY OF DE PERE

Attachment 6 (County Emergency Operations Center)

Attachment: De Pere EOP Basic Plan (2035 : Approval of Revised Emergency Operations Basic Plan)

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE



Attachment: De Pere EOP Basic Plan (2035 : Approval of Revised Emergency Operations Basic Plan)

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

Attachment 7 (Glossary of Key Terms)

For the purposes of the Brown County ERP, the following terms and definitions apply:

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an EOC facility or at some location other than an ICP.

Available Resources: Resources assigned to an incident, checked in, and available for use, normally located in a Staging Area.

Catastrophic Incident: Any natural or man-made incident, including terrorism that results in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy, national morale and/or government functions. A catastrophic event could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, tribal, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic events are Incidents of National Significance.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Community Recovery: In the context of the NRP and its annexes, the process of assessing the effects of an Incident of National Significance, defining resources, and developing and implementing a course of action, restore and revitalize the socioeconomic and physical structure of a community.

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

Consequence Management: Predominantly an emergency management function and included measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. The requirements of consequence management and crisis management are combined in the NRP. See also Crisis Management.

Credible Threat: A potential terrorist threat that, based on a threat assessment, is credible and likely to involve WMD.

Crisis Counseling Grants: Funded by FEMA under the Stafford Act to address the counseling needs of a community following a Presidentially declared disaster in which individual assistance is authorized.

Crisis Management: Predominantly a law enforcement function and included measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The requirements of consequence management and crisis management are combined in the NRP. See also Consequence Management.

Critical Infrastructures: Systems and assets, whether physical or virtual, so vital to the United States that incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Cultural Resources: Cultural resources include historic and prehistoric structures, archeological sites, cultural, landscapes, and museum collections.

Cyber: Pertaining to computers and their support systems, such as servers, routers, and switches that support critical infrastructure.

Defense Support of Civil Authorities (DSCA): Refers to *DOD* support, including Federal military forces, *DOD* civilians and *DOD* contractor personnel, and *DOD* agencies and components, for domestic emergencies and for designated law enforcement and other activities.

Deputy: A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Disaster: See Major Disaster.

Emergency: As defined by the Stafford Act, an emergency is "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States."

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An *EOC* may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. *EOCs* may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

jurisdiction (e.g., Federal, State, regional, county, city, tribal), or by some combination thereof.

Emergency Operations Plan (EOP): The "steady-state" plan maintained by various jurisdictional levels for managing a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel. Agencies and authorities. (See Section 2(6), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).) Also known as "emergency responder."

Emergency Support Function (ESF): A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

Emerging Infectious Diseases: New or recurring infectious diseases of people, domestic animals, and/or wildlife, including identification, etiology, pathogenesis, zoonotic potential, and ecological impact.

Environment: Natural and cultural resources and historic properties as those terms are defined in this glossary and in relevant laws.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Facility Management: Facility selection and acquisition, building services, information systems, communications, safety and health, and physical security.

Federal Terminology:

Disaster Recovery Center (DRC): A facility established in a centralized location within or near the disaster area at which disaster victims (individuals, families, or businesses) apply for disaster aid.

Environmental Response Team: Established by EPA, the Environmental Response Team includes expertise in biology, chemistry, hydrology, geology and engineering. The Environmental Response Team provides technical advice and assistance to the OSC for both planning and response to discharges and release of oil and hazardous substances into the environment.

Federal Coordinating Officer (FCO): The Federal officer who is appointed to manage

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

Federal resource support activities related to Stafford Act disasters and emergencies. The FCO is responsible for coordinating the timely delivery of Federal disaster assistance resources and programs to the affected State and local governments, individual victims and the private sector.

Federal On-Scene Coordinator (FOSC or OSC): The Federal official predestinated by the EPA or the USCG to coordinate responses under subpart D of the NCP, or the government official designated to coordinate and direct removal actions under subpart E of the NCP.

Joint Field Office (JFO): A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single Federal facility.

Federal Terminology continued:

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident, information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during a crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC, advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Joint Operations Center (JOC): The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident, and is managed by the SFLEO. The JOC becomes a component of the JFO when the NRP is activated.

National Disaster Medical System (NDMS): A coordinated partnership between DHS, HHS, DOD, and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to health care facilities where definitive medical care is received when required.

National Response Center: A national communications center *for* activities related to oil and hazardous substance response actions. The National Response Center, located at DHS/USCG Headquarters in Washington, DC, receives and relays notices *of* oil and hazardous substances releases to the appropriate Federal OSC.

National Response System: Pursuant to the NCP, the mechanism for coordinating response actions by all levels of government (40 CFR § 300.21) for oil and hazardous

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

substances spills and releases.

National Response Team (NRT): The NRT, comprised of the 16 Federal agencies with major environmental and public health responsibilities, is the primary vehicle for coordinating Federal agency activities under the NCP. The NRT carries out national planning and response coordination and is the head of a highly organized Federal oil and hazardous substance emergency response network. EPA serves as the NRT Chair, and DHS/USCG serves as Vice Chair.

National Security and Emergency Preparedness (NS/EP): Telecommunications. NS/EP telecommunications services are those used to maintain a state of readiness or to respond to and manage any event or crisis (local, national, or international) that causes or could cause injury or harm to the population or damage to or loss of property, or could degrade or threaten the NS/EP posture of the United States.

National Special Security Event (NSSE): A designated event that, by virtue of its political, economic, social, or religious significance may be the target of terrorism or other criminal activity.

National Strike Force: The National Strike Force consists of three strike teams established by DHS/USCG on the Pacific, Atlantic, and Gulf coasts. The strike teams can provide advice and technical assistance for oil and hazardous substances removal, communications support, special equipment, and services.

Nuclear Incident Response Team (NIRT): Created by the Homeland Security Act to provide DHS with a nuclear/radiological response capability. When activated, the NIRT consists of specialized Federal response teams drawn from DOE and/or EPA. These teams may become DHS operational assets providing technical expertise and equipment when activated during a crisis or in response to a nuclear/radiological incident as part of the DHS Federal response.

Principal Federal Official (PFO): The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.

Radiological Emergency Response Teams (RERTs): Teams provided by EPA's Office of Radiation and Indoor Air to support and respond to incidents or sites containing radiological hazards. These teams provide expertise in radiation monitoring, radionuclide analyses, radiation health physics, and risk assessment. RERTs can provide both mobile and fixed laboratory support during a response.

Regional Response Teams (RRTs): Regional counterparts to the National Response Team, the RRTs comprise regional representatives of the Federal agencies on the NRT and representatives of each State within the region. The RRTs serve as planning and preparedness bodies before a response, and provide coordination and advice to the Federal OSC during response actions.

Telecommunications Service Priority (TSP) Program: The NS/EP TSP Program is the regulatory, administrative, and operational program authorizing and providing for

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

priority treatment (i.e., provisioning and restoration) of *NS/EP* telecommunications services. As such, it establishes the framework for *NS/EP* telecommunications service vendors to provide, restore or otherwise act on its priority basis to ensure effective *NS/EP* telecommunications services.

Wireless Priority Service (WPS): WPS allows authorized *NS/EP* personnel to gain priority access to the next available wireless radio channel to initiate calls during an emergency when carrier channels may be congested.

Conclusion of Federal Terminology

First Responder: Local and nongovernmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as described in Section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) who provide immediate support services during prevention, response, and recovery operations. First responders may include personnel from Federal, State, local, tribal, or nongovernmental organizations.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Mitigation: Any cost-effective measure which will reduce the potential for damage to a facility from disaster event.

Hazardous Material: For the purposes of ESF #1, hazardous material is a substance or material, or includes a hazardous substance, that has been determined by Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8). For the purposes of ESF #10 and the Oil and Hazardous Materials Incident Annex, the term is intended to mean hazardous substances, pollutants, and contaminants as defined by the NCP.

Hazardous Substance: As described by the NCP, any substance designated pursuant to Section 311 (b)(2) (A) of the Clean Water Act; any element, compound, mixture, solution, or substance designated pursuant to Section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any hazardous waste having the characteristics identified under or listed pursuant to Section 3001 the Solid Waste Disposal Act (but not including any waste in the regulation of which under the Solid Waste Disposal Act (42 U.S.C. § 6901 et seq.) has been suspended by act of Congress); any toxic pollutant listed under Section 307(a) of the Clean Water Act; hazardous air pollutant listed under Section 112 of Clean Air Act (42 U.S.C. § 7521 et seq.); and any imminently hazardous chemical substance or mix with respect to which the EPA Administrator has taken action pursuant to Section 7 of the Toxic Substances Control Act (15 U.S.C. § 2601 et seq.).

Historic Property: Any prehistoric or historic district, site, building, structure, or object included in or eligible for inclusion in the National Register of Historic Places, including artifacts, records, and remains which are related to such district, site, building, structure, or object [16 U.S.C. § 470(w) (5)].

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

Incident: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions is performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

Incident Mitigation: Actions taken during an incident designed to minimize impacts or contain the damages to property or the environment.

Incident of National Significance: Based on criteria established in HSPD-S (paragraph 4), an actual or potential high-impact event that requires a coordinated and effective response by an appropriate combination of Federal, State, local, tribal, nongovernmental, and/or private-sector entities in order to save lives, minimize damage, and provide the basis for long-term community recovery and mitigation activities.

Infrastructure: The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

Initial Actions: The actions taken by those responders first to arrive at an incident site.

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

Initial Response: Resources initially committed to an incident.

In-Kind Donations: Donations other than cash (usually materials or professional services) for disaster survivors.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authorities. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization; or a rural community, unincorporated town or village, or other public entity. (As defined in Section 2(10) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

Major Disaster: As described by the Stafford Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Materiel Management: Requisitioning and sourcing (requirements processing); acquisition, asset visibility (resource tracking), receipt, storage, and handling; security and accountability; inventory, deployment, issue, and distribution; and recovery, reuse, and disposition.

Mitigation: Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations-Federal, State, local, and tribal, for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center: An off-site temporary facility at which response personnel and equipment are received from the Point of Arrival and are pre-positioned for deployment to an incident logistics base, to a local Staging Area, or directly to an incident site, as required. A mobilization

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

center also provides temporary support services, such as food and billeting, for response personnel prior to their assignment, release, or reassignment, and serves as a place to out-process following demobilization while awaiting transportation.

Multiagency Coordination System (MACS): The combination of personnel, facilities, equipment and procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdictional environment. A MAC Group functions within the MACS (as defined by NWCG National Training Curriculum).

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual Aid Agreement: Written agreement between agencies, organizations, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

Natural Resources: Natural resources include land, fish, wildlife, domesticated animals, plants, biota, air and water. Water means salt and fresh water, surface and ground water, including water used for drinking, irrigation, aquaculture, and recreational purposes, as well as its capacity as fish and wildlife habitat, including coral reef ecosystems as defined in 16 U.S.C. 64501. Land means soil, surface and subsurface minerals, and other terrestrial features.

Nongovernmental Organization (NGO): A nonprofit entity that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

On-Scene Coordinator (OSC): See Federal On-Scene Coordinator.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

Prevention: Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. Includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, private emergency response organizations, and private voluntary organizations.

Public Assistance Program: The program administered by FEMA that provides supplemental Federal disaster grant assistance for debris removal and disposal, emergency protective measures, and the repair, replacement, or restoration of disaster damaged, publicly owned facilities and the facilities of certain private nonprofit organizations.

Public Health: Protection, safety, improvement, and interconnections of health and disease prevention among people, domestic animals and wildlife.

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Public Works: Work, construction, physical facilities, and services provided by governments for the benefit and use of the public.

Recovery: The development, coordination, and execution of service and site restoration plans for impacted communities and the reconstitution of government operations and services through individual, private sector, nongovernmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.

Resources: Personnel and major items of equipment supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat, ongoing public health and agricultural surveillance testing processes; immunizations, isolation, or quarantine; and specific law enforcement operation aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

Situation Assessment: The evaluation and interpretation of information gathered from a variety of sources (including weather information and forecasts, computerized models, GIS data mapping, remote sensing sources, ground surveys, etc.) that, when communicated to emergency managers and decision makers, can provide a basis for incident management decision-making.

Special Populations: People who feel they cannot comfortably or safely access and use standard resources offered in disaster preparedness, relief and recovery. They include, but are not limited to those who are physically or mentally disabled, blind, deaf, cognitively disabled, mobility limited, non-English speaking, geographically/culturally isolated, medically or chemically dependent, homeless, frail/elderly and children.

State: Any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. (As defined in Section 2(14) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

Strategic: Strategic elements of incident management are characterized by continuous, long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strategic Plan: A plan that addresses long-term issues such as impact of weather forecasts, time-phased resource requirements, and problems such as permanent housing for displaced disaster victims, environmental pollution, and infrastructure restoration.

Telecommunications: The transmission, emission, or reception of voice and/or data through any medium by wire, radio, other electrical electromagnetic or optical means. Telecommunications includes all aspects of transmitting information.

Terrorism: Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: An indication of possible violence, harm, or danger.

Transportation Management: Transportation prioritizing, ordering, sourcing, and acquisition; time-phasing plans; fleet management; and movement coordination and tracking.

Tribe: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

Unaffiliated Volunteer: An individual who is not formally associated with a recognized voluntary disaster relief organization; also known as a "spontaneous" or "emergent" volunteer.

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan.

Uniform Disaster Situation Report (UDSR): The damage assessment reporting form.

United States: The term "United States," when used in a geographic sense, means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, any possession of the United States, and any waters within the jurisdiction of the United States. (As defined in Section 2(16) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

Unsolicited Goods: Donated items offered by and/or sent to the incident area by the public, the private sector, or other source, that have not been requested by government or nonprofit disaster relief coordinators.

Urban Search and Rescue: Operational activities that include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

Voluntary Organizations Active in Disaster (VOAD): A VOAD coordinates planning efforts by the many voluntary organizations responding to disaster.

Volunteer: Any individual accepted to perform services by an agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed. (See, for example, 16 USC § 742f(c) and 29 CFR § 553.101.)

Volunteer and Donations Coordination Center: Facility from which the Volunteer and Donations Coordination Team operates. It is best situated in or close by the State EOC for coordination purposes. Requirements may include space for a phone bank, meeting space, and space for a team of specialists to review and process offers.

Weapon of Mass Destruction (WMD): As defined in Title 18, U.S.C § 2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

Attachment 8 (Distribution Lists)

DE PERE EMERGENCY RESPONSE PLAN DISTRIBUTION LIST

City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: April 8, 2014

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consider Initial Resolution for the Industrial Revenue Bond
Financing request of Green Box NA Green Bay, LLC. *

ATTACHMENTS:

- Mayor & F-P-Green Box IRB-3-31-14-110-001-10 (DOCX)
- Reso14-Initial IRB (DOCX)

CITY OF DE PERE

MEMO

To: Michael J. Walsh, Mayor
Members of the Finance/Personnel Committee

From: Judith Schmidt-Lehman, City Attorney

RE: Industrial Revenue Bond Financing Request of Green Box NA Green Bay, LLC

Date: March 31, 2014

City Administrator Larry Delo received a request from Attorney James Snyder, on behalf of Green Box NA Green Bay, LLC, seeking Industrial Revenue Bond (IRB) financing assistance from the City. The purpose of this memo is to briefly explain what IRB Financing is under state statute and a brief explanation of the City approval process for issuing the same. Most technical requirements of the process (such as publication requirements and clerk receipt of documents from Developer) are omitted from this memo.

The City is authorized by Wis. Stats. §66.1103 to acquire, construct, equip, reconstruct, improve, maintain, repair, enlarge or remodel industrial projects; to enter into revenue producing agreements for same in order to promote the right to gainful employment, business opportunities and general welfare of its inhabitants; and to preserve and finance costs related to such industrial projects. The City issues the bonds and lends the money to the Developer for the project; however the repayment of the bonds is made by the Developer solely out of the revenues derived by the project financed by the bonds. The bonds are limited obligations of the City, with payment of principal and interest on the bonds payable solely out of the revenues derived under the project financing agreement between the Developer and City pertaining to the project to be financed by the bonds. IRBs are also not a charge against the City's general credit or taxing powers.

Assuming the Finance/Personnel Committee recommends moving forward with the IRBs, the Initial Resolution Regarding Industrial Development Revenue Bonds will go to the April 15, 2014 Council meeting. Additionally, a Resolution Regarding Public Bidding and Non-Discrimination requirements will accompany the IRB Resolution. State Statute allows for the waiver of public bidding requirements, on the basis that the City will have no involvement in the construction of the facility. Non-discrimination requirements will be included in any developer construction contract.

After approval of these resolutions on April 15, 2014, the Developer, after arranging for financing and the City will negotiate the project financing agreement, which must be approved by the Council. The final bond resolution (also needing Council approval) is accomplished after the project financing agreement is agreed upon.

If there are questions regarding this matter, please feel free to call me at 339-4042. Otherwise, I look forward to discussing this issue with you on April 8, 2014.

JSL:jld

cc: Lawrence A. Delo, City Administrator
Ken Pabich, Director of Planning and Economic Development
Alderpersons Boyd, Kneiszel and Bauer

H:\jdupont\Memos\2014\Mayor & F-P-Green Box IRB-3-31-14-110-001-10.docx

Attachment: Mayor & F-P-Green Box IRB-3-31-14-110-001-10 (2026 : Green Box IRB - Initial Resolution)

RESOLUTION #14-

CITY OF DE PERE, WISCONSIN
INITIAL RESOLUTION REGARDING
INDUSTRIAL DEVELOPMENT REVENUE BONDS

WHEREAS, the City of De Pere, Wisconsin, (the "City") is authorized by Wis. Stat. §66.1103, as amended (the "Act"), to acquire, construct, equip, reconstruct, improve, maintain, repair, enlarge or remodel industrial projects, and to enter into revenue producing agreements for same, in order to promote the right to gainful employment, business opportunities and general welfare of its inhabitants and to preserve and finance costs related to such industrial projects, which bonds are to be payable solely out of the revenues derived pursuant to the revenue agreement pertaining to the project to be financed by the bonds so issued and which bonds may be secured by a mortgage or other security interest on the project; and

WHEREAS, Green Box NA Green Bay, LLC, a Wisconsin limited liability company, (the "Eligible Participant") desires to acquire, construct, improve and/or equip a solid waste disposal and recycling facility in the City to be used by the Eligible Participant in its solid waste disposal and recycling operations. The acquisition, construction, improvement, and/or equipping of the solid waste disposal and recycling facility is hereinafter referred to as the "Project"; and

WHEREAS, the Project is estimated to require the issuance of bonds in an amount not to exceed \$125,000,000; and

WHEREAS, the Project qualifies to be financed with industrial development revenue bonds as a solid waste disposal facility under Wis. Stat. §66.1103(2)(k)5.; and

WHEREAS, the Eligible Participant desires and has requested assistance from the City in financing the cost of the Project through the issuance by the City of its industrial development revenue bonds pursuant to the Act;

NOW, THEREFORE, BE IT RESOLVED BY THIS COMMON COUNCIL OF THE CITY OF DE PERE, WISCONSIN, THAT:

(1) In view of the considerable benefits to be derived by the City from the development of the Project, the City intends to work toward the consummation of a project financing agreement pursuant to which the City shall:

(a) issue, sell and deliver to purchasers (to be obtained by the Eligible Participant) its industrial development revenue bonds in an aggregate principal amount not to exceed \$125,000,000 (the "Bonds") in order to finance costs related to the Project, which Bonds shall be payable solely out of the revenues derived from a note and

Resolution # _____

Page 2 of 5

mortgage or other security agreement on the Project or from such other revenue agreement as may be permitted by law;

(b) lend the proceeds of the Bonds to the Eligible Participant who will use the proceeds to help finance the project (and for any other purposes permitted by the Act) and enter into a note and mortgage agreement or other security agreement with the Eligible Participant or enter into other lawful revenue-producing agreements with respect to the Project providing revenues sufficient to pay principal of and interest on the Bonds when due; and

(c) assign the note and mortgage agreement or other security agreement or other revenue agreement and pledge the revenues and other amounts therefrom to the bondholders, or to a servicer, or a trustee under an indenture of trust, in order to secure the payment of principal and interest on the Bonds.

(2) THE BONDS SHALL NEVER CONSTITUTE AN INDEBTEDNESS OF THE CITY WITHIN THE MEANING OF ANY STATE CONSTITUTIONAL PROVISION OR STATUTORY LIMITATION, AND SHALL NOT CONSTITUTE OR GIVE RISE TO A PECUNIARY LIABILITY OF THE CITY OR A CHARGE AGAINST ITS GENERAL CREDIT OR TAXING POWERS.

(3) All expenses incurred in connection with the transactions herein contemplated shall be paid by the Eligible Participant from the proceeds of the Bonds, or otherwise, and shall not be the responsibility of the City.

(4) Taxes shall be assessed in accordance with applicable law to the Eligible Participant with respect to the Project in the same manner and amount as though the Project was not being financed by an industrial development revenue bond.

(5) The appropriate officers of the City are hereby authorized to negotiate the terms of a project financing agreement, note and mortgage or other security agreement or other revenue agreement, instruments of conveyance, mortgage and indenture of trust, if any, and any other documents required to properly complete the financing, provided that all such terms and procedures followed shall be subject to the conditions of this resolution and the provisions of Wis. Stat. §66.1103, as amended, and shall not be binding unless and until:

(a) the details of the project financing agreement and all documents pertinent thereto are reviewed, authorized and approved by a definitive resolution of this Common Council;

(b) the electors of the City have been given the opportunity to petition within 30 days from the date of publication of notice of adoption of this initial resolution for a referendum on the question of the issuance of the Bonds as provided by law;

(c) either no such valid petition for referendum shall have been timely filed or if such petition has been filed the said bond issue shall have been approved by a referendum;

Attachment: Reso14-Initial IRB (2026 : Green Box IRB - Initial Resolution)

Resolution # _____

Page 3 of 5

(d) all documents required in connection with the financing shall have been duly executed by the parties thereto and delivered to the extent required; and

(e) all applicable provisions of Federal law including Section 103 of the Internal Revenue Code of 1986, as amended, have been complied with.

(6) Notice of the adoption of this resolution of intent shall be published as a Class 1 notice in the official newspaper of the City, the *Green Bay Press Gazette*, in the form attached hereto.

(7) The City Clerk-Treasurer shall file a copy of (a) this resolution, and (b) the notice referred to in paragraph (6) above with the Wisconsin Economic Development Corporation within twenty (20) days following the publication of such notice.

(8) This resolution shall be effective for two (2) years after the date it is initially adopted.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of April, 2014.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, City Clerk-Treasurer

Attachment: Reso14-Initial IRB (2026 : Green Box IRB - Initial Resolution)

NOTICE TO ELECTORS
OF THE CITY OF DE PERE, BROWN COUNTY, WISCONSIN

NOTICE IS HEREBY GIVEN that the Common Council of the City of De Pere, Brown County, Wisconsin, at a meeting held on April 15, 2014, adopted a resolution of intent pursuant to Wis. Stat. §66.1103, to issue its industrial development revenue bonds (the "Bonds") on behalf of Green Box NA Green Bay LLC, a Wisconsin limited liability company, (the "Eligible Participant") to help finance the acquisition, construction, improvement and/or equipping of a solid waste disposal and recycling facility located in the City used by the Eligible Participant in its operations. Such acquisition, construction, improvement and/or equipping is hereinafter referred to as the "Project". The amount of the Bonds will not exceed \$125,000,000. The proceeds of the Bonds will be loaned to the Eligible Participant for the purpose of financing costs related to the Project. Under the terms of the proposed Bond issue, the City will enter into a revenue producing agreement with the Eligible Participant with respect to the use of the Project.

The Eligible Participant currently has approximately 56 full time equivalent employees in the City, and expects to add approximately 380 full time equivalent employees within the next three years as a result of the Project. No jobs are expected to be eliminated anywhere in Wisconsin as a result of the issuance of the bonds. No direct job impact is expected in the State of Wisconsin at any location other than the City of De Pere.

THE BONDS WHEN ISSUED WILL BE LIMITED OBLIGATIONS OF THE CITY, PAYABLE SOLELY OUT OF THE REVENUES DERIVED FROM A NOTE AND MORTGAGE AGREEMENT, OR OTHER SECURITY AGREEMENT, OR OTHER REVENUE PRODUCING AGREEMENT WITH REGARD TO THE PROJECT. THE BONDS SHALL NEVER CONSTITUTE AN INDEBTEDNESS OF THE CITY, WITHIN THE MEANING OF ANY STATE CONSTITUTIONAL PROVISION OR STATUTORY LIMITATION, AND SHALL NOT CONSTITUTE OR GIVE RISE TO A PECUNIARY LIABILITY OF THE CITY OR A CHARGE AGAINST ITS GENERAL CREDIT OR TAXING POWERS.

The resolution may be inspected by any elector of the City of De Pere, at the Office of the City Clerk-Treasurer, 335 South Broadway Street, De Pere, Wisconsin, during business hours.

Resolution # _____

Page 5 of 5

The Bonds will be issued only after a public hearing of the nature required by Section 147(f)(2)(B)(i) of the Internal Revenue Code of 1986, as amended, but without submitting the proposition to the electors of the City for approval unless within 30 days from the date of publication of this notice, a petition conforming to the requirements of Wis. Stat. §8.40, signed by not less than five percent (5%) of the registered electors of the City is filed with the City Clerk-Treasurer requesting a referendum upon the question of the issuance of the Bonds, in which event the public hearing referred to above may not be held and the Bonds shall not be issued unless and until approved by a majority of the City voting thereon at a general or special election.

Dated: _____

BY ORDER OF THE CITY OF DE PERE

Shana L. Defnet, City Clerk-Treasurer

Attachment: Reso14-Initial IRB (2026 : Green Box IRB - Initial Resolution)

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: April 8, 2014

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consider Resolution Regarding Public Bidding and Non-Discrimination in Connection with Industrial Revenue Bond Financing (Green Box).*

ATTACHMENTS:

- Reso14-Waiver IRB (DOCX)

RESOLUTION #14-
CITY OF DE PERE, WISCONSIN
RESOLUTION REGARDING
PUBLIC BIDDING AND NON-DISCRIMINATION IN CONNECTION WITH
INDUSTRIAL DEVELOPMENT REVENUE BOND FINANCING

WHEREAS, the Common Council for the City of De Pere, Wisconsin (the "City") has or will approve an initial resolution for the issuance of industrial development revenue bonds by the City on behalf of Green Box NA Green Bay, LLC, a Wisconsin limited liability company, (the "Eligible Participant"); and

WHEREAS, the project (the "Project") to be financed with the proceeds of the bonds will be located in the City and will consist of the acquisition, construction, improvement and/or equipping of a solid waste disposal and recycling facility to be used by the Eligible Participant; and

WHEREAS, the City finds it beneficial toward the completion of the Project to waive the requirements of Wis. Stat. §66.1103(11)(b) in connection with the Project;

NOW, THEREFORE, BE IT RESOLVED BY THIS COMMON COUNCIL OF THE CITY OF DE PERE, WISCONSIN, THAT:

1. The requirements as specified in Wis. Stat. §66.1103(11)(b)1. are to be waived in accordance with the provisions of Wis. Stat. §66.1103(11)(b)2. with reference to the Project to be financed with the industrial development revenue bonds of the City issued on behalf of the Eligible Participant for the Project because the City is not responsible for controlling any of the acquisition, construction, improvement, and/or equipping costs and because it is more efficient and expedient for the accomplishment of the public purposes of the bond issue if the Eligible Participant were to have complete control over the Project.

2. The Bonds, when issued, will contain such provisions regarding non-discrimination as state law or the City shall require.

3. This resolution shall be published as a Class 1 notice in the official newspaper of the City, the *Green Bay Press Gazette*, prior to the closing of the bond issue.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of April, 2014.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, City Clerk-Treasurer

Attachment: Reso14-Waiver IRB (2027 : Green Box IRB - Waiver Resolution)

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: April 8, 2014

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Defnet

SUBJECT: Request to Review Submission Deadlines for Public Meetings.

Aldersperson Heuvelmans requested at the 3/24/14 Common Council Meeting that we review our submission deadlines for our City of De Pere public meetings. I have attached a schedule used internally that identifies the meeting schedule and the deadline for submission for each of our public meetings. We mail/email meeting agenda no later than two business days prior to the meeting date (Friday for a Tuesday meeting, Thursday for a Monday meeting, etc.) Agenda and packets are published to the website the same day that agendas are mailed out and submitted to the press by email.

If you have questions before the meeting, please do not hesitate to contact me at 339-4050 or sdefnet@mail.de-pere.org.

Respectfully submitted,

Shana Defnet, Clerk-Treasurer

ATTACHMENTS:

- Directory For Meeting Agenda Item Deadlines (PDF)

Deadlines For Submitting Meeting Agenda Items

Meetings	Deadlines	Meeting Dates
License Committee	Wednesday prior to meeting	First and third Tuesday of each month
Common Council	12:00 Noon Thursday prior to meeting <u>Legal Department Only</u> - 9:30 a.m. Friday prior to meeting	First and third Tuesday of each month
Public Works	Wednesday prior to meeting	First Monday after the first Tuesday of each month
Finance	Wednesday prior to meeting	Second Tuesday of the month
Park Commissioners	12:00 Noon Thursday prior to meeting	Third Thursday of the month
Redevelopment Authority	Wednesday prior to meeting	Fourth Monday of the month
Plan Commission	Wednesday prior to meeting	Fourth Monday of the month
Health	Seven days prior to meeting	Quarterly in March, May, September and November on the third Monday of the month
Zoning Board of Appeals	First day of the month	As needed the fourth Monday of the month
Historic Preservation	Wednesday prior to meeting	Third Monday of each month

- ➔ Because of the additional work needed by the Legal Department to help prepare items being forwarded to the Common Council, they have an extended deadline.

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: April 8, 2014

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: End of Year Report on Health Insurance Plan & Rates Paid by Retirees

At the February Finance/Personnel Committee meeting I talked about how our health plan is trending. As mentioned at the meeting, 2013 was not a good year and we are in need of some changes with our health plan. We discussed the rates retirees are paying for health insurance and the amount that the City is subsidizing. We informed the committee that this was brought to the February meeting for informational purposes, but planned to bring it back to this meeting so we could have a chance to inform the retirees that we would be discussing this item.

The City has been subsidizing the retiree's portion of the medical plan for several years. Currently, retirees over the age of 65 pay only approximately 50% of the active employee rate for their insurance, which has attributed to a large subsidy on the part of taxpayers. (The standard rate for a retiree with Medicare paying primary is 90% of the active employee rate). Although retirees under the age of 65 pay 102% of the active premium, this portion of the medical cost has also been subsidized. In total, the City has been subsidizing approximately \$1.4 million over a 9-year period.

2013 Plan Year

Unfortunately our rates (premium rates) did not come close to paying our costs in 2013. Our goal is to have a reserve of \$800,000 for the health plan. We started 2013 with \$350,000 in reserves and our goal was to build that reserve balance up over the next few years. Unfortunately, at the end of 2013, we had \$30,000 in reserves.

The rate being charged for active employees is covering the costs of claims as we ended the year at 99%; so slightly under budget. Looking at the claims over the past several years, the rate being charged for active employees is covering their costs. However, that is not the same for retirees under the age of 65 and those eligible for Medicare (65+ years of age). Costs for retirees under the age of 65 were at 196%, and costs for Medicare eligible (65+) retirees were over 300%.

2014 Plan Year

We increased our premiums 10% going into 2014. That is a large increase and we were hoping that would have a positive effect on our plan. Unfortunately our plan has spiraled quickly. Looking at claims for the first two month in 2014, our plan is in the negative and we have depleted our entire reserve balance. The entire plan has a negative balance of \$63,023. At this rate we will have a negative fund balance of over \$600,000 by the end of 2014. The first month of 2014 the 65+ group was at 965%; so over 9x's as much. The under 65 group of retirees are at 300%. Therefore, our plan is in need of immediate changes.

If we were to increase the retiree rates based on the average subsidized by the City from 2007 through 2012, the increases would be 57.5% for the over 65 retirees and 103.1% for the retirees under age 65 years of age.

It has been mentioned by some former employees that retirees were promised that their health insurance rates would stay the same or that they negotiated the benefits. I've attached the language that was previously in the MEA and Engineering labor contracts. The language discusses that insurance will be offered, but makes no mention of the premium that would be charged. The City did not make any promises and has no contractual obligation to subsidize their health insurance or medical care costs.

RETIRESS UNDER 65

The retirees under age 65 currently pay 102% of the rate that active employees pay.

Current City Plan

Level of Coverage	Total # Members on Plan	2014 Retiree Premium Rates
Single under 65	6	\$689.40
Employee +1 under 65	6	\$1,283.10
Family under 65	0	\$2,104.48

As a comparison, if retirees under age 65 were to purchase coverage on the public Marketplace (Exchange), the costs in Brown County would vary, depending on the carrier. Following is an example of those ranges for a Silver plan, which is comparable to the City's plan for premium costs, but may have higher deductible and out-of-pocket costs:

Exchange Rates (Only for those under 65)

Type of Coverage	Range of Monthly Premium Rates (rates are based on age ranges from 50 to 64 and do not include subsidies for which individuals may be eligible)	Deductible and Out of Pocket Costs for Silver Level Plans on the Exchange (In-Network)	Deductible and Out of Pocket Costs on City's Plan (In-Network)
Single under 65	\$350 to \$835	Deductible: \$1500 to \$4500 Out of Pocket: \$3,600 to \$6,350	Deductible: \$1,500 Out of Pocket: \$1,900
Employee + 1 under 65	\$700 to \$1,760	Deductible: \$3,000 to \$9,000 Out of Pocket: \$7,200 to \$12,700	Deductible: \$3,000 Out of Pocket: \$3,800
Family of 3 under 65 (child	\$830 to \$1,875	Deductible: \$3000 to \$9,000 Out of	Deductible: \$3,000 Out of Pocket:

under 21)		Pocket: \$7,200 to \$12,700	\$4,200
-----------	--	-----------------------------	---------

MEDICARE ELIGIBLE RETIREES

Most groups that offer insurance to retirees don't continue to offer the insurance after the retirees are eligible for Medicare. For those groups that do, we have done a comparison of Medicare rates provided to us by our consultant, McClone, and our carrier, Humana, shows that most groups that offer coverage for retirees over age 65 charge a higher Medicare rate than the City's current structure. Generally, that charge is 90% of the active employee rate, when the plan coordinates and is secondary to Medicare coverage. As indicated above, the City only charges approximately 50% of the active rate. If the City were to follow general practice with Medicare rates, the change would be as follows:

Current City Plan

Level of Coverage	Total # Members on Plan	2014 City Medicare Premium Rates (approximately 50% of City premium)	Standard Medicare Rates (90%)
Medicare Single over 65	6 + 2 COBRA	\$337.79	\$608.00
Medicare Two over 65	1	\$641.53	\$1,216.00
Medicare one over one under 65	4	\$846.84	\$1,283.88

Over the past two years we have been communicating to the Medicare eligible retirees that are on the City's health insurance, educating them on Medicare and the costs associated with that. Some have cancelled the City's plan as they have discovered that a Medicare Supplement or Medicare Advantage plan was a much cheaper option for better coverage.

As a result of these comparisons, we would like direction on how you would like to proceed.

OPTIONS

We can change the premium level that retirees and Medicare eligible retirees pay, however; we still need to offer them coverage. We could, however, no longer offer coverage to employees who retire in the future after a certain date.

Below I've outlined the different options that are available.

Retirees Under 65 (In 2013, the City subsidized \$189,975 for this group of 12-15 members)

1. Increase premium levels- (All retirees would be affected) If the City would have increased the retiree rates by 103.1% in 2013, we would have a positive fund balance of \$14,576 at the end of the year and a savings of \$204,552 for retirees. The 103.1% increase would have put that group paying slightly above their costs; however, the increase amount was determined by looking at the average claims over a 7 year period.

2. No longer offer coverage for those retirees that retire in the future. (This excludes represented public safety officers who have a labor contract which states the City will offer coverage.) The amount that would be saved making this change is unknown.
3. Offer to pay retirees money each year to purchase other insurance. For 2013, we gave \$13,000 on average per retiree. (i.e. could give \$5,000 to each retiree per year and still save money) If we gave \$5,000 to each retiree that is currently on the plan and each member cancelled the City's plan, there would have been a savings of \$129,975 in 2013.
4. No Change

Medicare Eligible Retirees (In 2013, the City subsidized \$153,402 for this group of 11-16 members)

1. Increase premium levels (All retirees would be affected) If the City would have increased the rates by 57.5% in 2013, this would only have cost the City \$35,756 in 2013 so there would have been a savings of \$117,647.
2. No longer offer coverage for those retirees that retire in the future. (This excludes represented public safety officers who have a labor contract which states the City will offer coverage). The amount saved making this change is unknown as the amount would vary based on the number of employees that retire per year.
3. No Change

In October of 2013 the Health Insurance Review Team met. This team is comprised of nine employees in management and non-management positions. At that time, purchasing insurance through the exchange was still very challenging. Therefore, the team did not discuss increasing the rate for retiree insurance and decided to hold off on that discussion at that time. They did recommend that the City no longer offer insurance for those 65+ that retire in the future. They also recommend increasing the Medicare premium from 50% to 90% being they are able to purchase insurance through Medicare. They felt a 6 month period of time was an adequate amount of time to provide notice of the rate increase, and in the meantime, to hold additional meetings with Medicare experts to help educate them.

ATTACHMENTS:

- MEA Contract Language for Retirees (PDF)
- Copy of 2013 retiree cost graphs under 65 II (XLSX)
- Copy of 2013 Retiree cost graphs over 65 II (XLSX)

H. Health Insurance Advocacy Program

The City will make available a health insurance advocacy program for plan participants.

Dental

The City shall provide dental insurance coverage equivalent to that provided on June 1, 1987, or as otherwise mandated by the laws of the State of Wisconsin. Effective January 1, 2006, the City will pay up to a maximum of \$30 per month toward the monthly premium cost for such coverage.

Illness/Injury/Incapacitation

The City will continue to contribute at the rate above for a period not to exceed three (3) calendar months during the time an employee is incapacitated due to illness or injury other than work related illness or injury.

Retiree Participation

Upon retirement, an employee may, at his/her option, continue to be covered and insured under the City's hospitalization and medical insurance plan subject to the approval and requirements of the insurance carrier or policy carried by the City. A retired employee exercising such option shall be solely responsible for, and shall bear all the expense of, premium costs for such extended coverage. Upon death of an active or retired employee, the surviving spouse or dependent children shall be eligible for extended coverage under the group hospitalization and medical insurance plan provided by the Employer pursuant to state and federal regulations.

Long-Term Disability

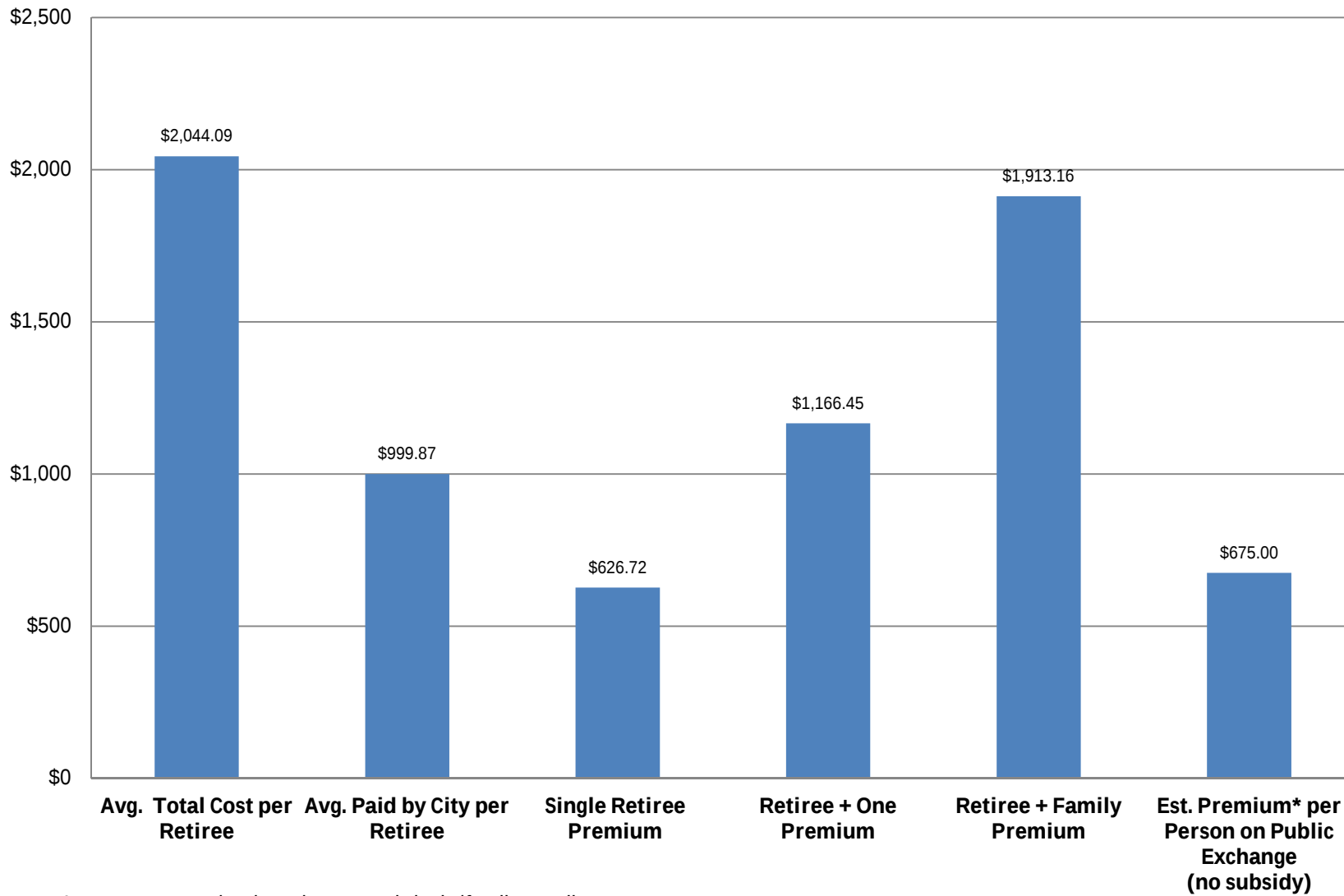
The City will also provide, at no cost to the employee, a long-term disability or income protection insurance plan.

ARTICLE 20

Wisconsin Retirement Fund, Social Security, and Life Insurance

The Employer will pay the Employer's share to the Social Security Fund, Retirement Fund, and the life insurance premiums according to the laws of the State of Wisconsin and the United States and, in addition, will pay up to a maximum of six and five-tenths (6.5%) percent of the salary paid to the employee toward the employee's contribution to the Retirement Fund. The Employer will continue to contribute at the set rate of the life insurance program for a period not to exceed three (3) calendar months during the time an employee is incapacitated due to illness or on-the-job injury. The Employer shall maintain fifty percent (50%) percent post-retirement insurance benefits in accordance with Section 40.13, Wisconsin Statutes, commencing in January following the first November after execution of this agreement. A summary of the municipal retirement plan and the insurance programs of the Employer shall be made available to employees upon request.

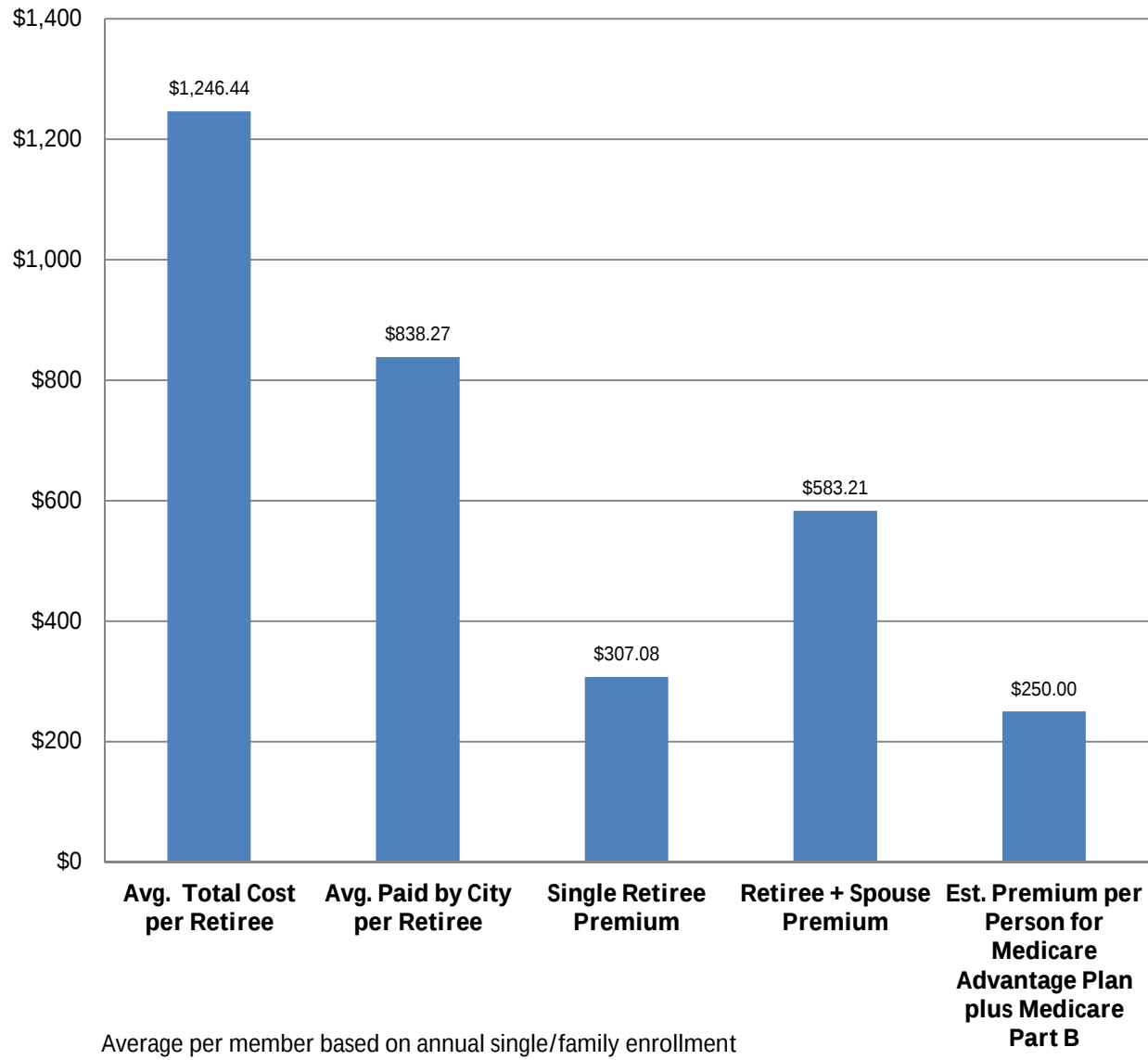
Retirees under Age 65 2013 Medical Costs Paid by Retiree and City



Average per member based on annual single/family enrollment

*Based on adult age 60 for Silver level plan

Retirees Age 65 & Over 2013 Medical Costs Paid by Retiree and City



City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: April 8, 2014

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Out of State Travel Summary for 2014

The committee recently asked for a summary of all planned out of state travel to be presented before them each year. Listed below is a list of the training for 2014.

Planned

Employee	Dates	Location	Topic
Judy Schmidt-Lehman	September 10-14	Baltimore, MD	International Municipal Lawyers Association Annual meeting.
Bill Boyle	July 14-18	San Diego, CA	Conference on ESRI software and products
Bill Boyle	Fall 2014 pending available training schedule	Chicago or Minneapolis	Training on ERSI software
Ken Pabich	October - exact dates are not known until program released	Dallas, TX	International Economic Development Conference
Captain Chad Opicka	May 11-17	Louisville, KY	Trends and Techniques in Internal Affairs
Jedd Bradley	May 5 - 16	Louisville, KY	Basic Crime Prevention Certification Seminar
Diane Yashinsky	July 16-18	Minneapolis, MN	Image Trend

Tentative

Employee	Dates	Location	Topic
Chief Beiderwieden	October	Chicago, IL	International Chief's Conference

Larry Delo	September 14-17, 2014	Charlotte, NC	Annual ICMA Conference
------------	-----------------------	---------------	------------------------