AGENDA
Personnel and Administrative Committee
Tuesday, April 15, 2014
8:30 a.m.
Assembly Room of the Sawyer County Courthouse
DISCUSSION and/or ACTION on all items

1. Meeting Agenda


3. Courthouse Committee recommendation to fill a GIS position.

4. Courthouse Committee recommendation to fill a LTE position in Clerk of Court

5. UW-Extension Committee and HHSD recommendation to fill vacant Administrative Assistant position

6. Public Safety Committee recommendation to fill a Deputy position

7. Public Safety Committee recommendation to fill Radio/Communications Technician position

8. Public Safety Committee recommendation to fill Full-time Paramedics for Sawyer County Ambulance

9. Ambulance Billing Clerk position discussion and/or action

10. Workers Compensation Renewal

11. Human Resources Report
   a. Monthly Expense Vouchers and Out of County Travel

12. Accounting Manager Report
   a. Document Management RFP’s
   b. Monthly Expense Vouchers and out of County travel

13. Other Matters for Discussion Only

14. Closed session pursuant to sections 19.85(1) (?) Wisconsin Statues, for an employee performance evaluation

15. Adjourn
minutes of the meeting of the Personnel and Administrative Committee
Sawyer County Board of Supervisors
March 18, 2014, 8:30 a.m., Assembly Room, Sawyer County Courthouse

members present: Hal Helwig (Chair), Ron Kinsley, Warren Johnson, Kathy McCoy, Fred Zietlow, Jim Bassett, Dale Schleeter
also present: Human Resource Manager Michelle Jepson, Accounting Manager Melissa Roach, County Clerk Kris Mayberry

Motion by Bassett, 2nd by Zietlow, to approve the meeting agenda. Motion carried.

Motion by Zietlow, 2nd by Bassett, to approve the February 18, 2014 meeting minutes. Motion carried.

Human Resource Manager Michelle Jepson reported that Clerk of Court Claudia Burgan appointed Patsy Aubart to the Chief Deputy Clerk of Court position, effective January 13, 2014. Ms. Jepson advised the Committee that Ms. Aubart’s wage as Deputy Clerk of Court was $17.97 per hour and that Ms. Burgan’s wage as Chief Deputy Clerk of Court was $20.00 per hour. The Courthouse Committee recommends Personnel and Administrative Committee and County Board approval for Ms. Aubart to receive the wage that Ms. Burgan received as Chief Deputy Clerk of Circuit Court, effective January 13, 2014 (effective date of her appointment). Motion by Kinsley, 2nd by McCoy, to recommend County Board approval of the Courthouse Committee recommendation with the position to be authorized as a 40 hour a week position. Motion carried.

Human Resource Manager Michelle Jepson reported that Clerk of Court Claudia Burgan requests approval to fill a Deputy Clerk of Court position that became vacant due to the recent resignation of Deputy Clerk of Court Kelly Clark. Recruitment to fill the position would be from the candidates who interviewed for the last vacant Deputy Clerk of Court position. Compensation for the position would be at entry level wages. The Courthouse Committee recommends Personnel and Administrative Committee and County Board approval to fill the position. Motion by Kinsley, 2nd by Schleeter, to recommend County Board approval of the Courthouse Committee recommendation. Motion carried.

The Committee reviewed the Sheriff’s Department recommendation for approval to fill a vacant (due to recent retirement) Patrol Deputy position and any resulting vacancies. Motion by Schleeter, 2nd by Zietlow, to recommend County Board approval of the recommendation. Motion carried.

Human Resource Manager Michelle Jepson presented the Agriculture and Extension Education Committee recommendation for the University of Wisconsin-Extension Department to share a Secretary/Administrative Assistant position with the Health and Human Services Department. The Health and Human Services Department would hire a full-time employee and provide the University of Wisconsin-Extension Department with Secretary/Administrative Assistant services 20 hours a week. Motion by Kinsley, 2nd by McCoy to recommend Health and Human Services Board and County Board approval of the proposal. The motion failed as 3 voted in favor and 3 against the motion.

Human Resource Manager Michelle Jepson presented the Property and Airport Committee recommendation to approve Maintenance Department Supervisor Tim Hagberg’s request for approval to fill a vacant budgeted Mechanic position in the Maintenance Department. Motion by Johnson, 2nd by McCoy, to recommend County Board approval of the request with the wages for the position to be $18-21 per hour. Motion carried.

Sawyer County Highway Commissioner Gary Gedart presented the concerns of the Highway Department with new accounting procedures implemented by Accounting Manager Melissa Roach prohibiting departments from establishing new vendors and changing addresses in the New World accounting software system. The department noted that the new procedure delays the accounts payable process. Ms. Roach countered that the new procedure is in line with accounting standards but offered to meet with Mr. Gedart and Highway Department Office Manager Janeen Abric to address the Highway Department concerns.

The Committee discussed that Accounting Manager Melissa Roach and Ambulance Service Department Director Laurie Smith have been meeting to assess whether to continue utilizing LifeQuest as a private contractor for the collection of charges to users of the Sawyer County Ambulance Service or whether Ambulance Service billing should be done by County personnel.

The Committee discussed that compensation for 2015 through 2018 needs to be established for the elected Clerk of Circuit Court, Sheriff, and Coroner positions before April 15, 2014, the first date when nomination papers for election to those offices may be circulated. Human Resource Manager Michelle Jepson had provided the Committee with summaries of comparable compensation for the positions in other Wisconsin counties.

Motion by Kinsley, 2nd by Johnson, to recommend County Board approval of a 2.5% increase effective January 1, 2015, a 2.5% increase effective January 1, 2016, a 1% increase effective January 1, 2017, and a 1% increase effective January 1, 2018 for the salary for the Sheriff position. Motion carried.

Motion by Johnson, 2nd by McCoy, to recommend County Board approval of a 2.5% increase effective January 1, 2015, a 2.5% increase effective January 1, 2016, a 1% increase effective January 1, 2017, and a 1% increase effective January 1, 2018 for the salary for the Clerk of Circuit Court position. Motion carried.
Motion by Johnson, 2nd by Zietlow, to recommend County Board approval of a 2.5% increase effective January 1, 2015, a 2.5% increase effective January 1, 2016, a 1% increase effective January 1, 2017, and a 1% increase effective January 1, 2018 for the base salary for the Coroner position. All other compensation for the position would remain the same. Motion carried.

The Committee discussed that Emergency Government Department Director Pat Sanchez reported to the Finance Committee that there are remaining issues with the County’s communication radio system that need to be resolved and that the contract with John Kruk to address those issues expired at the end of February. Ms. Sanchez requested additional funding for Mr. Kruk to continue working to resolve the issues. The Public Safety Committee recommends that Ms. Sanchez’s request for additional funding be considered. Ms. Sanchez presented the Finance Committee with options to address the issues, including an extension of the contract with Mr. Kruk or approving the employment of Mr. Kruk as a full-time Paramedic allowing Mr. Kruk to work on the communication system issues 8-16 hours a week. Ms. Sanchez also suggested several options to seek funding from non-County users of the system to support the additional expenses of contracting with or employing Mr. Kruk. Ms. Sanchez indicated that she is organizing a meeting of the users of the communications system to be sure all the user issues are addressed. The Finance Committee recommends approval to extend Mr. Kruk’s contract for an additional 3 months with the funds ($4,200) to come from the Contingency Fund Account of the General Fund of the 2014 Sawyer County Budget. Motion by McCoy, 2nd by Johnson, to recommend County Board approval of the Finance Committee recommendation. Motion carried.

County Clerk Kris Mayberry advised the Committee that, at a meeting of County department heads concerning the need for establishing a procedure to review, prioritize, and reduce the County’s expenditures during 2014, several department heads suggested that the County Board consider supporting an additional county sales tax and/or presenting a voter referendum to approve exceeding the levy limit to provide additional revenue for the County. The Committee referred those suggestions to the County Board.

Human Resource Manager Michelle Jepson presented and the Committee reviewed information and forms for the evaluation of County department heads and employees. The Committee discussed using the forms for the performance evaluation of Accounting Manager Melissa Roach due at her one year anniversary of employment with Sawyer County.

Human Resource Manager Michelle Jepson presented a written department report and requested approval to attend a Wisconsin Counties Association seminar entitled “Reducing County Liability and Workers’ Compensation Costs through Appropriate Risk Management Practices” to be held April 14, 2014, in Stevens Point; and to attend a Wisconsin unemployment law update to be held in Eau Claire May 1, 2014. Motion by Kinsley, 2nd by Schleeter, to approve the request. Motion carried.

Accounting Manager Melissa Roach presented a written report, including the Finance Committee recommendation to approve E.O. Johnson’s proposal for a print management system for the County. The proposal includes an agreement with E.O. Johnson for the lease of printers/copiers/scanners throughout the Courthouse. Motion by McCoy, 2nd by Johnson, to recommend County Board approval of the agreement. Motion carried.

The Committee discussed a proposal for a document management system to be used by the departments of the County for document storage and retrieval. Accounting Manager Melissa Roach and Information Technology Department Director Mike Coleson were requested to develop a request for proposals for the procurement of a system for the Committee’s review.

Accounting Manager Melissa Roach and County Clerk Kris Mayberry reported that Ms. Roach will now administer the hangar area leases (collection of annual rent, notice of adjustment of rent, provision of insurance certificates) instead of the County Clerk’s Office.

There were no monthly Human Resource Department vouchers.

Motion by Bassett, 2nd by Schleeter, to convene into closed session, pursuant to sections 19.85(1)(a), (b), (c), and (e), Wisconsin Statutes, for an employee grievance concerning a disciplinary action, to confer with legal counsel concerning the grievance and disciplinary action, and to review the terms for the engagement of legal services. Motion carried by unanimous voice vote.

[Minutes of closed session are kept in a confidential file in the County Clerk’s Office.]
Motion by Johnson, 2nd by Zietlow, to reconvene into open session. Motion carried.

Motion by Johnson, 2nd by Bassett, to adjourn the meeting. Motion carried.

minutes prepared by Sawyer County Clerk Kris Mayberry
minutes of the meeting of the Courthouse Committee
Sawyer County Board of Supervisors
March 13, 2014, 6:30 p.m., Assembly Room, Sawyer County Courthouse

members present: Dale Schleeter (Chair), Ron Kinsley, Bill Voight

also present: Clerk of Court Claudia Burgan, Child Support Department Director Sandy Okamoto, County Surveyor/Land Records Department Director Dan Pleoger, Human Resource Manager Michelle Jepson, County Clerk Kris Mayberry

Motion by Voight, 2nd by Kinsley, to approve the meeting agenda as presented. Motion carried.

Motion by Kinsley, 2nd by Voight, to approve the February 13, 2014 meeting minutes. Motion carried.

Human Resource Manager Michelle Jepson reported that Clerk of Court Claudia Burgan appointed Patsy Aubart to the Chief Deputy Clerk of Court position, effective January 13, 2014. Ms. Jepson advised the Committee that Ms. Aubart’s current wage as Deputy Clerk of Court is $17.97 per hour and that Ms. Burgan’s wage as Chief Deputy Clerk of Court was $19.99 per hour. Motion by Voight, 2nd by Kinsley, to recommend Personnel and Administrative Committee and County Board approval for Ms. Aubart to receive the wage that Ms. Burgan received as Chief Deputy Clerk of Circuit Court, effective January 13, 2014. Motion carried.

Clerk of Court Claudia Burgan requested approval to fill a Deputy Clerk of Court position that became vacant due to the recent resignation of Deputy Clerk of Court Kelly Clark. Recruitment to fill the position would be from the candidates who interviewed for the last vacant Deputy Clerk of Court position. Compensation for the position would be at entry level wages. Motion by Kinsley, 2nd by Voight, to recommend Personnel and Administrative Committee and County Board approval to fill the position. Motion carried.

Child Support Department Director Sandy Okamoto provided a department report, including a request for approval for attendance at a child support case workers/specialist roundtable discussion scheduled for June 10th in Merrill, and for attendance at a child support department directors dialogue scheduled for April 10-11th in Stevens Point.

County Surveyor/Land Records Department Director Dan Pleoger reviewed a proposal for options to contract for geographic information system services with funds included in the 2014 Land Records Department budget. Motion by Voight, 2nd by Kinsley, to refer the matter to the Personnel and Administrative Committee for further consideration. Motion carried.

County Surveyor/Land Records Department Director Dan Pleoger requested approval for travel to attend a county surveyor training being held in Barron April 4th.

The Committee reviewed the monthly department expense vouchers and requests for employee travel. Motion by Voight, 2nd by Kinsley, to approve the department reports, request for employee travel, and the monthly department expense vouchers. Motion carried.

Motion by Kinsley, 2nd by Voight, to adjourn the meeting. Motion carried.

minutes prepared by County Clerk Kris Mayberry
Hi Kris.

Although there was no formal motion at last night's courthouse committee meeting, my understanding is that they concurred that we should try to find someone experienced to hire as an LTE during Patsy's recovery. I am reaching out to recently retired former Washburn County clerk Marilyn Benson to see if she would be interested in such a position. Could we please get it on the finance committee's agenda without delay?

Jerry
Sawyer County Ag & Extension Committee Minutes  
April 8, 2014  8:30 a.m. Assembly Room of Courthouse

Committee Members Present:  Dean Pearson 
Ron Kinsley  
Bill Voight  
Tweed Shuman  
Jim Bassett

County Personnel Present:  Lori Baltrusis 
Lori Laberee  
Ariga Grigoryan

Others Present:  Michelle Jepson

Chairperson Pearson called the meeting to order at 8:30 a.m.

Approval of Agenda  
Moved by Bassett, seconded by Voight to approve the agenda as presented. Motion carried.

Approval of Minutes  
Moved by Kinsley, seconded by Shuman to approve minutes from the March 11, 2014. Motion carried.

Audience Recognition  
None present.

Sawyer County Ag. Fair Association  
None present.

Agent Report  
Lori Laberee reported. Laberee distributed and reviewed power point presentation (on file) on a review of UW-Extension organization structure and salary/benefits contribution by state, federal and county. Each Agent present highlighted programs they are working on in the county. Discussion.

Support Staff Position  
Michelle Jepson appeared before the committee to determine how to proceed filling the UW Extension support staff position. Moved by Kinsley, seconded by Shuman to approve a 20 hour a week position for UW Extension. Motion carried.

Approval of Vouchers  
Moved by Kinsley, seconded by Shuman to approve vouchers. Motion carried.

Approval of Out-of-County Travel  
None.

Any Other Business  
None.

Adjourn  
Moved by Shuman, seconded by Kinsley to adjourn. Motion carried. Meeting adjourned at 9:30 a.m.

Respectfully submitted, Rebecca Brunner-Stroede, Recorder
REQUEST TO FILL VACANCY IN BUDGETED POSITION 4-10-2014

Title of Position: Secretary/Administrative Assistant – Part-Time – 20 hours a week

Department: UW Extension Cooperative Extension # of Positions to be Filled: one (1)

Brief description of duties of this position:
Please see attached job description in detail for this position. The position is multifaceted and requires knowledge/skills in a variety of areas. The position assists with the following: UWEX staff, county fair, educational fair, 4-H adult volunteers, members and families, Lac Courte Oreilles, Hayward and Winter School Districts, clients seeking soil, water, insect/foliage disease identification and radon testing procedures and supplies.

Can this position be eliminated and the functions performed by remaining staff? (please explain)
The attached 4 page document describes in detail the functions and responsibilities for this administrative assistant position. The position provides customer service to clientele, agency partners and county residents in addition to clerical support for three staff members. In addition, there are 3 federally funded staff members (WNEP) in the office, 1 Tribal AmeriCorps member annual grant position that occasionally require assistance in their role as educators. This position assists with federally required data and enrollment requirements and ADA compliance for the 4-H Program and all UWEX Program Areas. UWEX Staff is in the community/county providing education and building capacity for residents/community/county to improve their lives and be productive, contributing citizens to the overall health and wealth of Sawyer County.

Are these duties the responsibility of Sawyer County government or can they be fulfilled by an outside agency?
Per 133 UWEX Cooperative Extension and Sawyer County Agreement (attached), Sawyer County will provide clerical support for the office/staff.

What is the anticipated annual cost of this position (including benefits, if any)?
Position will be posted at Level III, completion of high school and two years experience preferred. Base salary including benefits range will be $29,000 - $31,000.

What is the source of funding for this position?
County budget

Position is: approved ___ by the ______ Date: ______

denied ___ (committee)
SAWYER COUNTY
Position Description

POSITION TITLE: Administrative Assistant
DEPARTMENT: Sawyer County UW-Extension Cooperative Extension
SUPERVISOR: UW-Extension Cooperative Extension Department Head

The purpose of this position is to provide support services to the professional staff of the UW-Extension Cooperative Extension Department as established under 59.07(3) of the Wisconsin Statutes.

GENERAL DESCRIPTION:

The Administrative Assistant position for the UW-Extension Cooperative Extension office provides administrative assistance and leadership to office activities, performing a variety of receptionist, secretarial, clerical and bookkeeping duties.

Program Involvement:
✓ UW-Extension Cooperative Extension Department Head
✓ Community Natural Resource Economic Development Program
✓ Agriculture (Animal, Crop & Soils, Horticulture) Program
✓ Family Living Program
✓ 4-H Youth Development Program
✓ Wisconsin Nutrition Education Program

Program involvement may include University of Wisconsin Extension Cooperative Extension related support roles for other organizational and county activities as assigned including, but not limited to Sawyer County Ag and Extension Committee, Sawyer County Agricultural Fair Association, Sawyer County 4-H Clubs Inc., Sawyer County 4-H Leader’s Association, Home and Community Education (HCE), Sawyer County Cleansweep – Hazardous Waste Collection Program, Sawyer County Economic Development and Planning Committee.

DUTIES AND RESPONSIBILITIES:

✓ Provides front line contact with the general public, vendors, organizations, agency partners and program contacts.
✓ General clerical duties to include photocopying, reception, filing, keyboarding, social media program initiatives, and website maintenance.
✓ Prepares, processes, tracks and assists in all financial areas of the office including payroll, vouchers, receipts, expense reports for entering into the county ledger system, compliance with state and grant requirements and budgets/funding for UWEX and WNEP.
✓ Arranges, books, and prepares facilities for meetings and programs including WisLine teleconferences, satellite programs, and programmatic meetings.
Maintain files, create agendas and takes minutes for all necessary Committees including UW Extension and Economic Development
- Prepares and mails public correspondence and program information as required by agents staff.
- Prepare and maintain newsletters, publications, displays, educational resources and outreach materials for all program areas.
- Maintains, updates, and enters data for the following:
  - Mailing lists and Electronic Mailing lists
  - 4-H Registration and enrollment
  - Civil Rights documentation and compliance
  - Assigned fair enrollment data
  - Website and Social Media sites for all programs
- Coordinates and administers the Cleansweep program outreach, Pesticide Applicator Testing (PAT) and the Water, Soil, Radon and Pressure Canner testing kits.
- Collaborate, coordinate and assist the Fair Secretary before, during and after the fair as necessary.
- Maintains inventories and related records and/or reports, and orders supplies.
- Guides activities of other UW-Extension Cooperative Extension clerical staff and program volunteers in support work.
- Operates and maintains necessary office machines for the successful functioning of the office.
- Provides administrative assistance and leadership to specialized office projects as needed.
- Attends meetings, workshops, and trainings as needed to keep skills current.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

Educational Requirements: High school graduate with business, office management, and secretarial courses. Two years experience working in a business office.

Knowledge Required:
- General office procedures including knowledge of operation and maintenance of office machines
- Computer software including Microsoft office suite, and the ability to learn and effectively use the required software application for program area needs
- General knowledge of bookkeeping procedures
- Grammatical English for composing clear and understandable communications
- Accurate keyboarding skills – typing ability of 45 wpm
- Ability to communicate and relate to general public over the phone and face-to face.
- Ability to prioritize and schedule workloads for proper office functioning
- Ability to manage work independently and also contribute to the overall office team goals.
- Interpersonal skills allowing one to work with diverse personalities both internally and externally
- Frequently be able to handle multiple tasks well and be proficient with time management and adapt to schedule/needs of County Agents
- Knowledge and skills to keep technologically current
- Ability to maintain professionalism and confidentiality at all times
Physical Demands of the Essential Functions:
Approximately 75% of the time is spent sitting, hearing, using near vision, and low and medium keyboarding. Verbal Communication and customer service is done about 50% of the time. Walking and doing low handling comprise 25% of the time. About 10% is spent standing, stooping (for filing), climbing, and low (10 lbs.) Or less) lifting and carrying (files and copy paper) and low push/pulling, hi unusual situations, kneeling, crouching, bending, twisting, reaching, feeling, low handling, high keyboarding, and medium (20-40 lbs.) lifting, carrying and pushing is required.

Working conditions while performing Essential Functions:
Approximately 98% of time is spent inside. Occasional night and weekend meetings and outreach events. Occasional travel to municipalities and County Fairgrounds.

Equipment used to perform Essential Functions:
Basic office equipment is used; computer terminal and printer, scanner, calculator, copy and duplicator machines, laminator, telephone, fax and current technology used in office such as Nexus tablets. Must learn how to program video conferencing, Google hangouts and telecommunications and champion the continual evolving technological resources from UW-Extension.

Required knowledge of any other equipment and software needed to perform essential duties.

The physical demands described here are representative of those that must be met in order for an individual to perform all the functions of the position. Reasonable accommodations may be offered to enable an individual with disabilities to perform the essential functions of the position.

CLOSING STATEMENT
This description has been prepared to assist in evaluating responsibilities, duties and skills of the position. The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the County and employee and is subject to change by the County as the needs of the County and the requirements of the position change.

FAIR LABOR STANDARDS ACT CATEGORY:  Non-Exempt Position

Reviewed by Employee  

Date

Approved by Supervisor  

Date

Approved by Human Resources Manager  

Date
General Description: Secretary/Bookkeeper (Administrative Assistant)
Sawyer County UW Extension Cooperative Extension Office

The University of Wisconsin-Extension Office in Sawyer County and its faculty members provide educational programs and evidence and research-based information to the residents of County. This position is for secretary/bookkeeper for the office, receptionist to visitors, clientele and people requiring information and materials. Represents UW-Extension and promotes the purpose, vision and value of organization to assist in transforming lives.

Reporting Relationships:
Perform secretarial administrative support duties and bookkeeping as directed by Department Head. Assist all Agents in development of educational programs.

Essential Functions:
- Ability to service clientele in personable manner, receive and screen incoming calls, schedule appointments
- Maintain Agriculture & Extension Education Committee files, as well as Economic Development minutes and agenda distribution
- Create agendas and take Committee minutes and forward on county website posting
- Archive records, gather research information for Committee and Annual Records requests
- Maintain educational resources and outreach materials for department/program areas
- Program Support responsibilities for 4-H & Youth Development, Family Living, Community, Natural Resource and Economic Development (CNRED), Wisconsin Nutrition Education Program (WNEP) staff and Agriculture Agents
- Assist in preparation of budgets and documentation for UWEX and WNEP
- Proficiency in Microsoft Office and operation with ability to input, revise, edit, convert documents and print as needed
- Maintain and update computer files; email and mailing list of clientele, Volunteers and agency partners for 4-H Youth Development, Family Living, CNRED and WNEP programs
- Maintain and update all websites and social media sites for 4-H Youth Development, Family Living, CNRED and WNEP programs
- Enter and process computerized bookkeeping spreadsheets as established per Sawyer County Auditor's office for the University Extension Office
- Maintain, order, and disburse information from UW-Extension publication files.
- Prepare vouchers for UWEX
- Prepare payroll
- Develop and maintain spreadsheets to track funding within all budgets
- Track inventory for office including property and Assets
- Submit annual volunteer list to Clerical Office for all program areas
- Track compliance with state and grant requirements
- Prepare all financial reports including journal entries, line item transfers and transfer requests
- Prepare billing for program areas reimbursement including 4H groups, CNRED, Family Living and WNEP
- Prepare financial summaries and monitor agent spending according to budget
- Act as Wisline Coordinator by coordinating meetings through UW-Extension programs via technology.
- Assemble newsletters and distribute by established deadlines.
- Coordinates the Cleanseep program outreach
- Intake and instruct the water test kits, soil test kits, radon test kits and pressure canner testing
- Administer Pesticide Applicator Testing (PAT) – maintains inventory to offer PAT for local farmers and administers testing
• Maintain 4-H Youth Development data base files using the 4H Online, including entering enrollments, install mandatory updates, compile reports, process background checks, process Charters, file IRS documents, complete Federal reporting and track projects.
• Distribute & track all correspondence and contacts of 4-H Youth Development, CNRED, WNEP and Family Living program areas.
• General:
  • Mail (receive, sort & distribute) including regular & bulk mailing.
  • Responsible for cash receipts and deposits in multiple budgets.
  • Copying and care of copy machine.
  • Operate Laminator and maintain supplies
  • Inventory and maintain supplies specific to program needs
• Coordinate equipment and media checkout by clients, staff and volunteers
• Serve as one of two primary contacts to schedule UWEX conference room and other rooms available throughout the courthouse
• Intake and process pests and disease for identification
• Assist in State Civil Rights, ADA and Mandatory Reporter Compliance
• Assist in UWEX countywide planning process
• Attend UWEX Professional Development trainings
• Correspond with the University regarding budget and technology questions
• Assist in building/maintaining relationships key to the establishment, maintenance and delivery of UWEX programs in Sawyer County
• Perform other related tasks as may be required for the UW-Extension Office per the County Agents and University
• Fair (July through October):
  • Educational Fair
    Collaborate with Fair Secretary to develop leaf/flyer informational materials for teachers
    Print and distribute teacher lettering packets to schools/home school groups by mid-October
    Make changes to premium list in cooperation with the Sawyer County Fair Board (SCFB)
    Enter exhibitor information in software program
    Print and mail entry tags to schools/home school groups
    Print judging worksheets
    Work with School Representative to help judges and volunteers on judging and recording protocol
    Enter judging results in software program
    Print, sort by school and distribute premium checks by October 1
    Issue reports to Fair Board at September meeting
  • Pre Fair – Open/Junior/Educational
    Coordinate with Fair Secretary regarding 4-H pre-judged events i.e. foods review, etc.
    Work with Board to update premium book annually.
    Update information in software program to reflect changes in premium book
    Coordinate with Board to set deadlines i.e. exhibitor entry deadline, tag pick-up day
    Submit fair book edits to Fair Board
    Inventory and order supplies kept at the Extension office i.e. entry tags, computer checks, envelopes for checks, paper for fair flyer, and report to SCAFA secretary if supplies are needed. A pre-approved order may be placed for any of these items and SCAFA will reimburse the Extension.
    Print tri-fold fair flyer
    Help exhibitors with correct placement of entries
    Collect and enter exhibitor entries into software program
    Collect and record fair fees i.e. Jr. entry fees, Open entry fees, exhibitor passes, etc.
    Print entry tags for exhibitor pick-up
    Print judging worksheets
    Print software reports i.e. pen/stall report, market entries
Work with SCFB to create, print, and laminate signs and schedules i.e. judging schedules, signage, posters, coupons, etc. as needed
Print judge affidavits and superintendent forms
Work with SCFB Secretary to create and print judges/superintendents’ survey

During the Fair
Provide staff to answer questions regarding Sawyer County 4-H programs, general information, and offer communications regarding such programming.
Conduct pre-judging meeting with superintendents regarding completion of judging forms.
Distribute and collect survey judges/superintendents’ survey
Record judging results into software program and print reports at predetermined times for posting during the fair.

Post Fair
Prepare list of blue ribbon winners, Best of Shows, contest results, etc. for press release
Print post-fair report for Board
Compile information from software program for fair secretary to prepare DACOH state report, due within 30 days after the fair
Coordinate with SCFB Treasurer regarding printing, and mailing premium checks and Best of Show coupons no later than October 1st
Handle discrepancies in exhibitor’s placing’s/premiums

General Support
Maintain a current version of the software
Remain current on the latest version of the software by participating in training sessions
Answer public’s general questions regarding fair
Maintain the SC Fairground Reservations and Keys Log with protocol established by SCFB
Be the general drop-off point for fair information for general public
Prepare reports from software program as requested by SCFB
Maintain SCFB historical documents in storage

** Presently serves as Public Information Officer (PIO) in county. Attends training and obtains certification as needed. Maintains “on-call” status.

** Presently serves as Information Technology Back-up. Handles computer backups and other responsibilities deemed unnecessary in IT Manager’s extended absence/vacation.

Physical Demands of the Essential Functions:
Approximately 75% of the time is spent sitting, hearing, using near vision, and low and medium keyboarding. Verbal Communication and customer service is done about 50% of the time. Walking and doing low handling comprise 25% of the time. About 10% is spent standing, stooping (for filing), climbing, and low (10 lbs). Or less) lifting and carrying (files and copy paper) and low push/pulling, hi unusual situations, kneeling, crouching, bending, twisting, reaching, pulling, low handling, high keyboarding, and medium (20-40 lbs.) lifting, carrying and pushing is required.

Working conditions while performing Essential Functions:
Approximately 98% of time is spent inside. Occasional night and weekend meetings and outreach events.
Occasional travel to municipalities and County Fairgrounds.

Equipment used to perform Essential Functions:
Basic office equipment is used; computer terminal and printer, scanner, calculator, copy and duplicator machines, laminator, telephone, fax and current technology used in office such as Nexus tablets. Must learn how to program
video conferencing, Google hangouts and telecommunications and champion the continual evolving technological resources from UW-Extension.

Required knowledge of any other equipment and software needed to perform essential duties.

Qualifications:
• High School Degree with 2 year’s experience in related field
• Maintain professionalism at all times
• Maintain confidentiality
• Ability to work independently and without supervision on a regular basis
• Ability to brainstorm, problem solve and trouble shoot in all program areas
• Frequently be able to handle multiple tasks well and be proficient with time management and adapt to schedule/needs of County Agents
• Ability to work with the general public
• Knowledge relating specifically to the UW-Extension Office acquired within one year on the job
• Must be able to work in a team setting and attend weekly staff meetings and services
• Computer program knowledge
• Proficiency in typing and database
• Experience in general bookkeeping practices
• Ability to follow existing procedures and instructions, and to perform in terms of results expected, due dates and the like as well as learns new procedures
• Good communication and interpersonal skills
• Ability to use near vision in order to produce and type documents, correct spelling, grammar, math and content errors.
• Regular and punctual attendance
• Valid driver's license

Job Location:
Primary location - Courthouse

Salary: Per union contract

This position description has been prepared to assist in defining responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. The county retains and reserves any or all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment to be proper.
February 5, 2014

To Whom it May Concern,

I am writing in support of Sawyer County maintaining a full time clerical/support staff position. This is an essential position for the UW-Extension Office in order to maintain day to day operations, interact with clientele, and contribute to the educational programming produced by UW-Extension staff.

Eight years ago, Rusk County's full time support staff position was cut to half time (19 hours/week). This was an extremely hard transition for staff and our clientele. Our half time support staff employee now serves the Family Living, 4-H Youth Development, and Agriculture programs. We now have a half time person serving 3 people and 3 program areas. As UW-Extension staff we had to learn to take on additional roles/tasks that use to be completed by the support staff position. All of these tasks take an enormous amount of time away from educational programming and community work. Some of these roles include:

- copies/faxes
- daily and bulk mailings
- newsletters
- answering the phone
- greeting clients when they walk in the door
- billing clients and paying invoices
- website maintenance
- data enrollment/program maintenance
- program preparation

In addition, currently, staff must know the ins and outs of the office in order to assist clients when our support staff is not present. To this day we are still receiving complaints from local stakeholders, county board officials, courthouse employees, and clientele. These complaints include:

"None is in the office."
"I need all that information...I need it now,"
"Why doesn't anyone answer the phone?"
"Why can't I just go to the front desk?"

This continues to be a problematic situation for Rusk County. UW-Extension staff and clientele feel that degrading the support staff role has hurt the productivity and the quality of work coming out of the office. I urge you to keep a full time clerical/support staff position in Sawyer County. I would be happy to speak with anyone who would like further information on Rusk County's situation.

Sincerely,

Heather Veilering
Rusk County UW-Extension Department Head
Contract Account # 133-PRJ56MU

Contract Between Sawyer County

and

Board of Regents of the University of Wisconsin System

By this contract, Sawyer County (County), pursuant to the authority vested in the County Committee on Agriculture and Extension Education by sections 69.22(2)(d) and 59.58(3) of the Wisconsin Statutes, and Board of Regents of the University of Wisconsin System, on behalf of the University of Wisconsin-Extension, Cooperative Extension Division (Extension), agree as follows:

1. Term - The term of this contract is July 1, 2012 through June 30, 2013 or until amended, renewed or terminated as defined in section 4E.

2. Extension - Extension agrees to:

A. Conduct programs in:

1) Agriculture, agribusiness, and horticulture;
2) Youth development and 4-H;
3) Family living; and, or
4) Community, natural resources, and economic development

B. Annually, furnish to the County a report of what was billed, what was spent, and the remaining balance.

3. County - In consideration of the programs that Extension provides to County under this contract, the County agrees to:

A. Pay to Extension the County share of program costs.
   For the fiscal period of July 1, 2012 through June 30, 2013, the County will pay $63,646. This is allocated as follows:

   - Salaries of professional staff members: $46,139
   - Fringe benefits (rate is 11.0% of salaries): 18,507

   Subtotal: $63,646

   Reconciliation of previous agreement: 0

   Total amount to be billed: $63,646

B. Provide travel and appropriate job expenses to the staff, office facilities and equipment, office supplies and demonstration materials, salary and fringe benefits for the clerical support staff, and other supporting budgetary items through regular County budgetary procedure.

C. Participate in the direction of the programs in the County.

D. Participate and advise in the selection, direction, evaluation, and other personnel management of Extension employees.
Minutes of the Public Safety Committee; Sawyer County Board of Supervisors
April 10, 2014; 8:30 a.m.; Assembly Room; Sawyer County Courthouse

Members present: Fred Zietlow (Chair), Dale Thompson, Dean Pearson and Dale Schleeter

Others present: Sheriff Mark Kelsey, Chief Deputy Brigitte Kornbroke, Jail Administrator Joseph Sajdera, County Clerk Kris Mayberry, CVSO Renee Brown, Emergency Management Director Pat Sanchez, Ambulance Service Director Laurie Smith, Human Resources Director Michelle Jepson, Warren Johnson, Louise Ladenthin, John Kruk, Gayle Johnson, Sue Johnston/Sawyer County Gazette, Anna Kurth/Sawyer County Record

Zietlow called the meeting to order at 8:30 a.m.

Motion by Thompson, second by Schleeter to approve the agenda as presented. Motion carried.

Motion by Thompson, second by Schleeter to approve the March 13, 2014, meeting minutes. Motion carried.

Sheriff’s Report

Purchase card update. Sheriff Kelsey advised he would advise the committee of any further problems.

Zietlow moved and Thompson seconded to approve out of county travel as presented. Motion carried.

Thompson moved and Schleeter seconded to approve the sheriff’s department vouchers. Motion carried.

Lt. Sajdera distributed the monthly jail report. He advised that interviews had been held to fill vacant jailer positions.

Chief Deputy Kornbroke advised that Deputy Ewert has advised that he will be retiring next month. Chief Deputy Kornbroke advised he was just informed of this yesterday and did not have sufficient time to place the request to fill the vacant deputy position on the agenda. The committee advised to place the request on the Personnel Committee and County Board agendas for approval. Chief Deputy Kornbroke also advised that a new eligibility list will be needed for road deputies.

Animal Control Report

Animal Control Officer Shelton was not present at the meeting. Her monthly report was distributed and there were no vouchers or out of county travel.

Veterans Report

CVSO Renee Brown advised that Gary Elliott, U.S. Air Force retiree, was selected as the Assistant CVSO.

Brown advised of outreach activities and advised of working with other CVSO offices in planning a state-wide women veteran’s expo to be held this June at the LCO Convention Center.

Brown advised that the VA Clinic in Hayward is currently available three days a week to provide care to veterans. Brown stated that in the coming month, her office will begin a campaign, along with other northwest Wisconsin CVSOs, including writing letters of support, community members, politicians, etc. to request the VA to provide funding so the clinic may be available full time, four days a week (10-hour days) with additional medical services being offered including physical therapy and radiology.

Thompson moved and Schleeter seconded to approve out of county travel and vouchers for the Veterans Office as presented. Motion carried.

Coroner’s Report

Coroner Dokkestul was unable to attend the meeting and his monthly report was distributed. Later in the meeting Pearson moved and Schleeter seconded to approve the Coroner’s vouchers. Motion carried.

Emergency Management Report

Emergency Management Director Pat Sanchez presented her monthly report to the committee. Sanchez advised that $18,742.00 in state reimbursement for 2013 has been received.

Sanchez advised that there will be a county-wide test of the Code Red system on April 25, 2014, at 1:00 p.m. to everyone who signed up for notifications from the system.

Sanchez and John Kruk presented information to the committee regarding Ares Races donation of communication equipment to Sawyer County. Kruk advised the equipment would be donated to the county and the county would incur any costs for maintenance needed to the equipment in the future. Thompson moved and Zietlow seconded to recommend acceptance of the donated communication equipment to the County Board. Motion carried.
Sanchez advised that she and CVSO Brown are working to create a Veterans Disaster Response Team and explained that the group would be trained volunteers to assist in the event of a disaster. Brown reported that 11 veterans have expressed an interest in participating in the team so far. Sanchez advised they would seek donations for the program. Zieltow moved and Schleeter seconded to recommend approval of forming the Veterans Disaster Response Team to the County Board. Motion carried.

Sanchez gave a report on the Active Shooter tabletop and advised there was an excellent turnout. Sanchez advised they would like to hold a drill for employees in the event of an active shooter in the courthouse. Sheriff Kelsey advised he would like county board members to participate in the drill. Sanchez advised there is an on-line course that can also be taken.

Sanchez advised that the county needs to develop protocols to obtain supplies, equipment and services during a disaster without waiting for approval. She advised that Sawyer County currently does not have such a policy in place. Sanchez was advised by the committee to put a policy together to be presented at the May Public Safety meeting.

Sanchez gave an update on a communication technician position update. She advised that she and Michelle Jepson have put together a draft of a job description for the position. Funding for the position was discussed. Zieltow moved and Thompson seconded to recommend approval of a communication technician position to the County Board, along with a proposed budget for the position. Motion carried.

Sanchez advised that Sawyer County needs to have documentation in place identifying a succession of persons in the county who are authorized to make an emergency declaration authorization. Sanchez was asked to bring her proposal to the May Public Safety meeting.

Zieltow moved and Schleeter seconded to approve out of county travel for Sanchez as presented. Motion carried.

**Ambulance Report**

Ambulance Director Laurie Smith presented her monthly report.

Smith advised that Lake Superior Regional Trauma had funds available and will be presenting law enforcement agencies with tourniquets that can be worn while on duty.

Smith advised that the SWAT Team receiving training in emergency rescue of law enforcement personnel.

Smith advised of several special events that she has been contacted about, to include a duathlon in June and having a first aid tent at the Musky Festival.

Smith advised of an emergency vehicle operation course that EMTs will be participating in. The course is being conducted by WITC.

Smith advised that she currently has four critical care paramedics who will be graduating, which will bring the total of paramedics to eight. She advised that there is more interest in training by EMS personnel.

Smith advised that EMS Week begins May 18. She advised that they will be holding open houses and possibly other activities.

Smith presented LifeQuest’s monthly report. Collections were discussed. Smith advised that she and Finance Manager Melissa Roach are working on the possibility of billing in-house. She advised that Ms. Roach would like to be able to begin in-house billing by the beginning of 2015.

Smith presented a proposal for full time paramedics in the ambulance department. She advised they would most likely work 24-hour shifts. Smith presented information as to the costs involved if her proposal is approved. Smith advised that EMTs would still be needed. Discussion followed. Pearson moved and Zieltow seconded to recommend approval to the Personnel Committee and County Board to provide full time paramedic service as outlined in Smith’s proposal. Motion carried.

Thompson moved and Pearson seconded to approve the ambulance vouchers as presented. Motion carried.

Motion by Thompson, second by Pearson to go into closed session at 10:15 a.m. Motion carried by unanimous voice vote.

(Minutes of closed sessions are kept in a confidential file in the County Clerk’s Office.)

Minutes recorded by Margie Schull.
REQUEST TO FILL VACANCY IN BUDGETED POSITION

Title of Position: Patrol Deputy

Department: Sheriff's

# of Positions to be Filled: 1

Brief description of duties of this position:
A Deputy Sheriff performs law enforcement patrol duties. This vacancy was created through the retirement of a Deputy Patrol. This position will be posted and after the posting(s) process is complete, a Road Deputy position will be vacant.

Can this position be eliminated and the functions performed by remaining staff? (please explain)
The Sheriff requests that the position be filled to retain the current level of law enforcement coverage for the safety of the public and the other Deputies.

Are these duties the responsibility of Sawyer County government or can they be fulfilled by an outside agency?
Providing Law Enforcement is a statutory requirement of the County.

What is the anticipated annual cost of this position (including benefits, if any)?
Total package with wages and benefits is approximately the following:

Base cost for Full-Year – 2014
1982 hours per year at $22.93
Holiday pay
FICA @ 7.65%
WI Retirement @ 10.8%
Subtotal
Plus Health insurance (including HRA contribution)
Single $7,890.78 Limited Family $17,334.60
Family $22,094.60

What is the source of funding for this position?
This position is levy money

Position is: ___ approved by the Public Safety Committee (committee)
___ denied

Date: 03/08/2012
Sawyer County
Position Description

Position: Deputy Sheriff/Patrolman
Department: Sheriff
Position in organization: Reports to the Chief Deputy

Basic Function
Under general supervision, patrols Sawyer County protecting the lives and property of residents through the enforcement of laws and ordinances, investigates criminal activity and provides emergency assistance to individuals in need. The Officer filling this position will appreciate and adhere to the vision, mission and core values of the Sawyer County Sheriff’s Office.

The work schedule for this position is to be set by the Sheriff or Chief Deputy. The Deputy filling this position will not only be required to work patrol shifts but will also have to assist with follow up investigations and special assignments and work flexible hours at the discretion of the Sheriff or Chief Deputy.

Illustrative Examples of Duties
- Operates a marked patrol car and serves as a visible deterrent to crime, remaining watchful of possible criminal activity and responding to suspicious incidents
- Regulates traffic when necessary and issues traffic citations
- Responds to radio dispatches from the Communication Center; proceeding to the area directed, interviewing parties and providing assistance or making arrests as warranted
- Performs preliminary and follow-up investigation at the scene of an accident or reported incident
- Provides first aid in emergency situations, calling in additional medical or rescue help as needed
- May participate in undercover work or performs special duty assignments issued by Sheriff or Chief Deputy
- Produces detailed log of on duty activities and reports of all official actions taken
- Case reports will be in accordance with the guidelines and procedures of the in-house computerized programs
- Attends and participates in required training and activities, may be called to testify in court
- Performs other related duties as required or assigned
Knowledge, skills and abilities
The attributes listed below are representative of the knowledge, skill, and/or ability required;
- The ability to communicate effectively, both orally and in writing
- The ability to work without supervision and to make appropriate decisions
- The ability to analyze emergent and non-emergent situations quickly and objectively, and determine the proper course of action
- The ability to work with a diverse population
- Knowledge of state statutes, union contracts, Department policies and procedures
- Ability to problem-solve
- Ability to establish and maintain satisfactory working relationships with coworkers and the general public
- Ability to dictate reports and use a computer
- Must be of good character
- Physically conditioned to perform essential functions of a law enforcement officer; must be able to walk, talk, see and hear; work on feet and sit for long periods of time, bend and reach and have the physical ability to restrain and subdue prisoners.

Required Skills
- Requires ability to pass required physical examinations
- Requires ability to qualify with appropriate firearms per Department Policy and applicable law as required
- Requires ability to successfully complete all required probation and training programs
- Requires the ability to testify in Court accurately and succinctly

Education and Experience
Graduation from a standard high school or equivalent and a minimum of 18 years of age with a valid Wisconsin driver’s license

The applicant must be Wisconsin Training & Standards board certified as a law enforcement officer, including completion of the Wisconsin Training and Standards Board required 520 hours of basic recruit training

Minimum two (2) year associates degree in criminal justice from an accredited technical school, or a minimum of sixty (60) college level credit hours, if applicable

No felony, extensive misdemeanor, or domestic crime convictions
This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of the positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

Reviewed by Employee

Date

Approved by Supervisor

Date

Approved by Human Resources Director

Date
# Radio/Communications Technician

Possible Funding Sources:

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<td></td>
</tr>
<tr>
<td>Transit</td>
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<td>2000</td>
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<td>LCO PD/Health</td>
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<td>3000</td>
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<td>Non-County User Groups</td>
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<td>Tower Leases</td>
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<td>67000</td>
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Salary - no insur | 26848.45 | 56136.54 |

Difference | 7098.45  | -10863.46 |

Salary - Insurance | 37610.22 | 77660.08 |

Difference | 17860.22 | 10660.08 |

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<th>retirement</th>
<th>insurance</th>
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<th>Work Comp</th>
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<td>3203.2</td>
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<td>2800</td>
<td>25</td>
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<td>25</td>
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<td>56136.54</td>
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# Budget Worksheet Report

## Expenses

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<th>Account Number</th>
<th>Description</th>
<th>2014 Estimated (6 months)</th>
<th>2015 Finance</th>
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<tr>
<td>50000-307</td>
<td>Contracted Expenses</td>
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<td>50111</td>
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<td>50144</td>
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<td>Workers Comp</td>
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## Revenue

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<td>Tower Leases</td>
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<td><strong>REVENUE TOTAL</strong></td>
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## State Account Total: Wages

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<th>Expenses</th>
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<td><strong>Total of Grand Expenses</strong></td>
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<td><strong>State Account Total: Wages</strong></td>
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## Revenue Grand Totals:

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## Net Grand Totals:

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<td></td>
<td><strong>23,262.00</strong></td>
<td><strong>22,624.00</strong></td>
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SAWYER COUNTY
RADIO/COMMUNICATIONS TECHNICIAN
JOB DESCRIPTION

JOB TITLE: RADIO/COMMUNICATIONS TECHNICIAN

Department: Information Technology

Reports To:

POSITION SUMMARY:
The Radio/Communications Technician will design, implement, and coordinate an ongoing communications management program to assure compliance with applicable Federal, State and County regulations in all areas of communication systems, including radios, paging, equipment, and to maintain the entire emergency services communication system for Sawyer County. This position will also assist the Information Technology Director as needed with computer needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
To perform this job successfully, an individual must be able to possess and maintain the knowledge, skills, and responsibilities which are required to perform this job. This position description has been prepared to assist in evaluating duties, responsibilities and skills of the position. It is not intended to limit duties to those listed. It is understood that Sawyer County has the right to assign, direct, and modify duties and responsibilities listed and that the duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

- Ensure Sawyer County is compliant with WISCOM requirements
  - Operate and function the WISCOM Statewide Radio System
- Maintain and complete all FCC licensing and filings for the County
- Maintain and handle all radio contracts, land leases and tower leases
- Maintain fleet management including asset tracking, ID management, ID procurement, repair management, and equipment integration.
- Maintain, troubleshoot and update equipment at all County owned Tower Sites
- Maintain, troubleshoot, and program all radio communication, pager systems and data communications owned by the County including EMS, Law Enforcement, Highway, Fire, and any other municipalities as needed
  - Program, set-up and maintain Two-Way radio service monitors in order to perform testing, alignment, and preventative maintenance procedures on all analog infrastructures as well as subscriber equipment
  - Program, set-up and usage of analog conventional, P25 conventional and P25 trunking radio systems as needed
- Operate and function the VHF voice paging systems with simulcast technology
- Establish emergency radio communications system with communications trailer should the need arise during emergencies
- Assist and back-up the IT Director with computer, software and information technology issues as they arise – strong IT aptitude
EDUCATION AND EXPERIENCE REQUIREMENTS:

High School diploma or equivalent with a minimum of two years of experience in related field. Two years associated degree in related field preferred and/or combination of education and experience that provides equivalent knowledge, skills and abilities. Previous training or experience in communications and IT is preferred.

This position will be or able to be FCC Licensed in General and Amateur Radio Operator/Commercial License (GROL – FCC Licensed Technician) and Authorized by the State of Wisconsin for programming WISCOM radios.

- Knowledge of government organizations, laws, rules and regulations, at the State, Federal and Local levels, pertaining to communication operations.
- Understand the current and future needs/trends of statewide interoperability and users of the communications systems.
- Experience in Radio Site Management, Maintenance and Contracts.
- Training in Fleet map design and implementation and experience in fleet management.
- Training in FEMA COM-L and FEMA COM-T.
- Training in programming, set-up and usage of different radio and pager systems.
- Computer skills and experience with the following: Microsoft Word, Excel, Power Point, and Access with required knowledge of any other equipment and software needed to perform essential duties.
- Valid driver’s license
- Demonstrated ability to meet and deal with public and to establish and maintain an effective working relationship with staff and members of the public.
- Demonstrated ability to present technical and abstract communications to groups and individuals in an oral format.
- Demonstrated ability to exercise good judgment in approaching situations and making decisions.
- Demonstrated ability to prepare and maintain clear and accurate records and reports.
- Demonstrated ability to carry out directions and implement programs and policies set forth by governing committees.

LANGUAGE SKILLS:
Ability to read and interpret documents, and laws in the English language; ability to listen to and understand information and ideas in spoken and written format so individuals may effectively understand and convey communications.

MATHEMATICAL SKILLS:
Ability to add, subtract, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals and to compute rates, rations, and percentages.
REASONING ABILITY:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to stand, walk, and use hand to finger, handle or feel objects, reach with hands and arms, hear and talk. The employee may be required to run, sit, stoop, kneel, crouch or crawl, climb, balance, and have the senses for taste and smell. May seldom be required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Selections Guidelines
Formal application, rating or education and experience; oral interview and reference check. A state background check is required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Sawyer County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Office.

Human Resources

Date

Supervisors Signature

Date

Employees Signature

Date

Created and Revised: April 2014
SAWYER COUNTY
RADIO/PAGING/TOWER COMMUNICATIONS

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is entered into by and between Sawyer County ("County") and John Kruk ("Independent Contractor").

WHEREAS, Independent Contractor operates a business that provides various communication-related services;

WHEREAS, County desires to contract with Independent Contractor for the provision of services described below;

NOW THEREFORE, In consideration of the mutual covenants and promises each party has made to the other as set forth in this Agreement, the parties agree as follows:

A. Independent Contractor Obligations

Independent Contractor shall be available to be contacted at all times during the term of this Agreement to respond, investigate, initiate verbal repairs with radio service vendor, and/or attend to all issues relating to the proper operation of the two-way radio equipment operating on the following frequencies and their associated infrastructure:

1.) Two-Way Radio Equipment and Infrastructure pertaining to the FCC license WPZV754 (this contains the radio channels commonly referred to as MARC 1, Sawyer County Fire, and IFERN).
2.) Two-Way Radio Equipment and Infrastructure pertaining to the FCC license WQBJ343 (this contains the radio channels commonly referred to as Hayward Ops, Moose Lake Ops, Pipestone Ops, and Draper Ops).
3.) Two-Way Radio Equipment and Infrastructure pertaining to the frequencies listed on KTV630 of 155.0250 Mhz and 158.9250 Mhz (this is the radio channel commonly known as Sawyer County Paging).
4.) Two-Way Radio Equipment and Infrastructure pertaining to the FCC license KYN951 (this contains the radio channels commonly referred to as Hwy Dept. North and Hwy Dept. South).
5.) Two-Way Radio Equipment and Infrastructure pertaining to the FCC license WPSJ301 (this contains the radio channels commonly referred to as Sawyer County Transit/Namekagon Transit, and Sawyer County Public Health).

The response and prioritization of management of the two-way radio systems and subscriber units listed above shall be based upon a 3 tier response. These tiers are listed as:

Tier 1 – Mission Critical – This is when a “channel” is considered “down” or “impaired” and cannot be used, does not have an adequate back-up to use, or impairs the radio communications ability between field units to field units and field units to dispatch.

This tier will facilitate a return call from the Independent Contractor within 20 minutes from receiving notification from the agency and/or person initiating the notification to obtain information. In turn this tier will facilitate a response within four (4) hours by either the Independent Contractor or Radio Repair Service. Furthermore, Sawyer County Dispatch will be
notified by the Independent Contractor of the issue to notify agencies using the channel and the status.

**Tier 2 – Mission Purpose** – This is when a “channel” is considered “down” or “impaired” and cannot be used, but does have an adequate back-up to use, or usage can be stopped until a repair or investigation into the issue can be performed.

This tier will facilitate an acknowledgement from the Independent Contractor within four (4) hours from receiving notification from the agency and/or person initiating the notification to obtain information. In turn this tier will facilitate a response within twenty-four (24) hours (regardless day of the week or holiday) by either the Independent Contractor or Radio Repair Service. Furthermore, Sawyer County Dispatch will be notified by the Independent Contractor of the issue to notify agencies using the channel and the status (if needed).

**Tier 3 – Daily Usage** – This is when a “channel” is considered to be “impaired” and can still be used and a back-up channel is not deemed necessary to be used as communications between field units and field units to dispatch can still take place.

This tier will facilitate an acknowledgement from the Independent Contractor within twenty-four (24) hours from receiving notification from the agency and/or person initiating the notification to obtain information. In turn this tier will facilitate a response within forty-eight (48) hours or the next reasonable business day by either the Independent Contractor or Radio Repair Service. Furthermore, Sawyer County Dispatch will be notified by the Independent Contractor of the issue to notify agencies using the channel and the status (if needed).

This section in no way, shape, or form applies to the operational status of the two-way radio equipment used by the Sherriff’s Department, the usage of the Sherriff Department Communications infrastructure, or the WISCOM System. If issues are to arise with this equipment the Independent Contractor shall advise the agency and/or person initiating the notification to use their normal notification channels or process and that they are not able to help them.

1. Independent Contractor shall be responsible for overseeing proper operation and usage of county owned radios, pagers, and the associated infrastructure equipment, by county personnel, which includes but not limited to proper programming and testing of equipment. This shall be mitigated through education and communications scenarios provided by the Independent Contractor through established county communications policies.

This section in no way, shape, or form applies to the operational status of the two-way radio equipment used by the Sherriff’s Department, the usage of the Sherriff Department Communications infrastructure, or the WISCOM System. If issues are to arise with this equipment the Independent Contractor shall advise the agency and/or person initiating the notification to use their normal notification channels or process and that they are not able to help them.

2. Independent Contractor shall maintain and use a separate business address unrelated to County. Independent Contractor's business address and contact information is as follows:

   John Kruk 380 Birch Street Baldwin, WI 54002
   Phone: 715-688-6547
3. Independent Contractor warrants that he possesses or has applied for his/her own federal employer identification number or has filed business or self-employment income tax returns with the federal internal revenue service in the previous year.

4. Independent Contractor acknowledges the County is not obligated to provide worker’s compensation coverage for Independent Contractor or his employees.

5. At no expense to County, Independent Contractor shall establish and maintain his/her own insurance, retirement and benefit plans (including but not limited to worker’s compensation, life and health insurance, retirement or other benefits).

6. Independent Contractor shall furnish, at no expense to County, the expertise, training, tools, equipment, employees and supplies necessary to complete his obligations under this Agreement.

7. Independent Contractor shall not be otherwise bound by County's employment policies or employee handbook.

B. County’s Obligations

1. As full and complete compensation for the services to be performed, Independent Contractor shall receive remuneration as follows: for the four month term of this Agreement he will receive $8,750 divided in four monthly installments of $2187.50 per month. Each installment shall be paid on the first accounts payable check of the month.

2. The County shall provide the following to the Independent Contractor:
   - County-issued email address for communication purposes related to contracted services.
   - County-issued cell phone for communication purposes for on-call requirement.
   - County-issued pager for communication purposes for on-call requirement.
   - County-issued mobile radio capable of using the WISCOM System and analog radio system for the purpose of testing and trouble shooting.

   Independent Contractor shall return all of the above-listed equipment to the County upon the expiration or termination of this Agreement.

3. County shall not be responsible for any expenses or costs incurred by Independent Contractor pursuant to this Agreement.

4. County provides above remuneration in exchange for specific services under this contract.

5. County shall not withhold any taxes from moneys paid to Independent Contractor nor shall Independent Contractor or his employees have any right to participate in any of the benefit programs offered to employees of County.

6. County does not establish set hours of work for the Independent Contractor.
C. Miscellaneous

1. The parties recognize that Independent Contractor is an independent contractor and not an employee or agent of the County. To this end, neither party shall hold the other out to be in any capacity other than that which is contemplated under this Agreement.

2. This agreement was entered into in the State of Wisconsin and shall be governed by the laws of the State of Wisconsin. Provided that neither party objects to subject matter jurisdiction, the parties hereby consent to any dispute relating to this Agreement being venued in Sawyer County, Wisconsin.

D. Term and Termination of Agreement

1. This Agreement shall become effective on November 1, 2013 and remain in force and effect until February 28, 2014 unless terminated earlier as set forth below.

2. Either Party may terminate this Agreement by providing thirty (30) days' written notice to the other, sent to the last known address of the party to be notified. Termination may be for any reason, including but not limited to failure to satisfactorily complete the services. A termination for a breach of this Agreement shall not affect the rights or remedies of the non-breaching party.

3. In the event any of the provisions of this Agreement are deemed invalid or unenforceable, the same shall not cause the invalidity or unenforceability of the remainder of this Agreement. If such provisions shall be deemed invalid due to their scope or breadth, such provisions shall be deemed valid to the extent of the scope or breadth permitted by applicable law or as determined by a court of competent jurisdiction.

4. Independent Contractor hereby indemnifies County and holds County harmless from any and all claims, actions, suits, proceedings, costs, taxes, penalties, expenses, damages and liabilities, including fines, penalties and attorneys' fees, arising out of or connected with Independent Contractor's request to establish a relationship of independent contractor/principal. The indemnities contained herein shall continue in full force and effect notwithstanding the termination of this Agreement.

5. This Agreement replaces previous agreements relating to the subject matter of this Agreement and shall be deemed effective as of November 1, 2013 even if executed on a different date.

By: ________________________________
COUNTY Date ________________________________

INDEPENDENT CONTRACTOR Date

F:\docs\COUNTY\SAWYER\0195\general\2013\Independent Contractor Agreement - John Kruk 10-2013.doc

4
Proposed full time status for Sawyer County Paramedics

Sawyer County has seen several dramatic and positive changes to its EMS system in the last couple of months.

We have moved from an on call “status to a more efficient at station type of staffing module. This requires staff to be at the station and out the door in 2 minutes. This type of staffing module is safer for responders and the general public. Staff no longer has to try and “race” to the station to get to the ambulance. We have seen a dramatic impact on patients care as a result, I cannot remember in my 10 year history with Sawyer County ambulance when we have been able to make this big of an impact on patient survivability.

The days of multiple pages to fill a crew are coming to an end. Staff is expected to be accountable for all of their actions and behaviors.

Mandatory training has been implemented; standards have been set and are required to be met. The stations are getting more organized.

New programs have been implemented, such as bike medics and tactical EMS.

I feel it is time to take this service into the future by hiring full time Paramedics for Sawyer County.

Full time staff would provide stability to the service, promote professionalism and continue to improve this service. The attitude of this is “just a volunteer service” has not been the most positive influence at times.

Weekends and holidays have always been hard to staff, often I would have to fill them, or they would go unstaffed.

We have several well qualified medics who have expressed the desire to work full time for Sawyer County if they would be provided benefits, namely healthcare.

We could successfully run full time with 8 Paramedics; only 4 of them have expressed the need for healthcare. We already pay retirement and other benefits.

It has been discussed in the past that Sawyer County should look at private companies to provide Ambulance service; this is why I think this is a bad idea.

It will cost more than it does now.

Many agencies are looking to discontinue agreements with both of the companies that have been contacted in the past, they state they cost too much and can’t provide 24/7 staffing

Aprox 40 Emt/Medics make a good living working for the ambulance at this time, very few of them would be able to pass the lifting test given by those agencies.
How many of our people would make the trip to Minneapolis or Rochester Minnesota for a job interview.

Why isn’t Spooner at the Paramedic level? Because North wanted too much money to make the change, so they are still AEMT.

Several of our existing stations would close; a huge company isn’t going to have an ambulance at a station for less than 100 runs a year.

Why isn’t Luther Hospital renewing their contract with Gold Cross? Because it cost too much, they are going with Barron/ Bloomer Paramedics instead.

North has a small station at county hwy A and H, this station is a lot like stone lake or Round Lake, the township is in negotiation with Lakes Regions to provide ambulance service for them, why? Can’t staff the station 24/7.

I am proposing a 24 hour shift  16 hours paid at 20 dollars an hour, 8 hours on call, at 7 dollars. If called out while on call they get paid there hourly wage.

Medics would work 2- 24 hour shifts a week 32 hours paid 16 hours on call

Transfers would only get transfer pay if it was not on duty, they will simply make their hourly wage

If they take a transfer on their day off, they would make 150 dollars just like they do now.

I have presented this to several of the medics and they stated that would be agreeable to them.

This is a common system in the EMS community,

Thank you for this opportunity to advance the quality care that is delivered in Sawyer County

Laurie Smith
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**PROPOSED FULL TIME PARAMEDICS**

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**CURRENT PAY**
Hi Michelle,

The above captioned coverage written with the Wisconsin County Mutual Insurance Corporation has a renewal date of May 12, 2014.

Enclosed please find the annual renewal proposal that is being offered to Sawyer County.

If the county wishes to bind coverage effective May 12, 2014 through January 1, 2014 policy term please sign, date and return the enclosed Order to Bind coverage form to my attention.

If you have any questions or concerns do not hesitate to contact our office for assistance. Thank you!

Jackie Zarnoth
Underwriting Department
AEGIS CORPORATION
1-800-236-6885
Fax: 262-783-6091
SAWYER COUNTY

2014
WORKERS COMPENSATION
PROPOSAL

Presented By:

AEGIS CORPORATION
General Administrator
Wisconsin County Mutual Insurance Corporation

April 10, 2014
Sawyer County
WISCONSIN COUNTY MUTUAL INSURANCE CORPORATION

2014 WORKER'S COMPENSATION PREMIUM DISPLAY

Coverage A: Wisconsin Statutory
Coverage B: 100/500/100 Employee Liability

Proposal is based on the estimated payroll submitted by the County

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8,879,311

Standard Premium: 277,632
Exp Modification Factor: 1.12 310,948
Premium Discount: 9.6% (29,851)

The dividend plan being offered:
- 10% level flat dividend combined with a Loss Sensitive Sliding Scale Dividend – See attached explanation

The Wisconsin County Mutual is pleased to continue a 5% liability rate credit for the 2014 policy year, for those counties that consolidate the liability and workers compensation coverage

(Dividends cannot be guaranteed by State Law and is subject to the declaration and approval by the Board of Directors of the Wisconsin County Mutual Insurance Corporation)

ORDER TO BIND
Sign, date and return to: Jackie Zarnoth
Fax: 262-783-6091 or Email: jackie@aegis-wi.com

Yes, please bind coverage with WCMIC, effective 5/12/14 – 1/1/15.

No, cancel coverage with WCMIC, effective 5/1/14  Reason:

Signature Date
SAWYER COUNTY
WISCONSIN COUNTY MUTUAL INSURANCE CORPORATION

The dividend plan being offered

The **10% Level Dividend**, subject to a loss ratio cap of 75%, is payable at completion of final audit.

The **additional Sliding Dividend** is valued and payable 12 months after policy expiration. The Sliding Scale portion is based on 50% of the annual premium for losses under a 50% loss ratio.

An example of this dividend plan would be premium of $100,000 with a loss ratio of 25% as of six months after expiration ($25,000 in losses). $100,000 X 10% = $10,000 Level Flat Dividend payable at audit. Plus, $100,000 x 50% (maximum loss) = $50,000 - $25,000 (incurred losses) = $25,000 x 50% = $12,500(additional sliding scale dividend)

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MAXIMUM LOSS – ACTUAL LOSS x 50% = SLIDER DIVIDEND
Human Resources Manager
Work Report April 15, 2014 Committee Meeting

Position Openings – Patrol Deputy, Secretary/Receptionist – HHSD and UW-Extension, GIS position, Radio/Communications

Negotiations – WPPA negotiations for 2014 – Mediation date set for April 30, 2014 at 1:00 pm.

Projects in progress:
- Evaluation process
- Policy Handbook – working with Carlson Dettman – have the first small handbook completed almost completed with the manual, then will start on the Administrative/Supervisor portion
- Safety Manual – starting to review and change the safety manual to be more current/up to date and include other safety aspects working on in Facility and Security Committee
- Training for employees for Spring
  - Active Shooter – with the Sheriff
  - Fire Drill
  - Tornado Drill
- Employee Issues – any that come up and have to be handled on a daily basis

Cost Audit - Preliminary work started on the cost audit.


Insurance Renewal – Have completed this waiting for billing and still need to set up spreadsheet to bill out the departments.

EO Johnson – Will be here April 23 to install new equipment and train.

Software – Formed a financial software systems committee. First meeting will be held April 30.

Insurance Claims – Three insurance claims.

Projects in progress:

- Insurance Billing spreadsheet for liability.
- Ambulance billing in house
- Document management-RFP
Sawyer County
Request for Proposal
Enterprise Document Management System
Fiscal 2014

Melissa Roach
Accounting Manager
Melissa.roach@sawyercountygov.org
(715) 638-3245
# Table of Contents

- Project Objectives ......................................................... 3
- Acceptance and Rejection ............................................... 3
- Procedure ........................................................................ 4
- Organization of Proposal ............................................... 4
- Electronic Format of Proposal .......................................... 4
- Document Management System Questionnaire ................... 5
Project Objectives
The purpose of this project is to provide the County with an Enterprise Document Management System that will meet the following goals:

1. Serve as a main repository for documents within the County.
2. Establish a document management plan.
   b. Multiple document security levels.
3. Improve workflow processes to streamline movement of documents between staff and departments to improve customer service through efficiencies.
4. Allow full text search of documents stored in the DMS (i.e. utilizing OCR technology)).
5. Provide a means for all County users to interact directly with the DMS to either enter/track their existing paper or retrieve documents as needed from other departments.
6. Make documents available and findable to all departments and public as defined by the document management plan. The County must have the ability to make certain public documents available and searchable on the internet.
7. Allow for offline/mobile access to documents, cases, and matters by County employees.
8. Save taxpayer dollars.

The result will be less paper consumed, printed and stored. Appropriate information will be more readily available to the public through kiosks and the internet. Furthermore, the County will reduce employee costs for time spent on tasks that can be automated.

Acceptance and Rejection
The County reserves the right to:

1. Award a proposal received on the basis of individual items, or on the entire list of items.
2. Reject any or all Proposals, or any part thereof.
3. Waive any informality in the proposals.
4. Demand correction of any deficiency and accept the deficiently prepared proposal upon compliance with these instructions.

Proposals submitted are offers only, and the decision to accept or reject is a function of, among other factors, the quality, reliability, capability, reputation, and expertise of the vendor. The contract for this entire project will be awarded to the vendor deemed the best overall as
determined by the evaluation criteria as a lump-sum award. The County reserves the following rights (in addition to those accorded to the County by policy and law):

1. The right to negotiate with one or more vendors to arrive at a final selection.
2. The right to negotiate all proposal elements to ensure the best possible consideration be afforded to all parties concerned (this includes the right to approve or disapprove subcontractors proposed after the award).
3. The right to reject any and all proposals, to consider alternatives, to waive any minor irregularities and technicalities, and to re-solicit proposals.
4. The right to award the contract to a vendor who submits the best overall proposal.

Procedure
Proposals are due at the office of the Sawyer County Accounting Manager at 10610 Main Street, Suite 23, Hayward, WI 54848 by May 30, 2014 per the following instructions:

1. Vendors must submit one (1) original copy and an email copy to melissa.roach@sawercountygov.org.
2. Envelopes containing the proposals must be sealed and clearly marked “Sawyer County Document Management System.”

Proposals received after the deadline will not be considered. Once opened, proposals cannot be altered. However, the County reserves the right to request additional information for the purpose of clarifying a proposal.

Organization of Proposal
A proposal must use the following outline:

- Executive Summary
- Vendor Profile
- Functional Features
- Technical Requirements
- Implementation and Support
- Training
- Pricing
- Proposed Contract
- Appendices containing any additional/supporting information
- Most recently audited financial statements showing assets and liabilities of the company or other financial information satisfactory to the County

Electronic Format of Proposal
Please submit the electronic version of the proposal in PDF or Microsoft Word format
Document Management System Questionnaire

Core Functionality

Document Security
- Does the product include rights management tools to control access to documents?
- Licensing structure: cost per user. Ability to scale from small implementation (1 department) to County-wide implementation
- Internal users and external, web-based users. Describe how this works, and costs associated with content creators versus content consumers.

Document Collection
- How does the product store and manage document collections? Are they standards-based and open to third-party tools and systems?

Tracking and Analysis
- Does the system provide detailed reporting and analysis on the life cycle of documents, from creation to editing to viewing?

Compliance Reporting
- Does the product include prebuilt reports for common corporate and government regulations, as well as the tools to build custom compliance reports?

Document Support
- Which document formats does the system support directly? Does it include conversion capabilities (to HTML and PDF)?

Search
- Does the product include built-in search capabilities, or does it use a third-party search tool?
- Is search strictly text-based, or does it use metadata in the documents?

Collaboration Features
- How does the document management product facilitate group creation and editing of documents?
- Which of the following features—combinations of which can increase productivity and document quality—does the platform support?
  - Web 2.0 technologies, such as blogs and wikis
  - Classic discussion forums and group calendars
  - Interactive live document editing tools
  - Does the product tie in to common e-mail clients, such as Microsoft Outlook?
  - Does the platform integrate with third-party live conferencing products?

Routing and Workflow
- Are the workflow and routing tools robust enough to meet varied needs? Please provide an example scenario.
- What workflow models does the product support?

Before embarking on an RFP, make sure that you have a handle on all the document routing requirements—both for now and the foreseeable future—at your organization. Some document
management systems have just "approve" and "deny" routing capabilities, while others support complex and tiered workflows.

- Are alerts and notifications included that let authors, managers and editors know when content has been submitted, edited or checked out?
- Does the product have check-in/check-out content locking?
- If the product includes process routing and tracking, does it support standards such as BPEL (Business Process Execution Language)?

User Interface and Document Creation and Editing
- How do users work on documents in the system? Is the product completely browser-based, or are specialized desktop clients required?
- Does the product integrate with popular document creation tools, such as Adobe Systems Acrobat and Microsoft Office?
- How does the product integrate with hardware-based document systems? Is it locked into vendor-specific scanners and printers, or can it work with most standards-based hardware?

System Requirements
- What server operating systems does the document management platform run on?
- Does the product support multiple database options?
- What scripting code base is the document management platform based on?

The scripting code base is even more important for document management systems that are completely Web-based and that offer portal and Web content management functionality.

- Does the product use an internal user authentication system, or does it integrate with third-party directories and access control products?

Enterprise Storage and Document Life-Cycle Platform Integration
Does the product integrate with archiving and storage products in an effective manner, making retrieval and discovery seamless?

- Wisconsin KIDS system
- Thomson Reuters Novus system (web-based tax and assessment)
- New World Systems Logos.Net (financials and payroll)

Support
- What are the terms and availability of basic support?
- What premium support services are available, and how much do they cost?
- What online help and training tools are available?

Time to Deploy
- Discuss the likely deployment process and plausible timeline. Example: Proof of Concept roll-out to 1 to 3 departments.

Cost-Benefit Analysis
- What does the product cost, including base costs and costs for additional features and components?
- What cost advantages will be realized by choosing this solution?

References
- Please provide references of customers that have completed a similar deployment, with similar numbers of users and applications in the same industry.