



# MONROE COUNTY BOARD OF SUPERVISORS

202 SOUTH K STREET, RM 1  
SPARTA, WISCONSIN 54656  
PHONE 608-269-8705  
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[www.co.monroe.wi.us](http://www.co.monroe.wi.us)

## NOTICE OF MEETING

**COMMITTEE:** FINANCE MEETING

**TIME:** 11:00 a.m.

**PLACE:** Justice Center  
Monroe County Board Assembly Room  
\*South Side/Oak Street Entrance\*  
112 South Court St./1<sup>st</sup> Floor Rm 1200  
Sparta, WI 54656

**DATE:** Wednesday, April 13, 2022

### SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. CLOSED SESSION PER Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Consideration of Revolving Loan Fund changes to Growing Stars Loan.
3. Return to Open Session
4. Next Month's Meeting Date/Time
5. Minutes Approval of March 16, 2022
6. Public Comment
7. Request for Line Item Transfer – Discussion/Action
  - a. Health Department – WIC
8. Request for Volunteer Driver Reimbursement Annual Adjustment to Correspond with IRS Mileage Reimbursement Rates – Discussion/Action
  - a. Human Services
9. Notice of Budgetary Adjustment(s) – Discussion/Action
  - a. Health Department
  - b. Human Services/Information Systems
  - c. Land Conservation
  - d. Highway
  - e. Personnel
10. Fiscal Note on Resolution(s) – Discussion/Action
  - a. Resolution Increasing the Maximum Balance on Reserve Fund for the Monroe County Department of Human Services
  - b. Resolution Authorizing the Application for Outdoor Recreation Aids
  - c. Resolution Authorizing the Establishment of a Full Time Medical Examiner Position
  - d. Resolution Authorizing the Establishment of a Part Time Chief Deputy Medical Examiner Position
11. Treasurer
  - a. Monthly Treasurer's Report
  - b. Treasurer Department Monthly Report Review

**FINANCE MEETING  
April 13, 2022 Agenda**

12. Finance
  - a. Monthly Financial Report
  - b. Finance Department Monthly Report Review
  - c. Audit Contract – Discussion/Action
  - d. Cost Allocation Contract – Discussion/Action
  - e. OPEB Contract – Discussion/Action
13. Bank Investments
14. Tax Delinquent Parcels
15. Self-Insurance Balance Update
16. Monthly Approvals – Discussion/Action
  - a. Notice of Donations/User Fees Received Budget Adjustment
  - b. County Disbursement Journal Approval
  - c. County Board Monthly Per Diem and Voucher Approval
17. Items for next month's agenda
18. Adjournment

Cedric Schnitzler, Committee Chair

Date notices mailed: April 7, 2022

Due to the COVID-19 Pandemic, the Monroe County Board will be following CDC recommendations. We will keep distancing of at least 6 feet. Sanitizers will be on location. We ask that if you are running a temperature or not feeling well, please do not place others at risk.

**PLEASE NOTE:** A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Finance Committee  
March 16, 2022

Present: Cedric Schnitzler, Wallace Habegger, Mark Halverson, Toni Wissestad, David Pierce  
Others: Tina Osterberg, Diane Erickson, Pamela Pipkin, Ron Hamilton, Tiffany Giesler, Alison Elliott, Laura Endres, Bob Smith, Ed Smudde, Chris Weaver, Jeremiah Erickson, Wes Revels, David Hesar, Debbie Carney, Lynn Kloety

The meeting was called to order at the Monroe County Board Assembly Room at 9:00 a.m. by Chair Cedric Schnitzler.

- Next meeting date – Thursday, April 14, 2022 regular meeting in the Monroe County Assembly Room at 11:00 a.m.
- Minutes Approval - Motion by David Pierce second by Wallace Habegger to approve the 02/03, 02/16 and 02/23/22 minutes. Carried 5-0.
- Public Comment – None.
- Budgetary Adjustment(s) -
  - a. Child Support/Corporation Counsel – Motion by Mark Halverson second by Toni Wissestad to approve budget adjustment. Tina Osterberg, County Administrator explained the 2022 adjustment in the amount of \$33,976.00 for part-time Assistant Corporation Counsel/Child Support Attorney Position. Discussion. Pamela Pipkin, Child Support Director further explained. Carried 5-0.
  - b. Land Records - Motion by Wallace Habegger second by Toni Wissestad to approve budget adjustment. Jeremiah Erickson, GIS Specialist/Land Information Officer explained the 2022 adjustment in the amount of \$456.36 for GPS unit cellular plan. Carried 5-0.
  - c. Dog Control - Motion by Mark Halverson second by David Pierce to approve budget adjustment. Alison Elliott, Sanitation, Planning & Zoning and Dog Control Administrator explained the 2022 adjustment in the amount of \$5,000.00 for confiscated dog and other animal cases. Carried 5-0.
  - d. Jail – Motion by Wallace Habegger second by Toni Wissestad to approve budget adjustment. Chris Weaver, Chief Deputy explained the 2022 adjustment in the amount of \$13,600.00 for jail sound proofing panels. Carried 5-0.
  - e. Human Services - Motion by David Pierce second by Mark Halverson to approve budget adjustment. Ron Hamilton, Human Services Director explained the 2021 adjustment in the amount of \$80,000.00 for Wisconsin Medicaid Cost Report Funds. Carried 5-0. Motion by David Pierce second by Toni Wissestad to approve budget adjustment. Ron Hamilton explained the 2021 adjustment in the amount of \$1,342,986.58 for Children's Long Term Support Program. Carried 5-0.
  - f. Health Department - Motion by Toni Wissestad second by David Pierce to approve budget adjustment. Tiffany Giesler, Health Director explained the 2022 adjustment in the amount of \$3,500.00 for Kindness Community donation. Carried 5-0. Motion by Wallace Habegger second by David Pierce to approve budget adjustment. Tiffany Giesler explained the 2021 adjustment in the amount of \$450.00 for United Piece Makers donation. Carried 5-0.
- Line Item Transfer(s) –
  - a. Solid Waste – Motion by Mark Halverson second by David Pierce to approve line item transfer. David Hesar, Solid Waste Manager explained the 2021 line item transfer in the amount of \$2,500.00 for recycling subsidy charge. Carried 5-0.
  - b. Medical Examiner – Motion by Wallace Habegger second by Mark Halverson to approve line item transfer. Bob Smith, Medical Examiner explained the 2021 line item transfer in the amount of \$12,141.00 for phone and salaries. Carried 5-0.
  - c. Finance – Motion by David Pierce second by Mark Halverson to approve budget adjustment. Diane Erickson, Finance Director explained the 2021 line item transfer in the amount of \$41,000.00 for self-funded insurance. Carried 5-0.
- Credit Card Approval

- a. Veterans Service Office – Motion by Wallace Habhegger second by Mark Halverson to approve credit card. Wallace Habhegger explained the request in the amount of \$2,500.00 for Assistant CVSO. Carried 5-0.
  - b. Human Services – Motion by David Pierce second by Toni Wissestad to approve credit cards. Ron Hamilton, Human Services Director explained request in the amount of \$5,000.00 for Position Change to CLTS, Social Worker in the amount of \$1,000.00 and CLTS Social Worker request in the amount of \$5,000.00. Carried 5-0.
  - c. Finance – Motion by Wallace Habhegger second by Mark Halverson to approve credit card. Diane Erickson, Finance Director explained credit card in the amount of \$1,000.00 for payroll accountant. Carried 5-0.
- Fiscal Note on Resolution –
    - a. Resolution Authorizing Establishment of One Additional Economic Support Specialist Position in the Human Services Department – Motion by David Pierce second by Toni Wissestad to approve fiscal note. Ron Hamilton, Human Services Director explained WREA Consortia funding from eight counties. Carried 5-0.
    - b. Resolution Amending Monroe County Ordinance, Chapter 47 – Motion by Toni Wissestad second by David Pierce to approve fiscal note. Alison Elliott, Sanitation, Planning & Zoning and Dog Control Administrator explained increase in revenue from zoning permits. Carried 5-0.
    - c. Resolution Authorizing Clerk of Courts and Sheriff's Salary Rates for the Next Term of Office in 2023-2026 – Motion by Wallace Habhegger second by Toni Wissestad to approve fiscal note. Ed Smudde, Personnel Director explained salary rates for the 2023-2026 term. Carried 5-0.
    - d. Resolution Authorizing Revised Compensation Plan Wage Adjustments Recommended by McGrath Human Resources Group. Motion by Wallace Habhegger second by Mark Halverson to approve fiscal note. Tina Osterberg, County Administrator explained wage adjustments based on the compensation plan schedule. Carried 5-0.
- Treasurer
    - a. Debbie Carney provided the Monthly Treasurers Report.
    - b. Treasurer Department Monthly Report Review.
- Bank Investments – Debbie Carney explained that it was difficult to find banks that would take large sums of money due to settlements and bond funding coming in at some time. Banks will only allow so much funding at one time. Some smaller banks don't want to take in larger amounts. Some banks will take it, but at a low interest rate. Debbie will review our banks as listed by resolution for a potential of adding banks to the policy.
- Finance
    - a. Diane Erickson provided the Monthly Financial Report.
    - b. Finance Department Monthly Report Review.
- Rolling Hills Change Order Approval – No Discussion.
- Self-Insurance Balance Update – Diane Erickson, Finance Director provided a self-insurance update.
- Monthly Approvals –
    - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – Motion by Mark Halverson second by Wallace Habhegger to approve notice of donations/user fees received budget adjustment. Carried 5-0.
    - b. Monthly Disbursement Journal – Motion by Toni Wissestad second by David Pierce to approve disbursement journal. Carried 5-0.
    - c. Monthly Per Diems and Vouchers - Motion by Wallace Habhegger second by Toni Wissestad to approve Monthly County Per Diems and Vouchers. Carried 5-0.
- Closed Session – Motion by David Pierce second by Wallace Habhegger to move into closed session. Cedric Schnitzler, Wallace Habhegger, Mark Halverson, Toni Wissestad, David Pierce all voted yes.

- Closed Session per Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Consideration of Revolving Loan Fund changes to Growing Stars Loan.
- Return to Open Session – Motion by David Pierce second by Wallace Habegger to move into open session. Cedric Schnitzler, Wallace Habegger, Mark Halverson, Toni Wissestad, David Pierce all voted yes.
- Chair Schnitzler announced that action was taken during closed session. The agenda item was tabled, and that any further discussion will involve the City of Sparta.
- Items for next month's agenda – Bank Investments
- Motion by Mark Halverson second by David Pierce to adjourn the meeting at 10:16 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder

## REQUEST FOR LINE ITEM TRANSFER

**Date:** 5-Apr-22  
**Department:** WIC  
**Amount:** \$42.00  
**Budget Year Amended:** 2021

**From Account**

Org	Object	Projec	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24120000	533200		Mileage	\$ 353.00	\$ 20.00	\$ 331.82	\$ 333.00
24120000	531000		Office Supplies	\$ 515.00	\$ 22.00	\$ 479.09	\$ 493.00
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total Transfer</b>					<b>\$ 42.00</b>		

**To Account**

Org	Object	Projec	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24120000	522025		Telephone	\$ 1,500.00	\$ 42.00	\$ 1,560.20	\$ 1,542.00
							\$ -
<b>Total Transfer</b>					<b>\$ 42.00</b>		

**Explanation for Transfer:**

Unexpected costs in the telephone line item and Equipment Service Contract line item will make up for the remainder of the telephone shortage after the transfer as they are in the same rollout code.

Department Head Approval

*Affany E. Lister* 4-5-22

Governing Committee Approval

*Carol A. Price* 4-5-22

**If <= \$500:**

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval:

\_\_\_\_\_ Date

**If > \$500:**

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on :

\_\_\_\_\_ Date

## Request for Volunteer Driver Reimbursement Annual Adjustment to Correspond with IRS Mileage Reimbursement Rates

Department: Human Services

Committee: Human Services

**Justification:**

January 1st of each calendar year, the Internal Revenue Service issues the standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable and other purposes. We are requesting that Volunteer Drivers are reimbursed the business use rate as defined by the IRS.
Mileage reimbursement rates would fall into effect May 1, 2022 and on January 1 each year there-after.

Department Head Approval: David A. Price

Date Approved by Committee of Jurisdiction: 4/5/2022

*Following this acceptance please forward to the County Clerk's Office.*

Date Approved By Finance Committee: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 5, 2022  
 Department: Health  
 Amount: \$800.00  
 Budget Year Amended: 2022

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

Radon-Promote radon testing, education and mitigation.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	435540		Radon	\$ -	\$ 800.00	\$ 800.00
Total Adjustment					\$ 800.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
24110000	534050		Block Grant Supplies	\$ 25,004.00	\$ 800.00	\$ 25,804.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 800.00	

Department Head Approval: \_\_\_\_\_

*Liffany G. L...*

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*David A. ... 4-5-22*

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_



# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 5, 2022  
 Department: Human Services/Information Systems  
 Amount: \$520.00  
 Budget Year Amended: 2022

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

Increase of annual fee to Netsmart for MyEvolv software due to AMA CPT Subscription fee

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71470000	474600		IS Rev - Human Svs Fees	\$ 44,180.00	\$ 520.00	\$ 44,700.00
						\$ -
Total Adjustment					\$ 520.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
71475000	521415	19790	Comp Ops-Human Svcs	\$ 44,148.00	\$ 520.00	\$ 44,668.00
24900500	521415		Computer Operations	\$ 40,788.00	\$ 520.00	\$ 41,308.00
24900500	515700		Education & Training	\$ 11,000.00	\$ (520.00)	\$ 10,480.00
Total Adjustment					\$ 520.00	

Department Head Approval: \_\_\_\_\_

Date Approved by Committee of Jurisdiction: David A. Price 4-5-22

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 13, 2022  
 Department: Land Conservation  
 Amount: \$40,000.00  
 Budget Year Amended: 2022

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

The Land Conservation Department received a \$40,000 grant (Building Resilient Infrastructure & Communities) to purchase additional weather monitoring stations for the Kickapoo/Little La Crosse Watersheds.

No County Levy dollars

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
16942200	435800		CCTF Grant Awards	\$ 64,400.00	\$ 40,000.00	\$ 104,400.00
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 40,000.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
16942200	534005		CCTF Operating Expenses	\$ 64,400.00	\$ 40,000.00	\$ 104,400.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 40,000.00	

Department Head Approval: *BB Michel* 4/14/22

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: March 17, 2022  
 Department: Highway  
 Amount: \$5,203,444.90  
 Budget Year Amended: 2022

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

Record receipt of Bonding funds

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
73210000	491100		Proceeds from Bond	\$ -	\$ 5,000,000.00	\$ 5,000,000.00
73210000	491110		Bond Premium	\$ -	\$ 203,444.90	\$ 203,444.90
Total Adjustment					\$ 5,203,444.90	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
73210000	569100		Debt Issue Expense	\$ -	\$ 57,447.00	\$ 57,447.00
73210000	521340		Contracted Road Projects		\$ 4,942,553.00	\$ 4,942,553.00
73210000	562000		Interest		\$ 203,444.90	\$ 203,444.90
						\$ -
Total Adjustment					\$ 5,203,444.90	

Department Head Approval: 3/14/2022

Date Approved by Committee of Jurisdiction: David A. Paine 3-17-22

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

# MONROE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: April 12, 2022  
 Department: Personnel  
 Amount: \$73,908.00  
 Budget Year Amended: 2022

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

This budget adjustment is to carryover the funding for McGrath Consulting Group to 2023 as this is when the invoices were actually received as they relate directly to the receipt of the draft and final reports from McGrath, which were received in 2022.

**Revenue Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
100000001	493000		Genl Fund Balance Applied	\$ 6,708,676.88	\$ 73,908.00	\$ 6,782,584.88
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 73,908.00	

**Expenditure Budget Lines Amended:**

Org	Object	Project	Account Name	Current Budget	Budget Adjustment	Final Budget
11430000	521000		Personnel Prof Svcs	\$ -	\$ 73,908.00	\$ 73,908.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Adjustment					\$ 73,908.00	

Department Head Approval: \_\_\_\_\_

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

RESOLUTION NO.

RESOLUTION INCREASING THE MAXIMUM BALANCE ON RESERVE FUND FOR THE MONROE COUNTY DEPARTMENT OF HUMAN SERVICES

1 WHEREAS, the budget and financial situation involving the Monroe County Department of Human  
2 Services has been reviewed by the Monroe County Human Services Board and the Monroe County Finance  
3 Committee; and  
4

5 WHEREAS, previously in Resolution No. 11a-06-4, the Human Services Board, as well as the auditor  
6 for Monroe County, established that a Reserve Fund for the Monroe County Department of Human Services that  
7 will be taken from the General Fund, future surpluses that Reserve Fund not to exceed \$300,000.00 (three  
8 hundred thousand dollars); and  
9

10 WHEREAS, the purpose of this fund will be to assist in maintaining a positive cash flow situation for  
11 Monroe County, to generate Interest Income for Monroe County, to provide fiscal stability for Monroe County  
12 through normal expense cycles at the Department of Human Services, to provide fiscal planning for unexpected  
13 situations from the Monroe County Department of Human Services, and to encourage cost effectiveness; and  
14

15 WHEREAS, Whereas the Monroe County Human Services Board has reevaluated the Reserve Fund and  
16 recommend that the maximum balance in the Reserve Fund be increased by \$100,000.00 and would not exceed  
17 \$400,000.00 (four hundred thousand dollars) and would be monitored monthly by a report to the Monroe County  
18 Human Services Board and through the Annual Report for department reconciliation; and  
19

20 WHEREAS, excess dollars from the annual Human Services Budget would be placed into this account to  
21 maintain the maximum \$400,000.00 balance.  
22

23 NOW, THEREFORE BE IT RESOLVED by the Monroe County Board of Supervisors that they do  
24 hereby approve an increased maximum amount in the Reserve Fund, not to exceed \$400,000.00, in the 2023 Budget  
25 for the Monroe County Department of Human Services.  
26

27 BE IT FURTHER RESOLVED that this fund shall have the purposes and restrictions as stated above in  
28 this Resolution.  
29

Offered by the Health and Human Services Board, Dated this 27 day of April, 2022.

Fiscal note: Funding shall be taken from the 2023 General Fund future surpluses up to the amount of \$400,000.00.

Statement of purpose: Purpose of this Resolution will be to increase the Reserve Fund for the Monroe County Department of Human Services for the budget year of 2023.

<p>Finance Vote (if required):  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent          .....</p> <p>Drafted &amp; Approved as to form:          _____          Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: <u>April 5</u>, 20<u>22</u>          VOTE: <u>7</u> Yes <u>0</u> No <u>2</u> Absent          Committee Chair: <u>David A. Puccio</u>  <u>Jan [Signature]</u> <u>Mary VonKuden</u>  <u>[Signature]</u> <u>Mary J. Cook</u></p>
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ADOPTED  FAILED  AMENDED

OTHER \_\_\_\_\_

County Board Vote on: \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Absent

STATE OF WISCONSIN  
COUNTY OF MONROE

I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # \_\_\_\_\_ acted on by the Monroe County Board of Supervisors at the meeting held on \_\_\_\_\_.

\_\_\_\_\_  
SHELLEY R. BOHL, MONROE COUNTY CLERK  
*A raised seal certifies an official document.*

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING THE APPLICATION FOR  
OUTDOOR RECREATION AIDS

1 WHEREAS, Monroe County is interested in maintaining, acquiring and/or developing lands for public  
2 outdoor recreation purposes as described in the application, in particular, park development; and  
3

4 WHEREAS, Financial aid is needed to carry out the projects; and  
5

6 WHEREAS, Monroe County has anticipated seeking financial aid for this project by creating a budget  
7 sufficient to complete the project or acquisition.  
8

9 NOW, THEREFORE, BE IT RESOLVED, that the Forestry & Parks Administrator is authorized to  
10 act on behalf of Monroe County to:  
11

- 12 1. Submit applications to the State of Wisconsin Department of Natural Resources for any  
13 financial aid that may be available; and
- 14 2. Submit reimbursement claims along with necessary supporting documentation within 6  
15 months of project completion date; and
- 16 3. Submit signed documents for completing the project; and
- 17 4. Take necessary action to undertake, direct and complete the approved project.  
18

19 BE IT FURTHER RESOLVED that Monroe County will comply with state or federal rules for the  
20 programs to the general public during reasonable hours consistent with the type of facility; and will  
21 obtain from the State of Wisconsin Department of Natural Resources approval in writing before any  
22 change is made in the use of the project site.  
23

24 Offered this 27<sup>th</sup> day of April, 2022 by the Natural Resources and Extension Committee.  
25

26 Purpose: To apply for and receive state aid for the development of Monroe County Parks.  
27

28 Fiscal Note: This resolution will allow Monroe County to apply for state aid for outdoor recreation  
29 which will be an amount up to \$300,000.

Drafted by: Chad Ziegler, Forestry & Parks Administrator

<p>Finance Vote (If required):  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent          *****          Approved as to form:          _____          Lisa Aldinger Hamblin, Corporation Counsel</p>	<p>Committee of Jurisdiction Forwarded on: _____, 20____          VOTE: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent          Committee Chair: _____          _____          _____          _____</p>
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ADOPTED  FAILED  AMENDED

OTHER \_\_\_\_\_

County Board Vote on: \_\_\_\_\_ 20\_\_

\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

STATE OF WISCONSIN  
COUNTY OF MONROE

I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # \_\_\_\_\_ acted on by the Monroe County Board of Supervisors at the meeting held on \_\_\_\_\_.

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SHELLEY R. BOHL, MONROE COUNTY CLERK  
*A raised seal certifies an official document.*



**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A FULL TIME  
MEDICAL EXAMINER POSITION**

**WHEREAS**, the Monroe County Public Safety and Justice Coordinating Committee and Administrative & Personnel Committee request the establishment of a full-time Medical Examiner position in the Medical Examiner’s Office effective June 1, 2022; and

**WHEREAS**, Monroe County has an established on-call Medical Examiner that works on a case by case basis, and due to the consistent increase in calls and more expectations of Medical Examiner’s Office, the County has deemed the need for this position to be established on a full-time basis as it is unfeasible to sustain on an on-call basis; and

**WHEREAS**, this full time position would be able to have oversight of the Medical Examiner’s Office on a consistent basis and still meet the needs of the necessary calls for 24/7 response to the public as needed, while managing the budget, and other associated staff within the department; and

**NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby authorize the establishment of full-time Medical Examiner position in place of the current On-Call position in the Medical Examiner’s Office, effective June 1, 2022.

**FURTHER BE IT RESOLVED** that \$33,739 be transferred from the Contingency Fund account 10010000 539200 to cover to following Medical Examiner Department increased/ (decreased) costs with the establishment of a full time Medical Examiner:

<u>Account</u>	<u>Description</u>	<u>Amount</u>
• 11270000 511000	Salary	\$31,846
• 11270000 515005	Retirement	\$1,485
• 11270000 515010	Social Security	\$1,978
• 11270000 515015	Medicare	\$468
• 11270000 515020	Health Insurance	(\$2,634)
• 11270000 515025	Dental Insurance	(\$33)
• 11270000 515040	Workers Compensation	\$629

Dated this 19<sup>th</sup> day of April, 2022

Offered by the Administrative & Personnel Committee

Purpose: Approve creating a full-time Medical Examiner to replace the On-Call position currently established effective June 1, 2022.

Fiscal Note: This resolution will authorize a transfer of \$33,739 from the 2022 Contingency Fund to the 2022 Medical Examiner budget to cover increased costs of a full time Medical Examiner position This resolution will require a 2/3 vote of the entire membership of the Monroe County Board of Supervisors for approval.

Finance Vote (If required):  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Drafted & Approved as to form on \_\_\_\_\_  
\_\_\_\_\_  
Lisa Aldinger Hamblin, Corporation Counsel

ADOPTED  FAILED  AMENDED  
 OTHER \_\_\_\_\_  
County Board Vote on: \_\_\_\_\_ 20\_\_  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Committee of Jurisdiction Forwarded on: \_\_\_\_\_, 20\_\_  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Committee Chair: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STATE OF WISCONSIN  
COUNTY OF MONROE  
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is  
a true and correct copy of Resolution # \_\_\_\_\_ acted on by the Monroe  
County Board of Supervisors at the meeting held on \_\_\_\_\_.  
  
\_\_\_\_\_  
SHELLEY R. BOHL, MONROE COUNTY CLERK  
*A raised seal certifies an official document.*

# New Position Analysis



- New position
- Increased hours to current position
- Additional existing position

<b>Date:</b> 03/28/2022	<b>Department:</b> Medical Examiner
<b>Department Head Name:</b> Robert Smith	

Explain the necessity of this position (be specific as to the reasons why this position is needed and explain reasons why present staff cannot accomplish tasks):

The Medical Examiner's Office averages 2.47 calls per day. At an average of 3.45 hours per call we are unable to meet the demands with On Call staff. The increased reporting and the daily operating of the office are not included in the call average. In the past 2 years alone calls are up over 125 calls. Cases have increased from 387 in 2018, 391 in 2019, 468 in 2020, to 519 in 2021.

The Medical Examiner position is currently an On Call position. The reporting and case load has increased to a point where it is unfeasible to continue to operate the Medical Examiners Office with a part time Administrative Associate and On Call staff. At this time the part time Administrative Associate position is vacant. This request would eliminate the part time Administrative Associate position and create a full time Medical Examiner position.

The full time Medical Examiner would supervise staff, schedule 24-hour coverage of duties, manage the annual budget, process bills, pay invoices, purchase and maintain supplies and equipment, stay current on trainings, investigate deaths and maintain corresponding document reports, collect, maintain and dispose of evidence, prepare and provide cremation authorizations, disinterment permits and death certificates.

<b>Suggested Title:</b> Medical Examiner			
<b>Personnel Director's Recommended Classification:</b>		<b>Grade:</b> R	<b>FLSA Class:</b> Exempt-Administrative
<b>Full-time:</b>	<input checked="" type="checkbox"/>	<b>Part-time:</b> /hours	<b>Projected Start Date:</b> 06/01/2022

\*Current or newly created Job Description in current County format must be attached.\*  
\*A completed and approved Resolution must also accompany this Position Analysis.\*

## Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
35.48	43,428	2,823	2,693	630	514	12,469	457	11

1. Where will the funds for this position come from?  
 Current budget and contingency fund \_\_\_\_\_
2. What equipment will need to be purchased for this position (desk, etc.)?  
 Updated desk and chair, computer monitor.
  - a. Is office space presently available? Yes \_\_\_\_\_ Where? Justice Center \_\_\_\_\_
  - b. Estimated cost of needed equipment? \$1,000 \_\_\_\_\_
  - c. Is the cost of needed equipment in the department budget? Yes \_\_\_\_\_
3. What is the grand total cost of all items this fiscal year? 64,025 \_\_\_\_\_
4. What is the annual cost of salary and fringes, thereafter? 107,293 \_\_\_\_\_

**Supervisory Responsibility** (if applicable):

1. In brief detail, explain the supervisory authority this position will have:

Oversee the Department as the Department head. Supervise the Chief Deputy and 2-3 deputies.

2. Number of employees Directly supervised: 3-5 Indirectly: \_\_\_\_\_

List the position titles that will report to this position:

Chief Deputy Medical Examiner		
Deputy Medical Examiner		

3. What position title will this position report to? County Administrator

**County Administrator** – Action:

Date: \_\_\_\_\_ Position Approved:   Position Denied:

**Committee of Jurisdiction:** \_\_\_\_\_ – Action:

Date: \_\_\_\_\_ Position Approved:   Position Denied:   by a vote of: \_\_\_\_\_

**Administration & Personnel Committee** – Action:

Date: \_\_\_\_\_ Position Approved:   Position Denied:   by a vote of: \_\_\_\_\_

**Finance Committee** – Action on Fiscal Note:

Date: \_\_\_\_\_ Funds Approved:   Funds Denied:   by a vote of: \_\_\_\_\_

**County Board** – Action:

Date: _____	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>
By a vote of: _____	aye	nay absent/abstention

<b>Job Title:</b>	<b>Medical Examiner (Non-Pathologist)</b>	<b>Department:</b>	Medical Examiner
<b>Location:</b>	Monroe County Justice Center	<b>FLSA Category:</b>	Exempt- Administrative
<b>Immediate Supervisor:</b>	County Administrator	<b>Salary Grade:</b>	R
<b>Supervision Exercised:</b>	Administrative and functional supervision of a part-time Chief Deputy and number of Deputies as determined by the Medical Examiner.	<b>Position Type:</b>	Full-time:

### **Basic Functions and Responsibilities**

Under the guidance of the Public Safety and Justice Coordinating Committee, the Medical Examiner directs and administers the operations and personnel of the Medical Examiner's Office in providing death investigations, cremation authorizations and disinterment permits for Monroe County. The Medical Examiner shall perform the duties required under the law including those outlined in Wis. Stats. Chapter 979, 59.34, 30.67 (6) and the Wisconsin Administrative Code. Further, it is the Medical Examiners responsibility to administer the operations and personnel of the Monroe County Medical Examiner's Office.

### **Job Description**

#### **ROLE AND RESPONSIBILITIES**

- Investigates deaths in accordance with Wisconsin State Statues, including evaluating death scenes, examining and preserving evidence, investigating the circumstances of death by obtaining personal data and medical history through records and interviews; and establishes initial assessment of cause and manner of death, as natural, suicidal, accidental, homicidal or undetermined.
- Determines need for autopsy, toxicology, radiology, etc.; involvement from other agencies/departments such as law enforcement/detective, crime lab, District Attorney, pathologist, etc.; obtains appropriate records from law enforcement, health care establishments, etc. to coordinate a comprehensive, multidisciplinary investigation.
- Prepares and maintains reports documenting the facts and findings of all death investigations and other activities pertinent to the investigation.
- Determines positive identification of the decedent.
- Collects, maintains and disposes of evidence; obtains bodily specimens; maintains and sorts records and documents; maintains, sorts and reviews photographs; prepares presentations and slides
- Appoints and supervises Chief Deputy and Deputy Medical Examiners; selects new employees; coordinates, assigns and reviews work activities; acts on problems and concerns; maintains standards and oversees department operations.
- Prepares and administers department annual budget; monitors, oversees and authorizes expenditures; processes and pays invoices. Purchases and maintains supplies and equipment.
- Provides direction and feedback to staff and recommends salary increases as appropriate.
- Attends training meetings and seminars; participates in task forces and review teams; maintains current training, in-service seminars and public speaking as needed.
- Provides court testimony as needed.
- Prepares and provides cremation authorizations, disinterment permits and death certificates. Prepares and submits reports, documentation and correspondence including medical examiners reports, traffic fatality reports, statistics, firearm death reports, etc.
- Prepares on-call schedules to provide 24-hour coverage of duties.

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Associate degree in nursing, chemistry, biology, medicine, pre-med, forensic science, criminal justice, or a paramedic, EMT, or a combination of education and experience that provides the necessary knowledge, skills and abilities may be considered.
- Prefer minimum of three years' experience with progressively responsible supervisory and budget experience
- Approved training in death investigation within one (1) year of job commencement and
- Possession of a valid Wisconsin Driver's license is also required.
- Prior experience or knowledge of medicolegal death investigation, knowledge of relevant Wisconsin State Statutes, basic knowledge of forensic pathology and toxicology techniques along with other forensic specialties and their uses highly preferred.
- Must be available 24 hours/day, 7 days/week unless proper replacement is available and reported to Police/Sheriff Department for dispatching.

**PHYSICAL DEMANDS**

A large percentage of time is spent sitting, walking, standing, stooping, kneeling, climbing, bending, reaching, talking, hearing, handling, using near and far vision, judgment, lifting, carrying, pushing/pulling 100 pounds or more. Is exposed to extreme weather, hazardous working conditions intermittently. A lesser amount of time is spent traveling to and moving about incident sites.

**ADDITIONAL NOTES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A PART TIME  
CHIEF DEPUTY MEDICAL EXAMINER POSITION**

**WHEREAS**, the Monroe County Public Safety and Justice Coordinating Committee and Administrative & Personnel Committee request the establishment of a part-time Chief Deputy Medical Examiner position in the Medical Examiner’s Office effective June 1, 2022; and

**WHEREAS**, the current part-time Administrative Assistant position within the Medical Examiner would be replaced with a part-time Chief Deputy Medical Examiner position, as the county has seen an increase from 387 cases per year in 2018 to 519 cases in 2021 and the need for the previously clerical position to have the ability to take calls has become a necessity for this department;

**WHEREAS**, the structure of this department already has a number of on-call positions to handle calls, but this will not be sustainable due to the consistent increase in call volume, and with the Medical Examiner position within the office this position would be able to provide additional support with all of the tasks currently completed by the Administrative Assistant position, and also take calls; and

**NOW, THEREFORE, BE IT RESOLVED** by the Monroe County Board of Supervisors that they do hereby authorize the establishment of part-time Chief Deputy Medical Examiner position in place of the current part-time Administrative Assistant position in the Medical Examiner’s Office, effective June 1, 2022.

Dated this 19<sup>th</sup> day of April, 2022

Offered by the Administrative & Personnel Committee

Purpose: Approve creating a part-time Chief Deputy Medical Examiner to replace the part-time Administrative Assistant position currently established effective June 1, 2022.

Fiscal Note: Current funding exists in the 2022 Medical Examiner departmental budget for a part time Chief Deputy Medical Examiner position. This resolution will require a simple majority vote of the entire membership of the Monroe County Board of Supervisors for approval.

Finance Vote (If required):  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Committee of Jurisdiction Forwarded on: \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

Drafted & Approved as to form on \_\_\_\_\_  
\_\_\_\_\_  
Lisa Aldinger Hamblin, Corporation Counsel

Committee Chair: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADOPTED  FAILED  AMENDED  
 OTHER \_\_\_\_\_  
County Board Vote on: \_\_\_\_\_ 20\_\_\_\_  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Absent

STATE OF WISCONSIN  
COUNTY OF MONROE  
I, SHELLEY R. BOHL, Monroe County Clerk, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution # \_\_\_\_\_ acted on by the Monroe County Board of Supervisors at the meeting held on \_\_\_\_\_.  
\_\_\_\_\_  
SHELLEY R. BOHL, MONROE COUNTY CLERK  
*A raised seal certifies an official document.*

# New Position Analysis



- New position
- Increased hours to current position
- Additional existing position

<b>Date:</b> 03/28/2022	<b>Department:</b> Medical Examiner
<b>Department Head Name:</b> Robert Smith	

Explain the necessity of this position (be specific as to the reasons why this position is needed and explain reasons why present staff cannot accomplish tasks):

The Medical Examiner's Office averages 2.47 calls per day. At an average of 3.45 hours per call we are unable to meet the demands with On Call staff. The increased reporting and the daily operating of the office are not included in the call average. In the past 2 years alone calls are up over 125 calls. Cases have increased from 387 in 2018, 391 in 2019, 468 in 2020, to 519 in 2021.

This position will assist with administrative tasks as well as Chief Deputy Medical Examiner duties. This will be a part time position from 10-40 hours per week depending on need. The Deputy position will not be benefit eligible due to not maintaining at least 20 hours consistently each week.

The part time Chief Deputy will assist with providing 24 hour availability, investigate deaths and maintain corresponding document reports, collect, maintain and dispose of evidence, prepare and provide cremation authorizations, disinterment permits and death certificates, and assist with invoices and bill processing in the absence of the Medical Examiner.

<b>Suggested Title:</b> Chief Deputy Medical Examiner		
<b>Personnel Director's Recommended Classification:</b>	<b>Grade:</b> N	<b>FLSA Class:</b> Non-Exemp-Administrative
<b>Full-time:</b> <input type="checkbox"/>	<b>Part-time:</b> Variable hours	<b>Projected Start Date:</b> 06/01/2022

\* Current or newly created Job Description in current County format must be attached.\*  
\* A completed and approved Resolution must also accompany this Position Analysis.\*

### Funding - Annual Costs to include family insurance coverage:

Hourly Rate	Annual Salary	Retirement	Social Security	Medicare	Work Comp	Health Ins.	Dental Ins.	Life Ins.
25.09	23,033	1,498	1,429	334	273	0	0	0

1. Where will the funds for this position come from?  
 Current budget and contingency fund. \_\_\_\_\_
2. What equipment will need to be purchased for this position (desk, etc.)?  
 None \_\_\_\_\_
  - a. Is office space presently available? Yes \_\_\_\_\_ Where? Justice Center \_\_\_\_\_
  - b. Estimated cost of needed equipment? 0 \_\_\_\_\_
  - c. Is the cost of needed equipment in the department budget? N/A \_\_\_\_\_
3. What is the grand total cost of all items this fiscal year? 26,567 \_\_\_\_\_
4. What is the annual cost of salary and fringes, thereafter? 45,143 \_\_\_\_\_



**Supervisory Responsibility** (if applicable):

1. In brief detail, explain the supervisory authority this position will have:

Assist in supervision of 2-3 deputies. Assist in absence of Medical Examiner

2. Number of employees Directly supervised: 2-3 Indirectly: \_\_\_\_\_

List the position titles that will report to this position:

Deputy Medical Examiner		

3. What position title will this position report to? Medical Examiner

**County Administrator – Action:**

Date: \_\_\_\_\_ Position Approved:  Position Denied:

**Committee of Jurisdiction: \_\_\_\_\_ – Action:**

Date: \_\_\_\_\_ Position Approved:  Position Denied:  by a vote of: \_\_\_\_\_

**Administration & Personnel Committee – Action:**

Date: \_\_\_\_\_ Position Approved:  Position Denied:  by a vote of: \_\_\_\_\_

**Finance Committee – Action on Fiscal Note:**

Date: \_\_\_\_\_ Funds Approved:  Funds Denied:  by a vote of: \_\_\_\_\_

**County Board – Action:**

Date: _____	Position Approved: <input type="checkbox"/>	Position Denied: <input type="checkbox"/>
By a vote of:	aye	nay
		absent/abstention

<b>Job Title:</b>	<b>Chief Deputy Medical Examiner (Non-Pathologist)</b>	<b>Department:</b>	Medical Examiner
<b>Location:</b>	Monroe County Justice Center	<b>FLSA Category:</b>	Non-Exempt- Administrative
<b>Immediate Supervisor:</b>	Medical Examiner	<b>Salary Grade:</b>	N
<b>Supervision Exercised:</b>	Administrative and functional supervision of number of Deputies as determined by the Medical Examiner.	<b>Position Type:</b>	Part-Time (varied 10-40 hrs.)

### **Basic Functions and Responsibilities**

Under the guidance of the Medical Examiner, the Assistant Medical Examiner conducts investigations of deaths of an unusual or violent nature or in cases where no physician was in attendance within 30 days preceding death. The Chief Deputy Medical Examiner shall perform duties as outlined in Chapter 979, 30.67(6), 48.981, 59.34 and others as may be amended or required by law.

### **Job Description**

#### **ROLE AND RESPONSIBILITIES**

- Investigates deaths in accordance with Wisconsin State Statutes, including evaluating death scenes, examining and preserving evidence, investigating the circumstances of death by obtaining personal data and medical history through records and interviews; and establishes initial assessment of cause and manner of death, as natural, suicidal, accidental, homicidal or undetermined.
- Determines need for autopsy, toxicology, radiology, etc.; involvement from other agencies/departments such as law enforcement/detective, crime lab, District Attorney, pathologist, etc.; obtains appropriate records from law enforcement, health care establishments, etc. to coordinate a comprehensive, multidisciplinary investigation.
- Prepares and maintains reports documenting the facts and findings of all death investigations and other activities pertinent to the investigation.
- Determines positive identification of the decedent.
- Collects, maintains and disposes of evidence; obtains bodily specimens; maintains and sorts records and documents; maintains, sorts and reviews photographs; prepares presentations and slides
- In the absence of the Medical Examiner processes and pays invoices. Purchases and maintains supplies and equipment.
- Attends training meetings and seminars; participates in task forces and review teams; maintains current training, in-service seminars and public speaking as needed.
- Provides court testimony as needed.
- Prepares and provides cremation authorizations, disinterment permits and death certificates. Prepares and submits reports, documentation and correspondence including medical examiners reports, traffic fatality reports, statistics, firearm death reports, etc.
- Provides 24 hour availability and reports call changes to Monroe County dispatch

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Associate degree in nursing, chemistry, biology, medicine, pre-med, forensic science, criminal justice, or a paramedic, EMT, or a combination of education and experience that provides the necessary knowledge, skills and abilities may be considered.
- Approved training in death investigation within one (1) year of job commencement and
- Possession of a valid Wisconsin Driver's license is also required.
- Prior experience or knowledge of medicolegal death investigation, knowledge of relevant Wisconsin State Statutes, basic knowledge of forensic pathology and toxicology techniques along with other forensic specialties and their uses highly preferred.
- Must be available 24 hours/day, 7 days/week unless proper replacement is available and reported to Police/Sheriff Department for dispatching.

#### **PHYSICAL DEMANDS**

A large percentage of time is spent sitting, walking, standing, stooping, kneeling, climbing, bending, reaching, talking, hearing, handling, using near and far vision, judgment, lifting, carrying, pushing/pulling 100 pounds or more. Is exposed to extreme weather, hazardous working conditions intermittently. A lesser amount of time is spent traveling to and moving about incident sites.

#### **ADDITIONAL NOTES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.