



City of Reedsburg
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PUBLIC SAFETY COMMITTEE AGENDA
WEDNESDAY, APRIL 24, 2019
REEDSBURG AMBULANCE BUILDING
5:00 P.M.

CALL TO ORDER:

APPROVAL OF MINUTES: January 23, 2019

THE COMMITTEE WILL RECEIVE INFORMATION ON NON-AGENDA TOPICS BROUGHT BEFORE THE COMMITTEE BY MEMBERS OF THE PUBLIC. THE COMMITTEE WILL NOT DISCUSS THESE TOPICS, AND WILL NOT TAKE ACTION ON ANY OF THEM AT THIS MEETING:

GENERAL BUSINESS:

1. Review Police Monthly Activity Reports for January, February, and March.
2. Review Police Department Budget to Date for 2019.
3. Review Monthly Fire Reports and Personnel Updates.
4. Review Ambulance Report-Monthly.
5. Review 2019 Emergency Operations Plan Update.
6. Review Annual Code of Ethics.

ADJOURN.

Dated: April 18, 2019

Notice is hereby given that a majority of the members of the Common Council may attend this meeting to gather information about a subject over which the Common Council has decision-making responsibility. If a quorum of the Common Council attends this meeting, no action will be taken by the Common Council at this meeting.

Any person who has a qualifying disability as defined by the American With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the City Clerk at 524-6404, 134 S. Locust Street, Reedsburg, WI at least 48 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

MEETING MINUTES FOR THE:

**City of Reedsburg - Public Safety Committee
Wednesday, January 23, 2019**

The Public Safety Committee for the City of Reedsburg convened in regular session on Wednesday, January 23, 2019 at 5:10pm at the Reedsburg Police Department with the following members present:

David Moon, Alder (Chair) (5:13pm)
Craig Braunschweig, Alder
Cathy Yanke
Matt Smuksta

Also Present:

Police Chief Tim Becker
Fire Chief Craig Douglas
RAAS – Director Josh Kowalke
Erica Dynes, Reporter Times-Press

Absent:

Larry Novak

Minutes from October 24, 2018: *Moved by Yanke, seconded by Smuksta. 3-0, Motion carried.*

Item 1: Chief Becker presented the monthly activity reports for the Police Department for July – September 2018. Chief Becker also provided the 2018 Annual Report.

Item 2: Chief Becker presented the Police Department budget to date for 2018.

Item 3: Chief Douglas presented the activity reports for October – December 2018. Chief Douglas identified 2018 had 267 calls for service and that was a Fire Department record amount. Chief Douglas also advised that the FD has passed their 2% Dues audit. Passing this audit supplies the Department with \$23,000 of funding through the State. Chief Douglas also advised that the Department has purchased and is in the process of implementing new SCBA gear, replacing 20 year-old gear.

Item 4: Director Kowalke presented the RAAS monthly activity reports for October - December, 2018. Director Kowalke also provided the 2018 Annual Report, identifying 2200 calls for service which is a RAAS record.

Item 5: Director Kowalke provided a Flood 2018 update specifically referencing the FEMA Mitigation Grant application process. Director Kowalke also encouraged flood victims to take advantage of long term recovery resources available through Sauk County Emergency Management at (608) 355 3200.

Item 5: Fire Chief Craig Douglas did not attend to present the Fire Department activity reports.

Adjourn: *Moved by Smuksta, seconded by Yanke at 5:31pm. 4-0, Motion carried.*

Next meeting at Reedsburg Ambulance Service.

Timothy M. Becker

Chief of Police

Reedsburg Police Department

**REEDSBURG POLICE DEPARTMENT
MONTHLY REPORT SUMMARY
January 2019**

4/15/19

Activity Type	Current Month	Month to Date 2018	Year to Date 2019	Year to Date 2018	% Change 18 to 19
CRIMINAL OFFENSE					
Assault	3	2	3	2	50.00%
Burglary	0	0	0	0	#DIV/0!
Theft	19	6	19	6	216.67%
Auto Theft	0	1	0	1	-100.00%
Criminal Damage	1	1	1	1	0.00%
Sexual Assault	0	0	0	0	#DIV/0!
NON-CRIMINAL					
Agency Assist	97	55	97	55	78.36%
Alarms	6	6	6	6	0.00%
Ambulance/Medical Assist	48	58	48	58	-17.24%
Animal Problem	20	29	20	29	-31.03%
Business Checks	82	233	82	233	-64.81%
Citizen Assist	119	124	119	124	-4.03%
Community Service	96	101	96	101	-4.95%
Disabled Vehicle	17	7	17	7	142.86%
Disturbances	56	43	56	43	30.23%
Domestic Disturbances	3	6	3	6	-50.00%
Emergency Detentions	7	4	7	4	75.00%
Fraud	4	8	4	8	-50.00%
Gas Drive Off	3	0	3	0	#DIV/0!
Juvenile Problem	26	27	26	27	-3.70%
K9 Deployed City	5	7	5	7	-28.57%
K9 Deployed Other	4	1	4	1	300.00%
Lost/Found Property	12	15	12	15	-20.00%
911 Response/False	11	9	11	9	22.22%
Narcotics Violations	13	12	13	12	8.33%
Other Ordinance Violations	11	3	11	3	266.67%
Search Warrant-Blood Draw	3	3	3	3	0.00%
Parking Problem	266	328	266	328	-18.90%
Suspicious Activity	103	71	103	71	45.07%
Traffic	194	333	194	333	-41.74%
Trespassing	0	0	0	0	#DIV/0!
Unsecure Premises	2	7	2	7	-71.43%
Vehicle Unlock	26	38	26	38	-31.58%
Warrant Apprehensions	14	17	14	17	-17.65%
Miscellaneous	60	53	60	53	13.21%
SUB-TOTAL	1331	1608	1331	1608	-17.23%
ACCIDENTS					
Personal Injury	4	1	4	1	300.00%
Reportable PD	13	16	13	16	-18.75%
Non-Reportable PD	8	14	8	14	-42.86%
Hit and Run Incidents	5	5	5	5	0.00%
Fatality	0	0	0	0	#DIV/0!
SUB-TOTAL	30	36	30	36	-16.67%
TOTAL ACTIVITY	1361	1644	1361	1644	-17.21%

REEDSBURG POLICE DEPARTMENT
 Monthly Report Summary
 Page Two

Arrests and Apprehensions	Current Month	Month to Date 2018	Year to Date 2019	Year to Date 2018	% Change 18 to 19
ADULT					
Bail Jumping	11	21	11	21	-47.62%
Burglary	0	0	0	0	#DIV/0!
Narcotics	6	18	6	18	-66.67%
Theft	9	5	9	5	80.00%
Criminal Damage	0	2	0	2	-100.00%
Weapons Violations	0	1	0	1	-100.00%
Battery	4	2	4	2	100.00%
Warrants	14	17	14	17	-17.65%
Disorderly Conduct	10	7	10	7	42.86%
Liquor Law Violation	8	0	8	0	#DIV/0!
Obstructing an Officer	3	5	3	5	-40.00%
Worthless Checks	0	2	0	2	-100.00%
Trespass	0	0	0	0	#DIV/0!
Miscellaneous	6	1	6	1	500.00%
TOTAL ADULT ARRESTS	60	60	60	60	0.00%
JUVENILE					
Recovered Runaway	3	2	3	2	50.00%
Curfew Violations	0	0	0	0	#DIV/0!
Theft	0	0	0	0	#DIV/0!
Disorderly Conduct	0	3	0	3	-100.00%
Truancy	1	7	1	7	-85.71%
Smoking Violation	3	0	3	0	#DIV/0!
Vandalism	0	0	0	0	#DIV/0!
Weapons Violations	0	0	0	0	#DIV/0!
Liquor Law Violations	3	1	3	1	200.00%
Trespassing	0	0	0	0	#DIV/0!
Obstructing an Officer	0	0	0	0	#DIV/0!
Narcotics	3	0	3	0	#DIV/0!
Burglary	0	0	0	0	#DIV/0!
Battery	0	0	0	0	#DIV/0!
Miscellaneous	0	0	0	0	#DIV/0!
TOTAL JUVENILE ARRESTS	13	13	13	13	0.00%
TOTAL CRIMINAL ARRESTS	73	73	73	73	0.00%

REEDSBURG POLICE DEPARTMENT
 Monthly Report Summary
 Page Three

Traffic Enforcement	Current Month	Month to Date 2018	Year to Date 2019	Year to Date 2018	% Change 18 to 19
Speed Violations	6	9	6	9	-33.33%
Stop Sign Violations	0	0	0	0	#DIV/0!
Failure to Yield	1	0	1	0	#DIV/0!
Turn Violations	1	0	1	0	#DIV/0!
Operate Left of Center	1	0	1	0	#DIV/0!
Fall to Obey Sign/Signal	1	0	1	0	#DIV/0!
Reckless Driving	0	0	0	0	#DIV/0!
Operate While Intoxicated	4	6	4	6	-33.33%
Too Fast for Conditions	4	0	4	0	#DIV/0!
Inattentive Driving	2	2	2	2	0.00%
Insurance Violations	9	24	9	24	-62.50%
Hit and Run Violations	1	1	1	1	0.00%
Seatbelt Violations	2	1	2	1	100.00%
No Valld Drivers License	5	10	5	10	-50.00%
Operate After Revocation	11	8	11	8	37.50%
Operate After Suspension	6	21	6	21	-71.43%
Lighting Violations	0	0	0	0	#DIV/0!
No Muffler	0	0	0	0	#DIV/0!
Non-Registration	3	13	3	13	-76.92%
Written Traffic Warnings	140	248	140	248	-43.55%
Parking Violations	231	308	231	308	-25.00%
Miscellaneous	8	4	8	4	100.00%
TOTAL TRAFFIC	436	655	436	655	-33.44%

CRIMINAL CLEARANCES	2019		2018	
	COMPLAINTS	CLEARANCE	COMPLAINTS	CLEARANCE
Assault	3	4	2	2
Burglary	0	0	0	0
Theft	19	9	6	5
Sexual Assault	0	0	0	0
TOTAL	22	13	8	7

CLEARANCE RATES	2019		2018	
	COMPLAINTS	CLEARANCE	COMPLAINTS	CLEARANCE
Assault	133.33%		100.00%	
Burglary	#DIV/0!		#DIV/0!	
Theft	47.37%		83.33%	
Sexual Assault	#DIV/0!		#DIV/0!	
TOTAL CLEARANCE RATES	59.09%		87.50%	

Respectfully Submitted,

Timothy M. Becker

Timothy M. Becker
 Chief of Police

**REEDSBURG POLICE DEPARTMENT
MONTHLY REPORT SUMMARY
February 2019**

4/15/19 (PG)

Activity Type	Current Month	Month to Date 2018	Year to Date 2019	Year to Date 2018	% Change 18 to 19
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CRIMINAL OFFENSE

Assault	4	0	7	2	250.00%
Burglary	0	0	0	0	#DIV/0!
Theft	7	2	26	8	225.00%
Auto Theft	0	0	0	1	-100.00%
Criminal Damage	1	3	2	4	-50.00%
Sexual Assault	1	0	1	0	#DIV/0!

NON-CRIMINAL

Agency Assist	110	46	207	101	104.95%
Alarms	5	4	11	10	10.00%
Ambulance/Medical Assist	40	44	88	102	-13.73%
Animal Problem	25	18	45	47	-4.26%
Business Checks	91	206	173	439	-60.59%
Citizen Assist	88	70	207	194	6.70%
Community Service	112	115	208	216	-3.70%
Disabled Vehicle	26	8	43	15	186.67%
Disturbances	35	32	91	75	21.33%
Domestic Disturbances	6	1	9	7	28.57%
Emergency Detentions	2	1	9	5	80.00%
Fraud	0	6	4	14	-71.43%
Gas Drive Off	0	0	3	0	#DIV/0!
Juvenile Problem	13	21	39	48	-18.75%
K9 Deployed City	6	4	11	11	0.00%
K9 Deployed Other	1	3	5	4	25.00%
Lost/Found Property	8	9	20	24	-16.67%
911 Response/False	11	6	22	15	46.67%
Narcotics Violations	4	17	17	29	-41.38%
Other Ordinance Violations	11	6	22	9	144.44%
Search Warrant-Blood Draw	3	0	6	3	100.00%
Parking Problem	321	296	587	624	-6.93%
Suspicious Activity	72	84	175	155	12.90%
Traffic	273	352	467	685	-31.82%
Trespassing	3	0	3	0	#DIV/0!
Unsecure Premises	3	9	5	16	-68.75%
Vehicle Unlock	40	29	66	67	-1.49%
Warrant Apprehensions	17	13	31	30	3.33%
Miscellaneous	82	108	142	161	-11.80%
SUB-TOTAL	1421	1513	2752	3121	-11.82%

ACCIDENTS

Personal Injury	2	2	6	3	100.00%
Reportable PD	8	11	21	27	-22.22%
Non-Reportable PD	12	20	20	34	-41.18%
Hit and Run Incidents	3	0	8	5	60.00%
Fatality	0	0	0	0	#DIV/0!
SUB-TOTAL	25	33	55	69	-20.29%
TOTAL ACTIVITY	1446	1546	2807	3190	-12.01%

REEDSBURG POLICE DEPARTMENT
Monthly Report Summary
Page Two

Arrests and Apprehensions	Current Month	Month to Date 2018	Year to Date 2019	Year to Date 2018	% Change 18 to 19
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ADULT

Bail Jumping	15	12	26	33	-21.21%
Burglary	0	0	0	0	#DIV/0!
Narcotics	9	7	15	25	-40.00%
Theft	8	1	17	6	183.33%
Criminal Damage	0	1	0	3	-100.00%
Weapons Violations	0	1	0	2	-100.00%
Battery	5	0	9	2	350.00%
Warrants	10	12	28	29	-3.45%
Disorderly Conduct	7	3	17	10	70.00%
Liquor Law Violation	1	1	9	1	800.00%
Obstructing an Officer	2	4	5	9	-44.44%
Worthless Checks	0	1	0	3	-100.00%
Trespass	2	0	2	0	#DIV/0!
Miscellaneous	11	3	17	4	325.00%
TOTAL ADULT ARRESTS	55	34	119	94	26.60%

JUVENILE

Recovered Runaway	1	3	4	5	-20.00%
Curfew Violations	0	0	0	0	#DIV/0!
Theft	0	0	0	0	#DIV/0!
Disorderly Conduct	6	3	6	6	0.00%
Truancy	1	5	2	12	-83.33%
Smoking Violation	3	0	6	0	#DIV/0!
Vandallism	1	0	1	0	#DIV/0!
Weapons Violations	0	0	0	0	#DIV/0!
Liquor Law Violations	0	0	0	1	-100.00%
Trespassing	0	0	0	0	#DIV/0!
Obstructing an Officer	0	1	0	1	-100.00%
Narcotics	3	0	6	0	#DIV/0!
Burglary	0	0	0	0	#DIV/0!
Battery	0	0	0	0	#DIV/0!
Miscellaneous	0	0	0	0	#DIV/0!
TOTAL JUVENILE ARRESTS	15	12	25	25	0.00%
TOTAL CRIMINAL ARRESTS	70	46	144	119	21.01%

REEDSBURG POLICE DEPARTMENT
Monthly Report Summary
Page Three

Traffic Enforcement	Current Month	Month to Date 2018	Year to Date 2019	Year to Date 2018	% Change 18 to 19
Speed Violations	5	13	11	22	-50.00%
Stop Sign Violations	4	4	4	4	0.00%
Failure to Yield	0	0	1	0	#DIV/0!
Turn Violations	4	4	4	4	0.00%
Operate Left of Center	0	1	1	1	0.00%
Fall to Obey Sign/Signal	2	0	3	0	#DIV/0!
Reckless Driving	0	0	0	0	#DIV/0!
Operate While Intoxicated	11	9	15	15	0.00%
Too Fast for Conditions	5	2	9	2	350.00%
Inattentive Driving	4	1	6	3	100.00%
Insurance Violations	10	29	19	53	-64.15%
Hit and Run Violations	0	0	1	1	0.00%
Seatbelt Violations	0	5	2	6	-66.67%
No Valid Drivers License	9	9	14	19	-26.32%
Operate After Revocation	7	9	18	17	5.88%
Operate After Suspension	21	17	27	38	-28.95%
Lighting Violations	0	0	0	0	#DIV/0!
No Muffler	0	0	0	0	#DIV/0!
Non-Registration	5	7	8	20	-60.00%
Written Traffic Warnings	203	265	343	513	-33.14%
Parking Violations	254	286	485	594	-18.35%
Miscellaneous	14	5	22	9	144.44%
TOTAL TRAFFIC	558	666	993	1321	-24.83%

CRIMINAL CLEARANCES	2019 COMPLAINTS	2019 CLEARANCE	2018 COMPLAINTS	2018 CLEARANCE
Assault	7	8	2	2
Burglary	0	0	0	0
Theft	26	19	8	7
Sexual Assault	1	2	0	0
TOTAL	34	29	10	9

CLEARANCE RATES	2019	2018
Assault	114.29%	100.00%
Burglary	#DIV/0!	#DIV/0!
Theft	73.08%	87.50%
Sexual Assault	200.00%	#DIV/0!
TOTAL CLEARANCE RATES	85.29%	90.00%

Respectfully Submitted,

Timothy M. Becker

Timothy M. Becker
 Chief of Police

**REEDSBURG POLICE DEPARTMENT
MONTHLY REPORT SUMMARY
March 2019**

4/15/19 (PC)

Activity Type	Current Month	Month to Date 2018	Year to Date 2019	Year to Date 2018	% Change 18 to 19
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CRIMINAL OFFENSE

Assault	4	2	11	4	175.00%
Burglary	0	1	0	1	-100.00%
Theft	13	8	39	16	143.75%
Auto Theft	0	0	0	1	-100.00%
Criminal Damage	8	1	10	5	100.00%
Sexual Assault	0	0	1	0	#DIV/0!

NON-CRIMINAL

Agency Assist	109	57	316	158	100.00%
Alarms	5	4	16	14	14.29%
Ambulance/Medical Assist	40	33	128	135	-5.19%
Animal Problem	36	17	81	64	26.56%
Business Checks	101	205	274	644	-57.45%
Citizen Assist	123	80	330	274	20.44%
Community Service	118	86	326	302	7.95%
Disabled Vehicle	7	5	50	20	150.00%
Disturbances	64	56	155	131	18.32%
Domestic Disturbances	2	5	11	12	-8.33%
Emergency Detentions	3	2	12	7	71.43%
Fraud	1	8	5	22	-77.27%
Gas Drive Off	1	0	4	0	#DIV/0!
Juvenile Problem	29	31	68	79	-13.92%
K9 Deployed City	6	1	17	12	41.67%
K9 Deployed Other	1	0	6	4	50.00%
Lost/Found Property	15	13	35	37	-5.41%
911 Response/False	14	5	36	20	80.00%
Narcotics Violations	7	18	24	47	-48.94%
Other Ordinance Violations	17	2	39	11	254.55%
Search Warrant-Blood Draw	2	0	8	3	166.67%
Parking Problem	83	159	670	783	-14.43%
Suspicious Activity	91	99	266	254	4.72%
Traffic	333	305	800	990	-19.19%
Trespassing	2	2	5	2	150.00%
Unsecure Premises	3	6	8	22	-63.64%
Vehicle Unlock	28	32	94	99	-5.05%
Warrant Apprehensions	9	22	40	52	-23.08%
Miscellaneous	79	78	221	239	-7.53%
SUB-TOTAL	1354	1343	4106	4464	-8.02%

ACCIDENTS

Personal Injury	0	1	6	4	50.00%
Reportable PD	7	7	28	34	-17.65%
Non-Reportable PD	14	14	34	48	-29.17%
Hit and Run Incidents	5	1	13	6	116.67%
Fatality	0	0	0	0	#DIV/0!
SUB-TOTAL	26	23	81	92	-11.96%
TOTAL ACTIVITY	1380	1366	4187	4556	-8.10%

REEDSBURG POLICE DEPARTMENT
 Monthly Report Summary
 Page Two

Arrests and Apprehensions	Current Month	Month to Date 2018	Year to Date 2019	Year to Date 2018	% Change 18 to 19
ADULT					
Ball Jumping	15	5	41	38	7.89%
Burglary	0	1	0	1	-100.00%
Narcotics	6	8	21	33	-36.36%
Theft	12	7	29	13	123.08%
Criminal Damage	0	2	0	5	-100.00%
Weapons Violations	1	0	1	2	-50.00%
Battery	5	3	14	5	180.00%
Warrants	9	22	37	51	-27.45%
Disorderly Conduct	8	10	25	20	25.00%
Liquor Law Violation	0	1	9	2	350.00%
Obstructing an Officer	3	2	8	11	-27.27%
Worthless Checks	0	4	0	7	-100.00%
Trespass	2	0	4	0	#DIV/0!
Miscellaneous	9	7	26	11	136.36%
TOTAL ADULT ARRESTS	55	67	174	161	8.07%
JUVENILE					
Recovered Runaway	0	5	4	10	-60.00%
Curfew Violations	0	4	0	4	-100.00%
Theft	0	2	0	2	-100.00%
Disorderly Conduct	4	7	10	13	-23.08%
Truancy	6	3	8	15	-46.67%
Smoking Violation	5	2	11	2	450.00%
Vandalism	2	0	3	0	#DIV/0!
Weapons Violations	0	1	0	1	-100.00%
Liquor Law Violations	2	0	2	1	100.00%
Trespassing	0	0	0	0	#DIV/0!
Obstructing an Officer	0	6	0	7	-100.00%
Narcotics	0	4	6	4	50.00%
Burglary	0	1	0	1	-100.00%
Battery	1	0	1	0	#DIV/0!
Miscellaneous	1	1	1	1	0.00%
TOTAL JUVENILE ARRESTS	21	36	46	61	-24.59%
TOTAL CRIMINAL ARRESTS	76	103	220	222	-0.90%

REEDSBURG POLICE DEPARTMENT
Monthly Report Summary
Page Three

Traffic Enforcement	Current Month	Month to Date 2018	Year to Date 2019	Year to Date 2018	% Change 18 to 19
Speed Violations	7	12	18	34	-47.06%
Stop Sign Violations	1	2	5	6	-16.67%
Failure to Yield	0	0	1	0	#DIV/0!
Turn Violations	1	0	5	4	25.00%
Operate Left of Center	0	0	1	1	0.00%
Fail to Obey Sign/Signal	1	2	4	2	100.00%
Reckless Driving	0	0	0	0	#DIV/0!
Operate While Intoxicated	10	9	25	24	4.17%
Too Fast for Conditions	0	0	9	2	350.00%
Inattentive Driving	1	2	7	5	40.00%
Insurance Violations	18	21	37	74	-50.00%
Hit and Run Violations	2	0	3	1	200.00%
Seatbelt Violations	0	4	2	10	-80.00%
No Valid Drivers License	7	16	21	35	-40.00%
Operate After Revocation	13	10	31	27	14.81%
Operate After Suspension	12	14	39	52	-25.00%
Lighting Violations	0	0	0	0	#DIV/0!
No Muffler	0	0	0	0	#DIV/0!
Non-Registration	10	7	18	27	-33.33%
Written Traffic Warnings	251	205	594	718	-17.27%
Parking Violations	54	127	539	721	-25.24%
Miscellaneous	11	7	33	16	106.25%
TOTAL TRAFFIC	399	438	1392	1759	-20.86%

CRIMINAL CLEARANCES	2019		2018	
	COMPLAINTS	CLEARANCE	COMPLAINTS	CLEARANCE
Assault	11	12	4	4
Burglary	0	0	1	1
Theft	39	29	16	14
Sexual Assault	1	2	0	0
TOTAL	51	43	21	19

CLEARANCE RATES	2019		2018	
	COMPLAINTS	CLEARANCE	COMPLAINTS	CLEARANCE
Assault	109.09%		100.00%	
Burglary	#DIV/0!		100.00%	
Theft	74.36%		87.50%	
Sexual Assault	200.00%		#DIV/0!	
TOTAL CLEARANCE RATES	84.31%		90.48%	

Respectfully Submitted,

Timothy M. Becker

Timothy M. Becker
 Chief of Police

A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	2019 Reedsburg Police & Communications Operating Budget												
2	Account #	Description											
3	Police Department-Operating	Total 2019	Remaining 2019	% Remaining	Total 2018								
4	521100-03 1	Vehicle Maintenance	10000	6532.78	65.33%	10000							
5	521100-03 2	Gasoline	37400	32029.79	85.64%	37400							
6	521100-03 3	Investigations/Evidence	3000	597.37	19.91%	3600							
7	521100-03 4	Office and Administrative	7000	5168.06	73.83%	7000							
8	521100-03 5	Community Service	900	336.24	37.36%	900							
9	521100-03 6	Range and Firearms	7000	4447.4	63.53%	7000							
10	521100-03 7	Patrol Supplies and Equipment	9700	7299.31	75.25%	9700							
11	521100-03 8	Training and Travel	5000	1625.49	32.51%	3600							
12	521100-03 9	Transport Charges	7000	4520.82	64.58%	7000							
13	Communications Operating												
14	525600-03 1	TIME System	10000	952	9.52%	12000							
15	525600-03 2	Telephone Lines	17300	12993.35	75.10%	13300							
16	525600-03 3	Copy Machine	600	600	100.00%	600							
17	525600-03 4	Radio Maintenance	7200	1578.73	21.93%	5200							
18	525600-03 5	Forms	5500	4005	72.82%	5500							
19	525600-03 6	Office Supplies	2500	1543.6	60.54%	2500							
20	525600-03 7	Maintenance - Computers	6200	3705	59.76%	6200							
21	525600-03 8	Postage and Handling	5700	5262.22	92.32%	5700							
22	525600-03 9	Dispatch Training and Travel	3000	2950	98.33%	3000							
23	Uniform Allowances												
24	521900-03 1	Uniform Allowance - Chief	600	0	0.00%	550							
25	521900-03 2	Uniform Allowance - Supervisors	3000	191.17	6.37%	2750							
26	521900-03 3	Uniform Allowance - Officers	9600	3718.13	38.73%	8800							
27	521900-03 4	Body Armor and Initial Uniform	4000	3123.4	78.09%	4000							
28	521900-03 5	Communication Supervisor	225	136.8	60.80%	225							
29	521900-03 6	Fulltime Dispatchers	1350	1238	91.70%	1350							
30	521900-03 7	Parttime Dispatchers	115	115	100.00%	115							
31	Outlay												
32	70-521100-03	Police Equipment	90000	16505.54	18.34%	90000							
33	525600-04	Communications Equipment	3000	3000	100.00%	3000							
34	70-542600-03	IT Equipment	91000	91000	100.00%	91000							
35	564950-03	PFC Budget	1000	950.03	95.00%	1000							
36	Total												
37			256890	124145	48.33%	253780							
38													

4/15/19 (PC)

2018

2019

Operating

Budgeted

Remaining

Allocated

Operating

Operating

Operating

Reedsburg Area Ambulance Service

Monthly Report

January 1, 2019 – March 31, 2019

Types of Calls	Mar. 2019	Mar. 2018	2019 YTD	2018 YTD	2018 Total	2017 Total	2016 Total	2015 Total	2014 Total	2013 Total	2012 Total	2011 Total	2010 Total	2009 Total
911 Calls	108	100	365	378	1495	1432	1401	1372	1325	1291	1297	1126	1060	960
Transfers (Nursing Home and Madison)	46	58	164	197	779	740	490	442	433	436	393	328	184	162
Hospital to Hospital Transfers	38	53	139	162	652	605	425	395	382	380	339	269	109	26
Total	154	158	529	575	2274	2172	1891	1814	1761	1727	1690	1454	1244	1122

January 1 - December 31, 2018					
Primary 911	1219	53.6%	79.7%	102	Calls/Month
Primary Transfer	594	26.1%		49.5	Calls/Month
2nd 911	244	10.7%	16.1%	20.3	Calls/Month
2nd Transfer	123	5.4%		10.3	Calls/Month
3rd 911	77	3.4%	3.6%	6.42	Calls/Month
3rd Transfer	6	0.3%		0.5	Calls/Month
4th 911	10	0.4%	0.4%	0.83	Calls/Month
5th 911	1	0.0%	0.0%	0.08	Calls/Month
Total Records	2274	100.0%		190	Calls/Month

January 1 - March 31, 2019					
Primary 911	271	51.2%	74.9%	90.3	Calls/Month
Primary Transfer	125	23.6%		41.7	Calls/Month
2nd 911	88	16.6%	21.7%	29.3	Calls/Month
2nd Transfer	27	5.1%		9	Calls/Month
3rd 911	18	3.4%	3.4%	6	Calls/Month
3rd Transfer	0	0.0%		0	Calls/Month
4th 911	0	0.0%	0.0%	0	Calls/Month
5th 911	0	0.0%	0.0%	0	Calls/Month
Total Records	529	100.0%		176	Calls/Month

Double Transfers 2011	24			
Double Transfers 2012	52			
Double Transfers 2013	70			
Double Transfers 2014	63			
Double Transfers 2015	67			
Double Transfers 2016	114			
Double Transfers 2017	151		Tansfers Declined 2017	32
Double Transfers 2018	129		Tansfers Declined 2018	38
Double Transfers 2019	27		Tansfers Declined 2019	9

Runs per Month Report

Incident Month Name	Number of Runs	Percent of Total Runs
January	194	36.67%
February	181	34.22%
March	154	29.11%
Total: 529		Total: 100.00%

Runs Average Run Times Summary Report

Avg Unit Notified to Enroute in Minutes	Avg Unit Enroute to Arrived at Scene in Minutes	Avg Unit Arrived on Scene to Left Scene in Minutes	Avg Unit Left Scene to Arrived at Destination in Minutes	Avg Unit Arrived at Destination to Unit Back In Service in Minutes	Number of Runs
7.98	9.70	23.50	36.02	50.35	529

Runs by City

Scene Incident City Name (eScene.17)	Number of Runs	Percent of Total Runs
City of Reedsburg	270	51.04%
Reedsburg	139	26.28%
Village of La Valle	24	4.54%
Village of Loganville	17	3.21%
Hillsboro	14	2.65%
Village of North Freedom	14	2.65%
City of Wisconsin Dells	9	1.70%
Village of Rock Springs	9	1.70%
Village of Lime Ridge	5	0.95%
Baraboo	4	0.76%
Mauston	4	0.76%
Village of Lyndon Station	4	0.76%
City of Baraboo	3	0.57%
Hill Point	2	0.38%
Prairie du Sac	2	0.38%
Richland Center	2	0.38%
Village of Cazenovia	2	0.38%
	1	0.19%
City of Elroy	1	0.19%
Madison	1	0.19%
Village of Pardeeville	1	0.19%
Village of Spring Green	1	0.19%
Total: 529		Total: 100.00%

Runs by Responding Unit

Response EMS Unit Call Sign (eResponse.14)	Number of Runs	Percent of Total Runs
515	270	51.04%
516	112	21.17%
511	92	17.39%
513	34	6.43%
512	14	2.65%
514	7	1.32%
Total: 529		Total: 100.00%

Runs by Location Name and Code

Scene Incident Facility Or Location Name (eScene.13)	Scene Location Code (itScene.008)	Number of Runs	Percent of Total Runs
		356	67.30%
REEDSBURG AREA MEDICAL CTR		125	23.63%
Gunderson St Joseph Hospital		14	2.65%
SAUK COUNTY HEALTH CARE CENTER		8	1.51%
OUR HOUSE SENIOR LIVING-Reedsburg		7	1.32%
MILE BLUFF MEDICAL CENTER		4	0.76%
ST CLARE HOSPITAL		4	0.76%
RICHLAND HOSPITAL		2	0.38%
RIDGEVIEW PLACE		2	0.38%
RIDGEVIEW TERRACE LONG TERM CARE		2	0.38%
SAUK PRAIRIE HOSPITAL		2	0.38%
CASA DE OAKES		1	0.19%
Home		1	0.19%
MERITER HOSPITAL		1	0.19%
		Total: 529	Total: 100.00%

Runs by Destination Name

Disposition Destination Name Delivered Transferred To (eDisposition.01)	Number of Runs	Percent of Total Runs
	145	27.41%
American Family Childrens Hospital	2	0.38%
CASA DE OAKES INC REEDSBURG	1	0.19%
GUNDERSEN LUTHERAN MEDICAL CENTER	12	2.27%
Home	4	0.76%
MAYO CLINIC HEALTH SYSTEM-WEST AVE	1	0.19%
MERITER HOSPITAL	26	4.91%
MILE BLUFF MEDICAL CENTER	2	0.38%
Not Applicable	1	0.19%
Not Recorded	3	0.57%
Other Long Term Care Facility	2	0.38%
Other Unlisted Wisconsin Location	2	0.38%
OUR HOUSE ASSISTED CARE-Reedsburg	1	0.19%
OUR HOUSE SENIOR LIVING-Reedsburg	1	0.19%
REEDSBURG AREA MEDICAL CTR	209	39.51%
RICHLAND HOSPITAL	1	0.19%
RIDGEVIEW TERRACE LONG TERM CARE	2	0.38%
SAUK COUNTY HEALTH CARE CENTER	5	0.95%
SAUK PRAIRIE HOSPITAL	3	0.57%
ST CLARE HOSPITAL	13	2.46%
ST MARYS HOSPITAL	43	8.13%
UNIVERSITY OF WI HOSPITALS & CLINICS AUTHORITY	48	9.07%
UW Health-American Center	1	0.19%
WILLIAM S MIDDLETON MEMORIAL VETERANS HOSPITAL	1	0.19%
	Total: 529	Total: 100.00%



City of Reedsburg
134 South Locust Street, P.O. Box 490
Reedsburg, WI 53959
Ph. 608-524-6404 Fax. 608-524-8458
www.reedsburgwi.gov

STAFF REPORT

AGENDA ITEM: _____

To: Public Safety Committee, Mayor, and City Council
By: Joshua Kowalke, Director, Reedsburg Area Ambulance / Emergency Management
Through: Timothy Becker, City Administrator
Date of Meeting: April 24, 2019

Subject: City of Reedsburg – Emergency Operations Plan (EOP)

BACKGROUND AND REQUEST

The City has revised the Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the civilian population in time of emergency. The EOP when revised must be adopted by the City Council. This plan establishes the policies, concepts, and general protocols required to implement the Standardized Emergency Management System.

ANALYSIS

Minor changes include updates to historical numbers and information to be used in a local disaster since the EOP was last published. Other changes to the plan include addition of Annex D – City Flood Response and Annex E – Debris Management. These changes were made from lesson learned during the 2018 flood and at the request of FEMA.

This plan is consistent with the State of Wisconsin guidance available at the time the plan was revised and will be effective upon approval by the City Council.

FINANCIAL IMPACT

None

STAFF RECOMMENDATION

Staff recommends the Public Safety Committee approves and recommends to the City Council to approve the April 2019 update to the City of Reedsburg Emergency Operation Plan.

ATTACHMENTS:

Reedsburg Emergency Operation Plan (EOP)

A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	2019	Reedsburg Police & Communications Operating Budget											
2													
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31	521900-03 7	Parttime Dispatchers	115	115	100.00%	115							
32	Outlay												
33	70-521100-03	Police Equipment	90000	16505.54	18.34%	90000							
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35	70-542600-03	IT Equipment	91000	91000	100.00%	91000							
36	564950-03	PFC Budget	1000	950.03	95.00%	1000							
37	Total		258890	124145	48.33%	253790							
38													

4/15/19 **PC**

2018

2019

2018

2019

2018

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City of Reedsburg

Emergency Operations Plan

April 2019



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Incident Priorities

1. Life Safety
2. Incident Stabilization
3. Property Preservation

14 Essential Incident Command System Features

1. Common Terminology helps define organizational functions, incident facilities, resource descriptions, and position titles.
2. Modular Organization develops following the Incident Command (IC) organizational structure based on the incident size/complexity and the hazard environment the incident creates.
3. Management by Objectives includes establishing overall objectives and strategies; developing assignments, plans, procedures, and protocols; establishing objectives for incident management activities and directing efforts to attain them; and measuring performance and facilitating corrective action.
4. Incident Action Plans (IAPs) communicate the overall incident objectives in the context of both operational and support activities.
5. Span of Control should range from three to seven subordinates for any individual with incident management supervisory responsibility to ensure effective and efficient incident management.
6. Incident Support Locations & Facilities are established in the vicinity of an incident to accomplish a variety of purposes (e.g., command posts, bases, camps, staging areas, mass casualty triage areas).
7. Comprehensive Resource Management maintains an accurate and up-to-date picture of resource use. Resources include personnel, equipment, supplies, and facilities potentially available for assignment/allocation in support of incident management activities.
8. Integrated Communications are facilitated by developing and using a common communications plan and interoperable communications processes and architectures.
9. Establishment & Transfer of Command must be clearly defined from the beginning of an incident. When command is transferred, the process must capture essential information for continuing safe and effective operations.
10. Chain of Command & Unity of Command clarify reporting relationships and eliminate confusion caused by conflicting directives. Chain of command refers to the orderly line of authority within the ranks. Unity of command means that every individual has a designated supervisor to report to at the scene of the incident.

11. Unified Command allows agencies with different legal, geographic, and functional responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability in incidents involving multiple jurisdictions or multiagency involvement.
12. Accountability at all jurisdictional levels and within individual functional areas is essential and relies on the following principles:
 - Check-in. All responders must report in to receive assignments.
 - IAP. Response operations must be directed and coordinated as outlined in the IAP.
 - Unity of Command. Individuals involved in incident operations will be assigned to only one supervisor.
 - Personal Responsibility. All responders are expected to use good judgment and be accountable for their actions.
 - Span of Control. Supervisors must be able to adequately supervise, manage, control, and communicate with their subordinates.
 - Resource Tracking. Supervisors must record and report resource status changes as they occur.
13. Dispatch/Deployment of personnel/equipment should only occur when requested by an appropriate authority.
14. Information & Intelligence Management should follow a defined process for gathering, analyzing, sharing, and managing incident-related information.

Emergency Telephone Listings

Law Enforcement:

City of Reedsburg Police Department	608 524 2376
City of Baraboo Police Department	608 355 2720
Village of Lake Delton Police Department	608 254 7571
Village of Plain Police Department	608 546 2034
Village of Spring Green Police Department	608 588 2003
Sauk Prairie Police Department	608 643 2427
City of Mauston Police Department	608 847 6363
Sauk County Sheriff's Department	608 355 4495
DNR Wardens:	
Shawn Neverman	608-963-9102
Alex Brooks (C207)	608-370-0079
Keith Meverden (C233)	608-963-7332
Richard Maki (C231)	608-393-6504

Fire Departments:

Reedsburg Fire Department	608 524 2376
Baraboo Fire Department	608 355 4495
Hillpoint Fire Department	Same as Above
Lake Delton Fire Department	Same as Above
LaValle Fire Department	Same as Above
Loganville Fire Department	Same as Above
North Freedom Fire Department	Same as Above
Plain Fire Department	Same as Above
Prairie du Sac Fire Department	Same as Above
Sauk City Fire Department	Same as Above
Spring Green Fire Department	Same as Above

Ambulance Services:

Reedsburg Area Ambulance	608 524 2376
Baraboo Area Ambulance	608 355 4495
Cazenovia Ambulance	608 647 8906
Lake Delton Ambulance	608 355 4495
Plain Ambulance	Same as Above
Spring Green Ambulance	Same as Above

First Responders:

LaValle	608 355 4495
Loganville	608 355 4495
North Freedom	608 355 4495

Air Medical:

UW Medflight	1 800 472 0111
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Med Link – LaCrosse	1 800 527 1200
Spirit of Marshfield	1 800 387 7676
Theda Star – Neenah	1 800 236 2066
Flight for Life – Milwaukee	1 800 344 1000
Mayo One - Rochester/Eau Claire	1 800 237 6822
Eagle III – Green Bay	1 800 332 4533
Life Link III – Rice Lake	1 800 328 1377
Scott Air Force Rescue	1 800 851 3051

Hospitals:

Divine Savior – Portage	608 742 4131
Meriter Hospital – Madison	608 267 6000
Mile Bluff – Mauston	608 847 6161
Moundview Memorial – Adams/Friendship	608 339 3331
Reedsburg Area Medical Center	608 524 6487
Richland Center Hospital	608 647 6321
Sauk Prairie Memorial Hospital	608 643 3311
St. Clare Hospital – Baraboo	608 356 1400
St. Joseph’s Hospital – Hillsboro	608 489 8000
St. Mary’s Hospital – Madison	608 251 6100
UW Hospital – Madison	608 263 6400
VA Hospital – Madison	608 256 1901

Emergency Management:

Wisconsin Emergency Management	608 242 3232
WEM Duty Officer 24-Hour Number	800 943 0003
Sauk County Emergency Management	608 355 3200

Utilities:

Reedsburg Utility Commission	608 768 1000
	608 524 4381
Alliant	800 758 1376 Police Only
Charter Communications	800 581 0081
Wisconsin Central Railroad	715 345 2462

Utilities (cont.):

American Transmission Company	866 899 3204
Bug Tussel	888 583 7062
Dairyland Electric Cooperative	608 788 4000
Frontier (Emergencies)	877 486 5667
Northern Natural Gas (Emergencies)	888 367 6671
Oakdale Electric Cooperative	608 372 4131
US Cellular	800 922 0204
Verizon Wireless	800 483 2000
	888 420 7701

Services:

American Red Cross	877 618 6628
ChemTec	800 424 9300
National Response Center	800 424 8802
Salvation Army	608 355 4410 Day 800 963 5591 Pager
Sauk County Coroner	608 355 4495
Sauk County Human Services	608 355 4200
Reedsburg Library	608 524 3316
Reedsburg Library – Second Line	608 768 7323
Reedsburg School District – Admin Offices	608 524 2401
Reedsburg School District – Building Request	608 963 3725 Randy Johnson
Reedsburg School District Bus Garage	608 524 6529
After Hours – Contact Key-holders	
Able Trek Busses	608 524 3021
VARC Busses	608 524 3716
Media:	
WRDB	608 524 1400
Reedsburg Independent	608 524 0387
Reedsburg Times-Press	608 524 4336
WISC TV – Madison	608 273 3333
Red Cross Approved Shelters:	
Pineview Elementary School	608 963 3725
Reedsburg Area High School	608 963 3725
Debris Management Assistance:	
Petersen/Town and Country Sanitation	608 375-5856
Waste Management	608 355 3111
Zobel and Sons	608 524 2194
National Guard Armory	608 807 6626

City of Reedsburg Emergency Management Position Designations

The City of Reedsburg has designated the following positions to act as City Emergency Management Director and Public Information Officer under the authority of the Mayor.

Emergency Management Director:

Ambulance Chief
Police Chief
Fire Chief
City Administrator
City Clerk/Treasurer

Public Information Officer:

City Administrator
Police Chief
Fire Chief
Ambulance Chief
City Clerk/Treasurer

The designated Emergency Management Director may defer that position and the position of Public Information Officer to the next available position based on the incident and the expertise of the position holder.

Emergency Operations Center Alerting List

1. City Emergency Management Director/Ambulance Chief Joshua Kowalke
Available through Dispatch – 608 524 2376
2. Mayor – David Estes or Designee (Common Council President)
Available through Dispatch – 608 524 2376
3. City Administrator – Timothy Becker
Available through Dispatch – 608 524 2376
4. Police Chief – Patrick Cummings or designee
Available through Dispatch – 608 524 2376
5. Fire Chief – Craig Douglas or designee
Available through Dispatch – 608 524 2376
6. City Engineer/DPW Director – Steve Zibell or designee
Available through Dispatch – 608 524 2376
7. Reedsburg Utility – Brett Schuppner or designee
Available through Dispatch – 608 524 2376
8. City Clerk – Treasurer – Jacob Crosetto or designee
Available through Dispatch – 608 524 2376
9. Reedsburg Ambulance Chief Joshua Kowalke or designee
Available through Dispatch – 608 524 2376
10. Reedsburg Public Library – Sue Ann Kucher, Director or designee
Available through Dispatch – 608 524 2376
11. Parks and Recreation – Matt Scott, Director or Designee
Available through Dispatch – 608 524 2376
12. Planner/Building Inspector– Brian Duvalle, or Designee
Available through Dispatch – 608 524 2376

Legal Basis and Accountability

The legal basis and accountability for the development of the Emergency Operation Plan for the City of Reedsburg is stated in the following documents and statutes:

Federal Law:

Public law 103-337 National Defense Authorization Act
Title 42, Chapter 116 Emergency Planning and Community Right-to-Know Act
(EPCRA)
Public law 100-707 Robert T. Stafford Disaster Relief and Emergency Assistance Act

Wisconsin Statutes:

66.0101 Administrative Home Rule
62.11 Powers of a City
213.095 Police Power of Fire Chief, Rescue Squads
321.39 Call to state active duty
323 Emergency Management
895.483(2) Civil Liability Exemptions; County Emergency Response Team –

City Ordinances:

Chapter 6 – Civil Defense

Acronyms

ChemTec	Chemical Transportation Emergency Center
CP	Command Post
DNR	Department of Natural Resources
DPW	Department of Public Works
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Administration
HAZMAT	Hazardous Materials
IC	Incident Commander
ICS	Incident Command System
NIMS	National Incident Management System
PIO	Public Information Officer
UDSR	Uniformed Disaster Situation Report
WEM	Wisconsin Emergency Management

City of Reedsburg Emergency Operations Plan

A. Purpose

This plan has been developed to provide procedures for the City of Reedsburg government agencies to respond to various types of emergencies or disasters that affect the community. This plan also illustrates the City's commitment to the National Incident Management System – Incident Command System. It provides a link to procedures that will be used by Sauk County government since the City of Reedsburg is part of the Sauk County Emergency Management Plan. The City of Reedsburg Emergency Operations Plan (EOP) is to be used in conjunction with the Sauk County EOP. The City of Reedsburg EOP will be maintained in accordance with current standards of the Sauk County EOP. Review of this plan shall be accomplished concurrently with the Sauk County plan.

B. Situation and Assumptions

Several types of hazards pose a threat to the lives, property, or environment in Sauk County. These hazards are outlined in the Sauk County Hazard Analysis. A copy of this is located at the Reedsburg City Hall, Reedsburg Police Department, and Sauk County Emergency Management Department.

C. Concept of Operations

Local City of Reedsburg officials have the primary responsibility for disasters which take place in the City of Reedsburg. Those officials will activate the appropriate local agencies to deal with the disaster. The Mayor or the Reedsburg Emergency Management Director is responsible for coordinating the response with Sauk County officials, if County assistance is needed.

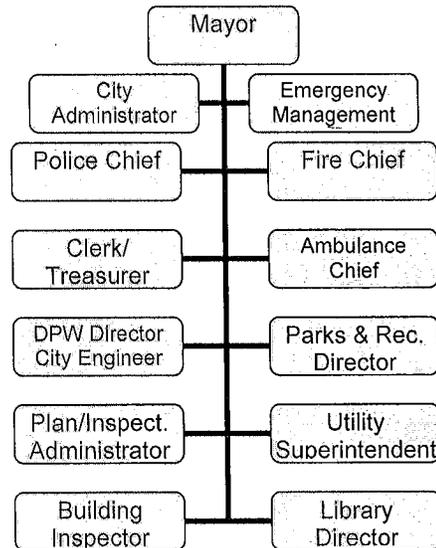
Actions that the City and County should consider if this plan is activated:

1. City agencies assess the nature and scope of the emergency or disaster.
2. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.
 - a. The Emergency Management Director (EMD), or their designee, identifies the primary Incident Commander (IC), advises the mayor and coordinates all emergency response actions.
 - b. The Mayor declares a local state of emergency and notifies the Sauk County Emergency Management Department of this action.
 - c. Forward the local declaration of emergency to the Office of the County Board Chair.
 - d. The EMD activates the municipal EOC or CP. Depending on availability and practicality the EOC or CP shall be located at the

- Police Department, or other location as deemed appropriate.
- e. Department Heads and agencies are notified by the IC to respond to the appropriate location.
 - f. The IC issues directives as to the travel restrictions on local roads and recommends protective if necessary.
 - g. Notify the public via the PIO of the situation and appropriate actions to take.
 - h. Keep Sauk County officials informed as needed.
3. If municipal resources become exhausted or if special resources are required, request County assistance through the Sauk County Emergency Management Director.
 4. If assistance is requested, the Sauk County Emergency Management Director shall assess the situation and make the appropriate recommendations.
 5. Sauk County Emergency Management will complete the following if appropriate:
 - a. Activate the county EOC
 - b. Implement the county EOP
 - c. Respond with county resources as requested.
 - d. Activate mutual aid agreements.
 - e. Coordinate county resources with municipal resources.
 - f. Notify the Wisconsin Emergency Management (WEM) Director.
 - g. Assist the City with prioritizing and allocating resources.
 6. If municipal and county resources are exhausted, the Sauk County Emergency Management Director may request assistance from the WEM Director.
 7. If state assistance is requested, the WEM Director in conjunction with county and local emergency management directors shall assess the disaster or emergency and recommend that personnel, services and equipment be made available for response, mitigation or recovery.
 8. The WEM Director makes notification to the Governor's Office.
 9. If state assistance is granted, procedures will be followed as stated in the Wisconsin EOP and Sauk County EOP.

D. Organization

1. Organizational chart of the Emergency Operations chain of command.



E. Responsibilities and Tasks

1. See attachments for specific recommended tasks and responsibilities.

F. Resource Management

1. Resources may be allocated from the following organizations depending on need (not inclusive):
 - a. City Department resources (See Attached, Logged by Department).
 - b. Sauk County Resources available through County EOC
 - c. Reedsburg School District
 - d. American Red Cross
 - e. Salvation Army
 - f. Southern Baptist Convention
 - g. Police Chaplains
 - h. Reedsburg Ministerial Association
 - i. Wisconsin National Guard
 - j. Fort McCoy

G. Plan Development and Maintenance

The City of Reedsburg EOP Team is composed of representatives of all City Departments. These Department representatives are responsible for developing and maintaining this plan under the direction of the Public Safety Committee and Common Council.

This Team meets on an as needed basis or as determined by the Mayor, City Administrator, or Emergency Management Director. This Team reviews incidents, changes and new information and makes revisions in this plan.

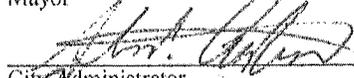
This Team also conducts after-action reviews of all exercises and major incidents.

Upon updating this plan, a copy shall be forwarded to the committee of jurisdiction for approval and recommendation to the Common Council.

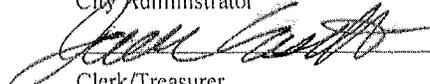
Dated: May 14, 2018.



Mayor



City Administrator



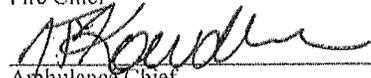
Clerk/Treasurer



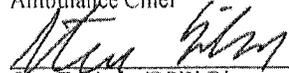
Police Chief



Fire Chief



Ambulance Chief



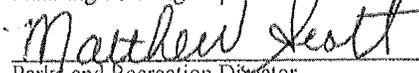
City Engineer/DPW Director



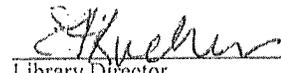
Reedsburg Utility Superintendent



Planning/Building Inspection



Parks and Recreation Director



Library Director

1.20 CITY OF REEDSBURG CODE OF ETHICS

(1) Statement of Purpose

- (A) The proper operation of democratic government requires that public officials and employees be impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a Code of Ethics for all City of Reedsburg officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the City, as well as any individuals who are candidates for elective office as soon as such individuals file nomination papers with the City.
- (B) The purpose of this Ethics Code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the City of Reedsburg and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the City. The Common Council believes that a Code of Ethics for the guidance of elected and appointed officials and employees will help them avoid conflicts between their personal interests and their public responsibilities, will improve standards of public service and will promote and strengthen the faith and confidence of the citizens of this City in their elected and appointed officials and employees. The Common Council hereby reaffirms that each elected and appointed City official and employee holds his or her position as a public trust, and any intentional effort to realize substantial personal gain through official conduct is a violation of that trust. The provisions and purpose of this Ethics Code and such rules and regulations as may be established are hereby declared to be in the best interests of the City of Reedsburg.

(2) Definitions

The following definitions shall be applicable in this Code:

- (A) "Public Official" means those persons serving in elected or appointed offices and all members appointed to boards, committees and commissions established or appointed by the Mayor and/or Common Council whether paid or unpaid.
- (B) "Public Employee" means any person excluded from the definition of a public official who is employed by the City.
- (C) "Anything of Value" means any gift, favor, loan, service having a value of more than \$25.00 or promise of future employment, but does not include reasonable fees and honorariums, or the exchange of seasonal, anniversary or customary gifts among relatives and friends.
- (D) "Business" means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity which engages in profit-making activities.
- (E) "Personal Interest" means the following specific blood or marriage relationships:
1. A person's spouse, mother, father, child, brother or sister; or
 2. A person's relative by blood or marriage who receives, directly or indirectly, more than one-half (1/2) of his or her support from such person or from whom such person receives, directly or indirectly, more than one-half (1/2) of his or her support.
- (F) "Significant Interest" means owning or controlling, directly or indirectly, at least ten percent (10%) or Five Thousand Dollars (\$5,000.00) of the outstanding stock of any business.
- (G) "Financial Interest" means any interest, which shall yield, directly or indirectly, a

1.20 City of Reedsburg Code of Ethics

monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.

(3) Statutory Standards of Conduct

There are certain provisions of the Wisconsin Statutes which should, while not set forth herein, be considered an integral part of any Code of Ethics. Accordingly, the provisions of the following sections of the Wisconsin Statutes, as from time to time amended, are made a part of this Code of Ethics and shall apply to public officials and employees whenever applicable, to wit:

- (A) Sec. 946.10. Bribery of Public Officers and Employees.
- (B) Sec. 946.11. Special Privileges from Public Utilities.
- (C) Sec. 946.12. Misconduct in Public Office.
- (D) Sec. 946.13. Private Interest in Public Contract Prohibited.
- (E) Sec. 19.41 et. seq. Code of Ethics for Public Officials and Employees.

(4) Responsibility of Public Office. Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this State and carry out impartially the laws of the nation, state and municipality, to observe in their official acts the highest standards and to discharge faithfully the duties of their office regardless of personal consideration, recognizing that the public interest must be their prime concern.

(5) Dedicated Service. Officials and employees shall adhere to the rules of work and performance established as the standard for their positions by the appropriate authority. Officials and employees shall not exceed their authority or breach the law or ask others to do so, and they shall work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work. Members of the City staff are expected to follow their appropriate professional code of ethics.

(6) Fair and Equal Treatment

- (A) Use of Public Property. No official or employee shall use or permit the unauthorized use of City-owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as City policy for the use of such official or employee in the conduct of official business, as authorized by the Common Council or authorized board, commission or committee.
- (B) Obligations to Citizens. No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. No official or employee shall use or attempt to use their position with the City to secure any advantage, preference or gain, over and above his or her rightful remuneration and benefits, for themselves or for a member of their immediate family.
- (C) Political Contributions. No official shall personally solicit from any City employee, other than an elected official, a contribution to a political campaign committee for which the person subject to this Code is a candidate or treasurer.

(7) Conflict of Interest

(A) Financial and Personal Interest Prohibited.

1. No official or employee of the City, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this Code or which would tend to impair independence of judgment or action in the performance of official duties.
2. Any member of the Common Council who has a financial interest or personal interest in any proposed legislation before the Common Council shall disclose on the records of the Common Council the nature and extent of such interest; such official shall not participate in debate or vote for adoption or defeat of such legislation. If the matter before the

1.20 City of Reedsburg Code of Ethics

Council involves a member's personal interest with persons involved, the member may participate in debate or discussion and vote on the matter following disclosure, unless an ordinance or contract is involved; if an ordinance or contract is involved, such official shall not participate in debate or discussion and vote on the matter.

3. Any non-elected official, other than a City employee, who has a financial interest or personal interest in any proposed legislative action of the Common Council or any board, commission or committee upon which the official has any influence or input or of which the official is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Common Council or the appropriate board, commission or committee the nature and extent of such interest. Such official shall not participate in debate or discussion or vote for adoption or defeat of such legislation.
 4. Any City employee who has a financial interest or personal interest in any proposed legislative action of the Common Council or any board, commission or committee upon which the employee has any influence of input, or of which the employee is a member, that is a make to recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the Common Council or the appropriate board, commission or committee the nature and extent of such interest.
- (B) Disclosure of Confidential Information. No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the City, nor shall such information be used to advance the financial or other private interests of the official or employee or others.
- (C) Gifts and Favors
1. No official or employee, personally or through a member of his or her immediate family, may solicit or accept, either directly or indirectly, from any person or organization, money or anything of value if it could be expected to influence the employee's official actions or judgments or be considered a reward for any action or inaction on the part of the official or employee.
 2. No official or employee, personally or through a member of his or her immediate family, shall accept any gift, whether in the form of money, service, loan, thing or promise, from any person which may tend to impair his or her independence of judgment or action in the performance of his or her duties or grant in the discharge of his or her duties any improper favor, service or thing of value. However, it is not a conflict of interest for any public official or employee to receive a gift or gratuity that is an unsolicited item of nominal intrinsic value such as a meal, and that is not intended to influence the official. Any official or employee who receives, directly or indirectly, any gift or gifts from any person who is known by said official or employee to be interested, directly or indirectly, in any manner whatsoever in business dealings with the City upon which the official or employee has any influence or input or over which the official or employee has any jurisdiction, discretion or control shall disclose the nature and value of such gifts to the Common Council by January 15 next following the year in which the gift or gifts are received.
 3. An official or employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be extended were it not for the fact that the guest, or a member of the guest's immediate family, was a City official or employee. Participation in celebrations, grand openings, open houses, informational meetings and similar events are excluded from this prohibition. This paragraph further shall not be construed to prevent candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.

1.20 City of Reedsburg Code of Ethics

4. Gifts received by an official or employee or his or her immediate family under unusual circumstances shall be referred to the Common Council within ten (10) days of receipt for recommended disposition. Any person subject to this Code who becomes aware that he is or has been offered any gift, the acceptance of which would constitute a violation of this Subsection, shall, within ten (10) days, disclose the details surrounding said offer to the Common Council. Failure to comply with this reporting requirement shall constitute an offense under this Code.
- (D) Representing Private Interests Before City Agencies or Courts.
1. Non-elected City officials and employees shall not appear on behalf of any private person (other than himself or herself, his or her spouse or minor children) before any City agency, board, commission or the Common Council if the official or employee or any board, commission or committee of which the official or employee is a member has any jurisdiction, discretion or control over the matter which is the subject of such representation.
 2. Elected City officials may appear before City agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations. However, the disclosure requirements of Subsection (a) above shall be applicable to such appearances.
- (E) Ad Hoc Committee Exceptions. No violation of the conflict of interest restrictions of this Section shall exist, however, where an individual serves on a special ad hoc committee charged with the narrow responsibility of addressing a specific issue of topic in which that individual, or the employer or a client of that individual, has an interest so long as the individual discloses to the Common Council that such interest exists.
- (F) Contracts with the City. No City official or employee who, in his or her capacity as such officer or employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion on his or her part shall enter into any contract with the City unless, within the confines of Wis. Stat. sec. 946.13:
1. The contract is awarded through a process of public notice and competitive bidding or the Common Council waives the requirement of this Section after determining that it is in the best interest of the City to do so.
 2. The provisions of this Subsection shall not apply to the designation of a public depository of public funds.
- (8) Ethics Board. (Rev. 7-26-10)
- (A) The ethics board shall consist of five members. The membership of the ethics board shall consist of four citizens and one alderperson. The non-alderperson members shall not be an elected official, full-time appointed official or City employee, nor shall the non-council members be currently serving on any other City board, commission or committee. The city attorney shall furnish the board any legal assistance necessary to carry out its functions.
- (B) Ethics Board members shall be appointed by the mayor, subject to confirmation by the council. Initial terms of office shall be one citizen shall be appointed for two years, one citizen will be appointed for one year, and two citizens will be appointed for three years. There after all terms shall be three years. Terms begin May 1 of the respective year. Each year the Mayor shall appoint the alderperson at the annual reorganization meeting. Three members shall constitute a quorum of the Board.
- (C) The Ethics Board shall elect its own chair.
- (D) The Ethics Board may make recommendations to the common council with respect to amendments of this code of ethics.
- (E) Any person covered by this Ethics Code may apply in writing to the Board for an advisory opinion regarding the propriety of any matter to which the person is or may become a

1.20 City of Reedsburg Code of Ethics

party. The Board shall meet to review such a request for an advisory opinion and may advise the person making the request. Advisory opinions and requests, therefore, shall be in writing and shall state all material facts. It shall be prima facie evidence of intent to comply with this Ethics Code when a person refers a matter to the Board and abides by the advisory opinion of the Board if the material facts are as stated in the opinion request. Meetings held by the Board for deliberation and action upon such application shall not be open to the public nor shall a non-member Common Council member or the Mayor be authorized to attend any such meeting of the Board unless requested to do so by the Board. Advisory opinions rendered by the Board shall be in writing and shall state the material facts upon which the opinion is based. A record of the Board's opinions, opinion requests and investigations of violations shall be closed to public inspection as required by Chapter 19, Wis. Stats. Except as provided by §19.59(5)(b), Wis. Stats., the Board shall not make public the identity of any person requesting an advisory opinion or of persons or organizations mentioned in the opinion. If the Board determines that an advisory opinion rendered by the Board would be of significant value to other officials or employees, the Board may issue a summary of the opinion provided that the summary does not disclose the identity of the person originally requesting the advisory opinion. In all cases, the Board may request an advisory opinion from the City Attorney.

- (F) All complaints alleging that an official or employee committed a violation of this Ethics Code shall be addressed to the Ethics Board and shall be filed with the City Clerk. All such Complaints shall be in writing and verified and shall state the name of the official or employee alleged to have committed a violation of this Ethics Code and shall further state the evidentiary facts supporting the charge.
- (G) Within 14 days after the filing of a properly verified complaint with the City Clerk, the Board shall meet to review the complaint. Within three business days after its initial review of the complaint, the Board shall mail a copy of the Complaint to the respondent by certified mail or shall have a copy of the Complaint delivered to the respondent by personal service.
- (H) Following its initial review of a verified complaint, the Board may make a preliminary investigation with respect to each alleged violation of this Ethics Code. No preliminary investigation of an alleged violation of this Ethics Code may be initiated until a copy of the Complaint and notice of the Board's intent to investigate the charge has been mailed by certified mail to the respondent or personally served upon the respondent. The preliminary investigation shall be completed within 30 days after the date that the Complaint and notice thereof is mailed to the respondent or personally served upon the respondent except the Board may extend the investigation period for up to an additional 60 days with notice to the respondent and to the complainant.
- (I) If, after its preliminary investigation, the Board finds that probable cause does not exist for believing that the respondent violated this Ethics Code, it shall dismiss the Complaint. The Board shall promptly notify the complainant and the respondent by certified mail or personal service of its decision dismissing the Complaint. The Board's decision to dismiss a complaint shall be final. The same complaint or a complaint which is substantially similar to the dismissed complaint shall not be reconsidered by the Board unless within 20 days of the Board's mailing or personal service of its Dismissal Order, the complainant files with the Board additional material facts which were not available to the complainant at the time the original Complaint was filed and which, if true, would probably change the Board's decision. The Board's decision to reconsider or not to reconsider a decision under this subsection shall be final. If the Board determines that a verified complaint was brought for harassment purposes, the Board shall so state in its decision.
- (J) If, after its preliminary investigation, the Board finds that probable cause does exist for believing the allegations of the Complaint, it shall conduct a hearing on the matter. The hearing shall be held not more than 60 days after the Board's finding of probable cause. The

1.20 City of Reedsburg Code of Ethics

Board shall give the respondent and complainant written notice of the hearing date by mailing a notice thereof to the respondent and to the complainant by first class mail at least 20 days prior to the hearing date thereof. The hearing shall be held in closed session except that the respondent shall have a right to demand that the hearing be held in open session and, upon such demand, the Board shall conduct the hearing in open session.

- (K) The chairperson of the Board shall preside over the proceedings and the City Attorney shall provide legal assistance to the Board as needed. The complainant and the respondent may be represented by an attorney and the respondent may also be represented by a union representative. Both parties may compel the attendance of witnesses by Subpoenas. Subpoenas may be issued by the Chairperson of the Board pursuant to §885.01, Wis. Stats. Each party shall be responsible for serving subpoenas on their respective witnesses and for paying any witness and mileage fees to the witness as required by the Wisconsin Statutes.
- (L) All testimony of witnesses at the proceedings shall be given under oath, administered by the Chairperson in the form and manner prescribed by the Wisconsin Statutes. A record of the testimony may be made by stenographic, electronic or other recording method, as the Board determines. The record produced at the direction of the Board shall be the official record of the proceeding. The proceedings may be adjourned or continued by the Board from day to day until completed.
- (M) The proceedings shall be conducted in the following order:
 1. Statement of the issues and rules by the Chairperson.
 2. Brief factual summaries, if any, by both sides.
 3. Presentation of testimony and the introduction of evidence by the complainant to substantiate the charge.
 4. Cross examination of witnesses by the respondent.
 5. One additional opportunity to question witnesses by the complainant.
 6. One additional opportunity to cross-examine witnesses by the respondent.
 7. Presentation of the base for the respondent.
 8. Repeat of steps (4), (5) and (6) regarding witnesses and evidence produced on behalf of the respondent.
 9. Opportunity for each side to present evidence in rebuttal of any evidence presented by the opposing side.
 10. Brief closing arguments, if any, by both sides.
- (N) The Board shall not be bound by common law or statutory rules of evidence and the Board shall hear all evidence having reasonable probative value, but shall exclude immaterial, irrelevant, or unduly repetitious testimony or evidence. Basic principles of relevancy, materiality and probative force shall govern this proceeding. Hearsay evidence will not be permitted where direct evidence is reasonably available. The Board will not base crucial or essential evidentiary findings on hear-say evidence. Objections to evidentiary offers and offers of proof of evidence not admitted may be made and shall be noted in the record. All evidence, including records and documents, shall be duly offered and made a part of the record. The Chairperson shall rule on any objections or procedural matters. Any member of the Board and the City Attorney may ask questions of the witnesses. No party or witness shall be permitted to ask questions of any Board member during the proceedings, unless expressly authorized by the Chairperson.
- (O) The Board shall deliberate in closed session.
- (P) Within 10 working days of the conclusion of the hearing, the Board shall file its written Findings of Fact, Conclusions of Law and Recommendations signed by a majority of the participating members and concerning the propriety of the conduct of the respondent. Any member of the Board may indicate his/her dissent to the written Order. If the Board determines that no violation of the Code of Ethics has occurred, it shall dismiss the

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Complaint, and if requested to do so by the respondent, the Board shall issue a public statement in that regard. If the Board finds that clear, satisfactory and convincing evidence exists for believing the allegations of the Complaint, the Board shall refer its findings, conclusions and recommendation to the Common Council or to other proper City Authority, and/or, in the case of an employee, to the City Administrator and/or the Mayor as deemed appropriate. In its recommendation, the Board may recommend that the Common Council order the official or employee to conform his or her conduct to the Ethics Code or recommend that the official or employee be cautioned, censured, suspended, removed from office, issued a private reprimand, public reprimand, and, in the case of an employee, may also recommend suspension without pay, discharge, or other appropriate disciplinary action. In appropriate cases, the Board may recommend the referral of the matter to the District Attorney to commence enforcement proceedings pursuant to the procedures and remedies of §19.59, Wis. Stats.

- (Q) Records obtained or prepared by the Board in connection with an investigation of a violation of this Ethics Code shall not be open for public inspection, except that the Board shall permit public inspection of records of a hearing conducted in open session pursuant to the request of the respondent as provided in subsection (J) hereof. Whenever the Board refers an investigation and hearings record to a District Attorney, the District Attorney may make public such records in the course of a prosecution initiated thereon.
 - (R) The time frames set forth in this Ethics Code specifying Board action are not jurisdictional and the Board may, where appropriate, extend any time period as necessary.
- (9) Distribution of Ethics Code
- (A) The City Clerk shall cause a copy of this Code of Ethics to be distributed to every public official and employee of the City within 30 days after enactment of this section. Each public official and employee elected, appointed or engaged thereafter shall be furnished a copy before entering upon his or her duties.
 - (B) Each public official, Mayor, the chairman of each board, commission or committee and through the City Administrator, the head of each department, shall, between May 1st and May 31st each year, review the provisions of this code with their fellow council members or board, commission, committee members or subordinates, as the case may be, and certify to the City Clerk by June 15 that such annual review had been undertaken. A notice of this Ethics Code shall be continuously posted on the City bulletin boards wherever situated.
 - (C) Each public official and employee shall, in connection with pars (a) and (b) above, also complete and file with the City Clerk, as appropriate, the following statement of understanding:
“I have read and understand the contents of the City of Reedsburg Ethics Code, including the attached State statutes.* I also understand that I am expected to adhere to and conduct myself according to rules, guidance and direction as set forth in the Ethics Code.” (* 946.10 through 946.13; and, 19.41 et seq.)
- (10) Employees Covered by Collective Bargaining Agreements. In the event an employee, covered under a collective bargaining agreement, is allegedly involved in an Ethics Code violation, the terms and conditions set forth in the applicable collective bargaining agreement shall prevail in the administration and interpretation of this Ethics Code.
- (11) Sanction. A determination that an employee’s actions constitute improper conduct under the provisions of this Code may constitute a cause of suspension, removal from office or employment or other disciplinary action. Sanctions, including any disciplinary action, which may affect employees covered under a labor agreement will be consistent with the terms and conditions set forth in the applicable labor agreement.
- (12) Police Officers and Firefighters. When an ethics complaint has been filed against a police

1.20 City of Reedsburg Code of Ethics

officer or firefighter or the Chief of either the Police or Fire Department, the procedure shall be performed in accordance with the provisions of Wis. Stat. sec. 62.13.

- (13) Penalties. Violation of any provision of this Code should raise conscientious questions for the incumbent concerned as to whether voluntary resignation or other action is indicated to promote the best interests of the City of Reedsburg. For non-elected officials or City employees, violation may constitute a cause for suspension, removal from office or employment, or other disciplinary action. As an alternative or an addition to the sanctions imposed herein, any person violating the provisions of this sanction shall be subject to a nonreimbursable forfeiture of not less than one hundred (\$100) dollars nor more than five hundred (\$500) dollars.



City of Reedsburg
134 South Locust Street, P.O. Box 490
Reedsburg, WI 53959
Ph. 608-524-6404 Fax. 608-524-8458
www.reedsburgwi.gov

City of Reedsburg Annual Code of Ethics Review

(Return to City Administrator by May 31st)

Each year between May 1st and May 31st each public official, Mayor, the chair of each board, commission or committee and through the City Administrator, each department head shall review the provisions of the Ethics Code and certify that such review has occurred.

I have read and understand the contents of the City of Reedsburg Code of Ethics, including the attached State statutes.*

I also understand that I am expected to adhere to and conduct myself according to rules, guidance and direction as set forth in the Ethics Code."(*946.10 through 946.13; and, 19.41 et seq.)

Reviewed this _____ day of May by the _____ Boards, Committee, Commissions.

Public Official

Job Title

Signature

Date