

(revised)

AGENDA

JEFFERSON COUNTY BOARD MEETING

TUESDAY

February 10, 2026

7:00 p.m.

**Jefferson County Courthouse
311 S. Center Avenue, Room C2063
Jefferson, WI 53549**

[Livestream on YouTube](#)

Register in advance for this webinar:

https://zoom.us/webinar/register/WN_N2ghwZR3TQenotKF1KEwmQ

After registering, you will receive a confirmation email containing information about joining the webinar.

1. **CALL TO ORDER**
 - a. Roll Call by County Clerk
2. **PLEDGE OF ALLEGIANCE**
3. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW**
4. **APPROVAL OF THE AGENDA**
5. **APPROVAL OF January 13, 2026 MEETING MINUTES**
6. **COMMUNICATIONS**
 - a. Notice of Public Hearing – Planning and Zoning – February 19, 2026, 6:00 p.m.
 - b. Treasurer’s Monthly Report
 - c. 2027 Budget Calendar (page 1)
 - d. County Board Orientation and Organizational Meeting Dates (page 2)
7. **PUBLIC COMMENT (agenda items)**
COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES
8. **BUILDING & GROUNDS COMMITTEE**
 - a. Resolution - Accepting bids for the LED Interior Lighting Project at Fair Park and amending the 2026 budget (page 3)
9. **EXECUTIVE COMMITTEE**
 - a. Resolution - Designating Official Jefferson County Newspaper for County Board Minutes (page 5)
 - b. Resolution - Urging State Leadership to Enact a Comprehensive, Sustainable Transportation Funding Solution (page 7)
10. **FINANCE**
 - a. Resolution- Amending the Planning and Development Fee Schedule to add a Plat Book Fee and amending the 2026 budget (page 9)
 - b. Resolution- Updating Pool Monitoring Fees and Amending the 2026 Budget (page 10)
 - c. Resolution- Updating Lodging License Categories for the Environmental Public Health Consortium and amending the 2026 Budget (page 12)
 - d. Resolution- Entering into a contract with AVI-SPL for maintenance services and amending the 2026 budget (page 28)
 - e. Resolution- Authorizing the Sale of County-Owned Land to Wangard Property Acquisitions, LLC (ADDENDUM)

11. **LAW ENFORCEMENT & EMERGENCY MANAGEMENT COMMITTEE**
 - a. Resolution - Authorizing Participation in the Wisconsin Statewide Mutual Aid Compact (WiSMAC) (page 30)
 - b. Resolution - Authorizing the Promulgation and Approval of the Jefferson County Emergency Operations Plan (EOP) (page 35)
12. **PLANNING & ZONING COMMITTEE**
 - a. Report (page 38)
 - b. Ordinance – Amending Official Zoning Map (page 39)
13. **APPOINTMENTS BY COUNTY ADMINISTRATOR** (page 41)
 - a. Gino Racanelli to Human Services Board for a three-year term ending on November 1, 2028
 - b. Christine Spangler to the Sheriff’s Civil Service Commission for a five-year term ending on January 1, 2031
14. **PUBLIC COMMENT** (General)
15. **ANNOUNCEMENTS**
16. **ADJOURN**

NEXT COUNTY BOARD MEETING

TUESDAY, March 10, 2026

7:00 P.M.

**JEFFERSON COUNTY
2027 BUDGET CALENDAR**

Description	Date
Collect market data for 2027 budget	Friday, January 30, 2026
Finance releases 5-year capital requests to departments	Friday, February 27, 2026
Employee reclassification letter sent out by Human Resources	Monday, March 9, 2026
New Position Request Letter sent to Department Heads by HR	Monday, March 9, 2026
Employee reclassification requests due to Department Heads	Monday, March 9, 2026
Employee reclassification names due to HR from Departments	Monday March 23, 2026
New Position requests due from Departments to HR	Monday March 23, 2026
Job Description Questionnaires (JDQs) distributed by HR for reclass and new position requests	Friday, March 27, 2026
5-year capital requests due from department heads	Friday, March 27, 2026
Employees turn in completed JDQs to department heads	Friday, April 3, 2026
MIS issues 2027 IT equipment/programming request forms to departments	Friday, April 3, 2026
Department Heads turn in reviewed JDQs and new position questionnaires to Human Resources	Friday, April 3, 2026
Regular Finance Meeting	Wednesday April 15, 2026
Dept Heads turn in completed IT equip/Programming request forms to MIS	Friday, April 24, 2026
Regular Finance meeting	Tuesday, May 5, 2026
2027 MIS Requested Budget/programming hours reviewed with Administrator	Friday, May 8, 2026
MIS reviews departmental IT equipment requests with Administrator	Friday, May 8, 2026
Reclassification and new position recommendations shared with employees	Friday, May 8, 2026
Preliminary Dept Personnel Budgets available	Friday, May 22, 2026
Preliminary dental rates set	Friday, June 5, 2026
MIS budget completed	Friday, June 5, 2026
Regular Finance meeting	Tuesday, June 9, 2026
Budget town hall meeting with departments and committee chairs	Tuesday June 9, 2026
May monthly financial reports generated	Monday, June 22, 2026
Department Head meeting to hand out budget materials/budget guidelines	Wednesday, June 24, 2026
Final dental rates set	Friday, July 3, 2026
Regular Finance meeting	Tuesday July 7, 2026
Health insurance rates set and updated in Munis	Tuesday, July 7, 2026
June monthly financial reports generated	Thursday, July 23, 2026
Budget requests due to Administrator	Friday, July 24, 2026
Regular Finance meeting	Tuesday, August 4, 2026
Regular Finance meeting	Tuesday , September 1, 2026
Budget Hearings	Monday, September 14, 2026
Budget Hearings	Tues., September 15, 2026
Budget Hearings	Wed., September 16, 2026
Budget hearings, apply fund balance policy, set tax levy	Thurs., September 17, 2026
WCA Annual Conference	September 20-22, 2026
Present budget and amendment procedure to County Board	Tuesday, October 13, 2026
Public hearing on budget	Tuesday, October 27, 2026
Supervisor budget amendments due to Administration at noon	Monday, November 2, 2026
Regular Finance meeting/Supervisor budget amendments	Tues., November 3, 2026
Budget Adoption by County Board	Tuesday, November 10, 2026
County Apportionment Worksheet due to State	Monday, November 16, 2026
County Levy Limit Worksheet due to State	Tuesday, December 15, 2026

FROM: Michael Luckey
TO: Jefferson County Board of Supervisors
DATE: February 3, 2026
SUBJECT: Important Dates & Orientation

Pursuant to our Code of Ordinances, the Board will hold its organizational meeting on the third Tuesday in April, commencing at 4:00pm. We will also be holding an orientation session for all County Board Supervisors, whether newly elected or returning, during the time that would normally hold the regular meeting (second Tuesday at 7:00pm). These will all be held in the County Board Room of the Courthouse, C2063. A schedule for these events is included below:

March 2026

Tuesday, March 10th: County Board Meeting, 7:00pm (regular meeting)

April 2026

Tuesday, April 7th: Election

Tuesday, April 14th: Orientation

5:00pm-6:00pm: New Board Members meet with MIS and Human Resources

6:00pm-7:00pm: Meet & Greet (all Board Members)

7:00pm-9:00pm: Orientation for all Board Members

Tuesday, April 21st: Organizational Meeting, 4:00pm

Supervisors are eligible for per diem for the April 14th orientation session.

RESOLUTION NO. 2025-____

Accepting bids for the LED Interior Lighting Project at Fair Park and amending the 2026 budget

Executive Summary

On December 5, 2025, the Director of Facilities issued a request for proposals (RFP) to solicit bids for the transition to LED lighting in the interior of all buildings at Fair Park. Eight contractors participated in the pre-bid walkthrough, and six bids were received on the January 13, 2026. The low bidder is Jefferson Current Electric in the amount of \$183,109. The Director of Facilities checked references to ensure this bidder would be able to perform the work as required and received positive responses and met with the Fair Park staff for consensus.

Jefferson County Fair Park was awarded a \$125,000 grant as part of the RESP (Rural Energy Start-up Program) for the installation of energy-efficient products. The County has also partnered with Focus on Energy and Jefferson Utilities to collect a projected commitment of \$157,000 in rebates. This results in a net \$282,000 in funds available for this project.

This resolution accepts the bid of Jefferson Current Electric for the Fair Park LED Interior Lighting Project and authorizes the County Administrator to enter into a contract as specified in the RFP. The Buildings & Grounds Committee considered this resolution at their meeting on February 2, 2026, and recommended forwarding to the County Board for approval.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, Jefferson County solicited bids for LED lighting of all Fair Park buildings, and

WHEREAS, such bids were received and opened on January 13, 2026, with the following results:

	Chateau Energy	Current Electric	Jefferson Current Electric	Foremost Electric	Midwest Electric	Pieper Electric	Quality Electric	Veterans Electric
Base bid	224,413	No bid	148,320	288,675	269,938	No bid	Withdrew	296,043
Alt. #01	7,216		15,759	10,755	(2,995)			(1,216)
Alt. #02	8,320		19,030	9,369	(18,588)			(11,069)
Voluntary Alt.								
Project completion	May, 27, 2026		July 3, 2026	Not included	July 3, 2026			July 3, 2026
Subtotal	239,949		183,109	308,799	269,938			296,043

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into a contract with the lowest responsible bidder, Jefferson Current Electric, in the amount of \$183,109.

Fiscal Note: This project was budgeted in 2026 at an estimated cost and corresponding reimbursement of \$87,831. In order to accommodate this project, the 2026 budget will be amended to increase reimbursement revenue and project expense by \$95,278. This resolution authorizes the Finance Director to make the necessary budget adjustments to enact this resolution. As a budget amendment, County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30 member County Board).

Strategic Plan Reference: YES



Transformative Government: Data driven budgets and policy management; Achieve a sustainable environmental and energy future.

Referred By:
Finance Committee

02-10-2026

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

RESOLUTION NO. 2025- ____

Designating Official Jefferson County Newspaper for the County Board Minutes

Executive Summary

Every two years Jefferson County enters into a contract with a local newspaper to serve as the County’s official newspaper for the publication of County Board proceedings as required by Wisconsin Statutes. The existing contract with the *Daily Jefferson County Union* expires on April 20, 2026. The Executive Committee solicited proposals from APG Media of Southern Wisconsin, which owns the *Daily Jefferson County Union* and the *Watertown Daily Times*, to arrange for the County’s official newspaper for the next two years commencing April 21, 2026, and ending on April 24, 2028. APG Media of Southern Wisconsin submitted three bids: one bid for publishing in the *Daily Jefferson County Union*, one bid for publishing in the *Watertown Daily Times*, and one bid for publishing in both newspapers. All bids include online posting at no additional charge.

After reviewing the bids and considering the costs of publication and circulation of each newspaper, the Executive Committee voted to accept the bid for publication in the *Daily Jefferson County Union* at its meeting on January 28, 2026, and recommended forwarding this resolution to the County Board for approval. This resolution designates the *Daily Jefferson County Union* as the official Jefferson County newspaper for the 2026-2028 term.

WHEREAS, the Executive Committee has solicited proposals from APG Media of Southern Wisconsin, which owns the *Daily Jefferson County Union* and the *Watertown Daily Times*, to serve as the County’s official newspaper for the next two years commencing April 21, 2026, and

WHEREAS, APG Media of Southern Wisconsin submitted three bids as follows:

Bid #1	Bid #2	Bid #3
Daily Jefferson County Union	Watertown Daily Times	Printed in Both Papers
\$1.20 per published line – 9 pt. font	\$1.20 per published line – 9 pt. font	\$1.40 per published line – 9 pt. font

WHEREAS, printing in the *Daily Jefferson County Union* will reach 1,586 households in Jefferson County, and

WHEREAS, printing in the *Watertown Daily Times* will reach 2,254 households in Jefferson County, and

WHEREAS, printing in both papers will reach 3,840 households in Jefferson County, and

WHEREAS, there is no additional cost for posting online as well as on the Wisconsin Public Notices Site (WNA),

NOW, THEREFORE, BE IT RESOLVED that the *Daily Jefferson County Union* is hereby designated the County’s official newspaper for publication of County Board minutes commencing in April 2026 and ending in April 2028.

Fiscal Note: It is anticipated that the fiscal impact of this resolution will remain within the current budgeted amount based on 2026-2028 publication requirements.

Strategic Plan Reference: YES



Transformative Government: Continue to expand public outreach efforts and enhance community engagement.

Referred By:
Executive Committee

02-10-2026

REVIEWED: Corporation Counsel: DHT

Finance Director:

A handwritten signature in blue ink, appearing to be "J. Van" or similar, enclosed in a small circle.

RESOLUTION NO. 2025- _____

Urging State Leadership to Enact a Comprehensive, Sustainable Transportation Funding Solution

Executive Summary

The Wisconsin Counties Association issued a Call to Action urging lawmakers and future Governors to find a solution that ensures sustainable transportation funding. The Executive Committee of the Jefferson County Board of Supervisors considered this resolution at their meeting on January 28, 2026, and unanimously recommended its adoption by the full Board.

WHEREAS, local units of government in Wisconsin own and maintain approximately 90% of the public road miles in the state, including county highways, town roads, and city and village streets; and

WHEREAS, Wisconsin’s economy – rooted in agriculture, manufacturing, and tourism – relies on a safe, reliable, and well-maintained transportation network; and

WHEREAS, local governments greatly appreciate the one-time infusions of General Purpose Revenue, primarily sales and income taxes, and other revenue provided in recent state budgets, which have enabled the initiation and continuation of the successful and popular Local Roads Improvement Program Supplemental (LRIP-S) and Agricultural Roads Improvement Program (ARIP); and

WHEREAS, despite modest increases from the state over the years, transportation aids to local governments remain insufficient to keep pace with inflation and rising construction costs, leaving many communities funded below 2000 levels in real dollars; and

WHEREAS, local governments throughout Wisconsin continue to struggle to perform even routine maintenance, pavement preservation, and safety improvements, resulting in deteriorating roads and bridges; and

WHEREAS, the inaugural inventory and assessment of small bridges between 6 and 20 feet found about 10% of the nearly 17,000 structures to be in poor or severe condition; and

WHEREAS, levy limits and other fiscal constraints prevent local governments from independently filling the funding gap created by inadequate state transportation aids; and

WHEREAS, absent sustainable state funding, many communities have been forced to address their shortfalls by significantly increasing borrowing, deferring essential projects, or imposing local vehicle registration (“wheel”) taxes; and

WHEREAS, Wisconsin motorists currently pay among the lowest transportation user fees in the Midwest, while neighboring states and dozens of others nationwide have enacted long-term

revenue measures to keep their transportation systems competitive; and

WHEREAS, Wisconsin is increasingly relying on General Purpose Revenues to make needed investments, potentially pitting transportation against other vital services, such as education; and

WHEREAS, continued lack of growing, dedicated, and predictable revenue places Wisconsin at a growing economic disadvantage by threatening the efficiency of freight movement, the safety of travelers, and the attractiveness of our state to businesses and residents; and

WHEREAS, both Wisconsin's aging Interstate highway system – largely constructed in the 1950s and 1960s – and our extensive network of state and local roads require predictable, adequate, and sustainable funding to meet current and future needs;

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors strongly urges the Governor of Wisconsin and the State Legislature to enact a comprehensive, sustainable transportation funding solution that:

1. Provides adequate and reliable revenue growth for the efficient long-term planning and execution of state and local transportation programs;
2. Includes responsible and prudent use of General Purpose Revenue and bonding;
3. Adjusts any new and existing transportation user fees and other revenue mechanisms to sustain purchasing power in order to maintain and improve Wisconsin's transportation infrastructure; and
4. Ensures transportation continues to deliver for Wisconsin by adequately funding reconstruction, preservation, and safety investments on the state and local systems.

BE IT FURTHER RESOLVED that the clerk is hereby directed to transmit a copy of this resolution to the Governor's office, all members of the Wisconsin State Senate and Assembly representing districts within Jefferson County, and the Wisconsin Counties Association.

Fiscal Note: Passage of this resolution has no immediate fiscal impact.

Strategic Plan Reference: YES



Intentional Economic Growth: Support efforts and pursue improvements to our roadways, bike trails and railways to support residents, workforce, and commerce

Transformative Government: Strengthen internal, intergovernmental, and community partnerships

Referred By:
Executive Committee

02-10-2026

REVIEWED: Corporation Counsel: DHT; Finance Director:

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RESOLUTION NO. 2025- ____

Amending the Planning and Development Fee Schedule to add a Plat Book Fee and amending the 2026 budget

Executive Summary

The Planning and Development Department continues to receive inquiries related to purchasing or obtaining county-wide plat books. The previous plat books were created and printed by a third party and provided to the County to sell. The last book was printed in 2019. The Land Information Department identified a requested service and began creating a 2026 Plat Book, which will be completed in quarter one of 2026. The creation and printing costs were included in the 2026 Budget, however, the fee to sell the book was not included in the adopted fee schedule. Printing costs are estimated at \$22 per book and it is recommended to sell the books at \$33.18 with \$1.82 in sales tax for a total of \$35 per book.

This resolution will create a plat book fee within the County Fee Schedule. The Planning and Zoning Committee considered this resolution at its January 26 meeting and the Finance Committee considered the resolution at its February 10 meeting. Both committees recommended forwarding the resolution to the County Board for approval.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, the 2026 Budget does not include a fee for the sale of plat books in its adopted fee schedule, and

WHEREAS, the Planning and Development Department has created 2026 plat books which will be available for sale to the public, and

WHEREAS, this resolution will amend the fee schedule to establish a fee for the sale of plat books, and

NOW, THEREFORE, BE IT RESOLVED that the 2026 County Fee Schedule is amended to include a plat book fee charged by the Planning and Development Department in the amount of \$35.00 effective upon passage of this resolution.

Fiscal Note: This resolution will amend the fee schedule and create a fee of plat books of \$35.00, creating a potential revenue of \$8,750 over the sale life of the books. The creation and printing expenses of the plat books has been included in the Planning and Development 2026 Budget. As a budget amendment this resolution requires twenty (20) out of thirty (30) affirmative votes for passage.

Strategic Plan Reference: None

Referred By:
Finance Committee

02-10-2026

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

RESOLUTION NO. 2025- ____

Updating Pool Monitoring Fees and Amending the 2026 Budget

Executive Summary

Jefferson County participates in the Environmental Public Health Consortium (EPHC), which serves as an agent of the Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) which provides environmental health licensing, inspection, and monitoring services on behalf of Jefferson County. In 2022 the Consortium began monthly water chemistry testing for licensed recreational water facilities to improve compliance and reduce closures required during annual inspections. By November 2024 the monthly chemistry monitoring program demonstrated measurable success across many licensed pool facilities in Jefferson County, prompting a program adjustment allowing facilities with six consecutive months without a chemistry-related closure to return to annual inspections. To further strengthen compliance, the Consortium is implementing updated fees and enforcement procedures for chemistry-related closures which will include defined criteria for placement and removal from monthly monitoring and a structured pathway for suspension and nonrenewal if compliance is not achieved.

This resolution updates the Health Department pool monitoring fees in the 2026 budget in accordance with revised enforcement procedures established by the Consortium. The Board of Health and the Finance Committee considered this resolution at their meetings on January 21, 2026, and February 3, 2026, respectively. Both bodies recommended forwarding it to the County Board for approval.

WHEREAS, the above Executive Summary is incorporated into this resolution, and

WHEREAS, the Consortium is responsible for water chemistry monitoring for licensed recreational water facilities, and

WHEREAS, under the current process, facilities on monthly monitoring that are closed for chemistry violations receive a Temporary Order to Cease Operations along with re-inspection fees of \$100 for the first re-inspection and \$150 for a second re-inspection if chemistry remains out of range, and this process will remain in effect through June 30, 2026, and

WHEREAS, to further strengthen compliance, improve accountability, and enhance swimmer safety, the Consortium finds it necessary to implement updated fees and enforcement procedures effective July 1, 2026, including a \$500 per-closure fee for chemistry-related closures during monthly monitoring, defined criteria for placement and removal from monthly monitoring, and a structured pathway for suspension and nonrenewal when compliance is not achieved.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors approves the updated 2026 Pool Monitoring Fees and amends the budget accordingly.

Fiscal Note: Jefferson County contracts with the City of Watertown Health Department for the provision of water chemistry testing services. Fees generated from the provision of these services are collected and retained by the City of Watertown Health Department. However, because these fees are subject to County Board approval through the budget process, amending the fee schedule is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30 member County Board).

Strategic Plan Reference: YES



Highly Regarded Quality of Life: Maintain and improve public health and safety

Referred By:
Finance Committee

02-10-2026

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

RESOLUTION NO. 2025- ____

**Updating Lodging License Categories for the Environmental Public Health Consortium
and amending the 2026 budget**

Executive Summary

Jefferson County participates in the Environmental Public Health Consortium (EPHC), which serves as an agent of the Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) which provides environmental health licensing, inspection, and monitoring services on behalf of Jefferson County. As an agent health department, local fees and licensing practices are dictated by contractual requirements set forth by DATCP. The legislature recently revised ATCP 72 “Hotels, Motels, & Tourist Rooming Houses” to include increased fees and new and updated license categories.

This resolution authorizes an amendment to the Health Department Fee Schedule in the 2026 Budget to align with Wisconsin Code and DATCP contract requirements. The Board of Health considered this resolution at its meeting on January 21, 2026, and the Finance Committee considered this resolution at its meeting on February 3, 2026. Both bodies recommended forwarding this resolution to the County Board for approval.

WHEREAS, the above Executive Summary is incorporated into this resolution, and

WHEREAS, as an agent health department, local fees and licensing practices are affected by contractual requirements set forth by DATCP and in October 2025, the Wisconsin Legislature approved updates to Wisconsin Administrative Code ch. ATCP 72, Hotels, Motels, and Tourist Rooming Houses, with an effective date of January 25, 2026, and

WHEREAS, the revised ATCP 72 includes increased fees and new and updated license categories, divided into three facility types and tiered based on the number of keyed units and as an agent health department, it is required to provide the same license categories as established by ATCP 72, and

WHEREAS, an updated fee schedule was created to align with ATCP 72 categories and fees, including adjustments to pre-inspection fees for Tourist Rooming House(s) based on internal evaluation of the actual cost of staff time and resources, and

WHEREAS, the Health Department has applied a 15% reimbursement fee to base fees to ensure adequate funds are available to reimburse DATCP and updated fees will be in effect beginning April 1, 2026.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors approves the updated 2026 DATCP Lodging License Fees and amends the 2026 budget accordingly.

Fiscal Note: Jefferson County contracts with the City of Watertown Health Department for the provision of licensing and inspection services of lodging establishments within the County. Fees generated from the provision of these services are collected and retained by the City of Watertown Health Department. However, because these fees are subject to County Board approval through the budget process, amending the fee schedule is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30 member County Board).

Strategic Plan Reference: YES



Highly Regarded Quality of Life: Maintain and improve public health and safety

Referred By:
Finance Committee

02-10-2026

REVIEWED: Corporation Counsel: DHT ; Finance Director:

A handwritten signature in blue ink, appearing to be "M. A. S.", enclosed in a blue circular stamp.



Watertown Department of Public Health
515 S. First Street
Watertown, WI 53094
Phone: (920) 262-8094 Fax: 920-262-8096



Jefferson County Health Department
1541 Annex Road
Jefferson, WI 53549

ENVIRONMENTAL PUBLIC HEALTH CONSORTIUM

2026 DATCP Lodging License Fee Update

As an agent health department of the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP), our local fees are affected by contractual requirements set forth by DATCP.

We are presenting an updated fee schedule to include the new license categories and updated fees for DATCP lodging facilities.

UPDATED CATEGORIES AND FEES:

In October 2025, the legislature approved the updated ch. ATCP 72 Hotels, Motels, and Tourist Rooming Houses. The new code will have an effective date of January 25, 2026.

The revised ATCP 72 includes increased fees and new and updated license categories. The categories are divided into three different types and leveled by number of keyed units.

As an agent health department, we are required to provide and include the same license categories as provided by ATCP 72. We have attached our updated fee schedule based on ATCP 72 fees and categories. Pre-inspection fees for Tourist Rooming House(s) were adjusted based on internal evaluation of actual cost of staff time and resources. We have applied a 15% reimbursement fee to our base fees to have accurate funds to reimburse DATCP as required by contract.

These new fees will be in effect starting April 1, 2026 as cited in ATCP 72.

2026 Monthly Pool Monitoring Update

In 2022, the department began monthly chemistry testing for all recreational water facilities to reduce the number of closures required during annual inspections. In November 2024, the program saw success in many of the licensed pool facilities in Jefferson County. It was determined that pools that went **six consecutive months without a closure** for chemistry violations would be removed from monthly monitoring and return to the annual inspection schedule. Monthly monitoring would not be restarted unless the chemistry was out of range on the next annual inspection. Many licenses have been removed from monthly monitoring since that change.

Currently, if a license is closed during a monthly visit, a Temporary Order to Cease Operations and a re-inspection fee of \$100.00 is issued. If a second re-inspection is required due to the chemistry being out of range during the re-inspection, a fee of \$150.00 is issued. The temporary order is terminated once the chemistry has been corrected. This will end June 30th, 2026.

UPDATED FEES AND PROCEDURE:

Effective July 1st, 2026, recreational water facilities on monthly monitoring that are closed during a visit due to a chemistry violation will be issued a fee of **\$500.00** per closure. A license will be placed on

monthly monitoring if the water quality standards outlined in ATCP 76.14 are not met during an annual inspection, and a notice will be issued to the operator. Licenses currently on increased monitoring will remain on increased monitoring. Licenses that fail to correct the water chemistry within the time allotted by a temporary order will be suspended.

Licenses will remain on monthly chemistry monitoring until six consecutive months of acceptable water results are documented by the department. If six consecutive months are not achieved within 12 months of the annual inspection date, the license will be suspended. If the conditions of the suspension order are not met by June 30th of that license year, the license will not be renewed. The fine for operating a recreational water facility without a license is \$500.00 per day.

These fee changes do **not** apply to re-inspections for violations and closure criteria that are **not** related to chemistry. Those fees will remain \$100.00 for the first, and \$150.00 for the second and subsequent re-inspections.

Environmental Health Fee Schedule

<u>Type</u>	<u>Current 2025</u>
1. Retail Food Establishments - Serving Meals (includes mobile retail food establishment - serving meals)	
(a) Retail Food Serving Meals - Prepackaged TCS	
1. License Fee	\$127.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$134.00
Pre-inspection Fee for Change of Owner	\$100.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$175.00
5. Late Fee	\$21.00
(b) Retail Food Serving Meals - Simple	
1. License Fee	\$276.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$332.00
Pre-inspection Fee for Change of Owner	\$249.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$326.00
5. Late Fee	\$46.00
(c) Retail Food Serving Meals - Moderate	
1. License Fee	\$397.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$488.00
Pre-inspection Fee for Change of Owner	\$366.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$479.00
5. Late Fee	\$66.00
(d) Retail Food Serving Meals - Complex	
1. License Fee	\$649.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$798.00
Pre-inspection Fee for Change of Owner	\$598.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$785.00
5. Late Fee	\$108.00
(e) Mobile Retail Food Establishment Base - No Food Preparation or Processing Activities	
1. License Fee	\$52.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$0.00
Pre-inspection Fee for Change of Owner	\$0.00
3. Re-inspection Fee	\$45.00
4. Re-inspection 2 Fee	\$45.00

<u>Type</u>	<u>Current 2025</u>
5. Late Fee	\$9.00
(f) Transient Retail Food - TCS	
1. License Fee	\$205.00
(g) Transient Retail Food - Non-TCS	
1. License Fee	\$81.00
(h) Transient Retail Food - Prepackaged TCS	
1. License Fee	\$52.00
2. Bed and Breakfast	
1. License Fee	\$133.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00
Pre-inspection Fee for Change of Owner	\$229.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
3. Hotel/Motel/Tourist Rooming House/Specialty Lodging	
(a) Hotel/Motel 05-30 Sleeping Rooms	
1. License Fee	\$248.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$489.00
Pre-inspection Fee for Change of Owner	\$366.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$295.00
5. Late Fee	\$85.00
(b) Hotel/Motel 31-99 Sleeping Rooms	
1. License Fee	\$337.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$678.00
Pre-inspection Fee for Change of Owner	\$508.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$408.00
5. Late Fee	\$85.00
(c) Hotel/Motel 100—199 Sleeping Rooms	
1. License Fee	\$428.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$810.00
Pre-inspection Fee for Change of Owner	\$607.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$515.00
5. Late Fee	\$85.00

<u>Type</u>	<u>Current 2025</u>
(d) Hotel/Motel 200 or more Sleeping Rooms	
1. License Fee	\$589.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,208.00
Pre-inspection Fee for Change of Owner	\$906.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$714.00
5. Late Fee	\$85.00
(e) Tourist Rooming House (1-4 rooms)	
1. License Fee	\$133.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00
Pre-inspection Fee for Change of Owner	\$229.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(a.) Tourist Rooming House (1)	
1. License Fee	\$310.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00
Pre-inspection Fee for Change of Owner	\$229.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(b.) Tourist Rooming House (2 to 4)	
1. License Fee	\$518.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$406.00
Pre-inspection Fee for Change of Owner	\$305.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(c.) Tourist Rooming House (5 to 9)	
1. License Fee	\$633.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$506.00
Pre-inspection Fee for Change of Owner	\$380.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(d.) Tourist Rooming House (10 to 19)	
1. License Fee	\$690.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,200.00

<u>Type</u>	<u>Current 2025</u>
Pre-inspection Fee for Change of Owner	\$900.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(e.) Tourist Rooming House (20 to 39)	
1. License Fee	\$805.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,400.00
Pre-inspection Fee for Change of Owner	\$1,050.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(f.) Tourist Rooming House (40 to 99)	
1. License Fee	\$920.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,600.00
Pre-inspection Fee for Change of Owner	\$1,200.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(g.) Tourist Rooming House (100 to 299)	
1. License Fee	\$1,035.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,800.00
Pre-inspection Fee for Change of Owner	\$1,350.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(h.) Tourist Rooming House (300 to 599)	
1. License Fee	\$1,150.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$2,000.00
Pre-inspection Fee for Change of Owner	\$1,500.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(i.) Tourist Rooming House (600+)	
1. License Fee	\$1,265.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$2,200.00
Pre-inspection Fee for Change of Owner	\$1,650.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00

<u>Type</u>	<u>Current 2025</u>
(j.) Hotel/Motel 05-30 Rooms	
1. License Fee	\$403.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$700.00
Pre-inspection Fee for Change of Owner	\$525.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(k.) Hotel/Motel 31-99 Rooms	
1. License Fee	\$518.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$900.00
Pre-inspection Fee for Change of Owner	\$675.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(l.) Hotel/Motel 100 – 249 Rooms	
1. License Fee	\$633.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,100.00
Pre-inspection Fee for Change of Owner	\$825.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(m.) Hotel/Motel 250 to 499 Rooms	
1. License Fee	\$748.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,300.00
Pre-inspection Fee for Change of Owner	\$975.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(n.) Hotel/Motel 500 to 749 Rooms	
1. License Fee	\$863.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,500.00
Pre-inspection Fee for Change of Owner	\$1,125.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(o.) Hotel/Motel 750 to 1000 Rooms	
1. License Fee	\$978.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,700.00

<u>Type</u>	<u>Current 2025</u>
Pre-inspection Fee for Change of Owner	\$1,275.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(p.) Hotel/Motel 1000+ Rooms	
1. License Fee	\$1,093.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,900.00
Pre-inspection Fee for Change of Owner	\$1,425.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(q.) Specialty Lodging (1)	
1. License Fee	\$341.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$592.00
Pre-inspection Fee for Change of Owner	\$444.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(r.) Specialty Lodging (2 to 4)	
1. License Fee	\$518.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$900.00
Pre-inspection Fee for Change of Owner	\$675.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(s.) Specialty Lodging (5 to 9)	
1. License Fee	\$634.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,100.00
Pre-inspection Fee for Change of Owner	\$825.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(t.) Specialty Lodging (10 to 19)	
1. License Fee	\$690.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,200.00
Pre-inspection Fee for Change of Owner	\$900.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00

<u>Type</u>	<u>Current 2025</u>
(u.) Specialty Lodging (20 to 39)	
1. License Fee	\$805.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,400.00
Pre-inspection Fee for Change of Owner	\$1,050.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
(v.) Specialty Lodging (40 to 99)	
1. License Fee	\$920.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,600.00
Pre-inspection Fee for Change of Owner	\$1,200.00
3. Re-inspection Fee	\$150.00
4. Re-inspection 2 Fee	\$200.00
5. Late Fee	\$85.00
5. Campground	
(a) Campgrounds (1-25 sites)	
1. License Fee	\$211.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$387.00
Pre-inspection Fee for Change of Owner	\$290.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$244.00
5. Late Fee	\$85.00
(b) Campground (26-50 sites)	
1. License Fee	\$302.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$576.00
Pre-inspection Fee for Change of Owner	\$432.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$357.00
5. Late Fee	\$85.00
(c) Campground (51-100 sites)	
1. License Fee	\$367.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$714.00
Pre-inspection Fee for Change of Owner	\$535.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$433.00
5. Late Fee	\$85.00
(d) Campground (101 - 199 sites)	

<u>Type</u>	<u>Current 2025</u>
1. License Fee	\$428.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$846.00
Pre-inspection Fee for Change of Owner	\$634.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$510.00
5. Late Fee	\$85.00
(e) Campground (200 or more sites)	
1. License Fee	\$494.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$984.00
Pre-inspection Fee for Change of Owner	\$738.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$591.00
5. Late Fee	\$85.00
Recreational/Education Camps- Simple	
1. License Fee	\$587.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,020.00
Pre-inspection Fee for Change of Owner	\$738.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$102.00
Recreational/Education Camps - Simple w/ Hospitality	
1. License Fee	\$647.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,124.00
Pre-inspection Fee for Change of Owner	\$843.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$112.00
Recreational/Education Camps- Moderate	
1. License Fee	\$639.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,110.00
Pre-inspection Fee for Change of Owner	\$833.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$111.00
Recreational/Education Camps - Moderate w/ Hospitality	
1. License Fee	\$761.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,322.00
Pre-inspection Fee for Change of Owner	\$992.00
3. Re-inspection Fee	\$200.00

<u>Type</u>	<u>Current 2025</u>
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$132.00
Recreational/Education Camps- Complex	
1. License Fee	\$682.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,186.00
Pre-inspection Fee for Change of Owner	\$890.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$119.00
Recreational/Education Camps - Complex w/ Hospitality	
1. License Fee	\$856.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,488.00
Pre-inspection Fee for Change of Owner	\$1,116.00
3. Re-inspection Fee	\$200.00
4. Re-inspection 2 Fee	\$300.00
5. Late Fee	\$149.00
6. School Inspections (no state reimbursement, not a license)	
(a) Full Service Kitchen	\$460.00
(b) Full Service Pre-Inspection Fee	
(c) Satellite Kitchen	\$157.00
(d) Satellite Kitchen pre-Inspection	
7. Retail Food Establishments - Not Serving Meals (includes mobile retail food establishment - not serving meals)	
(a) Retail Food Not Serving Meal - Complex	
1. License Fee	\$1,154.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$1,020.00
Pre-inspection Fee for Change of Owner	\$765.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$459.00
5. Late Fee	\$137.00
(b) Retail Food Not Serving Meals - Moderate	
1. License Fee	\$447.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$408.00
Pre-inspection Fee for Change of Owner	\$306.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$193.00
5. Late Fee	\$53.00

<u>Type</u>	<u>Current 2025</u>
(c) Retail Food Not Serving Meals - Simple-TCS	
1. License Fee	\$320.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$306.00
Pre-inspection Fee for Change of Owner	\$229.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$193.00
5. Late Fee	\$38.00
(d) Retail Food Not Serving Meals - Simple - Non-TCS	
1. License Fee	\$102.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$91.00
Pre-inspection Fee for Change of Owner	\$68.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$175.00
5. Late Fee	\$12.00
(e) Retail Food Not Serving Meals - Prepackaged TCS	
1. License Fee	\$55.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$0.00
Pre-inspection Fee for Change of Owner	\$0.00
3. Re-inspection Fee	\$175.00
4. Re-inspection 2 Fee	\$175.00
5. Late Fee	\$9.00
(f) Mobile Retail Food Establishment Base - No Food Preparation or Processing Activities	
1. License Fee	\$52.00
2. Pre-Inspection Fee For New Buildings or Change of Use	\$0.00
Pre-Inspection Fee for Change of Owner	\$0.00
3. Re-Inspection Fee	\$45.00
4. Re-Inspection 2 Fee	\$45.00
5. Late Fee	\$9.00
(g) Micro Markets - Single Location	
1. License Fee	\$46.00
2. Late Fee	\$85.00
(h) Micro Markets - Multiple Locations (on the same premises)	
1. License Fee	\$69.00
2. Late Fee	\$12.00
(i) Inspection fee for mobile retail food stands (no state reimbursement, not a license)	\$50.00

<u>Type</u>	<u>Current 2025</u>
8. Recreational Water	
Simple Pool	
1. License Fee	\$240.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$208.00
Pre-inspection Fee for Change of Owner	\$156.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
5. Late Fee	\$42.00
Simple Pool w/ features	
1. License Fee	\$397.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$345.00
Pre-inspection Fee for Change of Owner	\$259.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
Special Re-inspection for Non-Compliance	\$500.00
5. Late Fee	\$69.00
Moderate Pool	
1. License Fee	\$359.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$312.00
Pre-inspection Fee for Change of Owner	\$234.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
Special Re-inspection for Non-Compliance	\$500.00
5. Late Fee	\$62.00
Moderate Pool w/ features	
1. License Fee	\$518.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$450.00
Pre-inspection Fee for Change of Owner	\$338.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
Special Re-inspection for Non-Compliance	\$500.00
5. Late Fee	\$90.00
Complex Pool	
1. License Fee	\$449.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$390.00
Pre-inspection Fee for Change of Owner	\$293.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
Special Re-inspection for Non-Compliance	\$500.00

<u>Type</u>	<u>Current 2025</u>
5. Late Fee	\$78.00
Complex Pool w/ features	
1. License Fee	\$607.00
2. Pre-inspection Fee For New Buildings or Change of Use	\$527.00
Pre-inspection Fee for Change of Owner	\$396.00
3. Re-inspection fee	\$100.00
4. Re-inspection 2 Fee	\$150.00
Special Re-inspection for Non-Compliance	\$500.00
5. Late Fee	\$78.00

RESOLUTION NO. 2025- ____

**Entering into a contract with AVI-SPL for maintenance services
and amending the 2026 budget**

Executive Summary

The warranty period for several audio-visual systems in the courthouse will be expiring. As such, an Audio-Video Maintenance Contract which provides comprehensive support services is necessary to ensure the continuous, reliable, and optimal performance of the organization's audio-visual systems. The prior vendor for these systems, AVI-SPL, has offered a maintenance service contract. The scope of services includes preventive maintenance, system monitoring, troubleshooting, repair, and technical support for all covered AV equipment and infrastructure.

The objective of this contract is to minimize system downtime, extend equipment lifespan, and maintain consistent audio-visual quality across meeting rooms, conference facilities, court hearing rooms, and other supported environments. Services are delivered by qualified technicians in accordance with industry best practices and manufacturer guidelines. Under this agreement, the service provider will conduct scheduled inspections, firmware updates, performance testing, and system calibrations, as well as respond to service requests within defined service-level timelines. The contract also includes documentation, reporting, and recommendations for system optimization and future upgrades.

By engaging in this maintenance agreement, Jefferson County ensures predictable operating costs, improved system reliability, and timely technical support for the following systems:

- Hearing Room 1 (C1150) and Hearing Room 2 (C1140): \$22,229.04
- County Board Room (C2063): \$11,357.68
- Emergency Operations (L0091): \$10,860.72
- Conference Rooms (C2061 and C2062): \$2,854.53
- Polycom for Courts: \$8,571.18

The total cost for all services is \$55,873.14. This contract is for a two-year period and will expire on February 25, 2028. Additional devices that were installed in later phases of the Courthouse renovation process will come off warranty on that date, so future decisions about maintenance service contracts may be done comprehensively during the regular annual budget process.

This resolution authorizes the County Administrator to contract with AVI-SPL for maintenance services and amends the 2026 budget accordingly. The Finance Committee considered this resolution at its meeting on February 3, 2026, and recommended forwarding it to the County Board for approval.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, Jefferson County made significant investments in technology during its Courthouse/Sheriff/Jail renovation project, and

WHEREAS, periodic maintenance to the equipment purchased that supports our judicial, legislative, and emergency management operations will ensure proper continuity of service and protect the investments of the County, and

WHEREAS the 2026 budget does not allocate any funds for maintaining the courtrooms, conference rooms, hearing rooms, or Court's Polycom.

NOW, THEREFORE, BE IT RESOLVED THAT the Jefferson County Board of Supervisors authorizes the County Administrator to execute a contract with AVI-SPL for service and maintenance of courtroom, conference room, board room, and emergency operations center technology equipment for a two-year period in the amount of \$55,873.14, and

BE IT FURTHER RESOLVED that the cost of the maintenance for 2026 will be paid for from contingency funding, and allocated to the County Board, Court Support Services, and Emergency Management department budgets accordingly.

Fiscal Note: This resolution authorizes the transfer of \$27,936.57 from contingency to the County Board, Court Support Services, and Emergency Management budgets and authorizes the Finance Director to make the necessary budget adjustments to enact this resolution. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30 member County Board).

Strategic Plan Reference: None

Referred By:
Finance Committee

02-10-2026

REVIEWED: Corporation Counsel: DHT ; Finance Director: 

RESOLUTION NO. 2025-____

Authorizing Participation in the Wisconsin Statewide Mutual Aid Compact (WISMAC)

Executive Summary

The Wisconsin Statewide Mutual Aid Compact allows Wisconsin counties, municipalities, and federally recognized tribes to provide and receive mutual aid during emergencies and disasters. Emergencies and disasters can quickly overwhelm local resources. WiSMAC provides a legal and operational framework for coordinated response, allowing Jefferson County Emergency Management to request assistance from neighboring counties or other compact members, provide resources and support to other jurisdictions in need, and ensure a standardized, cooperative approach to emergency management across Wisconsin.

This resolution authorizes Jefferson County's participation in the Wisconsin Statewide Mutual Aid Compact. The Law Enforcement and Emergency Management Committee (LEEM) reviewed this resolution at its January 23, 2026, meeting. Following the discussion, the committee voted to recommend forwarding the resolution to the County Board for approval.

WHEREAS, the Executive Summary is hereby incorporated into this resolution; and

WHEREAS, Jefferson County recognizes the importance of mutual aid agreements in enhancing the effectiveness of emergency response efforts; and

WHEREAS, the Wisconsin Statewide Mutual Aid Compact (WiSMAC) provides a framework for counties, cities, villages, towns, and federally recognized Indian tribes within Wisconsin to assist each other during emergencies and disasters; and

WHEREAS, participation in WiSMAC will enable Jefferson County to request and provide assistance in managing emergencies, thereby improving public safety and resource utilization throughout the state.

NOW, THEREFORE, BE IT RESOLVED, that the Jefferson County Board of Supervisors hereby approves and authorizes Jefferson County's participation in the Wisconsin Statewide Mutual Aid Compact (WiSMAC) for Local Emergency Management Assistance, as outlined in the attached Memorandum of Understanding (MOU); and

BE IT FURTHER RESOLVED THAT the County Board Chairperson, Emergency Management Director, and Administrator are hereby authorized to execute the MOU and any necessary documents to manage this participation; and

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded by the County Clerk to Wisconsin Emergency Management (WEM) and Jefferson County's Legislative Representatives for the purpose of requesting their assistance in this endeavor.

Fiscal Note: Participation in the compact does not obligate Jefferson County to any reimbursements received or paid for services rendered by or to Jefferson County. As such, the passage of this resolution has no determinable fiscal impact.

Strategic Plan Reference: YES



Highly Regarded Quality of Life: Maintain and improve public health and safety.

Referred By:
Law Enforcement and Emergency Management Committee

02-10-2026

REVIEWED: Corporation Counsel: DHT

Finance Director: 

WiSMAC

Wisconsin Statewide Mutual Aid Compact

For

Local Emergency Management Assistance

This Wisconsin Statewide Mutual Aid Compact is made and entered into this ___ day of _____ 20__ by and between participating Counties, Cities, Villages, and Towns as well as federally recognized Indian tribes and bands (Member), within the State of Wisconsin as authorized by their respective governing bodies.

WHEREAS, emergencies involving natural disasters and/or technological incidents will arise throughout the State of Wisconsin, which may require additional assistance beyond each Member's own resources; and

WHEREAS, the training and/or expertise of local emergency management personnel throughout the State of Wisconsin could be requested to assist in dealing with natural disasters and/or technological incidents within the state; and

WHEREAS, the Members recognize that natural disasters and/or technological incidents can more effectively be handled by pooling of human resources; and

WHEREAS, the Members have authority to enter into this Wisconsin Statewide Mutual Aid Compact pursuant to Sections 59.03, 59.04, 66.0301, 66.0313, 66.0314, and 323.14 of the Wisconsin Statutes.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the Members agree as follows:

1. Purpose: The Members agree to use their best efforts to ensure public safety and protect the citizens within the confines of the geographical jurisdictions of the respective Members.
2. Term: The duration of this Compact shall be one year; the Compact shall automatically be renewed on a year-to-year basis. Any of the Members may terminate this Compact by providing at least ninety (90) days' written notice of said intent to terminate participation in the Compact with all other Members to the Compact.
3. No Joint Venture: No separate legal entity will be created by this Compact.
4. Approval Authority: The power to make a request for assistance or to provide assistance under this Compact shall reside in the Emergency Management Department of each respective Member County, City, Village, Town, Tribe, or Band. Requests for assistance will be made in accordance with the WiSMAC Procedure.
5. Right of Refusal: It is expressly understood and agreed by the Members hereto that the rendering of assistance under the terms of this Compact shall not be mandatory and shall be within the sole discretion of the Member receiving the request. Assistance may be refused, and assistance which is being provided may be terminated at any time, within the sole discretion of the Member receiving the request. In situations where the Member's emergency management personnel are unable to furnish the requested assistance, they will notify the requesting Member as soon as practicable that assistance will not be rendered. No Member may make any claim whatsoever against the requested Member for refusal of assistance.
6. Employment Status: All emergency management personnel acting on behalf of a Member under this Compact shall, at all times, remain the employee of that Member.

7. Compensation: A responding Member may invoice an impacted Member for miles, meals, and lodging expenses for emergency management personnel provided. Actual personnel time shall not be reimbursed but will be documented as volunteer hours, as specified in the WiSMAC Procedure.
8. Duration: A responding Member's deployment is limited to 72 hours with the option to extend if mutually agreeable to the responding and the requesting Member.
9. Statutory Protections: It is agreed by the Members that nothing in this Compact, including but not limited to indemnification and hold harmless clauses, shall in any way constitute a waiver on the part of the Members of any immunity, liability limitation, or other protection available to them under any applicable statute or other law. To the extent that any court or competent jurisdiction finds any provision of this Compact to conflict with any such legal protection, then whichever protections, either statutory or contractual, provide a greater benefit to the Member shall apply unless the Member elects otherwise
10. Incident Command Structure: In the event of an incident, emergency management personnel will operate under the established incident command structure of the requesting Member.
11. Public Liability and Property Damage Insurance: A Member shall maintain, at its own expense, and keep in effect during the term of this Compact, commercial liability, bodily injury, and property damage insurance against any claim(s) which might occur in carrying out this Compact. Minimum coverage is one million (\$1,000,000) liability for bodily injury and property damage, including products liability and completed operations. If a Member is self-insured or uninsured, a Certificate of Protection in Lieu of an Insurance Policy shall, if requested, be submitted to the responding Member certifying that the requesting Member is protected by a Self-Funded Liability and Property Program or alternative funding source(s). The Certificate is required to be presented to the responding Member when requested, prior to receipt of emergency management personnel services under this Compact.
12. Automobile Liability: A Member shall obtain and keep automobile liability insurance for all owned, non-owned, and hired vehicles that are used in carrying out this Compact. This coverage may be written in combination with the commercial liability and property damage insurance mentioned in Section 8. Minimum coverage shall be one million (\$ 1,000,000) per occurrence, combined with a single limit for automobile liability and property damage. If a Member is self-insured or uninsured, a Certificate of Protection in Lieu of an Insurance Policy shall, if requested, be submitted to the responding Member certifying that the requesting Member is protected by a Self-Funded Liability and Property Program or alternative funding source(s). The Certificate is required to be presented to the responding Member when requested, prior to receipt of emergency management personnel services under this Compact
13. Severability: If any provision of this Compact is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected. The rights and obligations of the Members shall be construed and enforced as if the Compact did not contain the particular provision held to be invalid.
14. Construction of Compact: This Compact is intended to be solely between the Members hereto. No part of the Compact shall be construed to add, supplement, amend, abridge, or repeal existing rights, benefits, or privileges of any third party or parties, including but not limited to employees of the Members.
15. Assignment: No right or duty, in whole or in part, of the Member under this Compact may be assigned or delegated without the prior written consent of the other Members.

16. Waiver: A waiver from any Member of any breach of this Compact shall be in writing. Such a waiver shall not affect the waiving Member's rights with respect to any other or further breach.
17. Applicable Law: This Compact shall be governed under the laws of the State of Wisconsin. The Members shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this Compact and which may in any manner affect the work or its conduct.
18. Multiple Originals: This contract may be executed in multiple originals, each of which together shall constitute a single Compact.

IN WITNESS WHEREOF, the Member has executed this Compact.

Jefferson County Emergency Management Director
Tracy Hameau

Date

Jefferson County Chief Elected Official
Steve Nass

Date

Jefferson County Administrator
Michael Luckey

Date

RESOLUTION 2025-_____

Authorizing the Promulgation and Approval of the Jefferson County Emergency Operations Plan (EOP)

Executive Summary

The Jefferson County Emergency Operations Plan (EOP) provides a framework for preparing for, responding to, recovering from, and mitigating natural, technological, and human-caused hazards. In accordance with state and federal guidelines, including the National Incident Management System (NIMS), the plan assigns roles to County departments, municipalities, volunteer organizations, and private partners to ensure a coordinated response. The Jefferson County Office of Emergency Management has updated the plan to reflect current capabilities, best practices, and lessons learned. Adoption of the EOP helps protect life, property, the environment, and the economy, and ensures all partners maintain compatible plans and regularly review and update them.

This resolution adopts the Jefferson County Emergency Operations Plan. The Law Enforcement Emergency Management Committee considered this resolution on January 23, 2026, and recommended forwarding it to the County Board for approval.

WHEREAS, Jefferson County recognizes the potential for natural, technological, and human-caused hazards that may threaten the health, safety, and welfare of its residents; and

WHEREAS, the Jefferson County Emergency Operations Plan (EOP) establishes a comprehensive framework for countywide preparedness, response, recovery, and mitigation, and serves as the principal guide for coordinated emergency management efforts; and

WHEREAS, the EOP is consistent with state and federal guidelines, including the National Incident Management System (NIMS), and assigns responsibilities to Jefferson County departments, municipalities, volunteer organizations, and private sector partners to ensure a unified and effective approach; and

WHEREAS, the Jefferson County Office of Emergency Management has reviewed and updated the EOP to reflect current capabilities, best practices, and identified lessons learned; and

WHEREAS, the adoption of this plan will promote the protection of life, property, environment, and the economy within Jefferson County; and

WHEREAS, this plan will be available on the Jefferson County website and is currently available upon request to the Emergency Management Department.

NOW, THEREFORE, BE IT RESOLVED THAT, the Jefferson County Board of Supervisors hereby promulgates and adopts the Jefferson County Emergency Operations Plan as the official plan for emergency management within the County; and

BE IT FURTHER RESOLVED THAT all County departments, agencies, municipalities, and partner organizations shall support and comply with the concepts, policies, and procedures contained within the plan, and maintain compatible emergency plans and procedures as appropriate.

Fiscal Note: Passage of this resolution has no determinable fiscal impact.

Strategic Plan Reference: YES



Highly Regarded Quality of Life: Anticipate and plan for environmental vulnerabilities, including drought, zoonotic, heavy storms, and other disaster events.

Referred By:
Law Enforcement & Emergency Management Committee

02-10-2026

REVIEWED: Corporation Counsel: DHT ; Finance Director: 



Promulgation Statement

WHEREAS, the Jefferson County Emergency Management Agency recognizes the importance of being prepared for emergencies and disasters that may threaten the safety and well-being of its residents;

WHEREAS, the Jefferson County Emergency Management Agency has developed a Comprehensive Emergency Management Basic Plan (the "Plan") to guide its response to and recovery from such emergencies and disasters;

WHEREAS, the Plan has been carefully prepared pursuant to the authority and direction of section 323 of the Wisconsin Statute and in accordance with applicable laws, regulations, and best practices, and has been reviewed and approved by relevant stakeholders;

NOW, THEREFORE, in recognition of the emergency management responsibilities of county government, by the authority vested in me, I do hereby promulgate and adopt the Emergency Management Basic Plan/Emergency Operation Procedures (EOP) for the Jefferson County Emergency Management Agency.

This Plan shall be the official guiding document for all emergency management activities within Jefferson County. All departments, agencies, and organizations within the jurisdiction shall comply with the provisions of this Plan and shall cooperate fully in its implementation.

The Jefferson County Emergency Management Agency shall be responsible for overseeing the implementation of the Plan and shall coordinate all emergency management activities within the jurisdiction.

This Promulgation Statement shall take effect immediately upon its signing.

Signed,

[Signature of Authorized Official]

Date

Steve Nass, Jefferson County Board Supervisor

REPORT
TO THE HONORABLE MEMBERS OF THE JEFFERSON COUNTY
BOARD OF SUPERVISORS

The Jefferson County Planning and Zoning Committee, having considered petitions to amend the official zoning map of Jefferson County, filed for public hearing held on January 15, 2026, as required by law pursuant to Wisconsin Statutes, notice thereof having been given, and being duly advised of the wishes of the town boards and persons in the areas affected, hereby makes the following recommendations. The Committee has reviewed and considered the facts presented in the application and received in public hearing and finds that the criteria listed in Wis. Stat. 91.48 and Jefferson County Zoning Ordinance Section 22-56(b) has been met for the below listed petitions. The Committee further finds that the petitions are consistent with the Jefferson County Comprehensive Plan and Farmland Preservation Plan.

Further support for the Committee’s recommendations can be found in the Staff Reports and individual petition files on record in the Planning & Development Office.

APPROVAL OF PETITIONS

R4655A-26, R4656A-26, R4657A-26, R4658A-26, R4659A-26,
R4660A-26 and R4661A-26

DATED THIS TENTH DAY OF FEBRUARY 2026

Blane Poulson, Secretary

THE PRIOR MONTH’S AMENDMENTS

R4641A-25 and R4654A-25

ARE EFFECTIVE UPON PASSAGE BY COUNTY BOARD, SUBJECT TO WIS.
STATS. 59.69(5)

ORDINANCE NO. 2025- _____

Amending Official Zoning Map

WHEREAS, the Jefferson County Board of Supervisors has heretofore been petitioned to amend the official zoning map of Jefferson County, and

WHEREAS, Petitions R4655A-26, R4656A-26, R4657A-26, R4658A-26, R4659A-26, R4660A-26 and R4661A-26 were referred to the Jefferson County Planning and Zoning Committee for public hearing on January 15, 2026, and

WHEREAS, at its meeting on January 15, 2026, the Planning and Zoning Committee considered the request to amend the Official Zoning Map of Jefferson County after conducting a public hearing regarding the requested amendment, and after receiving a recommendation from the affected Town, hereby make the following recommendation to the Board of Supervisors in open session, and

WHEREAS, the Planning and Zoning Committee has found that the criteria and standards set forth in s. 91.48 of the Wisconsin Statutes and ss. 22-56(b) of the Jefferson County Zoning Ordinance for rezoning out of an A-1 Exclusive Agricultural zone have been met and the petitions are consistent with the Jefferson County Comprehensive Plan and Farmland Preservation Plan as identified in the Decision of the Planning and Zoning Committee, and

WHEREAS, consistent with the recommendations of the Planning & Zoning Committee, the Board of Supervisors finds, where applicable, the standards set forth in s. 91.48 of the Wisconsin Statutes and ss. 22-56(b) of the Jefferson County Zoning Ordinance for rezoning out of an A-1 Exclusive Agricultural zone are met by the proposed amendment to the official zoning map, and

NOW, THEREFORE, BE IT ORDAINED THAT the Jefferson County Board of Supervisors does amend the official zoning map of Jefferson County as follows:

FROM A-1 EXCLUSIVE AGRICULTURAL TO A-3, AGRICULTURAL/RURAL RESIDENTIAL

All are in accordance with ss. 22-339 – 22-350 of the Jefferson County Zoning Ordinance

Rezone from A-1 to A-3 to create two 1.0-acre residential lot south of **N6625 Elm Drive** in Town of Concord, PIN 006-0716-1144-000 (39.0 ac). Rezoning is conditional upon receipt of and recording of the final certified survey map, access approval of maintaining authority, extraterritorial plat review, receipt of suitable soil test and filing of affidavit of zoning status on remaining lands. This is in accordance with ss. 22-339 – 22.350 of the Jefferson County Zoning Ordinance. R4655A-26 – Lori Laylan

Rezone from A-1 to A-3 to create a 1.0-acre residential lot across from **N7015 Shade Road** in Town of Farmington, PIN 008-0715-0343-002 (14.212 ac). Rezoning is conditional upon receipt of and recording of the final certified survey map, access approval of maintaining authority, receipt of suitable soil test and filing of affidavit of zoning status on remaining lands. This is in accordance with ss. 22-339 – 22.350 of the Jefferson County Zoning Ordinance R4656A-26 – Wendt Property Management LLC

Rezone from A-1 to A-3 (Lot 1) to create a 2.0-acre farm consolidation around existing buildings at **N3346 County Road F** in Town of Sullivan, PIN 026-0616-2043-000 (40.0 ac). Rezoning is

conditional upon receipt of and recording of the final certified survey map and receipt of suitable soil test. This is in accordance with ss. 22-339 – 22.350 of the Jefferson County Zoning Ordinance. R4657A-26 – Randall & Tonia Rammelt

Rezone from A-1 to A-3 (Lot 2) to create a 2.0-acre residential lot east of **N3318 County Road F** in Town of Sullivan, PIN 026-0616-2034-001 (5.938 ac). Rezoning is conditional upon receipt of and recording of the final certified survey map, access approval of maintaining authority, receipt of suitable soil test and filing of affidavit of zoning status on remaining lands. This is in accordance with ss. 22-339 – 22.350 of the Jefferson County Zoning Ordinance. R4658A-26 – Randall & Tonia Rammelt

Rezone 0.3-acres from A-3 to A-1 and 0.3-acres from A-1 to A-3 to allow for a lot line adjustment at **N3318 County Road F** in Town of Sullivan, PIN 026-0616-2034-003 (3.0 ac). Property is owned by Timothy & Susan McGuire. Rezoning is conditional upon receipt of and recording of the final certified survey map. This is in accordance with ss. 22-339 – 22.350 of the Jefferson County Zoning Ordinance. R4659A-26 – Randall & Tonia Rammelt

FROM A-1 EXCLUSIVE AGRICULTURAL TO A-3, AGRICULTURAL/RURAL RESIDENTIAL WITH CONDITIONAL USE

All are in accordance with ss. 22-339 – 22-350 of the Jefferson County Zoning Ordinance

Rezoning utilizing split availability from consolidation of parcels of record involving PINs 018-0713-3312-000 (39.3670 ac) and 018-0713-3313-000 (39.670 ac) to add onto existing A-3 Lots 1 & 2 of CSM 5561 to create a total A-3 lots size of 2.675-acres (Lot 1) PIN 018-0713-3343-002 (1.114 ac) and 1.6-acre (Lot 2) PIN 018-0713-3343-001 (1.114 ac). These lots are located off **Hope Lake Road** in Town of Lake Mills. Property is owned by David & Diana Schroeder. Rezoning is conditional upon receipt of and recording of the final certified survey map and filing of affidavit of zoning status on remaining lands. This is in accordance with ss. 22-339 – 22-350 of the Jefferson County Zoning Ordinance. R4660A-26 – Jeffrey Levake

FROM A-1 EXCLUSIVE AGRICULTURAL TO N, NATURAL RESOURCE

All are in accordance with ss. 22-479 – 22-487 of the Jefferson County Zoning Ordinance

Rezone 33-acre from A-1 to N at **W881 Village Line Road** in Town of Sullivan, PIN 026-0616-1122-000 (38.0 ac). Rezoning is conditional upon receipt of and recording of the final certified survey map and access approval of maintaining authority. This is in accordance with ss. 22-479339 – 22.350 of the Jefferson County Zoning Ordinance. R4661A-26 – Cheri Hazard

The above zoning amendments shall be null and void and have no effect one year from the date of County Board approval unless all applicable conditions have been completed.

Fiscal Note: Passage of this ordinance has no determinable fiscal impact.

Referred By:
Planning and Zoning Committee

02-10-2026

REVIEWED: Corporation Counsel: DHT; Finance Director:

APPOINTMENTS BY COUNTY ADMINISTRATOR

By virtue of the authority vested in me under Sections 59.18(2)(c) of the Wisconsin Statutes, I respectfully request confirmation of the following appointments:

1. Gino Racanelli to Human Services Board for a three-year term ending on November 1, 2028.
2. Christine Spangler to the Sheriff's Civil Service Commission for a five-year term ending on January 1, 2031.

AYES _____ NOES _____ ABSTAIN _____ ABSENT _____

Jefferson County Emergency Operations Plan (EOP)

2026



TABLE OF CONTENTS

FOREWORD	I
PROMULGATION LETTER	II
RESOLUTION ADOPTING THE JEFFERSON COUNTY EMERGENCY OPERATIONS PLAN (EOP)	III
I. INTRODUCTION	1
A. PURPOSE	1
B. SCOPE.....	2
C. OBJECTIVES.....	2
D. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)	3
E. RELATIONSHIP TO OTHER PLANS.....	5
F. AUTHORITIES AND REFERENCES (PUBLISHED SEPARATELY).....	6
G. PLAN DEVELOPMENT AND MAINTENANCE	6
II. SITUATION.....	7
A. SITUATION	7
B. HAZARD AND THREAT ANALYSIS SUMMARY	11
C. EMERGENCY MANAGEMENT COMMUNITY LIFELINES (CRITICAL FACILITIES AND INFRASTRUCTURE)	12
D. ASSUMPTIONS	16
III. CONCEPT OF OPERATIONS (CONOPS).....	17
A. INCIDENT RESPONSE	17
B. EMERGENCY OPERATIONS CENTER – ACTIVATION	20
C. EMERGENCY SUPPORT FUNCTIONS (ESFs)	28
D. FACILITIES	28
E. EMERGENCY PROCLAMATION, REQUEST FOR ASSISTANCE, RESOURCE REQUESTS	31
IV. ORGANIZATION AND RESPONSIBILITIES	35
A. GENERAL.....	35
B. ROLES OF DEPARTMENT HEADS AND ASSISTING AGENCIES IN EMERGENCY MANAGEMENT DISASTER PHASES	35
C. EMERGENCY MANAGER.....	36
D. PUBLIC INFORMATION/WARNING/COMMUNICATIONS.....	38
E. EMERGENCY OPERATIONS CENTER MANAGER/COORDINATOR	41
V. DIRECTION, CONTROL, AND COORDINATION	43
A. JEFFERSON COUNTY ADMINISTRATOR.....	43
B. INCIDENT COMMAND (IC)	43
C. EMERGENCY OPERATIONS CENTER (EOC).....	43
D. REGIONAL MULTI-AGENCY COORDINATION (MAC) GROUP	43
E. LOCAL, STATE, AND FEDERAL RESPONSE AGENCY PERSONNEL.....	44
F. LINES OF SUCCESSION	44
VI. ADMINISTRATION, FINANCE, AND LOGISTICS	45
A. MUTUAL AID AGREEMENT LIST	45
B. ADMINISTRATION	45
C. FINANCE.....	47
D. LOGISTICS.....	48
VII. ATTACHMENTS.....	49
A. PRIMARY/SUPPORT MATRIX	50
B. GLOSSARY AND ACRONYMS	50

I. FOREWORD

The **Emergency Operations Plan (EOP)** for Jefferson County, Wisconsin, 2026 edition represents a cornerstone of our commitment to safeguard the well-being, property, and resilience of our communities. This plan integrates all-hazards planning, encompassing preparedness, response, recovery, and mitigation, in alignment with state and federal standards, including the Wisconsin Emergency Management (WEM) Framework and National Incident Management System (NIMS) protocols.

Led by the Jefferson County Office of Emergency Management, this EOP reflects a collaborative effort among county departments, municipalities, volunteer organizations, private-sector partners, and residents. By adopting a whole-community approach, the Plan enhances our collective capacity to respond quickly and effectively in emergencies.

This 2025 update builds upon our previous planning efforts, incorporating lessons learned, evolving best practices, and new capabilities to address current threats. Drawing inspiration from our Natural Hazards Mitigation Plan (2025–2029), we continue our focus on community resilience and reducing disaster risks.

The Jefferson County Board of Supervisors expresses its appreciation to the Office of Emergency Management for its leadership and to municipal partners for their cooperation in developing this Plan. Through its formal adoption, the Board reaffirms its commitment to maintaining a coordinated, effective, and transparent emergency management framework for the safety and well-being of all residents.

Acknowledgements

- **Jefferson County Board of Supervisors:** Your endorsement ensures unified leadership and governance in emergency planning.
- **Jefferson County Office of Emergency Management and LEEM Committee:** For their continuous stewardship in updating, coordinating, and refining emergency protocols.
- **Local municipalities, agencies, and community partners:** For actively participating in public engagement efforts and aligning local plans with countywide strategies.
- **County staff, volunteers, and stakeholders:** Your contributions during planning, exercises, and after-action reviews have been invaluable

II. PROMULGATION STATEMENT



Promulgation Statement

WHEREAS, the Jefferson County Emergency Management Agency recognizes the importance of being prepared for emergencies and disasters that may threaten the safety and well-being of its residents;

WHEREAS, the Jefferson County Emergency Management Agency has developed a Comprehensive Emergency Management Basic Plan (the "Plan") to guide its response to and recovery from such emergencies and disasters;

WHEREAS, the Plan has been carefully prepared pursuant to the authority and direction of section 323 of the Wisconsin Statute and in accordance with applicable laws, regulations, and best practices, and has been reviewed and approved by relevant stakeholders;

NOW, THEREFORE, in recognition of the emergency management responsibilities of county government, by the authority vested in me, I do hereby promulgate and adopt the Emergency Management Basic Plan/Emergency Operation Procedures (EOP) for the Jefferson County Emergency Management Agency.

This Plan shall be the official guiding document for all emergency management activities within Jefferson County. All departments, agencies, and organizations within the jurisdiction shall comply with the provisions of this Plan and shall cooperate fully in its implementation.

The Jefferson County Emergency Management Agency shall be responsible for overseeing the implementation of the Plan and shall coordinate all emergency management activities within the jurisdiction.

This Promulgation Statement shall take effect immediately upon its signing.

Signed,

[Signature of Authorized Official]

Date

Steve Nass, Jefferson County Board Supervisor

III. RESOLUTION ADOPTING THE JEFFERSON COUNTY EMERGENCY OPERATIONS PLAN (EOP)

RESOLUTION 2025-____

Authorizing the Promulgation and Approval of the Jefferson County Emergency Operations Plan (EOP)

Executive Summary

The Jefferson County Emergency Operations Plan (EOP) provides a framework for preparing for, responding to, recovering from, and mitigating natural, technological, and human-caused hazards. In accordance with state and federal guidelines, including NIMS, the plan assigns roles to County departments, municipalities, volunteer organizations, and private partners to ensure a coordinated response. The Jefferson County Office of Emergency Management has updated the plan to reflect current capabilities, best practices, and lessons learned. Adoption of the EOP helps protect life, property, the environment, and the economy, and ensures all partners maintain compatible plans and regularly review and update them.

The Law Enforcement Emergency Management Committee considered this resolution on January 23, 2026, and voted to forward it to the County Board for approval on February 10, 2026.

WHEREAS, Jefferson County recognizes the potential for natural, technological, and human-caused hazards that may threaten the health, safety, and welfare of its residents, and

WHEREAS, the Jefferson County Emergency Operations Plan (EOP) establishes a comprehensive framework for countywide preparedness, response, recovery, and mitigation, and serves as the principal guide for coordinated emergency management efforts, and

WHEREAS, the EOP is consistent with state and federal guidelines, including the National Incident Management System (NIMS), and assigns responsibilities to Jefferson County departments, municipalities, volunteer organizations, and private sector partners to ensure a unified and effective approach, and

WHEREAS, the Jefferson County Office of Emergency Management has reviewed and updated the EOP to reflect current capabilities, best practices, and identified lessons learned, and

WHEREAS, the adoption of this plan will promote the protection of life, property, environment, and the economy within Jefferson County.

NOW, THEREFORE, BE IT RESOLVED THAT, the Jefferson County Board of Supervisors hereby promulgates and adopts the Jefferson County Emergency Operations Plan as the official plan for emergency management within the County, and

BE IT FINALLY RESOLVED THAT all County departments, agencies, municipalities, and partner organizations shall support and comply with the concepts, policies, and procedures contained within the plan, and maintain compatible emergency plans and procedures as appropriate.

Fiscal Note: NONE

Strategic Plan Reference: 2.4 OBJECTIVE: Anticipate and plan for environmental vulnerabilities, including drought, zoonotic, heavy storms, and other disaster events.

Referred By:
Law Enforcement & Emergency Management Committee

02-10-2026

REVIEWED: Corporation Counsel: ; Finance Director:

I. INTRODUCTION

A. PURPOSE

The Jefferson County Emergency Operations Plan (EOP) establishes a framework for coordinating emergency responses in Jefferson County. It ensures that all departments/emergency responders share expectations, mutual accountability, and clear communication as they work together to respond to an incident.

The plan outlines the fundamental strategies, assumptions, and mechanisms by which Jefferson County will mobilize resources and conduct activities to guide, coordinate, and support local emergency management efforts. This plan adopts a functional approach that groups the assistance that Jefferson County provides under Emergency Support Functions (ESFs) to facilitate effective operations. ESFs are the primary mechanisms for managing emergency assistance. A primary department or lead agency heads each ESF, and Jefferson County has selected the ESFs based on its authorities, resources, and capabilities in the functional area. ESFs include:

1. Transportation
2. Communications & Information
3. Public Works
4. Fire Fighting
5. Information Analysis & Planning
6. Mass Care, Emergency Assistance, Housing & Human Services
7. Resource Support
8. Public Health
9. Search & Rescue
10. Hazardous Materials
11. Agriculture & Natural Resources
12. Energy & Utilities
13. Law Enforcement & Security
14. Long-Term Community Recovery
15. Public Information
16. Hospital & Medical Services
17. Volunteer & Donation Management
18. Animal & Veterinary Services
19. Functional & Access Needs
20. Fatality Management
21. Damage Assessment
22. Public Protection (Warning, Evacuation, Shelter)
23. Debris Management

B. SCOPE

This document outlines Jefferson County's roles and responsibilities during an emergency. As noted in this document, Jefferson County relies on essential services and resources that it neither provides nor controls. An incident may also present issues that cannot be anticipated and are multijurisdictional. This plan demonstrates how Jefferson County intends to work with other agencies or jurisdictions that will need to coordinate their resources for effective incident management.

C. OBJECTIVES

The objectives of the Jefferson County EOP are to protect public health and safety and prevent loss of life, preserve property and the environment, ensure continuity of government and government operations, restore the community to normal, mitigate/prevent the causes of damage, and prepare Jefferson County in advance of an emergency. Specifically, Jefferson County strives to:

- **Protect Public Health and Safety and Prevent Loss of Life:** This includes efforts to save human life, treat the injured, warning the public to avoid further casualties, evacuate people from the impacted area, direct people to shelter and mass care, coordinate mass prophylaxis (prevention) if warranted, monitor, and regulate the safety of food and water.
- **Preserve Property and the Environment:** This includes measures to save property from destruction, prevent further loss, provide security for property, especially in evacuated areas, and prevent contamination of the environment.
- **Ensure Continuity of Government and Government Operations:** Provides lines of succession for elected and appointed officials. Lines of succession ensure that critical government functions can be reconstituted and conducted with minimal interruption.
- **Restore the Community to Pre-Incident Conditions:** Restore essential infrastructure, the social fabric, and the economic basis of the community.
- **Mitigate/Prevent the Causes of Damage:** Implement mitigation measures to reduce the risk of damage from a similar emergency that may occur in the future.
- **Prepare Jefferson County in Advance of an Emergency:** This includes developing action plans on how to respond to and recover from emergencies, training staff on how to perform the duties and responsibilities, exercising and modifying the plans based on the experiences.

D. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

Jefferson County formally adopted and implemented the National Incident Management System (NIMS). The National Incident Management System (NIMS) guides all levels of government, non-governmental organizations (NGOs), and the private sector in working together to prepare for, respond to, and recover from domestic incidents. NIMS’s consistent, nationally standardized approach applies to all incidents, regardless of their cause, size, or complexity. NIMS provides a common framework providing interoperability and compatibility for all jurisdictions and organizations involved in managing incidents through a core set of concepts:

<p>COMMUNICATIONS AND INFORMATION MANAGEMENT</p>	<p>Describe systems and methods that help to ensure that incident personnel and other decision makers have the means and information they need to make and communicate decisions.</p>
<p>RESOURCE MANAGEMENT</p>	<p>Describes standard mechanisms to systematically manage resources, including personnel, equipment, supplies, teams, and facilities, both before and during incidents, to allow organizations to share resources more effectively when needed.</p>
<p>COMMAND AND COORDINATION</p>	<p>Describes leadership roles, processes, and recommended organizational structures for incident management at the operational and incident support levels and explains how these structures interact to manage incidents effectively and efficiently.</p>

The National Incident Management System (NIMS) is designed so that local jurisdictional authorities retain command, control, and authority over responses. Adhering to NIMS allows local agencies to coordinate and utilize requested state and federal resources more efficiently. The Incident Command System (ICS) outlined in this plan formalizes the NIMS incident command organization and structure as mandatory for all response activities by all departments identified in this plan.

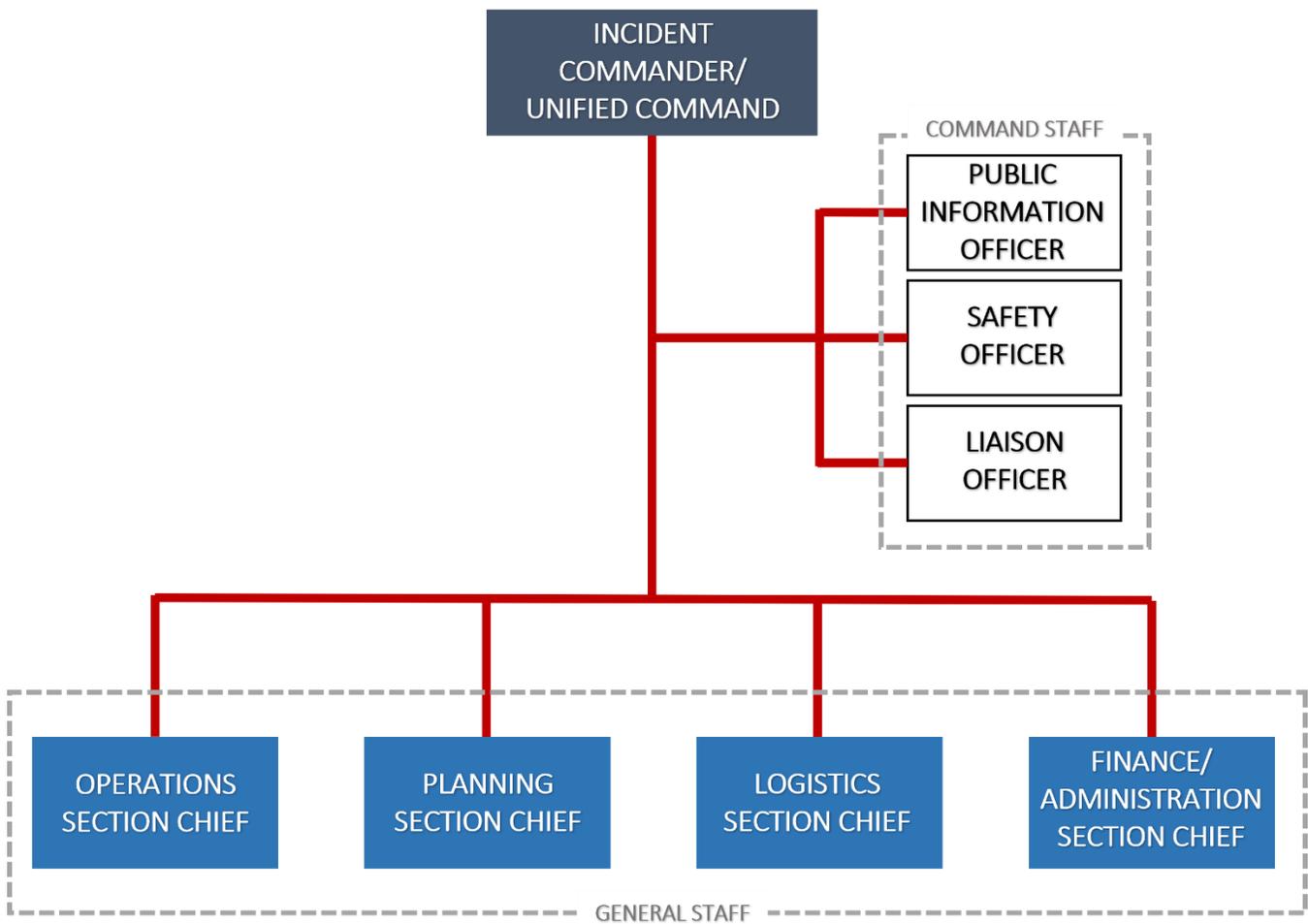
INCIDENT COMMAND SYSTEM (ICS)

The Incident Command System (ICS) is a management system designed to enable effective and efficient domestic incident management by integrating facilities, equipment, personnel, procedures, and communications within a standard organizational structure. ICS is not limited to specific incidents or disasters; it is scalable and adaptable to any situation in which it is deployed. All levels of government, as well as many NGOs and private sector organizations, utilize ICS. It enables incident managers from different organizations to work seamlessly in identifying the key concerns associated with the incident –

often under urgent conditions – without sacrificing attention to any component of the command system.

ICS is a standardized approach that details the command, control, and coordination of on-scene incident management, providing a common hierarchy within which personnel from multiple organizations can work effectively. Included within this system are five major functional areas (Command, Operations, Planning, Logistics, and Finance/Administration), staffed as needed, for a given incident. *Figure 1-1* depicts an example organizational structure for an ICS organization with a single Incident Commander or Unified Command.

Figure 1-1: Example of an ICS Organizational Structure



Incident Command is responsible for overall incident management. Command is delegated to a singular Incident Commander or a Unified Command with Command and General Staff supporting the Incident Command in meeting the incident's needs.

NATIONAL RESPONSE FRAMEWORK (NRF)

The NRF builds upon the premise that incidents are typically managed at the lowest jurisdictional level. It guides the Nation in how it collaborates in responding to all types of disasters and emergencies. Incorporating the scalable, flexible, and adaptable concepts identified in the National Incident Management System (NIMS), the NRF aligns vital roles and responsibilities across the Nation. This plan incorporates the NRF's guiding principles, based on the likelihood of coordination among Jefferson County and levels of government, NGOs, and the private sector during major disasters or incidents.

E. RELATIONSHIP TO OTHER PLANS

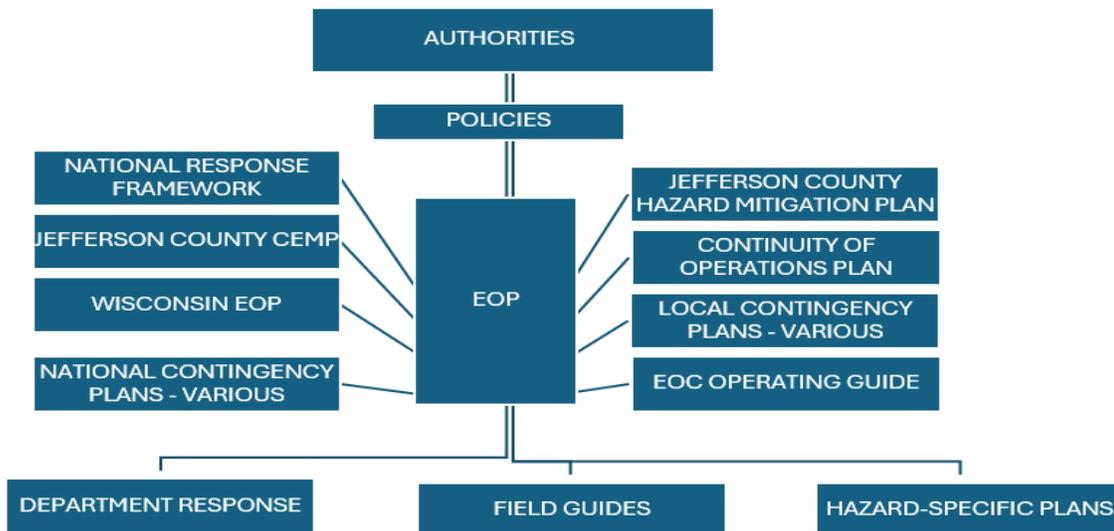
This EOP may be implemented as the only response plan or in conjunction with local partner operational plans developed under statutory authorities and/or Memoranda of Understanding (MOUs). It shall remain the official and primary plan to guide response and recovery activities for Jefferson County.

LOCAL, STATE, AND FEDERAL PLANS

This plan may also be implemented concurrently with several local, state, federal, and regional emergency operation plans without a state or Presidential Declaration (See Figure 1-2: Relationship to Other Plans). Regardless, the response would be in accordance with the local EOP and the applicable senior state or federal official for the plan.

In certain circumstances, state and/or federal agencies have statutory responsibility and authority to respond directly to incidents without a formal request for assistance from Jefferson County. In all cases, however, those agencies should immediately establish contact with Emergency Management and the local incident commander to coordinate the response and/or recovery efforts.

Figure 1-2: Relationship with Other Plans.



F. FEDERAL AUTHORITIES AND REFERENCES (PUBLISHED SEPARATELY)

- Presidential Policy Directive-8 (PPD-8)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §5121 et seq. (1988).
- National Preparedness Goal
- National Preparedness System
- U.S. Department of Homeland Security (DHS), National Incident Management System (NIMS)
- DHS, National Response Framework (NRF)

STATE

- Wisconsin State Statute Ch 323, Emergency Management

COUNTY

- Jefferson County Comprehensive Emergency Management Plan (CEMP)
- Jefferson County Hazard Mitigation Plan

G. PLAN DEVELOPMENT AND MAINTENANCE

Who is a part of the planning committee or team? How were the community/individuals with functional/access needs involved or offered involvement in the planning process (directly or indirectly through a placeholder)? Who is responsible for updating the plan? Who will update the different sections of the plan (Base, ESFs, SOPs, Appendices)? What is the cycle of revision of the plan? Testing the plan? In this section, you can also create a table to document edits or revisions made to the plan.

DATE	CHANGE	SUMMARY OF CHANGES	ENTERED BY
11/10/2024	Review and updates to the entire EOP		Tracy Hameau
04/15/2025	Review and updates to the entire EOP		Tracy Hameau
08/26/2025	Created Resolution, Promulgation Statement sections		Tracy Hameau
09/04/2025	Edited Resolution, Promulgation Statement		Tracy Hameau
01/07/2026	Font, spelling, and updated information corrections		Tracy Hameau
01/15/2026	Page numbering, alignment, and addition of Promulgation and Resolution		Tracy Hameau

POPULATION DEMOGRAPHICS

Jefferson County, situated in the southeastern region of Wisconsin, between the metropolitan areas of Milwaukee and Madison, presents a demographic profile characterized by a synthesis of rural and suburban elements, encompassing varied age cohorts, ethnicities, and residential patterns. The subsequent data, derived from the 2020 Census and recent estimates, provides a comprehensive demographic overview:

1. Total Population

- **2020 Census:** The total population of Jefferson County was recorded at approximately 84,000 individuals.
- **Population Growth:** Moderate population growth has been documented in recent years, with the most substantial increases observed in the suburban areas proximal to Milwaukee and Madison.

2. Age Distribution

- **Median Age:** The median age within Jefferson County is approximately 40 years.
- **Age Breakdown:**
 - **Under 18 years:** Approximately 22-24% of the population is under the age of 18.
 - **18 to 64 years:** This demographic constitutes approximately 55-60% of the population.
 - **65 years and older:** Approximately 16-18% of the population is aged 65 and above, with an increase in the senior population attributed to the aging Baby Boomer generation.

3. Gender Distribution

- **Male:** Approximately 49% of the population.
- **Female:** Approximately 51% of the population, which is consistent with the distribution observed in many U.S. counties.

4. Racial and Ethnic Composition

- **White (Non-Hispanic):** The majority of the population, approximately 85-90%, is White, thus representing the predominant racial group within the county.
- **Hispanic or Latino:** The Hispanic or Latino population is expanding, comprising approximately 5-7% of the population, in alignment with broader demographic trends across Wisconsin.
- **African American:** African Americans constitute approximately 2-3% of the population.

- Asian: Asian residents represent approximately 2-3% of the population.
- Other races and mixed races: The remaining population comprises individuals identifying as Native American, Pacific Islander, or of mixed racial heritage.

5. Household and Family Structure

- Average Household Size: The average household size is approximately 2.5 individuals.
- Family Households: Approximately 65-70% of households are family households, with a significant proportion being married-couple families.
- Non-family Households: Approximately 30-35% of households are non-family households, typically comprising individuals residing alone or cohabiting adults without children.

6. Economic Profile

- Median Household Income: The median annual household income in Jefferson County is approximately \$65,000, approximating the state average.
- Poverty Rate: The poverty rate is approximately 9-12%, slightly below the national average, though variations exist across specific regions within the county.

7. Education Levels

- High School Graduate or Higher: Approximately 92% of residents have attained a high school diploma or higher.
- Bachelor's Degree or Higher: Approximately 30-35% of residents hold a bachelor's degree or higher, comparable to the national average.

8. Urban vs. Rural Distribution

- Jefferson County encompasses both rural and suburban areas. The county seat, Jefferson, is a small city, while a significant portion of the county is rural, with agriculture playing a substantial role in the economy.
- Suburban areas are present in the southeastern portion of the county, exhibiting higher population density and serving as commuter towns for Milwaukee and Madison.

9. Housing

- Homeownership Rate: Approximately 75% of households in Jefferson County are owner-occupied, exceeding the national average.

- Median Home Value: The median home value is approximately \$200,000, though variations exist by location within the county.

10. Political and Cultural Trends

- The county exhibits a mix of politically conservative and moderate areas, with some regions displaying more liberal leanings. Suburban areas tend to be more liberal, while rural regions are generally more conservative.

11. Religion

- Religious Affiliation: Jefferson County's population is predominantly Christian, with a substantial proportion identifying as Catholic or Protestant (Lutheran, Baptist, etc.). A smaller but increasing segment identifies as secular or religiously unaffiliated.

These demographic attributes contribute to Jefferson County's character as a composite of agricultural, suburban, and small-town life, featuring increasing diversity, particularly in the southeastern areas. The region has experienced notable growth in housing and development, especially near major Wisconsin cities.

VULNERABLE POPULATIONS/ PERSONS WITH ACCESS AND FUNCTIONAL NEEDS

Disasters and emergencies can be particularly harmful to persons with access and functional needs due to the unique barriers they may face. Residents classified as persons with access and functional needs can include:

- **Communication:** Individuals who have limitations that interfere with the receipt of and response to information, such as people with (1) limited hearing or vision, (2) limited speaking ability, (3) limited English proficiency, (4) cognitive disabilities, or (5) mental health issues.
- **Maintaining Health:** Individuals who are not self-sufficient or require medical assistance or treatment, such as (1) special diets, (2) durable medical supplies and/or equipment, or (3) medications.
- **Independence:** Individuals requiring support to be independent in daily activities, including people who (1) need adaptive facilities, equipment, or supplies, or (2) typically use the services of a personal assistant.
- **Safety, Self-Determination, and Supervision:** Individuals who require caregivers to cope with unusual situations adequately, cannot identify with themselves, or lack the cognitive ability to assess a situation and react appropriately.

- **Transportation:** Individuals who cannot drive or do not have a vehicle, and individuals who are not ambulatory.

Jefferson County recognizes the need to undertake additional reasonable accommodations to protect and assist people with access and functional needs during emergencies and disasters, especially during evacuations, sheltering, and re-entry operations. The Jefferson County Health and Human Services Department manages planning for human service needs, as discussed in ESFs 6, 8, 16, 19, and 20.

B. HAZARD AND THREAT ANALYSIS SUMMARY

HAZARD ANALYSIS

Jefferson County utilizes the Jefferson County Hazard Mitigation Plan (*published separately*) to better understand the hazards associated with it. The Plan describes the potential threats to Jefferson County, identifies hazard impacts, and proposes mitigation strategies. Due to its location and geological features, Jefferson County is vulnerable to the damaging effects of specific hazards. A list of these hazards is in *Table 2-1: Hazards Affecting Jefferson County*.

VULNERABILITY ANALYSIS

Jefferson County has an estimated population of approximately 85,000 residents and encompasses a diverse mix of urban, suburban, and rural communities, critical infrastructure, transportation corridors, agricultural areas, and environmentally sensitive lands. Due to these characteristics, the County is vulnerable to a range of natural, technological, and human-caused hazards that could result in significant loss of life, property damage, service disruption, and environmental impacts.

Potential hazards may include, but are not limited to, severe weather events, flooding, hazardous materials incidents, transportation accidents, utility failures, public health emergencies, and other incidents that could overwhelm local response capabilities if not effectively managed.

A detailed assessment of identified hazards, associated risks, and potential impacts is documented in the Jefferson County Hazard Mitigation Plan, which is maintained as a separate but complementary planning document. The Hazard Mitigation Plan provides an in-depth analysis of how specific hazards may affect the County's population, critical facilities, infrastructure, economy, and natural environment, and identifies mitigation strategies to reduce long-term risk.

This Emergency Operations Plan (EOP) relies on the Hazard Mitigation Plan to inform preparedness, response, recovery, and mitigation priorities, ensuring that emergency management efforts are risk-based, coordinated, and focused on the most significant threats facing Jefferson County.

Table 2-1: Hazards Affecting Jefferson County

MASTER LIST OF HAZARDS FOR JEFFERSON COUNTY		
NATURAL		
<ul style="list-style-type: none"> • Agricultural/Hydrologic Drought • Cold, Extreme • Drought • Earthquakes • Epidemic, Animal • Epidemic, Human 	<ul style="list-style-type: none"> • Fire, Rural/Urban • Fire, Wildland • Flooding • Heat, Extreme • Storm, Ice/Hail • Storm, Lightning 	<ul style="list-style-type: none"> • Storm, Severe Thunder • Storm, Snow • Storm, Windstorm • Storm, Winter • Tornado
TECHNOLOGICAL	HUMAN	
<ul style="list-style-type: none"> • Air Pollution • Building/Structure Collapse • Cyber Attack / Cyber Security Breach • Dam/Levee Failure • Energy Emergency • Explosions • Fire: Structural/Forest/Wildfires • Hazardous Material Accident/Incidents, Fixed Facility or Transportation • Mass Casualties • Power/Utility Outage • Radiological • Transportation Accident, Aircraft, Marine, Motor Vehicle, Railroad, Trucking, and Waterborne 	<ul style="list-style-type: none"> • Attack at Civic/Sports Events • Civil/Political Unrest/Disturbances • Economic Emergency • Explosives Attack-Bombing Using Improvised Explosive • Municipal Water Supply Contamination • Riot/Demonstration/Violent Protest/Illegal Assembly • Strike • Terrorism: Bomb Blast, Ecological, Economic, Incendiary, Prolonged/Multiple Hostage Situation, Sabotage • WMD: Biological, Chemical, Nuclear, Incendiary, Explosive 	

C. EMERGENCY MANAGEMENT COMMUNITY LIFELINES (CRITICAL FACILITIES AND INFRASTRUCTURE)

Community lifelines represent the most basic services a community relies upon and, when stable, enable all other community functions and activities to continue. Disruption to one or more lifelines can significantly affect public safety, health, and economic stability. Within this Emergency Operations Plan (EOP), community lifelines serve as a framework for assessing incident impacts, prioritizing response actions, and guiding resource allocation. Lifeline stabilization is a primary response objective, as

restoring or maintaining these essential services supports life safety, incident stabilization, and community recovery.

Community lifelines also support situational awareness and coordination among emergency management and response agencies by helping identify unmet needs, guiding incident action planning, and communicating priorities to state and federal partners. Table 2-2 identifies and describes the seven community lifelines: **Safety and Security; Food, Water, and Shelter; Health and Medical; Energy (Power and Fuel); Communications; Transportation; and Hazardous Materials.**

Table 2-2: Community Lifeline Descriptions

COMMUNITY LIFELINE	DESCRIPTION
Safety and Security	Law enforcement and government services, along with the associated assets that maintain community security, provide search-and-rescue, evacuation, and firefighting capabilities, and promote responder safety.
Food, Water, Shelter	Support systems that sustain life, including water treatment, transmission, and distribution; food retail and distribution networks; wastewater collection and treatment; shelter; and agriculture.
Health and Medical	Infrastructure and service providers for medical care, public health, patient movement, fatality management, behavioral health, veterinary support, and health or medical supply chains.
Energy	Service providers for electric power infrastructure, composed of generation, transmission, and distribution systems, as well as gas and liquid fuel processing, transportation, and delivery systems. Disruptions can have a limiting effect on the functionality of other community lifelines.
Communications	Infrastructure owners and operators of broadband Internet, cellular networks, landline telephones, cable services (including undersea cable), satellite communications services, and broadcast networks (radio and television). Communication systems encompass many diverse modes of delivery and technologies, often intertwined but largely operating independently. Services include alerts, warnings, messages, and 911 dispatch. Also includes accessibility of financial services.
Transportation	Multiple modes of transportation often serve complementary functions and create redundancy, enhancing the inherent resilience of overall transportation networks. Transportation infrastructure generally includes highways and roadways, mass transit, railways, aviation, maritime, pipelines, and intermodal systems.
Hazardous Materials	Systems that mitigate threats to public health/welfare and the environment. This includes assessing facilities that use, generate, or store hazardous substances;

	specialized conveyance assets; and efforts to identify, contain, and remove incident debris, pollution, contaminants, oil, or other hazardous substances.
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Stabilization of community lifelines is the primary focus during response efforts to lessen threats and hazards to public health and safety, the economy, and security. A community lifeline enables the continuous operation of critical government and business functions. It is essential to human health and safety, and economic security. Lifelines allow emergency managers, infrastructure owners and operators, and other partners to analyze an incident's impact to prioritize and deploy resources to stabilize the lifeline effectively.

Community lifelines include multiple components encompassing infrastructure, assets, and services. Jefferson County will strive to stabilize community lifelines by maintaining certain "essential services" and maintaining/restoring the community's "infrastructure" during times of disaster. *Table 2-3* provides a "situation summary" of essential services, critical facilities, and infrastructure in Jefferson County. These are defined as follows:

Essential Services: Services within a community are typically defined as lifesaving/preserving and are deemed critical to the region's immediate economy. These services need to be maintained or restored immediately. Each of these services depends on certain critical facilities and infrastructure. Jefferson County will strive to provide these services during disasters by activating Emergency Support Functions (ESFs) as appropriate.

Critical Facilities: Specific Jefferson County public and private facilities deemed essential for delivering vital services and protecting the community. The American Society of Engineers classifies critical facilities in the following categories:

1. **Category IV** includes buildings and other structures whose failure would represent a low hazard to human life, such as storage facilities.
2. **Category III** includes all buildings not explicitly included in other categories.
3. **Category II** includes buildings and other structures that represent a substantial hazard to human life in the event of failure. They include buildings with higher occupant concentrations, special population facilities, or special community events.
4. **Category I** includes essential facilities such as hospitals, fire and police stations, rescue and other emergency service facilities, power stations, water supply facilities, aviation facilities, and other buildings critical for the national and civil defense.

Infrastructure: "Systems" upon which critical facilities and essential services are dependent.

Table 2-3: Essential Services, Critical Facilities, and Infrastructure

ESSENTIAL SERVICES, CRITICAL FACILITIES, AND INFRASTRUCTURE	
ESSENTIAL SERVICES	CRITICAL FACILITIES
<ul style="list-style-type: none"> • Alert and Warning • Commodities Distribution • Communications • Community EOC • Continuity of Government Services • Emergency Dispatch Services • Emergency Medical Services • Emergency Public Information • Energy/Utilities • Financial Services • Fire Services • Health • Food/Water Distribution • Law Enforcement • Mass Care • Public Health • Public Works/Engineering • Search and Rescue • Shelter • Transportation • Support to Functional and Access Needs populations or High Occupancy Structures, Facilities, Special Events 	<ul style="list-style-type: none"> • Banks/ATMs/Credit Unions • Bridges • Business Establishments • Campgrounds/Parks/Recreation Areas • Computer Databases/Service Centers • Detention Center • Dispatch Center • Emergency Operations Center (EOC) Room/Building • Fire Stations • Food Storage Facilities • Fuel Storage • Government Offices • High Occupancy Structures • Hospital/Nursing Homes/Clinics Pharmacies/Ambulance Stations • Hotels/Motels/Resort Complexes • Kitchens • Light Industry • Microwave Towers/Satellite Ground Terminals • Police Station/Jail • Power Plant/Sub Stations • Public Assembly Areas: Civic Center/Theaters
INFRASTRUCTURE	
<ul style="list-style-type: none"> • Computer Systems • Electrical Systems • Gas (Propane) • Natural Gas • Radio/TV/Print Media • Roads/Highways • Telephone Systems • Water Supplies/Sewer • Waterways (Navigable) 	<ul style="list-style-type: none"> • Pumping Stations • Restaurants • Schools • Shopping Areas/Malls • Sports Fields • Telephone Switching/Relay Stations • Transportation Over/Underpasses • TV/Radio Stations • Warehouse/Equipment Storage Complexes • Wastewater/Sewage Treatment Facilities • Water Treatment Facilities/Pumping Stations

D. ASSUMPTIONS

The assumptions of this plan include, but are not limited to:

1. An emergency could happen at any time, with or without warning.
2. Responding to incidents while operating under the Incident or Unified Command System in accordance with the National Incident Management System (NIMS).
3. Local resources will be first to respond. However, response efforts may require additional resources from the county, state, and/or federal government to achieve an effective response.
4. Some events will exceed the emergency response capabilities of the city, county, and state.
5. The county is dependent on privately owned and operated critical infrastructure resources, including but not limited to fuel and power utilities, to provide services.
6. Overwhelmed communications systems could impair communication to the public and among emergency responders.
7. Emergency response personnel might be unable or unavailable to report to work.
8. Some operations or services might be unavailable due to blocked access or damaged facilities.
9. All residents may need to utilize their resources or be self-sufficient for approximately 72 hours following an emergency event.
10. Vulnerable populations are less likely to be self-sufficient following a disaster. County response must prioritize services for people unable to utilize their resources to meet basic needs.
11. A large-scale event will trigger activation of the Jefferson County Continuity of Operations Plan (COOP), departmental COOP plans, as well as this plan.
12. In a widespread emergency, municipal decision-makers will apply the same hierarchy outlined in the Jefferson County COOP framework:
 - a. Directly protect human life and public health, including the safety and health of Jefferson County workers.
 - b. Protect the environment, public property, and physical infrastructure.
 - c. Support the delivery of services that Jefferson County or the public depends on in an emergency.
 - d. Minimize economic and legal losses to the County.
- e. Uphold confidence in Jefferson County government.

III. CONCEPT OF OPERATIONS

A. INCIDENT RESPONSE

Jefferson County's on-scene emergency response follows the National Incident Management System (NIMS) and the Incident Command System (ICS) concepts. Municipal emergency responders are likely to be the first on the scene of emergencies. The first local emergency responder to arrive at the scene of an emergency situation will implement the Incident Command System (ICS) and serve as the Incident Commander (IC). When arriving on the scene of an incident, the IC may:

1. Establish an incident command post and direct the on-scene response.
2. Isolate the scene.
3. Assess the situation and identify hazards.
4. Warn the population in the area of the incident; provide emergency instructions.
5. Determine and implement protective measures (evacuation or in-place sheltering) for the population in the immediate incident area.
6. Implement traffic control arrangements in and around the incident scene.
7. Develop objectives (tasks to be done).
8. Ensure appropriate safety and personnel protective measures.
9. Develop an action plan and priorities.
10. In coordination with the Emergency Operations Center (EOC), contact appropriate agencies or personnel with expertise and capability to carry out the incident action plan.
11. Coordinate, as appropriate, with other first responder agencies.
12. Request additional resources from the Emergency Operations Center (EOC).

Where appropriate, Incident Command (IC) seeks guidance and direction from local officials and technical assistance from state and federal agencies and industry. The Incident Commander (IC) ensures that each agency on the scene can carry out its responsibilities and response efforts. The Incident Commander (IC) retains control until relieved by a more senior or qualified individual, the situation is resolved, or others with legal authority assume responsibility.

Responses involving more than one agency at an incident scene, the agency having jurisdiction, and other responding agencies shall work together to coordinate each agency's objectives. Team problem-solving should enable an effective response aligned with the National Response Framework's Unity of Effort principle. Other agency personnel supporting the ICS will maintain their standard chain of command. However, personnel will be under the on-scene IC's control.

The on-scene Incident Commander (IC) may designate a Public Information Officer (PIO) to work with the news media during an incident. PIO responsibilities may include coordinating agency media releases and arranging contacts between the media and response agencies. The Emergency Operations Center (EOC) or a Joint Information Center (JIC) may be activated if additional support is needed.

Emergency operations with different objectives may be conducted during widespread emergencies or disasters at geographically separated scenes. Each scene will contain its own IC. When this situation occurs, allocating resources to specific field operations must be coordinated through the EOC. Incident Command Posts (ICP) link to the EOC via radio, landline, or cellular phones. In emergencies in which other jurisdictions, states, or the federal government provide significant response resources or technical assistance, it is generally desirable to transition from a single Incident Command (IC) structure to a Unified Command (UC) structure. Principles of Area Command or Multi-Agency Coordination Systems may also apply. This arrangement ensures that all participating agencies are involved in developing objectives and strategies for the response efforts.

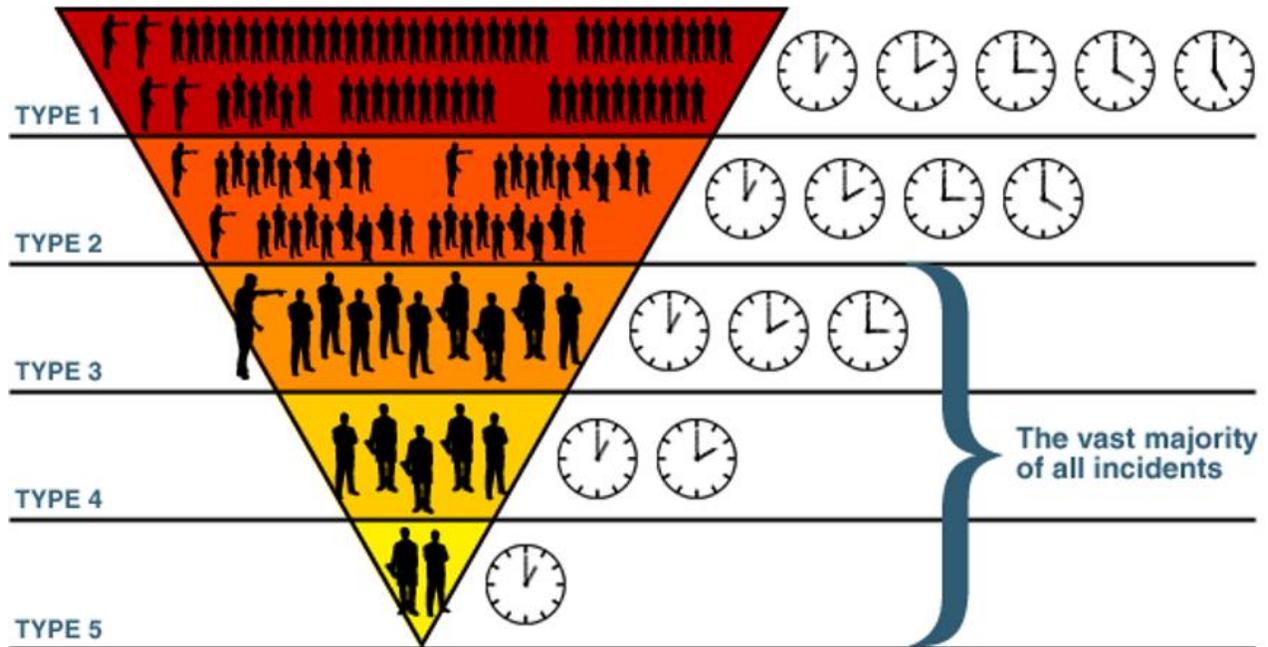
INCIDENT RESPONSE LEVELS (LEVELS OF DISASTER)

Emergencies often develop through a recognizable progression, during which proactive actions can be taken to increase readiness and guide effective response efforts. Jefferson County employs a graduated, scalable response approach to manage emergencies and disasters in a manner proportional to the specific needs of each incident.

The level of response is determined by the incident's type, size, severity, and complexity, and is adjusted as conditions evolve. Response efforts must be flexible and able to expand or contract rapidly to address changing operational demands and cascading impacts. This includes the ability to increase the number, type, and sources of resources to support sustained operations when required.

Figure 3-1, *Incident Type and Complexity*, illustrates incidents along a continuum of complexity ranging from Type 5 (lowest complexity) to Type 1 (highest complexity). Type 1 incidents require the greatest level of coordination, staffing, and resources, and typically involve extended response and recovery operations. The majority of incidents managed within Jefferson County are expected to fall within the Type 5 to Type 3 range, allowing them to be handled primarily with local resources and standard operational procedures.

Figure 3-1: Incident Type and Complexity



The severity of an incident is categorized into four sections (Negligible, Limited, Critical, and Catastrophic). The impact an incident has on Jefferson County, and the capabilities required for an effective response, help determine its level of severity (*Table 3-2: Categories of Severity*). Jefferson County will evaluate whether the incident results in one or more of the qualifiers found within each category in its determination of severity.

Table 3-2: Disaster Categories of Severity

CATEGORIES OF SEVERITY			
NEGLIGIBLE	LIMITED	CRITICAL	CATASTROPHIC
<ul style="list-style-type: none"> • Minor injuries/no deaths • Shutdown of critical facilities < 3 days • < 10% property damage • No effect on the economy, ecological system, or response system 	<ul style="list-style-type: none"> • < 10 deaths/injuries • Shutdown of critical facilities for 3-7 days • 10-25% property damage • Temporary effect on the economy • Temporary/minimal effects on ecological systems • No effect on the response system 	<ul style="list-style-type: none"> • 10-15 deaths/injuries • Shutdown of critical facilities for 8-30 days • 25-50% property damage • Short-term effect on the economy & ecological systems • Temporarily (24-48 hours) overwhelms response resources 	<ul style="list-style-type: none"> • ≥50 deaths/injuries • Shutdown of critical facilities ≥ 30 days • > 50% property damage • Severe long-term effects on the economy • Severe effects on ecological systems • Severely affects state/local/private sectors' capabilities to begin or sustain recovery activities • Overwhelms local and state response resources

Jefferson County’s gradual readiness increases entail initial incident response, alert posturing, information dissemination, and activation of the Jefferson County Emergency Operations Center (EOC). *Table 3-3* provides information on forms of alert posturing Jefferson County will follow regarding potential disasters or hazardous events. As an incident or disaster begins to escalate, Jefferson County’s decision on how to adapt to the needs of the situation involves activation of the EOC.

Table 3-3: Alert Levels

ALERT LEVELS	
WATCH CONDITION	Emergency management officials are aware that a heightened state of concern about a potential threat to life or property exists, usually in the form of a concern for a weather-related situation. Public safety departments monitor the situation for developments.
WARNING CONDITION	A hazardous condition exists, and there is usually a need for emergency management or public safety officials to issue a public warning.

B. EMERGENCY OPERATIONS CENTER – ACTIVATION

GENERAL

The Emergency Operations Center (EOC) may be activated at any time when there is an existing or potential threat, or when any event is deemed an incident of critical significance by the Jefferson County Emergency Management Director. The EOC is an essential facility for successful response and recovery operations. Coordination of activities will ensure that all tasks are accomplished, minimizing duplication of efforts. Depending on the severity and magnitude of the disaster, activation of the EOC may not be necessary, may be only partially required, or may require full activation. If activated, plan stakeholders should arrive at the EOC as soon as possible, but no longer than one hour from notification. The Jefferson County EOC operates at one of four levels of activation. The levels of activation range from the lowest (Level 4), described as Steady-State/Normal Operations, to the highest (Level 1), representing Full Emergency Operations Activation. *Tables 3-4 through 3-7* provide guides to the various levels of activation.

SCHEDULED ACTIVATIONS

A scheduled activation is a predetermined activation in response to various meteorological, geopolitical, or planned events. Planned events may include, but are not limited to, protests/demonstrations, political events, parades, and holiday celebrations. Notifications will be made in accordance with established

policies and protocols. The type and severity of the event will determine the level at which the EOC is activated, and which functions and components should staff the EOC.

UNSCHEDULED ACTIVATIONS

The EOC may activate in response to unanticipated events. Depending on the incident, the appropriate ESFs, Command, or Management components will be notified of staff for the EOC. Staff will arrive at the EOC as soon as possible, but no longer than one hour after notification. The EOC Staff will cease conducting their daily activities, report to the EOC, and prepare it for activation and operation. The Emergency Management Director or the Jefferson County Administrator will make the appropriate notifications.

ROLE OF EMERGENCY MANAGEMENT STAFF

Initial notification of an unscheduled event may come from several sources, such as an on-scene source, media, or the Jefferson County Warning Point. The Jefferson County Warning Point will contact the Jefferson County Emergency Management Staff for incidents that meet or may escalate to the level requiring EOC activation. If required, the Jefferson County Emergency Management Staff will take appropriate action to implement EOC activation procedures. The Jefferson County Emergency Management Staff may activate the EOC when an event is of such magnitude that the need for activation is self-evident.

AUTHORITY TO ACTIVATE

The following individuals are authorized to activate the EOC for unscheduled events or during situations where the need for EOC-level coordination is evident:

1. Jefferson County Emergency Management Director
2. Jefferson County Emergency Board of Supervisors
3. Jefferson County Administrator

The Emergency Management Director, or designee, is responsible for reporting to the Jefferson County Board of Supervisors Chair or County Administrator that the EOC will be activated. In the event of a catastrophic disaster, the Emergency Management Director has the authority to activate the EOC immediately.

Any agency director, partner organization leader, or Incident Commander may request EOC activation to coordinate or support emergencies for planned events managed by their organization or in anticipation of an emergency. The agency director or Incident Commander (IC) should notify Jefferson County Emergency Management when:

1. Needs exceed authority,
2. Incidents involve mass fatalities or casualties,
3. Incidents involve severe environmental damage,
4. Incidents pertain to reportable hazardous materials,
5. Resource needs are greater than what is available,
6. Actions have produced harmful, unanticipated results,
7. Whenever the IC believes assistance from the EOC would be beneficial,
8. Once notified, Jefferson County Emergency Management and IC will make an assessment to determine what services the EOC can provide.

Table 3-4: Level 4 Emergency – Normal/Steady State Operations

Jefferson County Emergency Management is on call 24 hours a day to receive calls relating to emergency situations. County Emergency Management continuously monitors events and information and provides direction to staff as needed.	
Triggers	Normal operations.
Examples	Routine calls for service to Fire, Police, Emergency Medical Services, or weather alerts/notifications from the National Weather Service.
Jefferson County Emergency Management Responsibilities	Normal operations.
Incident Command Responsibilities	Normal operations.
Notifications	None.
EOC Staff	None.

Table 3-5: Level 3 Emergency – Minimal EOC Activation, Enhanced Monitoring

Jefferson County Emergency Management, along with the appropriate officials and/or the designated on-scene Incident Command, determines that a minimal activation of the County Emergency Operations Center is necessary.	
Triggers	A planned or predicted event has the potential to escalate, or an unplanned incident occurs that has the potential to recur or escalate and requires a coordinated response from two or more agency's/departments.
Examples	A car/bus accident with multiple injuries; a small localized hazardous material spill; a small, localized flooding incident; a small airplane crash in an unpopulated area; a bomb threat.
Jefferson County Emergency Management Responsibilities	<ol style="list-style-type: none"> 1. Monitor events and provide situation status report(s), as necessary. 2. Convene regular briefings with departments, agencies, and jurisdictions engaged in response to share information about the incident and response efforts. 3. Coordinate resource requests. 4. Coordinate with County and regional partners as needed.
Incident Command Responsibilities	<ol style="list-style-type: none"> 1. Respond to the incident; activate Incident Command Post (ICP), if needed, and direct on-scene response. 2. Isolate the scene. 3. Assess the situation and identify hazards. 4. Warn the population in the area of the incident; provide emergency instructions. 5. Determine & implement protective measures (Evacuation or Shelter In-Place) for the population in the immediate area. 6. Implement traffic control arrangements in and around the incident scene. 7. Develop objectives (tasks to be done). 8. Ensure appropriate safety and personnel protective measures. 9. Develop an Incident Action Plan (IAP) and priorities. 10. In coordination with EOC, contact appropriate agencies or personnel with expertise and capabilities to carry out the IAP. 11. Notify Emergency Manager/EOC of incident resource needs that cannot be met through regular channels, and of any requests for mutual aid (except as part of automatic mutual aid requests). 12. Participate in briefings initiated by the Emergency Manager.
Notifications	<ol style="list-style-type: none"> 1. City Elected Officials and Executives, if necessary. 2. All Department Heads, if necessary. 3. Community partners engaged in the response, if necessary. 4. Emergency Operations Center responders, if needed, are on standby for possible activation.
EOC Staff	<ol style="list-style-type: none"> 1. Emergency Manager and/or back-up Emergency Manager will generally perform these functions. 2. The Emergency Manager may assign additional staff as needed.

Table 3-6: Level 2 Emergency – Partial Emergency Operations Center Activation

Jefferson County Emergency Management, along with the appropriate officials and/or the designated on-scene Incident Command, determines that a partial activation of the County Emergency Operations Center is necessary.	
Triggers	It is determined that the field incident command post will require additional manpower and resource support, or that the media and general citizen interest in the emergency will be great enough to warrant redirecting media and citizen requests about the incident to the EOC rather than burdening the field incident commander with such activity.
Examples	A moderate hazardous material spill requiring evacuation of homes or several blocks around the initial incident; a moderate blizzard or heat wave condition requiring community shelters; moderate severe weather, downbursts, or tornado damage localized in a central area.
Jefferson County Emergency Management Responsibilities	<i>Same as Level 3 Emergency, plus:</i> <ol style="list-style-type: none"> 1. Notify the necessary EOC Staff to report to the EOC. 2. Assigning responsibilities to EOC Staff.
Incident Command Responsibilities	<i>Same as Level 3 Emergency, plus:</i> <ol style="list-style-type: none"> 1. Ensure designated EOC staff report to EOC.
Notifications	<i>Same as Level 3 Emergency, plus:</i> <ol style="list-style-type: none"> 1. Jefferson County Emergency Management. 2. Local and regional emergency management partners, if necessary. 3. Appropriate EOC Staff.
EOC Staff	<ol style="list-style-type: none"> 1. Monitor events and provide situation status reports. 2. Update WebEOC or virtual platform as the situation evolves. 3. Track resources and expenses related to the incident, if appropriate. 4. Convene regular briefings with departments, agencies, and jurisdictions involved in the response. 5. Prepare the Incident Action Plan (IAP) and other incident documentation, as necessary. 6. EOC positions assigned and filled upon request by the Jefferson County Emergency Management Director

Table 3-7: Level 1 Emergency – Full Emergency Operations Center Activation

Jefferson County Emergency Management, along with the appropriate officials and/or the designated on-scene Incident Command, determines that a full-scale activation of the County Emergency Operations Center is warranted.	
Triggers	This type of disaster or emergency incident would be one that affects a large number of citizens throughout the [City/Jurisdiction], in addition to those directly impacted at the disaster scene.
Examples	A large-scale serious hazardous material spill requiring sheltering or evacuation of residents for several miles around the incident; a major airline crash; large-scale severe weather, downburst, or tornado damage; large-scale flooding on a non-localized basis; large-scale civil disturbance; terrorist activities; prolonged, extreme blizzard or heat wave conditions.
Jefferson County Emergency Management Responsibilities	<p style="text-align: center;"><i>Same as Level 3 & 4 Emergency, plus:</i></p> <ol style="list-style-type: none"> 1. EOC Manager establishes relief and rotation schedules. 2. Engage in advanced planning for the next operational period, including resource forecasting and policy recommendations. 3. May reassign municipal employees to the EOC, as necessary. 4. Coordinate Mutual Aid Requests. 5. Notify Policy Group of situation status reports, if necessary.
Incident Command Responsibilities	<p style="text-align: center;"><i>Same as Level 3 & 4 Emergency, plus:</i></p> <ol style="list-style-type: none"> 1. Assign/delegate Command Staff. 2. Establish relief and rotation schedules for response personnel.
Notifications	<ol style="list-style-type: none"> 1. Community-wide warning <ol style="list-style-type: none"> a. Community members of evacuation or shelter-in-place, if necessary. 2. City Elected Officials and Executives, if necessary. 3. Jefferson County Emergency Management. 4. All Department Heads, if necessary. 5. Community partners engaged in the response, if necessary. 6. Local and regional emergency management partners, if necessary. 7. Emergency Operations Center responders.
EOC Staff	<p style="text-align: center;"><i>Same as Level 3 & 4 Emergency, plus:</i></p> <ol style="list-style-type: none"> 1. EOC positions assigned and filled upon request by the Jefferson County Emergency Management Director

C. EMERGENCY SUPPORT FUNCTIONS (ESFs)

The Wisconsin Emergency Response Plan and the National Response Framework are organized by related emergency functions, known as Emergency Support Functions (ESFs). Emergency Support Functions (ESFs) represent groupings by types of assistance activities that Jefferson County citizens will likely need in an emergency or disaster. During emergencies, the Jefferson County Emergency Management Department will determine which ESFs are activated to meet the disaster response needs. The state and federal governments will respond to Jefferson County Emergency Management’s requests for assistance through the ESF structure. Within the State Emergency Operations Center (SEOC), requests for help will be assigned to the particular ESF(s) for completion.

Each ESF indicates a lead agency or department. Those agencies or departments are responsible for coordinating the delivery of that ESF to the emergency situation. The lead agency/department will identify the resources within the ESF to accomplish the mission and coordinate resource delivery. State and federal efforts will "support" Jefferson County Emergency Management.

This plan follows the concept that the ESFs for the various Jefferson County organizations involved in emergency operations will generally parallel with their normal day-to-day functions (*See Table 3-8: Emergency Support Function Matrix*). The daily functions that do not directly contribute to emergency operations may be suspended for the duration of the emergency. Due to a statutory, programmatic, or regulatory responsibility, Jefferson County Emergency Management designates a department or agency as the "lead" or "co-lead" for an ESF. A portion of some agencies' and/or departments' missions mirror ESF’s mission. Therefore, the skills needed to respond to a disaster can be readily translated from the agency or department's day-to-day operations. The "lead" agency or department also has the necessary contacts and expertise to coordinate the support function's activities.

Table 3-8: Emergency Support Function Matrix

EMERGENCY SUPPORT FUNCTION MATRIX		
Emergency Support Function	ESF Lead Agency	EOC Functional Area
ESF # 1 Transportation	Jefferson County Highway Department Jefferson County Sheriff’s Office	Situation and Planning Unit
ESF # 2 Communications & Information Technology (IT)	Jefferson County Management Information Systems (MIS)	Situation and Planning Unit
ESF # 3 Public Works	Jefferson County Highway Department Highway Department	Situation and Planning Unit
ESF # 4 Fire Fighting	Jefferson County Municipal Fire Departments	Situation and Planning Unit

EMERGENCY SUPPORT FUNCTION MATRIX		
Emergency Support Function	ESF Lead Agency	EOC Functional Area
ESF # 5 Emergency Management Information, Analysis & Planning	Jefferson County Emergency Management	Situation and Planning Unit
ESF # 6 Mass Care, Emergency Assistance, Housing & Human Services	Jefferson County Human Services American Red Cross	Situation and Planning Unit
ESF # 7 Resource Support	Jefferson County Emergency Management	Resource Status & Procurement Unit
ESF # 8 Public Health	Jefferson County Health Department	Situation and Planning Unit
ESF # 9 Search & Rescue	Jefferson County Municipal Fire Departments Jefferson County Sheriff's Office	Situation and Planning Unit
ESF # 10 Hazardous Materials	Jefferson County Municipal Fire Departments Dodge County Hazmat Team	Situation and Planning Unit
ESF # 11 Agriculture & Natural Resources	Jefferson County Health Department University of Wisconsin-Extension	Situation and Planning Unit
ESF # 12 Energy & Utilities	Jefferson County Emergency Management	Resource Status & Procurement Unit
ESF # 13 Law Enforcement & Security	Jefferson County Sheriff's Office Jefferson County Municipal Police Departments	Situation and Planning Unit
ESF # 14 Long-Term Community Recovery	Jefferson County Emergency Management Citizens & Organizations Active in Disaster (COAD) / VOADs & Nongovernmental Organizations (NGOs)	Resource Status & Procurement Unit
ESF # 15 Public Information	County Administrator - Public Information Officer (PIO) Jefferson County Corporation Counsel	Public Information Unit
ESF # 16 Hospital & Medical Services	Jefferson County Health Department Fort Memorial Hospital Jefferson County Municipal Fire Departments	Situation and Planning Unit

EMERGENCY SUPPORT FUNCTION MATRIX		
Emergency Support Function	ESF Lead Agency	EOC Functional Area
ESF # 17 Volunteer & Donation Management	Jefferson County Emergency Management Citizens & Organizations Active in Disaster (COAD) / VOADs & Nongovernmental Organizations (NGOs)	Resource Status & Procurement Unit
ESF # 18 Animal & Veterinary Services	Jefferson County Emergency Management Jefferson County Humane Society	Resource Status & Procurement Unit
ESF # 19 Functional & Access Needs	Jefferson County Department of Human Services	Resource Status & Procurement Unit
ESF # 20 Fatality Management	Jefferson County Department of Human Services Jefferson County Medical Examiner	Situation and Planning Unit
ESF # 21 Damage Assessment	Jefferson County Emergency Management	Situation and Planning Unit
ESF # 22 Public Protection (Warning, Evacuation, Shelter)	Jefferson County Emergency Management Jefferson County Sheriff's Office Dispatch Jefferson County Sheriff's Office	Situation and Planning Unit & Public Information Unit
ESF # 23 Debris Management	Public Works	Resource Status & Procurement and Situation & Planning Units

D. FACILITIES

INCIDENT COMMAND POST

The Incident Command Post (ICP) is the location for the on-scene tactical-level incident command and management organization. The agency with primary jurisdictional authority for managing the incident determines the ICP location. The ICP will be at or within the immediate vicinity of the incident site. A Unified Command (UC) can lead the ICP when multiple command authorities are involved. A Unified Command (UC) comprises officials with jurisdiction, authority, or functional responsibility for the incident under applicable law, ordinance, or agreement. The Unified Command (UC) provides direct, on-scene control of tactical operations and utilizes a NIMS ICS incident management team organization.

Generally, there is one ICP established for each incident. There may be multiple ICPs depending on the number and location of incidents.

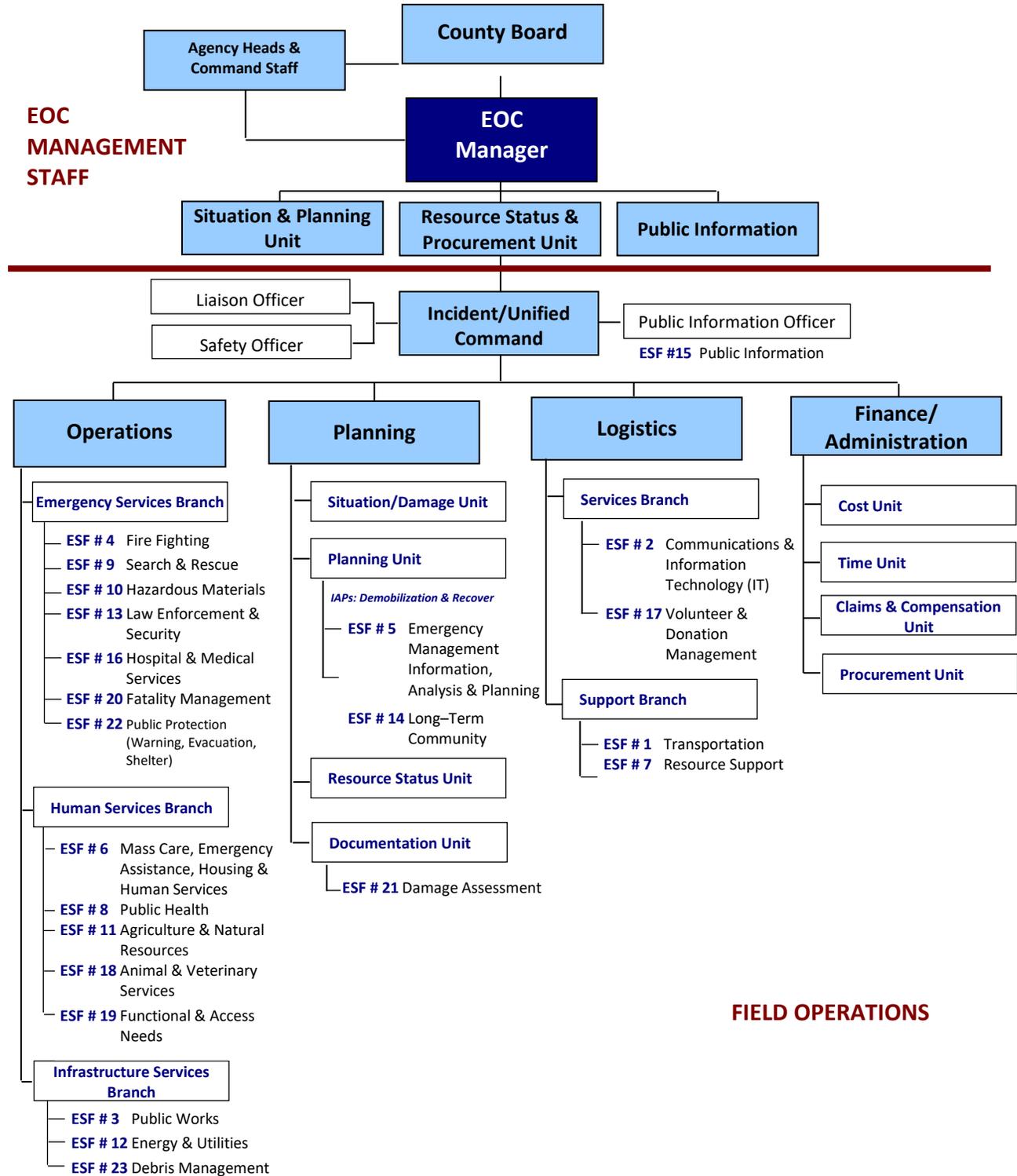
EMERGENCY OPERATIONS CENTER (EOC)

The Emergency Operations Center (EOC) is the centralized location that coordinates a multiagency response to an incident. The EOC supports the on-scene response by facilitating emergency declarations, mobilizing resources, requesting assistance from the county, state, and federal agencies, disseminating emergency public information, organizing and implementing large-scale evacuations, authorizing and tracking expenses, and providing decision-making support to elected officials. The EOC may be established in person or virtually, depending on response needs and a determination by the proper authorities. When fully activated, the EOC is considered an operational extension of the Incident Command Post. *Figure 3-1: The EOC Organizational Chart depicts the EOC staffing structure.*

The EOC and alternate addresses are:

1. Primary: 107 E. Washington St., Jefferson, WI 53549
2. Secondary: UW Extension, 864 Collins Rd., Jefferson, WI 53549
3. Tertiary: Jefferson County Sheriff's Office Range – W7802 County Rd V, Lake Mills, WI 53551

Figure 3-1: Jefferson County EOC Organizational Chart
Jefferson Emergency Operations Center (EOC)
Incident Management System



E. EMERGENCY PROCLAMATION, REQUEST FOR ASSISTANCE, RESOURCE REQUESTS

INCIDENT	An incident is an emergency situation that is limited in scope, scale, and potential effects, and is normally managed successfully through departmental standard operating procedures.
EMERGENCY	An event or occurrence requires emergency personnel to take action to prevent or minimize loss of life or damage to property or natural resources. An emergency is a situation that is broader in scope and more severe in its actual or potential effects than an incident.
DISASTER	The occurrence or imminent threat of widespread or severe damage, injury, loss of life, or property resulting from any natural or man-made cause. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that exceeds the local government's capacity to manage with its traditional resources.

EMERGENCY DECLARATION

A local Emergency Declaration is the legal method to order whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within a jurisdiction. A proclamation allows for the emergency appropriation of funds, the emergency use of resources, the bypassing of time-consuming requirements such as hearings and the competitive-bid process, and the activation of extraordinary measures as outlined in this plan. A proclamation is a prerequisite for state and/or federal disaster assistance. It is typically made at the onset of a disaster to allow Jefferson County Emergency Management to do as much as possible to protect the community. An emergency proclamation is a prerequisite to the following actions:

1. Allow Jefferson County Emergency Management to issue emergency orders and provide for the expeditious mobilization of Municipal resources in responding to an emergency occurrence to ensure the safety of life, protect property and the environment, and allow economic survival of the community.
2. Request the Governor to enact specific emergency powers.
3. Request reimbursement of monies from the Wisconsin Disaster Fund (WDF).
4. Request state or federal assistance.

A description of the event and the necessary emergency authorizations must be documented in a declaration. A proclamation may be issued verbally or in writing. However, a written declaration must follow a verbal proclamation. A proclamation must be ratified by resolution of the governing body as soon as it is able to meet. The written declaration must be filed with the Jefferson County Clerk for

official documentation as soon as emergency conditions permit. The Jefferson County Office of Emergency Management and Wisconsin Emergency Management should be informed, and the public should be notified as soon as possible when an Emergency Proclamation is declared.

Under Jefferson County Ordinance Section 4-33: Declaration of Emergency, the following applies:

Definition of "Emergency"

The term "emergency" is hereby defined as a natural or man-made disaster that exceeds the county's capacity to respond adequately, with the imperative objectives of preserving life, protecting property, and ensuring the continued stability of the county's social, ecological, economic, and political order.

Declaration of a State of Emergency

In accordance with Wisconsin Statutes § 323.11, the local governing body (e.g., the County Board of Supervisors) is authorized to declare a state of emergency by ordinance or resolution whenever disaster conditions exist or are imminent and threaten public health, safety, welfare, or property.

Emergency Declaration in the Absence of the County Board

Should an emergency arise at a time when the County Board is unable to convene for the purpose of declaring a state of emergency, and thereby accessing state emergency resources, determining liability for emergency response expenditures, or authorizing essential repairs to county facilities, the authority to declare a state of emergency shall devolve upon the following individuals in the specified order of succession:

1. The County Board Chair.
2. In the event of the unavailability of the County Board Chair, the First Vice-Chair of the County Board of Supervisors shall serve.
3. In the event of the unavailability of both the County Board Chair and the First Vice-Chair, the Second Vice-Chair of the County Board of Supervisors shall serve.
4. In the event of the unavailability of the County Board Chair and all Vice Chairs, the County Administrator.

Ratification and Temporal Limitations

Any such declaration of emergency shall be subject to ratification by means of a resolution adopted by the County Board of Supervisors at its subsequent regularly scheduled or specially convened meeting. The duration of a declared state of emergency shall be limited to the period during which emergency conditions persist, or a maximum of sixty (60) days, unless an extension is authorized through a resolution passed by the County Board.

Emergency Powers

The emergency powers conferred herein encompass the comprehensive authority to issue orders, through articles, resolutions, or proclamations, deemed necessary and expedient for the preservation of health, safety, welfare, and the maintenance of public order within the county during the aforementioned emergency.

The chief elected official may declare a Local State of Emergency to expedite access to local resources needed to cope with the incident. If the required response exceeds these local capabilities, a disaster has occurred. The State of Wisconsin Office of Emergency Management may further request a gubernatorial declaration and assistance from the state and federal governments.

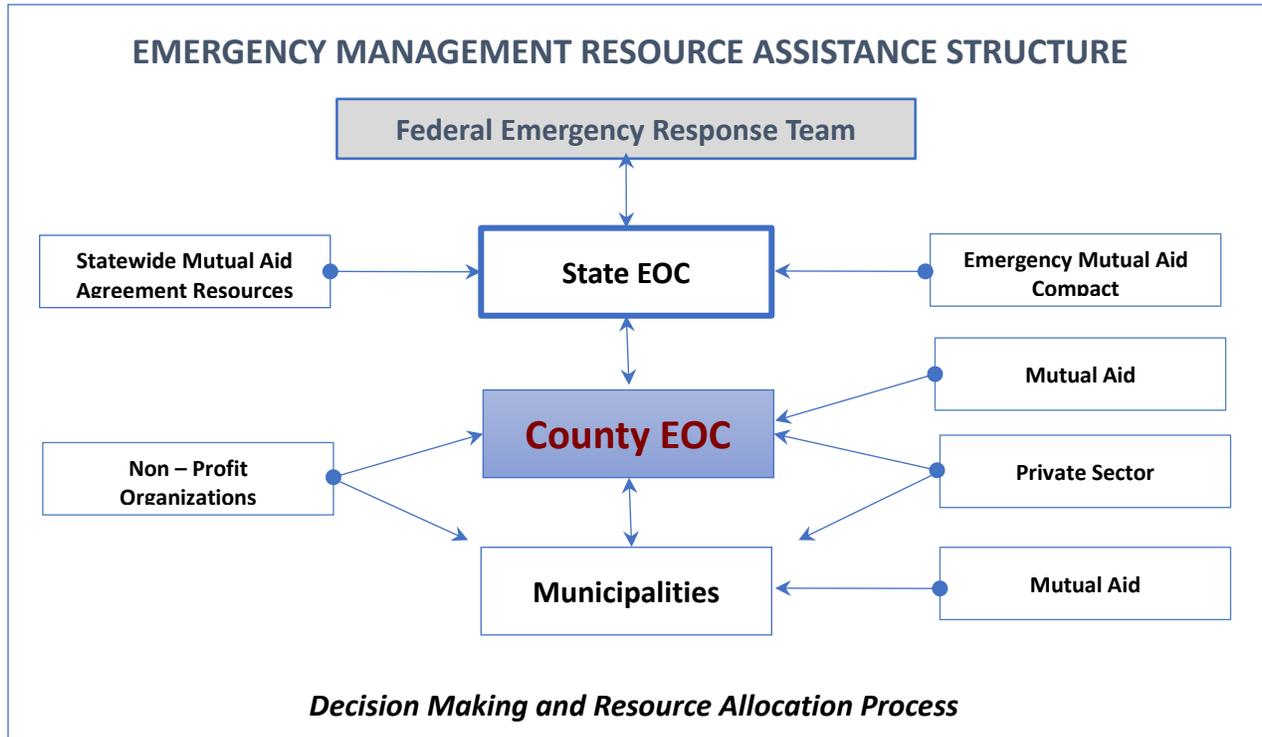
REQUEST FOR ASSISTANCE

If the situation exceeds local capabilities, Jefferson County Emergency Management initiates mutual aid requests. The Jefferson County Administrator must validate and approve all resource requests, verify that local resources have been exhausted due to the incident, and confirm that those resources are not available from the local private sector. In cases where mutual aid is provided, and response capabilities cannot meet the incident's needs, Jefferson County Emergency Management, IC, or EOC can request assistance from the State of Wisconsin Office of Emergency Management. The decision-making and resource allocation process is illustrated in *Figure 3-2, "Emergency Management Resource Assistance Structure."*

Jefferson County municipalities will attempt to support all requests for resources from locally or regionally available sources until these have been exhausted. Unmet resource requests will be consolidated and forwarded to Jefferson County Emergency Management, who will then make the request to the State. The EOC Resource Status and Procurement Unit coordinates resource/mission requests from the EOC to Jefferson County Emergency Management.

At the state level, decision-making authority and commitment of state resources are retained at the state EOC (SEOC). The SEOC tracks Mission assignments coordinated by the state. Should federal assistance be granted, a State Coordinating Officer (SCO) will be appointed to interface directly with the federal government and to coordinate federal ESFs mobilized to support local emergency operations. A Federal Coordinating Officer (FCO) works with the SCO to identify requirements. A Joint Field Officer (JFO) may be established to coordinate federal resources. A Principal Federal Officer (PFO) may be designated to coordinate federal interagency incident management efforts.

Figure 3-2: Emergency Management Resource Assistance Structure



IV. ORGANIZATION AND RESPONSIBILITIES

A. GENERAL

This section provides an overview of the key functions and procedures that Jefferson County and local agencies will accomplish to prepare for and respond to an emergency. This plan is built on the premise that emergency response activities performed by public- and private-sector entities closely align with day-to-day roles and responsibilities. Jefferson County Emergency Management is responsible for developing response plans that guide internal operations during an emergency. Jefferson County Emergency Management develops Continuity of Operations Plans (COOPs), supporting documents such as Standard Operating Procedures (SOPs), and other policies or procedures necessary to address emergency operations, and encourages local municipalities to do the same.

B. ROLES OF DEPARTMENT HEADS AND ASSISTING AGENCIES IN EMERGENCY MANAGEMENT DISASTER PHASES

In the event of a disaster, many departments within a local government structure play a crucial role in response efforts and assist agencies. Key players often include the County Administrator, who oversees the overall response and coordinates various departments; the Finance Department, which manages the allocation of emergency funds and tracks expenditures; and the Department of Public Health, which addresses public health concerns arising from the disaster, such as disease outbreaks or contamination. Some assisting agencies can include municipal police departments, public works departments, and the Humane Society.

Emergency support functions (ESFs) are activated during an emergency to streamline the response process and ensure a coordinated effort. These ESFs outline the specific roles and responsibilities of responding agencies and departments, facilitating efficient communication and collaboration. Each ESF focuses on a particular aspect of the response, such as transportation, public works, or mass care, and brings together the necessary resources and expertise to address the situation effectively.

Once the immediate danger has passed, the focus shifts to recovery. During this phase, various departments play a vital role, with their responsibilities outlined in the Recovery Support Functions (RSFs). These RSFs guide the long-term recovery process, including rebuilding infrastructure, providing

financial assistance to affected individuals and businesses, and restoring essential services. By clearly defining roles and responsibilities during recovery, RSFs ensure a coordinated, comprehensive approach to rebuilding the community and mitigating the disaster's long-term impacts.

C. EMERGENCY MANAGER

The Office of Emergency Management (EM) coordinates all emergency management operations in the County, addressing the elements of preparedness, mitigation, response, and recovery. EM will monitor developing or occurring hazardous events, evaluate the need for activation of the EOC, confer with department representatives, and issue notifications for EOC activation. EM will coordinate with state and federal emergency response agencies. In the EOC, the Director of Emergency Management will serve in Unified Command, overseeing all emergency operations for the County and providing direction and guidance in decision-making. EM is responsible for training the Emergency Operations Staff. During the various phases of a disaster, EM takes on the following duties:

Pre-Disaster Phase

- **Risk Assessment and Planning:**
 - Conduct thorough hazard identification and vulnerability assessments to understand potential threats and community weaknesses.
 - Develop comprehensive emergency plans, including evacuation routes, shelter locations, and communication protocols.
 - Establish clear roles and responsibilities for various agencies and organizations involved in emergency response.
 - Ensure plans are accessible, inclusive, and consider the needs of vulnerable populations.
- **Mitigation and Prevention:**
 - Implement measures to reduce the impact of disasters, such as building codes, land-use planning, and infrastructure improvements.
 - Promote public awareness and education about potential hazards and preparedness measures.
 - Develop early warning systems and communication channels to alert the public about impending threats.
- **Resource Management:**

- Procure and stockpile essential supplies, such as food, water, medical equipment, and shelter materials.
- Establish agreements with suppliers and logistics providers to ensure the timely delivery of resources during emergencies.
- Train and equip emergency response personnel, including firefighters, police officers, and medical professionals.
- **Community Engagement:**
 - Foster partnerships with community organizations, businesses, and volunteer groups to enhance response capabilities.
 - Conduct drills and exercises to test emergency plans and identify areas for improvement.
 - Encourage individuals and families to create their own preparedness plans and emergency kits.

Intra-Disaster Phase

- **Emergency Operations:**
 - Activate emergency operations centers and coordinate response efforts across multiple agencies and jurisdictions.
 - Deploy personnel and resources to affected areas to provide immediate assistance, such as search and rescue, medical care, and evacuation.
 - Establish communication channels to share information and coordinate activities among responders.
- **Public Information and Warning:**
 - Issue timely and accurate warnings and instructions to the public through various channels, such as social media, radio, and television.
 - Address rumors and misinformation to prevent panic and maintain public trust.
 - Provide updates on the situation and response efforts to keep the public informed.
- **Lifesaving and Protection:**
 - Prioritize the safety and well-being of affected populations by providing shelter, food, water, and sanitation.

- Conduct search and rescue operations to locate and evacuate trapped or injured individuals.
- Provide medical care and mental health support to those in need.
- **Damage Assessment:**
 - Conduct rapid assessments of the extent of damage and identify immediate needs.
 - Prioritize critical infrastructure and essential services for restoration.

Post-Disaster Phase

- **Recovery and Reconstruction:**
 - Develop and implement long-term recovery plans to rebuild infrastructure, restore essential services, and revitalize the economy.
 - Provide financial assistance and support to individuals, businesses, and communities to aid in their recovery.
 - Address the mental health and psychosocial needs of affected populations.
- **Mitigation and Preparedness:**
 - Evaluate the effectiveness of emergency response and recovery efforts and identify lessons learned.
 - Update emergency plans and procedures based on experience and new information.
 - Implement measures to mitigate the impact of future disasters and enhance community resilience.

D. ORGANIZATION AND RESPONSIBILITIES FOR PUBLIC INFORMATION, WARNING, AND COMMUNICATIONS

This section describes the organizational structure and responsibilities for public information, public warnings, and emergency communications during emergencies and disasters, ensuring timely, accurate, and coordinated information is provided to the public, media, partner agencies, and stakeholders.

Organization- Public Information Function

Public information activities shall be coordinated through a **Public Information Officer (PIO)** operating within the **Incident Command System (ICS)** or **Emergency Operations Center (EOC)** structure.

- During incidents managed under ICS, the PIO reports to the **Incident Commander**.
- When the EOC is activated, the PIO operates within the **EOC Management or Operations Section**, coordinating closely with Command and General Staff.
- When incidents involve multiple jurisdictions or agencies, a **Joint Information System (JIS)** may be established, and a **Joint Information Center (JIC)** activated as needed.

Warning and Emergency Communications

Emergency public warning and alerting functions are coordinated through **Emergency Management**, in partnership with **dispatch/communications centers**, and utilize approved alerting systems and communication platforms.

Responsibilities

Chief Elected Official / Policy Group

- Authorize emergency declarations and major public messaging, as appropriate
- Support unified and consistent public communications
- Designate spokespersons when required

Emergency Management

- Coordinate overall public information, warning, and communications strategy
- Activate and manage public alert and warning systems
- Ensure coordination with county, state, and regional partners
- Support the establishment of a JIS/JIC when needed

Public Information Officer (PIO)

- Develop, approve, and disseminate emergency information to the public
- Coordinate media relations, press releases, and briefings
- Ensure information is accurate, timely, accessible, and consistent
- Coordinate messaging across agencies and jurisdictions
- Monitor media and public feedback for misinformation and rumors

Dispatch / Communications Center

- Disseminate emergency alerts and warnings as directed

- Maintain communications with field units and response agencies
- Support emergency notification systems (e.g., EAS, WEA, mass notification platforms)

Incident Command / EOC Staff

- Provide timely situation updates to support public messaging
- Coordinate operational information with the PIO and Emergency Management
- Ensuring messaging supports response objectives and public safety actions

Partner Agencies and Departments

- Share relevant and verified information with Emergency Management and the PIO
- Support consistent messaging using approved information
- Direct media inquiries to the designated PIO or JIC

Public Warning Systems

Public warning and emergency communications may include, but are not limited to:

- Emergency Alert System (EAS)
- Wireless Emergency Alerts (WEA)
- Mass notification systems (text, email, phone)
- Social media and official websites
- Local media outlets
- Outdoor warning sirens (if applicable)

Information Accessibility

Public information and warnings shall be provided in **plain language**, accessible formats, and multiple languages, where feasible, to ensure broad community understanding, including individuals with access and functional needs.

Coordination with State and Federal Partners

Public information activities shall be coordinated with **Wisconsin Emergency Management (WEM)** and other state and federal partners as appropriate, particularly during incidents requiring state or federal assistance.

E. EMERGENCY OPERATIONS CENTER (EOC) MANAGER/COORDINATOR

The EOC Manager/Coordinator oversees the **operation of the Emergency Operations Center**, ensuring effective coordination, situational awareness, and support to field response operations during emergencies, disasters, or planned events.

Organization

- Reports to: **Incident Commander, Chief Elected Official, or Emergency Management Director**
- Coordinates with: **Section Chiefs, PIO, Logistics, Planning, Finance/Admin, and Operations staff**
- May serve as the **primary liaison** with county, state, or federal agencies when incidents escalate beyond local capability.

Responsibilities

EOC Operations

- Activate and manage EOC according to the **EOP and ICS/NIMS guidelines**
- Ensure EOC staffing and section assignments meet operational requirements
- Establish operational periods and briefings

Coordination & Communication

- Maintain **situational awareness** and a common operating picture
- Facilitate information flow between **field units, EOC sections, and elected officials**
- Approve and prioritize resource requests and mission assignments

Policy Support

- Provide briefings and recommendations to elected officials or policy groups
- Assist in implementing protective actions, emergency declarations, and public messaging

Interagency Liaison

- Coordinate with **neighboring jurisdictions, mutual aid partners, and Jefferson County Emergency Management**
- Support state or federal agency coordination, including WEM requests

Documentation & Reporting

- Ensure proper logging of all EOC activities, resource requests, and operational decisions
- Prepare **Situation Reports (SitReps)** and after-action documentation

Demobilization

- Coordinate phased EOC deactivation
- Ensure all documentation is complete and archived
- Conduct after-action review and identify improvement opportunities

V. DIRECTION, CONTROL, AND COORDINATION

A. Jefferson County Administrator

As provided in *[INSERT MUNICIPAL ORDINANCE(S) DESIGNATING POWER TO CHIEF ELECTED OFFICIAL]*, upon the declaration of a state of emergency, the [MUNICIPAL OFFICIAL] shall assume... *[CITE WHAT THE ORDINANCE STATES FOR POWERS DURING EMERGENCIES]*.

B. INCIDENT COMMAND

If the incident occurs within Jefferson County and there is no jurisdictional overlap, the Incident Commander (IC) from Jefferson County will initially manage the response and lead the response agency. Incident Command may transition to a Unified Command (UC) for hazards that require close coordination among multiple agencies or departments. The IC or UC will be established at an Incident Command Post (ICP). Direct tactical and operational responsibility for incident management activities rests with the on-scene IC or UC.

C. EMERGENCY OPERATIONS CENTER (EOC)

Whereas IC provides tactical field-level direction and control, the EOC serves as a multi-agency coordination center supporting the on-scene response. The EOC is the centralized location to coordinate, collect, monitor, and distribute damage information and assess impacts, develop overall strategies and policies in support of emergency response and recovery efforts, coordinate the allocation and management of resources based on incident priorities, document all communications, decisions, activities, and the deployment of resources and provide coordinated information to the media and general public including issuance of protective action recommendations.

D. REGIONAL MULTI-AGENCY COORDINATION (MAC) GROUP

In a region-wide event where response resources are scarce, a MAC Group may be established. A MAC Group is comprised of agency representatives that have jurisdictional, functional, or significant supportive responsibilities in an incident or incidents, and manages executive leadership decision-making and regional resources.

Agency administrators will appoint MAC Group agency representatives through a delegation of authority to commit their agency funds and resources, speak on behalf of their organizations, make decisions for

the prioritization of critical resources, resolve issues, and propose new interagency policies during an emergency.

E. LOCAL, STATE, AND FEDERAL RESPONSE AGENCY PERSONNEL

As the response effort unfolds and additional resources are requested to augment existing capabilities, personnel from other local, state, and federal agencies will be integrated through the EOC and MAC Group (if activated) to enhance the ability of these organizations to respond to the event effectively.

F. LINES OF SUCCESSION

In accordance with *Wisconsin Statute § 323.54*, all county officers and department heads are mandated to designate specific individuals as emergency interim successors for their respective offices. This ensures continuity of leadership and operations in unforeseen circumstances.

**** (b) Activation of Emergency Interim Successor****

In the event that a county officer or department head is absent or incapacitated due to an emergency and thus unable to execute the responsibilities and powers of their office, the designated emergency interim successor shall assume those powers and duties. This provision guarantees that critical county functions are maintained during emergencies.

**** (Ord. No. 2010-14, 9-13-2010; Ord. No. 2011-16, § 9, 10-11-) ****

VI. ADMINISTRATION, FINANCE, AND LOGISTICS

A. MUTUAL AID AGREEMENT LIST

To find copies of the agreements or obtain more information, please contact Jefferson County Emergency Management at 107 E. Washington St., Jefferson, WI. 53549.

Emergency Management Assistance Compact (EMAC): Provides legal agreement and standard operating procedures for states to receive interstate aid in a disaster. *(Managed by Wisconsin Emergency Management (WEM))*

Mutual Aid Box Alarm System (MABAS): Mutual aid agreement comprising fire departments from the states of Illinois, Indiana, Iowa, Missouri, Michigan, and Wisconsin. MABAS provides response teams (Firefighters, Emergency Medical Personnel, Hazardous Materials, Responders, Technical Rescue Specialists, Divers, etc.) and specialized equipment when a community has exhausted its resources.

Suburban Mutual Assistance Response Teams (SMART): Mutual Aid Agreement between Waukesha, Milwaukee, Racine, Jefferson, and Walworth County agencies in providing a designated number of police officers, when needed, by activating a S.M.A.R.T call-up. *(Managed by Wisconsin Emergency Management (WEM))*

Municipal Mutual Aid Agreement: A Memorandum of Understanding to provide Mutual Aid for the following municipalities within Jefferson Count

TOWN OF	CITY OF	VILLAGE OF
Aztalan	Fort Atkinson	Cambridge
Cold Spring	Jefferson	Johnson Creek
Concord	Lake Mills	Lac La Belle
Farmington	Waterloo	Palmyra
Hebron	Watertown	Sullivan
Ixonia	Whitewater	
Jefferson		
Koshkonong		
Lake Mills		
Milford		
Oakland		
Palmyra		
Sullivan		
Sumner		
Waterloo		

B. ADMINISTRATION

LIMITATIONS AND LIABILITIES

1. Limitations and Liabilities

Jefferson County ordinances outline the responsibilities and limitations of government. See table “Responsibility for Workers' Compensation and Liability of State or Local Unit of Government” on the following page.

2. County Liability Under the Emergency Operations Plan

This plan is a guidance document for the Incident Commander(s) or Policy Group. It should not be interpreted as a guarantee that any specific task will be completed in a particular order. It does not create a right to rely on Jefferson County, its employees, officers, or agents to carry out the plan.

It is impossible to anticipate every variable that may occur in an emergency. The documents in this plan are guides for responding to emergencies. No provisions within this plan are intended to be mandatory. Property owners, residents, and visitors should not rely on this plan to ensure the operation or availability of any public service or to protect their property from damage or destruction. Property owners should develop plans to address emergencies. Emergency situations may involve multiple local, county, state, or federal government agencies.

3. Liability Of Response Partners

Existing mutual aid agreements and other formal memoranda of understanding established for Jefferson County and its surrounding areas address the liability among government agencies, private entities, other response partners, and across jurisdictions. Section VI of this plan identifies the existing mutual aid agreements. During an emergency situation, a local declaration may be necessary to activate these agreements and allocate the appropriate resources.

Responsibility for Workers Compensation and Liability of State or Local Unit of Government (formerly Personnel)) §323.40 §323.41

LIABILITY AND EXEMPTIONS

323.40 Responsibility for worker's compensation.

- (1) **EMPLOYEES OF LOCAL UNIT OF GOVERNMENT.** An employee of a local unit of government's emergency management program is an employee of that local unit of government for worker's compensation under ch. 102 unless the responsibility to pay worker's compensation benefits are assigned as provided under s. 66.0313 or under an agreement between the local unit of government and the state or another local unit of government.
 - (2) **STATE AGENCY VOLUNTEERS.** A volunteer who registers with a state agency to assist the agency without compensation, other than reimbursement for travel, lodging, or meals, during a disaster, an imminent threat of a disaster, or a related training exercise is considered an employee of the agency for worker's compensation under ch. 102, for purposes of any claim related to the assistance provided.
 - (3) **LOCAL UNIT OF GOVERNMENT VOLUNTEERS.** (a) Except as provided in par. (b), an individual who registers in writing with a local unit of government's emergency management program to provide his or her own labor without compensation, other than reimbursement for travel, lodging, or meals, during a disaster, an imminent threat of a disaster, or a related training exercise is considered an employee of the local unit of government for worker's compensation under ch. 102 for purposes of any claim relating to the labor provided.
- (b) This subsection does not apply to an individual's provision of services if s. 257.03 applies. History: 2009 a. 42.

323.41 Liability of state or local unit of government.

- (1) **EMPLOYEE OF LOCAL UNIT OF GOVERNMENT.** An employee of a local unit of government's emergency management program is an employee of that local unit of government under ss. 893.80, 895.35, and 895.46 for purposes of any claim, unless the responsibility related to a claim under ss. 893.80, 895.35, and 895.46 is assigned as provided under s. 66.0313 or under an agreement between the local unit of government and the state or another local unit of government.
- (2) **STATE AGENCY VOLUNTEERS.** Except as provided in s. 323.45, a volunteer who registers with a state agency to assist the agency without compensation, other than reimbursement for travel, lodging, or meals, during a disaster, an imminent threat of a disaster, or a related training exercise is considered an employee of the agency under ss. 893.82 and 895.46, for purposes of any claim related to the assistance provided.
- (3) **LOCAL UNIT OF GOVERNMENT VOLUNTEERS.** (a) Except as provided in par. (b), an individual who registers in writing with a local unit of government's emergency management program to provide his or her own labor without compensation, other than reimbursement for travel, lodging, or meals, during a disaster, an imminent threat of a disaster, or a related training exercise is considered an employee of the local unit of government under ss.

893.80, 895.35, and 895.46 for purposes of any claim relating to the labor provided.

C. FINANCE

Recovering costs incurred during emergency operations begins at the start of the event by establishing a cost-tracking system. Each department or agency that provides resources to support emergency response must track all related expenses in a cost-tracking system. This information is consolidated by the Finance Section of the EOC. Emergency related costs include: overtime for personnel and equipment; emergency contracting and other procurements; debris removal; emergency protective measures; and repair, restoration, or replacement of roads and bridges, water control facilities (dams, reservoirs, levees), buildings, water treatment plants and delivery systems, power generation and distribution

facilities (generators, substations, power lines), wastewater collection systems and treatment plants and telecommunications, parks, and playgrounds.

Upon declaration of an emergency, state and federal reimbursement thresholds must be met to recoup disaster losses. The jurisdiction must meet the state and county thresholds to be eligible for federal assistance. For damage to property, only those costs that are not otherwise covered by insurance are eligible for federal disaster assistance.

D. LOGISTICS

The Emergency Operations Center Logistics Section provides the process and procedure for supplying and tracking resources and other services to support incident management. Such resources may include facilities, transportation, communications, supplies, equipment maintenance and fueling, and food and medical services for incident personnel.

Departments responding to emergencies and disasters will first use their available resources. When this plan is implemented, the EOC becomes the focal point for procurement, distribution, and replacement of personnel, equipment, and supplies. Scarce resources will be allocated in accordance with the Incident Commander's established priorities and objectives.

VII. ATTACHMENTS

A. PRIMARY/SUPPORT MATRIX

B. GLOSSARY AND ACRONYMS

A. PRIMARY/SUPPORT MATRIX

P=Primary Agency; S=Support Agency

Departments, Agencies & Organizations	Transportation	Communications & IT	Public Works	Fire Fighting	Information, Analysis & Planning	Mass Care, Emergency Assistance, Housing & Human Services	Resource Support	Public Health	Search and Rescue	Hazardous Materials	Agriculture and Natural Resources	Energy & Utilities	Law Enforcement & Security	Long-Term Community Recovery	Public Information	Hospital & Medical Services	Volunteer and Donation Management	Animal and Veterinary Services	Functional and Access Needs (AKA Special Needs)	Fatality Management	Damage Assessment	Public Protection (Warning, Evacuation, Shelter)	Debris Management
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
911 Communication Center													S									S	
Aging and Disability Resource Center						S																	
Air Operations									S														
Airport, Airfields (Commercial, Private)	S																						
Ambulance Services: Public and Private	S												S							S			
American Red Cross				S		S		S			S			S	S		S		S		S	S	
Area Manufacturers & Commerce																						S	
ARES/RACES		S				S			S				S				S					S	
Assessor														S								S	
Attending Emergency Room Physicians																S							
Care Wisconsin						S																	
Caterers/Grocery Stores/Restaurants						S																	
Chamber of Commerce					S																		
Chief Elected Official(s)														S								S	
Citizens &	S	S				S	S				S	S		P			P		S	S		S	

Departments, Agencies & Organizations	Transportation	Communications & IT	Public Works	Fire Fighting	Information, Analysis & Planning	Mass Care, Emergency Assistance, Housing & Human Services	Resource Support	Public Health	Search and Rescue	Hazardous Materials	Agriculture and Natural Resources	Energy & Utilities	Law Enforcement & Security	Long-Term Community Recovery	Public Information	Hospital & Medical Services	Volunteer and Donation Management	Animal and Veterinary Services	Functional and Access Needs (AKA Special Needs)	Fatality Management	Damage Assessment	Public Protection (Warning, Evacuation, Shelter)	Debris Management
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Organizations Active in Disaster (COAD) / VOADs & Nongovernmental Organizations (NGOs)																							
Civic & Community Center(s)						S																	
Civil Air Patrol									S														
Clerk/Treasurer (EOC Finance/Administration Section)											S												
Clinics																S							
Code Enforcement/ Building Inspector						S								S							S		
Commercial and Private Sector Transportation Companies	S																					S	
Commercial Phone Companies		S																					
Commercial Print Media															S							S	
Commercial Radio & Television Stations															S							S	
Community Development Agency (and/or Planning & Zoning)					S							S		S									

Departments, Agencies & Organizations	Transportation	Communications & IT	Public Works	Fire Fighting	Information, Analysis & Planning	Mass Care, Emergency Assistance, Housing, & Human Services	Resource Support	Public Health	Search and Rescue	Hazardous Materials	Agriculture and Natural Resources	Energy & Utilities	Law Enforcement & Security	Long-Term Community Recovery	Public Information	Hospital & Medical Services	Volunteer and Donation Management	Animal and Veterinary Services	Functional and Access Needs (AKA Special Needs)	Fatality Management	Damage Assessment	Public Protection (Warning, Evacuation, Shelter)	Debris Management
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Community Leaders																	S						
Corporation Counsel					S		S							S								S	
Correctional Facilities	S												S	S									
County Clerk					S																	S	
County Executive					S										P							S	
County Public Information Officer (PIO)					S									S	P		S					S	
Debris Management Contractors																							S
Department of Health & Human Services (DHHS)					S	P	S	P		S	P	S		S	S	P	S	P	P	P		S	
Departments, All County		S			S		S								S		S				S	S	
Disaster Recovery Manager														S									
DMORT																							
DOA – IT		P			S																		
DOA – Purchasing			S				S																
Economic Development														S									
Emergency Management		S			P	S	P		S	S	S			S	S	S	S		S	S	P	P	
Emergency Medical Services								S								S							
Environmental Clean Up Contractors										S													

Departments, Agencies & Organizations	Transportation	Communications & IT	Public Works	Fire Fighting	Information, Analysis & Planning	Mass Care, Emergency Assistance, Housing & Human Services	Resource Support	Public Health	Search and Rescue	Hazardous Materials	Agriculture and Natural Resources	Energy & Utilities	Law Enforcement & Security	Long-Term Community Recovery	Public Information	Hospital & Medical Services	Volunteer and Donation Management	Animal and Veterinary Services	Functional and Access Needs (AKA Special Needs)	Fatality Management	Damage Assessment	Public Protection (Warning, Evacuation, Shelter)	Debris Management
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Facilities Management Division		S				S			S														
Facilities: Public/Private										S													
Finance Department							S							S								S	
Finance – Purchasing					S																		
Fire Departments	S	S	S	P			S	S	P	P			S		S	P	S	S	S		S	S	S
Fire Departments/ EMS											S										S		
Fire Rehab Units				S																			
Funeral Directors/ Association																				S			
GIS						S																	
HAWS						S													P				
Highway Departments											S												
Highway, Facilities, Risk Management																						S	
Home Builders & Contractors Associations																							S
Hospitals						S		S		S						S					S		
Hotels						S																	
Housing Authority														S									
Human Resources							S										S						
Human Services								S						S									
Human Services,														S									

Departments, Agencies & Organizations	Transportation	Communications & IT	Public Works	Fire Fighting	Information, Analysis & Planning	Mass Care, Emergency Assistance, Housing & Human Services	Resource Support	Public Health	Search and Rescue	Hazardous Materials	Agriculture and Natural Resources	Energy & Utilities	Law Enforcement & Security	Long-Term Community Recovery	Public Information	Hospital & Medical Services	Volunteer and Donation Management	Animal and Veterinary Services	Functional and Access Needs (AKA Special Needs)	Fatality Management	Damage Assessment	Public Protection (Warning, Evacuation, Shelter)	Debris Management
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
County																							
Information Technology		S			P	S	S						S				S					S	
Law Enforcement Agencies	S	S	S	S	S	S	S	S	P	S	S	S	P	S	S	S	S	S		S	S	S	S
Local Contractors			S																				
Local Cooperative Extension Service											S												
Local Food Producer/ Processors											S												
Managed Care Organizations & Waukesha County Service Providers Group	S					S													S				
Medical Examiner								S								S				P			
Medical Reserve Corps																	S						
Medical Services										S						P							
Military – National Guard																S							
Mutual Aid Box Alarm System (MABAS)				S																			
National Weather Service															S								
Parks & Land Use – Environmental Health Division						S		S															
Parks & Land Use – GIS		S			S				S					S			S					S	S

Departments, Agencies & Organizations	Transportation	Communications & IT	Public Works	Fire Fighting	Information, Analysis & Planning	Mass Care, Emergency Assistance, Housing & Human Services	Resource Support	Public Health	Search and Rescue	Hazardous Materials	Agriculture and Natural Resources	Energy & Utilities	Law Enforcement & Security	Long-Term Community Recovery	Public Information	Hospital & Medical Services	Volunteer and Donation Management	Animal and Veterinary Services	Functional and Access Needs (AKA Special Needs)	Fatality Management	Damage Assessment	Public Protection (Warning, Evacuation, Shelter)	Debris Management	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
Parks & Land Use – Planning & Zoning														P										
Parks, Recreation and Cultural Resources														S										
Participating Civic Associations																			S					
Ports and Harbors	S																							
Private Sector Fuel Suppliers												S												
Public Safety Answering Points (PSAPs)		S					S								S	S								
Public Works	P	S	P	S	S	S	S	S	S	S		P	S	S				S		S	S	S	P	
Purchasing		S										S		S			S							
Recovery Task Force														S										
Risk Management							S							S										
Salvation Army				S		S											S							
School Districts	S					S	S	S							S	S								
Search and Rescue Units									S															
Telecommunications												S												
U.S. Coast Guard/Auxiliary									S															
University of Wisconsin – Extension											P													
Utilities				S										S								S	S	
Utilities, Pipeline											P							P						

Departments, Agencies & Organizations	Transportation	Communications & IT	Public Works	Fire Fighting	Information, Analysis & Planning	Mass Care, Emergency Assistance, Housing & Human Services	Resource Support	Public Health	Search and Rescue	Hazardous Materials	Agriculture and Natural Resources	Energy & Utilities	Law Enforcement & Security	Long-Term Community Recovery	Public Information	Hospital & Medical Services	Volunteer and Donation Management	Animal and Veterinary Services	Functional and Access Needs (AKA Special Needs)	Fatality Management	Damage Assessment	Public Protection (Warning, Evacuation, Shelter)	Debris Management
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
– Environmental Health																							
Utilities, Pipeline – GIS					S																		
Utilities: Electric, Telephone, Gas			S									S									S		S
Utilities: Natural Gas												S											
Water Rescue Teams									S														
Jefferson County Emergency Preparedness – Radio Services & JCC		P																					
Jefferson County Sheriff																							P
Wisconsin State Historical Society														S									
Wisconsin Veterinary Corps/Humane Society									S														