

PUBLIC NOTICE

PUBLIC NOTICE is hereby given that a regular meeting of the Common Council of the City of Platteville shall be held on Tuesday, May 26, 2015 at 7:00 PM in the Council Chambers at 75 North Bonson Street, Platteville, WI.

COMMON COUNCIL AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. SPECIAL PRESENTATION – Symbiont – Geographical Information System (GIS) – Ryan Dudley

IV. CONSIDERATION OF CONSENT CALENDAR – The following items may be approved on a single motion and vote due to their routine nature or previous discussion. Please indicate to the Council President if you would prefer separate discussion and action.

- A. 5/12/15 Regular Meeting Minutes
- B. Payment of Bills
- C. Appointments to Boards & Commissions
- D. Licenses – One-Year and Two-Year Operators

V. CITIZENS' COMMENTS, OBSERVATIONS and PETITIONS, if any – Please limit comments to no more than five minutes.

VI. REPORTS

- A. Committee Reports (Council or Staff Representative)
 - 1. Police and Fire Commission (Denn) 3/3/15 and 4/7/15
 - 2. Water and Sewer Commission (Bonin, Stockhausen, Kilian) 4/13/15
 - 3. Airport Commission (Daus) 4/13/15
 - 4. Library Board – Special and Regular (Nickels) 4/20/15
 - 5. Museum Board (Stockhausen) 4/15/15
 - 6. Community Safe Routes (Seeboth-Wilson) 4/20/15
 - 7. Parks, Forestry, and Recreation (Seeboth-Wilson) 4/20/15
 - 8. Extraterritorial Board of Zoning Appeals (Denn) 12/15/14
- B. Other Reports – Department Progress Reports

VII. ACTION

- A. Resolution 15-10 Providing For The Sale of Approximately \$5,440,000 Water & Sewer System Revenue Bonds and Authorizing The Redemption of Water & Sewer System Revenue Bond Anticipation Notes Dated March 22, 2011
- B. Satisfaction of Fixed Rate Note – Emmi Roth USA [5/12/15]
- C. Conditional Use Permit – 1100 East Mineral Street [5/12/15]
- D. Conditional Use Permit – 715/785 South Chestnut Street [5/12/15]

E. Agreement to Provide Emergency Medical Services – Southwest Health Center, Inc.
[5/12/15]

VIII. INFORMATION AND DISCUSSION – Resolution Approving 2015 Revisions to City of
Platteville Emergency Operations Plan

IX. ADJOURNMENT

*If your attendance requires special accommodation, write City Clerk, P.O. Box 780, Platteville, WI
53818 or call (608) 348-9741 Option 6.*

PLATTEVILLE PLACES

THE CITY OF PLATTEVILLE'S
GEOGRAPHIC INFORMATION SYSTEM



PLATTEVILLE PLACES



Geographic Information System?

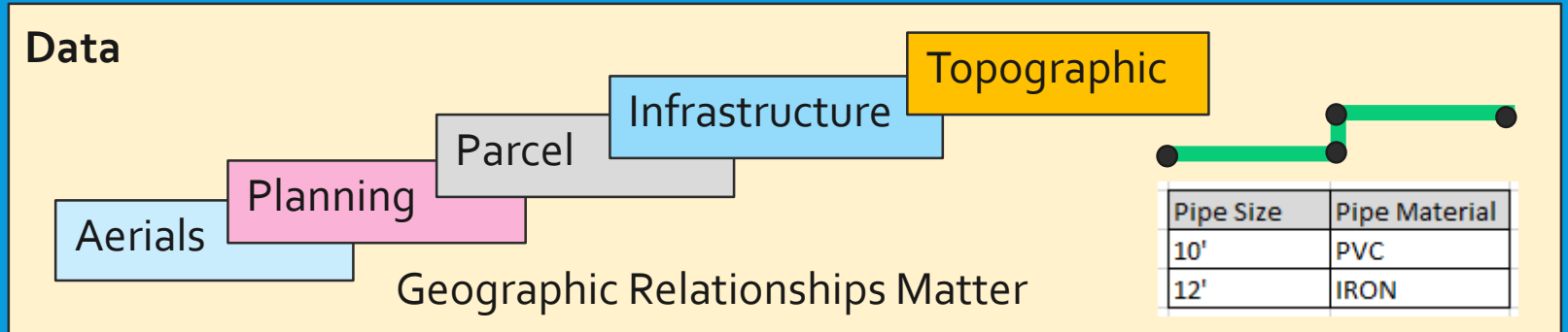
What's Available Now?

What's Next?



GEOGRAPHIC INFORMATION SYSTEMS?

- Information
- Software
- People



Desktop.....Web-Based.....Mobile

Interactive Maps, Applications, and Tools allowing users to Find, Visualize, Analyze

- Improve Data Management
- Simplify Access to Information
- Streamline Workflows
- Communicate & Make Better and More Informed Decisions

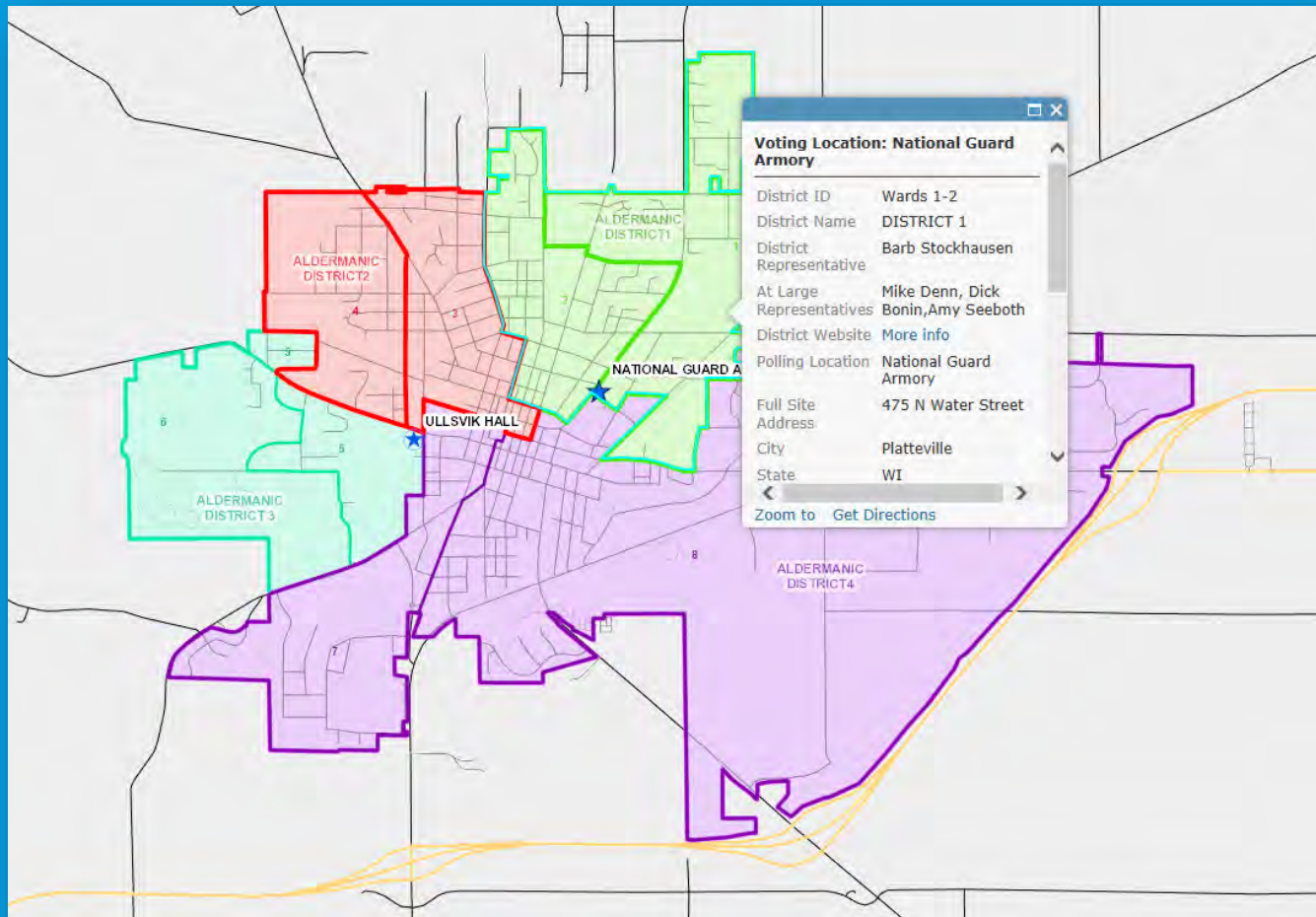


WHATS AVAILABLE NOW?

- **Public Maps**
 - Available to Everyone
 - *Parcel*
 - *Zoning*
 - *Voting*
 - *Aerials*
 - *Topographic*
- **City Maps**
 - Available to City Staff
 - *Infrastructure*
 - *Storm, Sanitary, Water*



PUBLIC MAPS

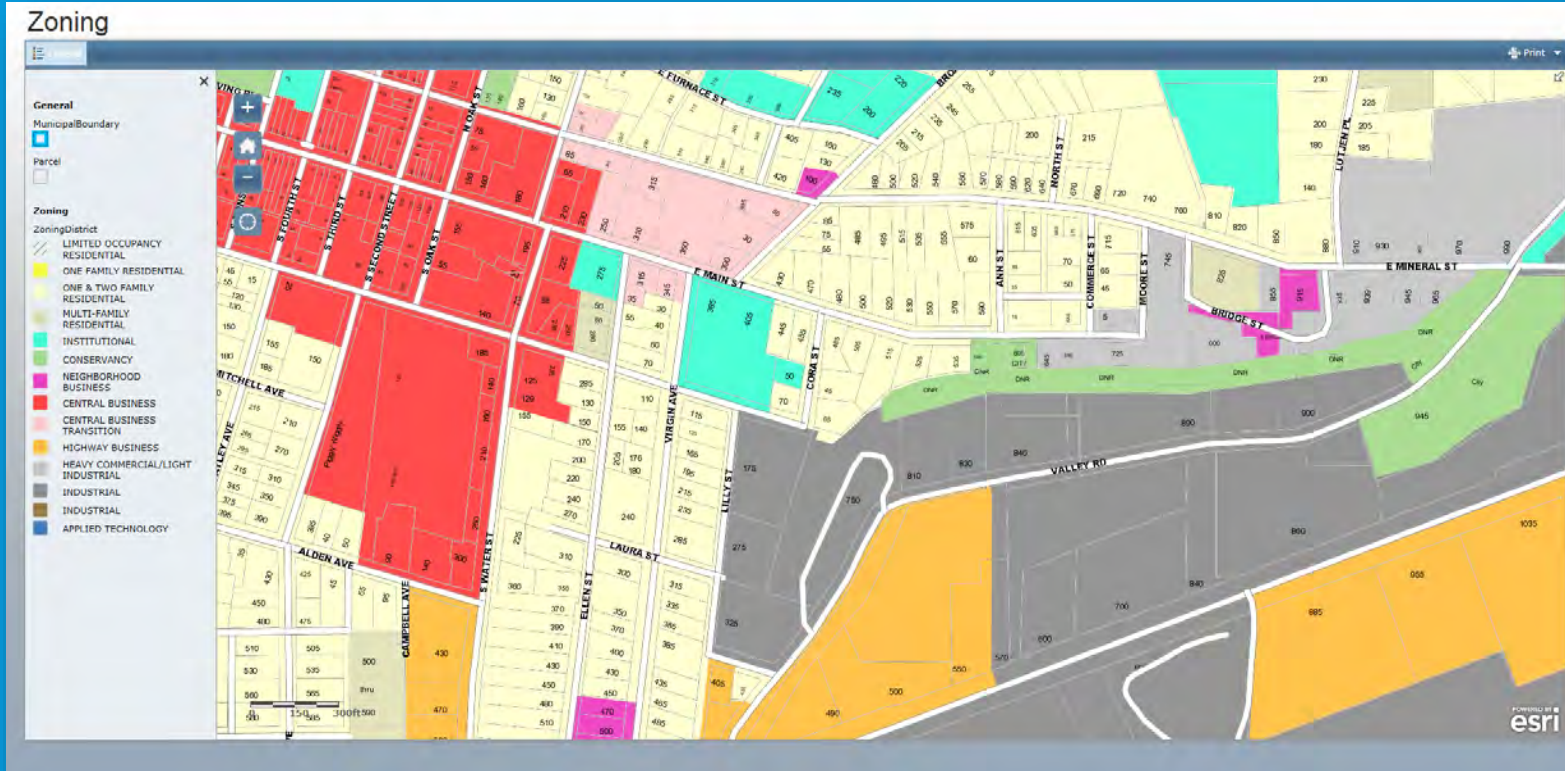


Voting Location Map

- Find out where you vote based on where you live
- Representatives
- Next Voting Date



PUBLIC MAPS



Zoning Map

- Basic Zoning Information



PUBLIC MAPS

Parcel: 330 FURNACE ST

PROPERTY ADDRESS	330 FURNACE ST
TAXKEY	271001600000
Link to Assessment Info	More info
LAST NAME	PLATTEVILLE CITY
FIRST NAME	
CO-OWNER	
MAIL ADDRESS	75 N BONSON ST
CITY	PLATTEVILLE
STATE	WI
ZIP CODE	53818
MUNICIPALITY	CITY OF PLATTEVILLE

Layers

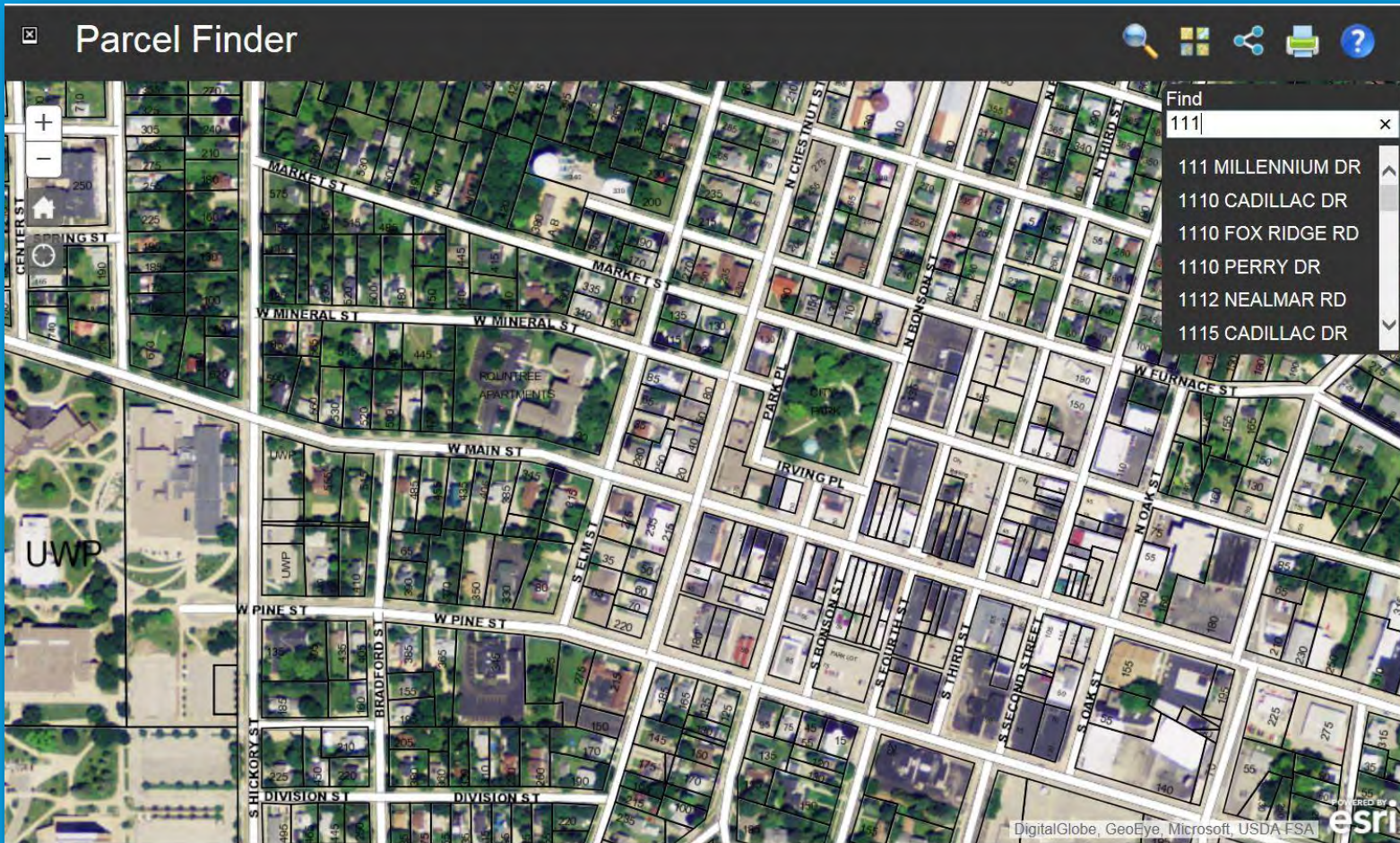
- Zoning
- Voting
- TID
- Centerline
- General
- Contours

Platteville Places Lite/Advanced

- View Layers
- Review Property Information
- Link to Assessment Information
- Print Maps
- Perform Measurements



PUBLIC MAPS



Parcel Finder

- Mobile App
- Search by Owner/Address
- Review Property Information
- Link to Assessment Information
- Print Maps

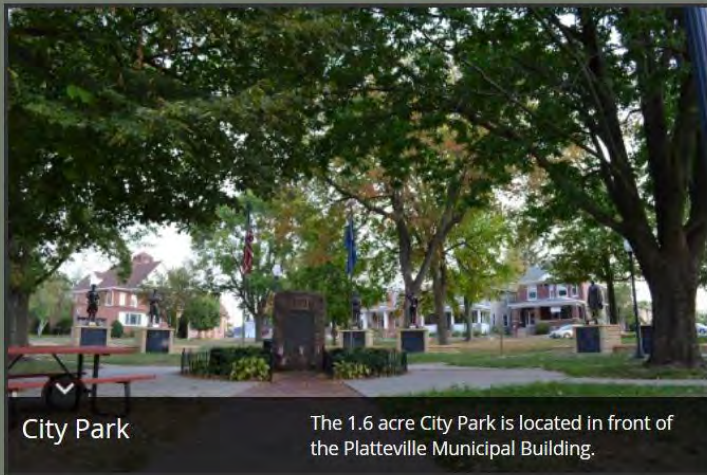


PUBLIC MAPS

Platteville Parks

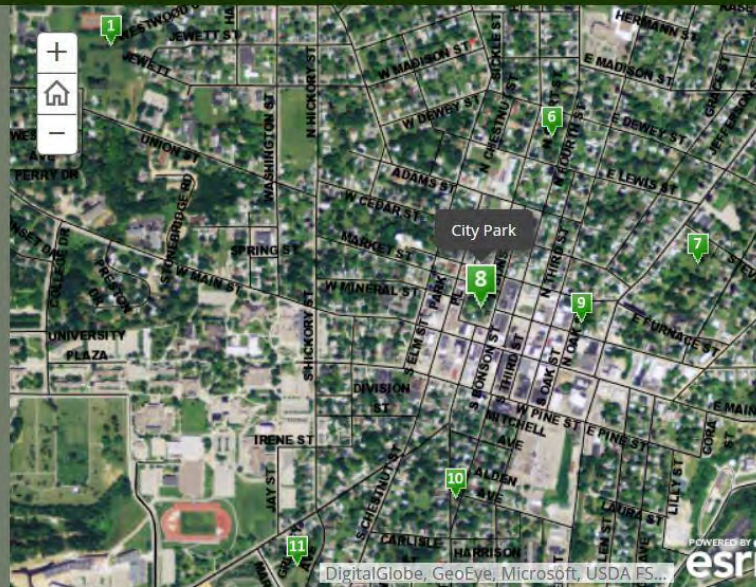
An interactive story map helping you find parks in our community

More Information [f](#) [t](#) [e](#)



City Park

The 1.6 acre City Park is located in front of the Platteville Municipal Building.



City Park



Jenor Park



Sherman Park



Valley View Park



Harrison Park



Knollwood Park



Skate Park

Platteville Parks

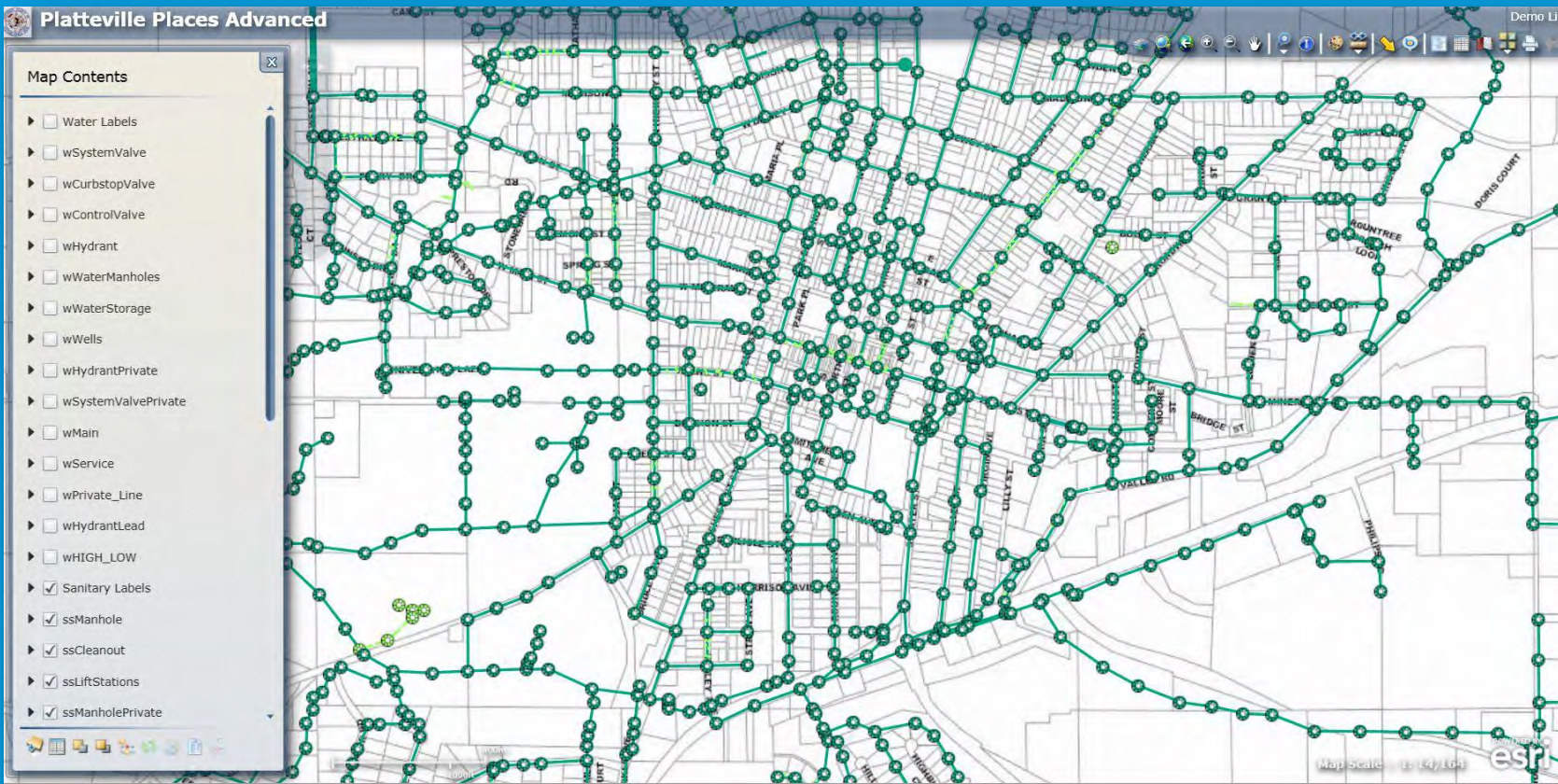
- Story Map
- Explore Parks



CITY MAPS

Platteville Places Advanced

- Management of Infrastructure Assets
 - Storm water
 - Sanitary
 - Water

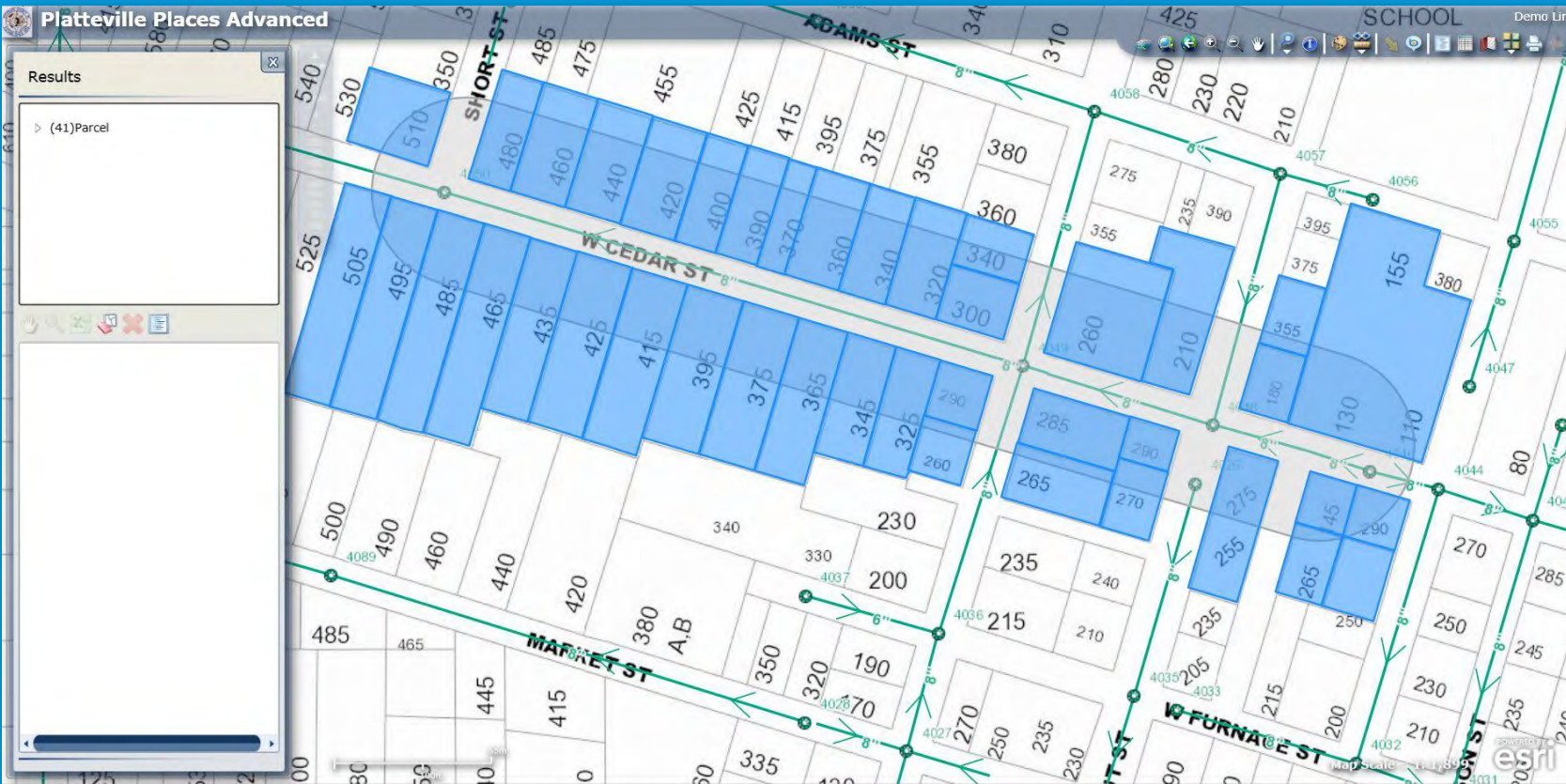




CITY MAPS

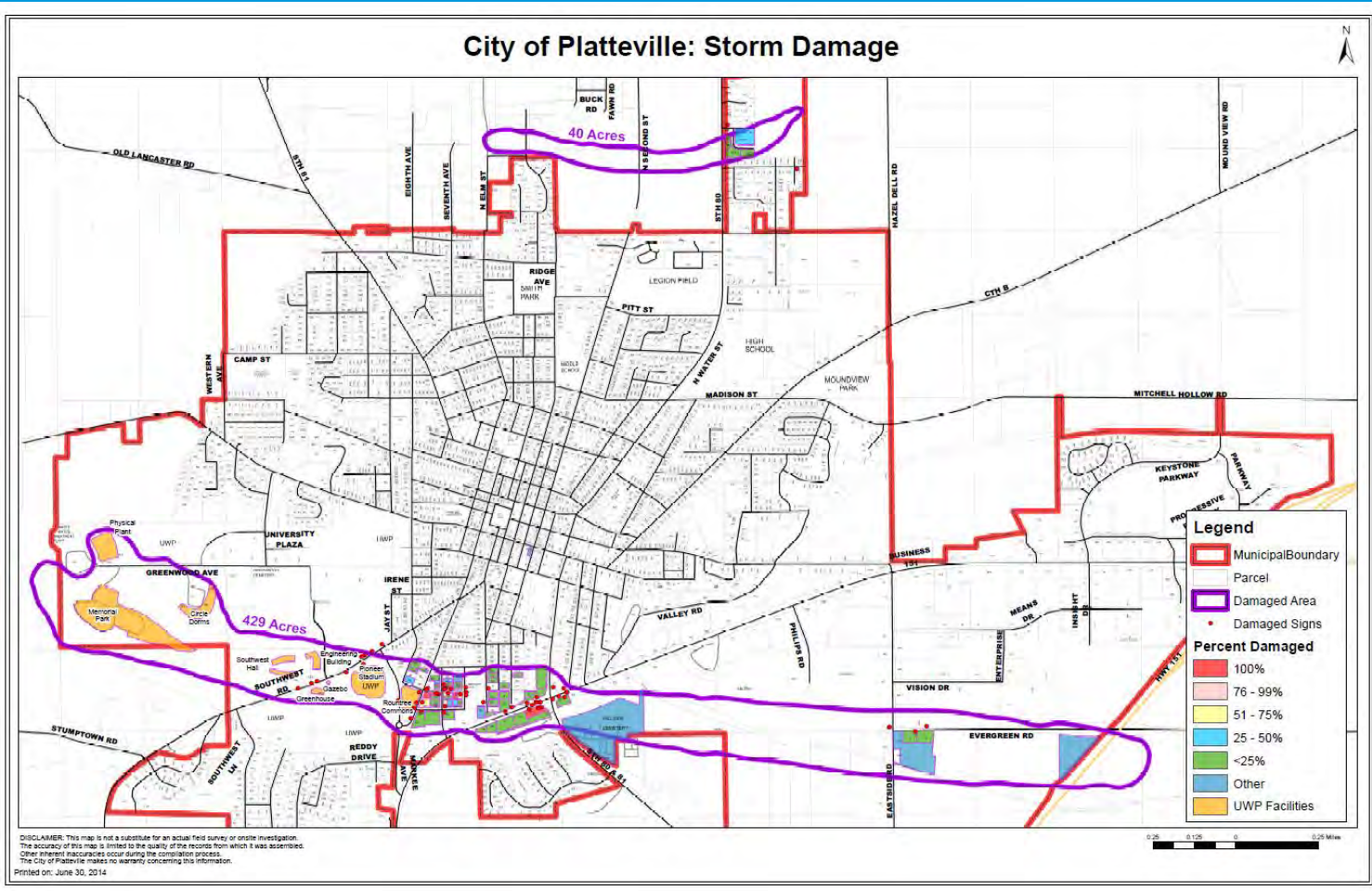
Platteville Places Advanced

- Analysis Tools
 - Select features based on Geography
 - Buffering





EMERGENCY MANAGEMENT



Post Tornado (June 2014) Data Management

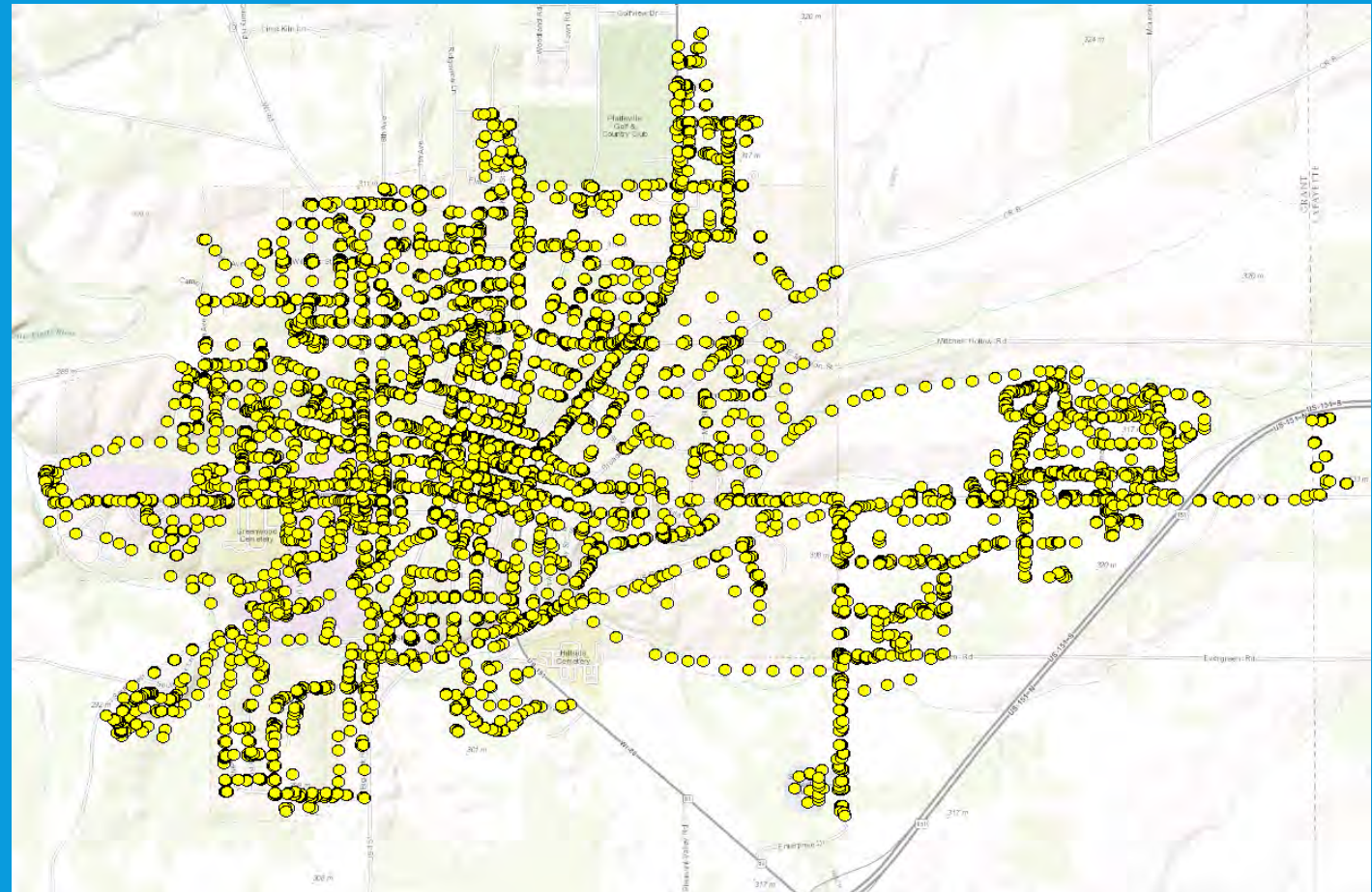
- Delineate and quantify impacted parcels and areas
- Communicate with City staff, Regulatory Agencies, and Community



WHAT'S NEXT

Infrastructure GPS Survey

- Performed GPS survey of all water, storm, and sanitary structures in City
 - *6500 Assets*
- Updating infrastructure layers in GIS with more accurate positional information

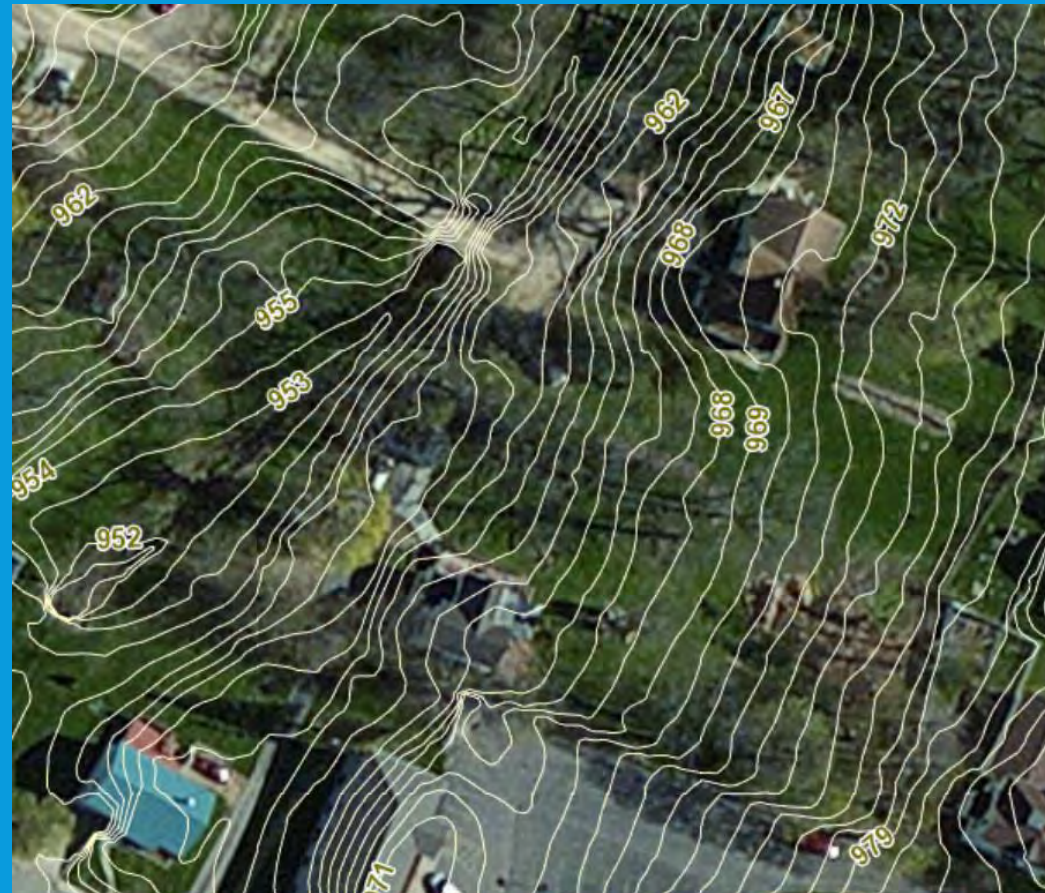




WHAT'S NEXT

LIDAR/Aerial Photography

- High Resolution Aerial Photographs and LIDAR obtained Spring 2015
 - *Topographic Layers*
 - *High Resolution Aerial Base Maps*
- Opportunity for development of additional layers
 - *Impervious Surfaces*
 - *Building Footprints*

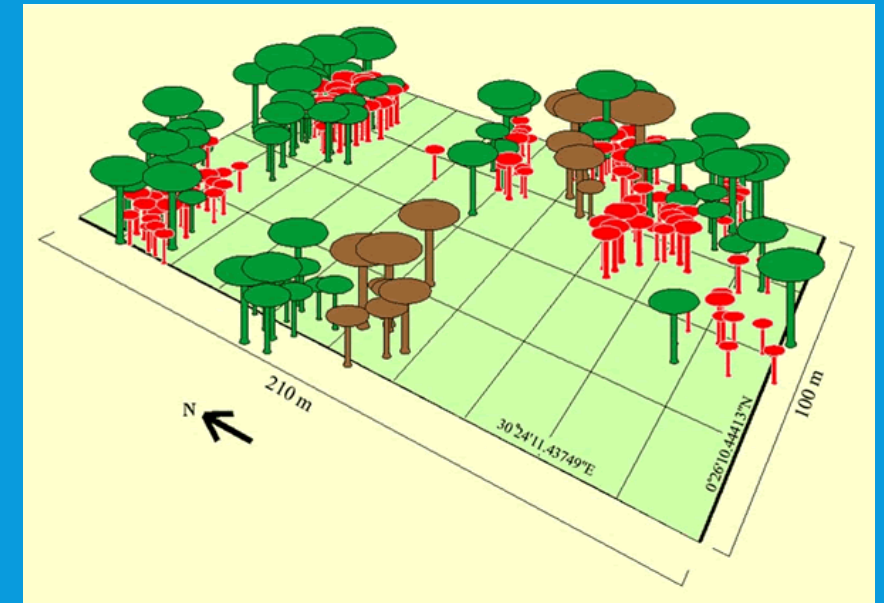




WHAT'S NEXT

More Data Layers

- Conditional Use Permits
- Historic Districts
- *City Forestry*
- *Floodplain*
- *Rental License*
- *Street Sign*
- *Crime*

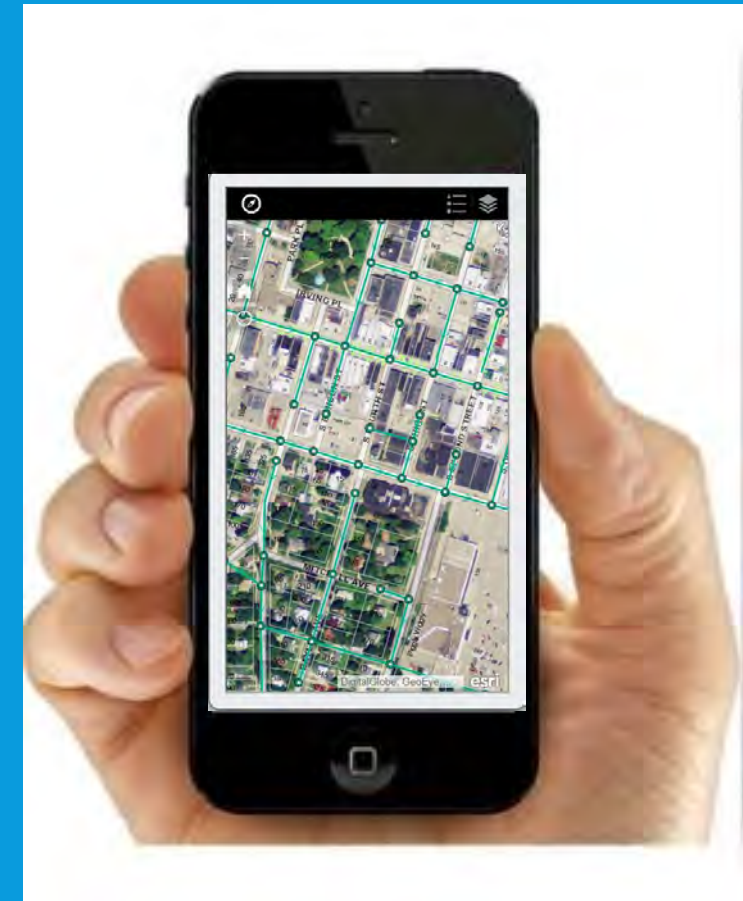




WHAT'S NEXT

Mobile Field Use/Data Collection

- Mobile field apps for City Staff
- Access to data in real-time
- Ability to perform inspections
- Collect data
- Asset Management





WHAT'S NEXT

Demo Links

- [Public Lite](#)
- [Public Parks](#)
- [Public Parcel Finder](#)
- [Platteville Advanced](#)



THANK YOU

Ryan Eckdale-Dudley, GISP

Senior Project Manager

Symbiont

Ryan.Dudley@symbiontonline.com

414-291-8840

**PLATTEVILLE COMMON COUNCIL PROCEEDINGS
MAY 12, 2015**

The regular meeting of the Common Council of the City of Platteville was called to order by Council President Eileen Nickels at 7:00 PM in the Council Chambers of the Municipal Building.

ROLL CALL

Present: Mike Denn, Ken Kilian, Tom Nall, President Eileen Nickels, Amy Seeboth-Wilson, and Barbara Stockhausen. Barbara Daus arrived at 7:35 PM. Absent: None.

CONSIDERATION OF CONSENT CALENDAR

Motion by Nall, second by Seeboth-Wilson to approve the consent calendar as follows: April 25 Special, April 27 Special, April 28 Regular, April 30 Special, and May 4 Special Council Meeting Minutes; Payment of Bills in the amount of \$636,681.07; April Financial Report; Appointment of Jeff Rowles to the Freudenreich Animal Care Trust Fund (3 year term), Bob Weier to the Police & Fire Commission, and Marilyn Gottschalk to the Housing Authority (replacing Crystal Klinefelter); One-Year Council Appointments of Daus to Airport Commission, Nickels to Area Ambulance Committee, Denn to Board of Appeals-Zoning & ET Zoning, Stockhausen as Chamber Liaison, Kilian to Commission on Aging, Stockhausen to Community Development Board, Seeboth-Wilson to Community Safe Routes Committee and Freudenreich Animal Care Trust Fund, Nall to Grant County Economic Development, Nickels to Historic Preservation Commission, Kilian to Housing Authority, Daus/Kilian/Nall to the Joint ET Committee, Nickels to Library Board, Daus/Denn/Nall to Licensing Committee, Stockhausen to Museum Board, Seeboth-Wilson to Parks, Forestry & Recreation Committee, Daus to PAIDC, Denn to Police & Fire Commission, Daus to Redevelopment Authority (RDA), Seeboth-Wilson to Rountree Gallery Board, Nickels to Tourism Committee, and Stockhausen/Kilian/Nall to Water & Sewer Commission; One-Year Operator License to Ann M Udelhofen and Zachary J Winkler; Two-Year Operator License to Gavin M Dailey and Debra A Keeran; and Acting City Manager Compensation of \$1,700 per month as presented. Motion carried 7-0 on a roll call vote.

CITIZENS' COMMENTS, OBSERVATIONS AND PETITIONS, if any.

Public Works Director Howard Crofoot announced a May 19 public meeting (5 PM – 7 PM) for the Moving Platteville Outdoors Trail and noted this will be the last chance for public comment and suggestions before going out for bid.

Recreation Director Luke Peters announced that the City received approximately \$280,000 from the Orlo J Clayton Trust to be used for parks and recreation programming and maintenance improvements to the Smith and Legion parks. Mr. Clayton was a former City employee employed in the cemetery maintenance department.

William Moneypenny of Mineral Point questioned the white marks on the sidewalk of his Rountree Avenue property, removing of sidewalk, and why his sidewalk ends in the middle of the block. Public Works Director Howard Crofoot responded that the white marks outline where sidewalk is to be replaced and the orange-red is where grinding occurs this summer. If a property owner removes sidewalk, they are responsible for replacing the sidewalk. As to the sidewalk ending in the middle of the block, it was before his time and he had no idea.

REPORTS

- A. Committee Reports – Meeting reports were submitted by the Plan Commission, Commission on Aging, RDA, and Historic Preservation Commission.
- B. Other Reports
 - 1. April City Attorney Itemized Statement
 - 2. April Water & Sewer Financial Report
 - 3. April Airport Commission Financial Report

4. Department Progress Reports – Written progress reports of department operations and activities were submitted by Senior Center, EMS, City Attorney, Public Works, and Director of Administration/Acting City Manager.

ACTION

- A. *Platteville Welcomes You Sign – Alliant Energy Property* – Communications Specialist Jodie Richards, on behalf of a community member sign committee, answered questions regarding the proposed lease agreement, sign cost, and installation expenses for one of the *Platteville Welcomes You* signs which will be located on Hwy 80/81 between the Hwy 151 exit ramp and Enterprise Dr. The committee is also interested in another sign location site by Walmart off of Hwy 151, but Richards was having difficulties in contacting the owner of the property. Motion by Kilian, second by Denn to approve the proposed Hwy 80/81 sign location lease agreement with Wisconsin Power & Light Company, sign cost, and installation expenses for a total estimated cost of \$12,854.56. Motion carried 6-0 on a roll call vote.
- B. *Ordinance 15-06 Amending Official Traffic Map – No Parking-Bus Stop* – Public Works Director Howard Crofoot noted that as a result of the last meeting, they reviewed the 2nd St bus stop and rerouted it to take advantage of the existing loading zone at the Middle School. The revised ordinance has five locations instead of six locations. Stockhausen expressed concern with the two routes on Siemers St during the summer citing the busyness of the short street with the park and pool. Seeboth-Wilson responded that she discussed this with Russ Stratton today and instead of going up and down Siemers St, they will only go up Siemers once, using 2nd Street instead – due to the construction on 4th Street. Motion by Stockhausen, second by Nall, based on the Siemers St route change, to adopt Ordinance 15-06 Amending Official Traffic Map – Bus Stop. Motion carried 5-0 on a roll call vote with Seeboth-Wilson abstaining.
- C. *Community Garden – 160 E Mineral Street* – Recreation Director Luke Peters reviewed the request from the Main Street Sustainability Committee for a 4-plot trial community garden at 160 E Mineral Street. Peters noted that there also was a change to the guidelines which extends the lease period from November 1 to November 30 to be more in line with other community garden guidelines. Robin Timm of 9474 Greenwood Rd and Kendall Welch of 87 E Main St spoke in favor of the proposed community garden. Marilyn Gottschalk of 235 Virgin Ave, Matthew Cody of 87 E Main St, Laura Grotjen of 87 E Main St, and Heidi Dyas McBeth of 1723 Rex Rd registered in favor. Motion by Seeboth-Wilson, second by Stockhausen to approve a 4-plot trial community garden at 160 E Mineral Street with the following stipulations: a) start, maintenance and reclamation accomplished without taxpayer funding; b) 8'x4' garden plots spaced >8' apart or the space between beds will be maintained by the lessee; c) before any work is started the City will collect \$50 per plot, per season (\$45 deposit/\$5 water usage) with the deposit refunded at the end of the lease if the plot is left in good condition; d) a “self-closing” faucet be installed by the lessee to prevent water from being left on; e) policies adopted by the lessee to assure the gardens are well kept, dead plants and weeds removed regularly, plantings restricted to the individual beds plus herbicides, pesticides, and chemical fertilizers are not used; and f) the first lease will terminate Nov 30, 2015 – if both parties are agreeable, subsequent leases will be for the period of May 1 to November 30. Motion carried 6-0 on a roll call vote.
- D. *Former Pioneer Ford Property Downtown* – Community Planning & Development Director Joe Carroll explained that as part of the pending purchase of the former Pioneer Ford Property downtown, the City will be applying for grants to assist with the project, one of them being a Community Development Block Grant (CDBG) to assist with the purchase price of the property and cost of building demolition and site clearance of the property – 50% match of the cost up to \$500,000. The property is part of TID #7, so there is the possibility of a TID #7 revenue bond. Carroll noted that the City’s existing Citizen Participation Plan needs to be updated due to new requirements and stated that

the first public hearing, as part of the Citizen Participation Plan, is scheduled for May 20 at 5 PM in the Council Chambers.

- 1) *Resolution 15-08 Adopting a Citizen Participation Plan – Motion* by Denn, second by Stockhausen to approve Resolution 15-08 Adopting a Citizen Participation Plan as presented. Motion carried 6-0 on a roll call vote.
- 2) *Resolution 15-09 Authorizing Submission of a Community Development Block Grant (CDBG) Application – Motion* by Denn, second by Nall to adopt Resolution 15-09 Authorizing Submission of a Community Development Block Grant (CDBG) for the Former Pioneer Ford Site Acquisition and Redevelopment as presented and borrow the funds needed to meet the match requirement. Motion carried 6-0 on a roll call vote.

INFORMATION AND DISCUSSION

- A. *Conditional Use Permit – 1100 East Mineral Street* – Annual request for a CUP to operate an asphalt plant at a rock quarry located at 1100 E Mineral Street. Action at next meeting.
- B. *Conditional Use Permit – 715/785 South Chestnut Street* – Request for a CUP to lease parking at 715/785 S Chestnut Street. Discussion was held regarding the approval conditions recommended by the Plan Commission and adding a firm deadline of September 1st to complete the conditions. Action at next meeting.
- C. *Satisfaction of Mortgage – Emmi Roth USA* – Request to forgive the balance due on the Fixed Rate Note per the terms of the Note agreement with Emmi Roth USA (based on the 2014 property tax bill improvements totaling \$15,228,200 and 33 employees on the payroll). Action at next meeting.
- D. *EMS – Area Ambulance Committee Report* – Request to approve a negotiated agreement with Southwest Health Center (SWHC) for EMS services. Joel Graham of 1045 Hathaway St questioned pushing forward to a paramedic level service rather than the current intermediate technician service offered, transparency of the agreement, and expressed concern with a cost to taxpayers in the future. Action at next meeting.

CLOSED SESSION

The Council did not go into closed session as was noticed on the agenda.

ADJOURNMENT

Motion by Daus, second by Denn to adjourn. Motion carried 7-0 on a roll call vote. The meeting was adjourned at 8:16 PM.

Respectfully submitted,

Jan Martin, City Clerk

SCHEDULE OF BILLS

MOUND CITY BANK:

5/15/2015	Schedule of Bills	(58582-58615)	\$ 109,139.88
5/15/2015	Payroll (ACH Deposits)	(139052-139201)	\$ 71,105.05
5/20/2015	Schedule of Bills	(58616-58697)	\$ 111,617.71
	Total		\$ 291,862.64

Check Issue Date(s): 05/07/2015 - 05/20/2015

Report Criteria:
Check.Bank No = 1

Per	Date	Check No	Payee	Invoice Description	Invoice No	Seq	Seq Amount	Check Amount
05/15	05/15/2015	58582	AFLAC	MONTHLY PREMIUMS FLEX AFLAC Pay Period: 05/09/2015	PR0509150	1	539.05	
				MONTHLY PREMIUMS NON FLEX AFLAC INSURANCE Pay Period: 05/09/2015	PR0509150	2	346.07	885.12
Total 58582							885.12	
05/15	05/15/2015	58583	INTERNAL REVENUE SER	FEDERAL INCOME TAX SOCIAL SECURITY Pay Period: 05/09/2015	PR0509150	1	11,520.69	
				FEDERAL INCOME TAX SOCIAL SECURITY Pay Period: 05/09/2015	PR0509150	2	11,520.69	
				FEDERAL INCOME TAX MEDICARE Pay Period: 05/09/2015	PR0509150	3	2,694.35	
				FEDERAL INCOME TAX MEDICARE Pay Period: 05/09/2015	PR0509150	4	2,694.35	
				FEDERAL INCOME TAX FEDERAL WITHHOLDING TAX Pay Period: 05/09/2015	PR0509150	5	23,117.00	51,547.08
Total 58583							51,547.08	
05/15	05/15/2015	58584	VANTAGE TRANSFER AGI	ICMA DEFERRED COMP ICMA RETIREMENT Pay Period: 05/09/2015	PR0509150	1	270.00	270.00
05/15	05/15/2015	58585	WI DEFERRED COMP BOA	DEFERRED COMPENSATION DEFERRED COMPENSATION Pay Period: 05/09/2015	PR0509150	1	3,052.30	
				DEFERRED COMPENSATION WI DEF-ROTH Pay Period: 05/09/2015	PR0509150	2	260.00	3,312.30
Total 58585							3,312.30	
05/15	05/15/2015	58586	WI DEPT OF REVENUE	STATE INCOME TAX STATE WITHHOLDING TAX Pay Period: 05/09/2015	PR0509150	1	8,853.99	8,853.99
05/15	05/15/2015	58587	WI RETIREMENT SYSTEM	WRS RETIREMENT ADDL RETIREMENT WITHHELD Pay Period: 05/09/2015	PR0509150	1	25.00	
				WRS RETIREMENT EERC GEN RETIRE Pay Period: 05/09/2015	PR0509150	2	6,121.12	
				WRS RETIREMENT EERC PROT RETIRE Pay Period: 05/09/2015	PR0509150	3	2,861.97	
				WRS RETIREMENT EERC W/S RETIRE Pay				

Check Issue Date(s): 05/07/2015 - 05/20/2015

Per	Date	Check No	Payee	Invoice Description	Invoice No	Seq	Seq Amount	Check Amount
Total 58592							8,467.60	
05/15	05/15/2015	58593	CHIROPRACTIC ASSOCIA	ACCT #4621-MED ASSOC	051515	1	29.84	
				ACCT #9007-MED ASSOC HMO	051515	2	119.36	
				ACCT #9202-DEAN	051515	3	47.00	
				ACCT #11782-DEAN HEALTH	051515	4	152.00	348.20
Total 58593							348.20	
05/15	05/15/2015	58594	CUBA CITY CHIROPRACTI	ACCT #3683-MEDI ASSOC HMO	051515	1	177.20	177.20
05/15	05/15/2015	58595	DEAN CLINIC	ACCT #100993880	022615	1	2.50	2.50
05/15	05/15/2015	58596	DUBUQUE ANESTHESIA S	ACCT #DAS-43169	021915	1	63.00	63.00
05/15	05/15/2015	58597	DUBUQUE EMERG PHYSI	ACCT #DBQ 9020099	032215	1	180.38	180.38
05/15	05/15/2015	58598	FAMILY HEALTH OF LAFA	ACCT #33955	051515	1	374.64	
				ACCT #43439	051515	2	182.79	557.43
Total 58598							557.43	
05/15	05/15/2015	58599	FIDELITY BANK & TRUST	PAYMENT	05/11/2015	1	870.88	870.88
05/15	05/15/2015	58600	GRANT CTY CLERK OF CC	FINES & FORFEITURES	2009088	1	150.00	
				FINES & FORFEITURES	2009093	1	263.50	
				FINES & FORFEITURES	3028827	1	175.30	
				FINES & FORFEITURES	3028835	1	283.50	872.30
Total 58600							872.30	
05/15	05/15/2015	58601	HARTIG DRUG CO	PRESCRIPTION CO-PAY	043015	1	42.86	
				PRESCRIPTION CO-PAY	043015	2	1.00	
				PRESCRIPTION CO-PAY	043015	3	20.10	63.96
Total 58601							63.96	
05/15	05/15/2015	58602	KAUFFMAN, BARBARA	MEDICAL CLAIM REIMB.	051515	1	266.12	266.12
05/15	05/15/2015	58603	LOWERY, KIM	FLEX MEDICAL CLAIM R	051515	1	140.17	140.17
05/15	05/15/2015	58604	MEDICAL ASSOCIATES CL	ACCT #69-99296	051515	1	293.73	
				ACCT #65-98502	051515	2	888.85	
				ACCT #87-19593	051515	3	164.17	
				ACCT #72-52042	051515	4	624.86	
				ACCT #87-44468	051515	5	31.48	
				ACCT #65-93230	051515	6	142.25	
				ACCT #65-93230	051515	7	142.25	2,287.59
Total 58604							2,287.59	
05/15	05/15/2015	58605	MERCY MEDICAL CENTEF	ACCT #DB008106163-5084	03/15	1	565.31	
				ACCT #DB008223862-5051	03/15	2	1,169.86	
				ACCT #DB008223862-5081	03/15	3	378.77	
				ACCT #DB008210028-5078	03/15	4	276.19	
				ACCT				

Check Issue Date(s): 05/07/2015 - 05/20/2015

Per	Date	Check No	Payee	Invoice Description	Invoice No	Seq	Seq Amount	Check Amount
				#DB008210028-5078	03/15	5	276.20	2,666.33
		Total 58605					2,666.33	
05/15	05/15/2015	58606	PLATTEVILLE PODIATRY	ACCT #4054	031715	1	410.29	410.29
05/15	05/15/2015	58607	REHLINGER, PAUL	FLEX MEDICAL CLAIM REIMB	051515	1	600.00	600.00
05/15	05/15/2015	58608	SCENIC RIVERS ENERGY	SERVICES	05/01/2015	1	377.25	377.25
05/15	05/15/2015	58609	SOUTHWEST HEALTH CE	ACCT #955661	121514	1	141.29	141.29
05/15	05/15/2015	58610	TERPSTRA, TERRENCE	FINAL FLEX MEDICAL CLAIM	051515	1	291.70	291.70
05/15	05/15/2015	58611	UNEMPLOYMENT INSURA	UNEMPLOYMENT - CEMETERY	6846703	1	192.00	
				UNEMPLOYMENT - PARKS	6846703	2	110.36	302.36
		Total 58611					302.36	
05/15	05/15/2015	58612	UNITYPOINT HEALTH	ACCT #311183616-0002341413	040215	1	1,579.41	1,579.41
05/15	05/15/2015	58613	UNIV OF IOWA HEALTH C	ACCT #100808423	030615	1	253.25	253.25
05/15	05/15/2015	58614	VERNON CTY CLERK OF C	FORFEITURES	2009118	1	300.00	300.00
05/15	05/15/2015	58615	WKM PSYCHOLOGY	ACCT #16756721WM	031315	1	189.32	189.32
05/15	05/20/2015	58616	ALLIANT ENERGY/WP&L	ELECTRIC/HEATING-CITY HALL	05/20/2015	1	11.72	
				ELECTRIC/HEATING-POLI	05/20/2015	2	2,536.29	
				DEPT				
				ELECTRIC/HEATING-FIRE	05/20/2015	3	642.83	
				DEPT				
				ELECTRIC/HEATING-EME	05/20/2015	4	6.35	
				MNGMT				
				ELECTRIC/HEATING-EMS	05/20/2015	5	186.51	
				ELECTRIC/HEATING-STRE	05/20/2015	6	7,793.68	
				LIGHTING				
				ELECTRIC/HEATING-STOF	05/20/2015	7	663.00	
				LIGHTS				
				ELECTRIC/HEATING-PAR	05/20/2015	8	632.06	
				ELECTRIC/HEATING-POO	05/20/2015	9	11.31	12,483.75
		Total 58616					12,483.75	
05/15	05/20/2015	58617	AYRES ASSOCIATES INC	PIONEER FORD BROWNFIELD	158219	1	8,404.52	8,404.52
05/15	05/20/2015	58618	BADGER WELDING SUPPI	MONTHLY CYLINDER RENTAL-EMS	3277318	1	12.00	
				MONTHLY CYLINDER RENTAL-POLICE	3277320	1	2.70	14.70
		Total 58618					14.70	
05/15	05/20/2015	58619	BAKER IRON WORKS LLC	STREET CHARGE	67239	1	153.31	153.31
05/15	05/20/2015	58620	BERTELSON ONE SOURC	OFFICE SUPPLIES-POLICE DEPT	OE-394202-1	1	19.56	19.56
05/15	05/20/2015	58621	CAKES BY ANNE	REFRESHMENTS FOR ARTIST RECEPTION-GALLERY	5/3 & 5/10/15	1	112.00	112.00
05/15	05/20/2015	58622	CARQUEST AUTO PARTS	SUPPLIES-PARKS DEPT	2584-270150	1	5.16	

Check Issue Date(s): 05/07/2015 - 05/20/2015

Per	Date	Check No	Payee	Invoice Description	Invoice No	Seq	Seq Amount	Check Amount
				DISTANCE	04/30/2015	12	91.90	
				RECREATION LONG DISTANCE	04/30/2015	13	.07	
				SENIOR CENTER LONG DISTANCE	04/30/2015	14	.67	
				WATER & SEWER LONG DISTANCE	04/30/2015	15	.59	97.59
				Total 58624			97.59	
05/15	05/20/2015	58625	CINTAS CORPORATION #	CLEANING SUPPLIES-POLICE DEPT	446684085	1	83.29	
				CLEANING SUPPLIES-POLICE DEPT	446686666	1	207.53	
				BROWN MATS - POLICE DEPT	446686666	2	11.12	
				CLEANING SUPPLIES-POLICE DEPT	446689206	1	83.29	
				BROWN MATS - POLICE DEPT	446689206	2	20.22	405.45
				Total 58625			405.45	
05/15	05/20/2015	58626	CNA SURETY	BLANKET POLICY	58315888 5/8	1	178.75	178.75
05/15	05/20/2015	58627	COMPUNET INTERNATION	COMPUTER	44412	1	853.99	
				ANTI-VIRUS SOFTWARE	44413	1	2,400.00	3,253.99
				Total 58627			3,253.99	
05/15	05/20/2015	58628	COUNTRY INN & SUITES F	LODGING-CITY MANAGER INTERVIEWS	3321	1	70.00	
				LODGING-CITY MANAGER INTERVIEWS	3322	1	70.00	
				LODGING-CITY MANAGER INTERVIEWS	3323	1	70.00	
				LODGING-CITY MANAGER INTERVIEWS	3324	1	70.00	
				LODGING-CITY MANAGER INTERVIEWS	3325	1	70.00	350.00
				Total 58628			350.00	
05/15	05/20/2015	58629	DEPT OF HEALTH SERVIC	POOL WATER ATTRACTION	124 HSAT-7Q	1	250.00	
				CAMPGROUND LICENSE R	124 HSAT-7Q	1	175.00	425.00
				Total 58629			425.00	
05/15	05/20/2015	58630	DOUBLEDAY LARGE PRIN	LARGE PRINT BOOKS-LIBRARY	77389773	1	16.49	16.49
05/15	05/20/2015	58631	DROESSLER, ANDREA	TRAINING REIMB - PD	4/26-5/1/15	1	29.75	29.75
05/15	05/20/2015	58632	DUBUQUE HOSE & HYDR	SUPPLIES/REPAIRS-ST	442247	1	4.65	4.65
05/15	05/20/2015	58633	EMERGENCY MEDICAL PF	AMBULANCE SUPPLIES	1737765	1	418.29	418.29
05/15	05/20/2015	58634	ENTERPRISE LIGHTING L	STOP LIGHT PARTS	E8956	1	3,561.36	3,561.36
05/15	05/20/2015	58635	FAHERTY INC	GARBAGE & RECYCLING-POLICE				

Check Issue Date(s): 05/07/2015 - 05/20/2015

Per	Date	Check No	Payee	Invoice Description	Invoice No	Seq	Seq Amount	Check Amount
05/15	05/20/2015	58636	FASTENAL COMPANY	DEPT SUPPLIES-STREET DEPT SUPPLIES-STREET DEPT SUPPLIES-STREET DEPT	102227 WIPIA73603 WIPIA73740 WIPIA73741	1 1 1 1	80.31 .51 8.97 7.26	80.31 2.22
Total 58636							2.22	
05/15	05/20/2015	58637	FIRE & SAFETY EQUIP III	POLICE DEPT CHARGES	44642	1	33.25	33.25
05/15	05/20/2015	58638	GALLS LLC	UNIFORM ITEMS-CIESLEWICZ, PAT UNIFORM ALLOWANCE UNIFORM ITEMS-HARTWIG, AMY	3416384 3416384 3502289	1 2 1	126.00 41.39 114.68	282.07
Total 58638							282.07	
05/15	05/20/2015	58639	GORDON FLESCH COMPA	COPIES-COUNCIL COPIES-CLERK COPIES-CITY MANAGER	IN11164252 IN11164252 IN11164252	1 2 3	15.00 30.00 286.58	331.58
Total 58639							331.58	
05/15	05/20/2015	58640	GRANT CTY CLERK OF CC	FORFEITURES BOND-MATTHEW J BREWER FORFEITURES	05/15/2015 14239948 5/19/2015	1 1 1	200.50 10.00 10.00	220.50
Total 58640							220.50	
05/15	05/20/2015	58641	GRANTLAND SAFETY INS	RECHARGE FIRE EXTINGUISHERS-FIRE DEPT	10142	1	30.00	30.00
05/15	05/20/2015	58642	HARLEY'S CAR CARE & TI	TOW TO IMPOUND-PD	3398	1	70.00	70.00
05/15	05/20/2015	58643	IIW PC	14-14 MPO TRAIL PAVING & LIGHTING	62691	1	15,987.50	15,987.50
05/15	05/20/2015	58644	INNOVATIVE AG SERVICE	SUPPLIES-STREET DEPT	869072	1	125.08	125.08
05/15	05/20/2015	58645	IVERSON CONSTRUCTION	COLD MIX - ST DEPT	5100006943	1	267.52	267.52
05/15	05/20/2015	58646	IWI MOTOR PARTS	SUPPLIES-STREET DEPT SUPPLIES-STREET DEPT	S1-2113722 S1-2324005	1 1	65.46 138.68	204.14
Total 58646							204.14	
05/15	05/20/2015	58647	JOHNSON BLOCK & CO IN	AUDIT CHGS	422418	1	4,250.00	4,250.00
05/15	05/20/2015	58648	LANGE SIGN GROUP INC	ENTRANCE SIGN	05/14/2015	1	4,242.00	4,242.00
05/15	05/20/2015	58649	MARTIN, JAN	MILEAGE	5/7/2015	1	90.85	90.85
05/15	05/20/2015	58650	MAST WATER TECHNOLC	WATER - EMS	396695	1	12.90	12.90
05/15	05/20/2015	58651	MEDICAL ASSOCIATES CI	ACCT #82-06823 ACCT #87-40797 ACCT #73-87038 ACCT #77-20451	052015 052015 052015 052015	1 2 3 5	105.76 231.58 1,088.87 216.51	1,642.72
Total 58651							1,642.72	
05/15	05/20/2015	58652	MONSON SEPTIC & PORT	PORTABLE RESTROOM RENTAL-POLICE	13106	1	480.00	480.00
05/15	05/20/2015	58653	MORRISSEY PRINTING IN	BUS PASSESS	33801	1	68.50	68.50
05/15	05/20/2015	58654	MORTON SALT	TONS OF ROAD SALT				

Check Issue Date(s): 05/07/2015 - 05/20/2015

Per	Date	Check No	Payee	Invoice Description	Invoice No	Seq	Seq Amount	Check Amount
05/15	05/20/2015	58655	MOUND CITY BANK	FOR 2015	5400773363	1	7,842.52	7,842.52
				INTEREST ON LOANS	6/1/2015	1	937.50	
				INTEREST TIF #6	6/1/2015	2	2,437.50	
				INTEREST TIF #7	6/1/2015	3	562.50	3,937.50
		Total 58655					3,937.50	
05/15	05/20/2015	58656	MY TIRES INC	TUBES-STREET	96103	1	20.99	20.99
05/15	05/20/2015	58657	NETUX SOLUTIONS LLC	WEB DEV	12134	1	6.50	6.50
05/15	05/20/2015	58658	NORTHERN SAFETY CO II	SAFETY VESTS	901407549	1	222.48	222.48
05/15	05/20/2015	58659	OFFICE DEPOT	OFFICE SUPPLIES-PD	76873219500	1	67.96	67.96
05/15	05/20/2015	58660	OLSON, MARCIA	REFUND TRIP & STATE FEES	05/20/2015	1	63.80	63.80
05/15	05/20/2015	58661	OWEN, NICHOLAS	MILEAGE-CITY MANAGER INTERVIEW	05/08/2015	1	63.25	63.25
05/15	05/20/2015	58662	PERSONNEL EVALUATION	PERSONNEL EVALUATION PROFILE-POLICE DEPT	13742	1	60.00	
				SEMINAR REGISTRATION-POLICE DEPT	13835	1	548.00	608.00
		Total 58662					608.00	
05/15	05/20/2015	58663	PETTY CASH SWIM POOL	START UP MONEY FOR AQUATIC CENTER	05/15/2015	1	300.00	300.00
05/15	05/20/2015	58664	PIONEER FORD SALES LT	PARKS CHARGE	22047	1	64.86	64.86
05/15	05/20/2015	58665	PLATTEVILLE AUTO SUPP	SUPPLIES-POLICE DEPT	04/30/2015	1	37.19	
				SUPPLIES-FIRE DEPT	04/30/2015	2	31.98	
				SUPPLIES-EMS	04/30/2015	3	17.98	
				SUPPLIES-STREET DEPT	04/30/2015	4	200.56	287.71
		Total 58665					287.71	
05/15	05/20/2015	58666	PLATTEVILLE HIGH SCHO	RESERVATION FEE FOR SENIOR PICNIC	05/18/2015	1	10.00	10.00
05/15	05/20/2015	58667	PLATTEVILLE JOURNAL, T	SUBSCRIPTION-PUBLIC WORKS	3709 6/4/2015	1	36.00	36.00
05/15	05/20/2015	58668	PRAIRIE INET	MUSEUM CHARGES	6/1-8/31/2015	1	60.00	60.00
05/15	05/20/2015	58669	PUBLIC ADMIN ASSOC LL	SERVICES - HIRING CITY MANAGER	C-04-15	1	10,463.55	10,463.55
05/15	05/20/2015	58670	QUILL CORPORATION	MUSEUM CHARGE	3762769	1	7.98	
				MUSEUM CHARGE	3762769	2	62.99	
				MUSEUM CHARGE	3908303	1	569.99	640.96
		Total 58670					640.96	
05/15	05/20/2015	58671	RELIABLE OFFICE SUPPLI	LIBRARY OFFICE SUPPLIES	BC882700	1	114.81	114.81
05/15	05/20/2015	58672	ROSEMEYER JONES CHIF	ACCT #5000-DEAN	052015	1	589.69	589.69
05/15	05/20/2015	58673	SANDRY FIRE SUPPLY LL	GEAR-FIRE DEPT	47838	1	99.30	99.30
05/15	05/20/2015	58674	SCHMIDT ELECTRICAL CC	SERVICE CALL - CITY HALL	1080-3823	1	411.17	
				POLICE DEPT CHARGE	1082-3847	1	162.12	573.29

Check Issue Date(s): 05/07/2015 - 05/20/2015

Per	Date	Check No	Payee	Invoice Description	Invoice No	Seq	Seq Amount	Check Amount
Total 58674							573.29	
05/15	05/20/2015	58675	SIGNS TO GO! INC	POLICE CHARGES	20117	1	38.00	
				NAME PLATE	20154	1	17.00	55.00
Total 58675							55.00	
05/15	05/20/2015	58676	SIRCHIE	SUPPLIES-POLICE DEPT	205817-IN	1	83.59	83.59
05/15	05/20/2015	58677	SLOAN IMPLEMENT	PARTS - STREET DEPT	325952	1	66.75	66.75
05/15	05/20/2015	58678	SOUTHWEST HEALTH CE	ACCT #944616	2-3-4	1	75.39	
				ACCT #873085	2-3-4	2	222.05	
				ACCT #847253	2-3-4	3	144.82	442.26
Total 58678							442.26	
05/15	05/20/2015	58679	SOUTHWEST HEALTH CE	LABS-POLICE DEPT	825289 5/6/15	1	56.00	56.00
05/15	05/20/2015	58680	SOUTHWEST LANDSCAPI	TREES	847	1	12,350.00	
				LABOR (PLANTING)	847	2	2,350.00	
				LABOR (WATERING)	847	3	900.00	15,600.00
Total 58680							15,600.00	
05/15	05/20/2015	58681	SOUTHWEST OPPORTUN	JANITORIAL SERVICES-POLICE DEPT	16368	1	1,785.00	1,785.00
05/15	05/20/2015	58682	SOUTHWEST TECHNICAL	POLICE TRAINING	10379	1	130.00	130.00
05/15	05/20/2015	58683	SYMBIONT	GRAPHIC INFO SYSTEM MAPPING & PROGRAM SERV-ENGINEERING	43352	1	713.00	713.00
05/15	05/20/2015	58684	TAPCO	STREET SIGNS	1487250	1	114.00	
				SIGN MATERIALS FOR BUS STOPS	1487367	1	251.95	
				SIGN MATERIALS FOR BUS STOPS	1487368	1	365.00	
				SIGN MATERIALS FOR BUS STOPS	1487542	1	334.00	
				STREET SIGNS	1488000	1	332.00	
				SIGN MATERIALS FOR BUS STOPS	1488045	1	340.00	
				SIGN MATERIALS FOR BUS STOPS	1488466	1	340.00	2,076.95
Total 58684							2,076.95	
05/15	05/20/2015	58685	THIEL, NATHAN	REIMB EXPENSES-CITY MANAGER INTERVIEW	05/11/2015	1	119.24	119.24
05/15	05/20/2015	58686	THOMPSON TRUCK & TR	PARTS-STREET DEPT	X201030936:C	1	22.84	22.84
05/15	05/20/2015	58687	TIFCO INDUSTRIES	SUPPLIES-ST. DEPT.	71049418	1	179.16	179.16
05/15	05/20/2015	58688	TIMMERMAN SUPPLY INC	STREET DEPT CHARGE	45399	1	26.64	26.64
05/15	05/20/2015	58689	TRICOM INC/RADIO SHAC	FIRE DEPT CHARGE	10305246	1	13.95	13.95
05/15	05/20/2015	58690	US CELLULAR	CELL PHONE CHGS. - EMS	83260758	1	14.65	
				CELL PHONE CHGS-PARKS	84681532	1	24.32	
				CELL PHONE CHGS-AIRPORT	84681532	2	24.32	
				CELL PHONE CHGS. -				



BOARDS AND COMMISSIONS VACANCIES LIST

As of 4/28/15

Board of Appeals (ET Zoning) Alternate (partial – term expires 4/1/16)
Board of Appeals (Zoning) (3 – year term)
Airport Commission (partial – term expires 11/1/16)
Plan Commission (partial – term expires 5/1/16)
Historic Preservation Alternate (3 – year term)

Upcoming in June

Parks, Forestry, and Recreation (3 – year term)

Application forms for the City of Platteville Boards and Commissions are available in the City Clerk's office in the Municipal Building at 75 N Bonson Street, Platteville, WI or online at www.platteville.org. Please note that most positions require City residency.

PROPOSED LICENSES

May 26, 2015

One-Year Operators License

- Callie G Bristow
- Deborah A Chandler
- Janet L Garthwaite
- Samuel A Konen
- Cynthia K Martens
- Mackenzie N Novak
- Ronald L Osborne
- Mary A Schleicher
- Tyler D Vifian

Two-Year Operators License

- Peggy D Bast
- Bo D Bertolini
- Jean M Ginter
- Tammy M Kaiser
- Amanda M Kerkel
- Donald L Lee
- Karla M Pluemer
- Scott A Redfern
- Ryan J Webster

Committee Reports

PFC Regular Meeting Minutes
March 3, 2015

Roll Call: April Fuhr, Mike Olds, Rosalyn Broussard, Tim Boldt, Council Liaison Mike Denn, Fire Chief Ryan Simmons, Chief of Police Doug McKinley, Absent-Mike Myers

- The meeting was called to order at 5:01 p.m. by President Olds
- The minutes from the regular meeting of the PFC on Jan 6, 2015 were approved unanimously (motion by Broussard, 2nd by Fuhr)
- There were no Citizen Comments or Observations
- Fire Department Update: Currently at 58 members, 2 short of their authorized maximum membership; They continue to receive inquiries about membership, especially from college students but the requirement that members live in the area for 1 year tends to delay some potential members; an audit of compliance with fire inspections will be held on 3/2-no problems are anticipated with this; Chief Simmons and other Dept. Heads from the City will be assisting Grant Co. Emergency Management with a presentation in Milwaukee on 3/11-this will take place at the annual Emergency Management Conference and they will present on the response to the June 2014 tornados and the lessons learned
- The PFC went into closed session per Wis. Statutes 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically the probationary status of Police Officer was discussed. This occurred at 5:17 p.m. on a unanimous vote (motion by Fuhr, 2nd by Broussard).
- The PFC returned to open session at 5:23 p.m. on a unanimous vote (motion by Fuhr, 2nd by Boldt).
- The PFC unanimously passed a motion stating that Officer Candace Koch has successfully completed her probationary period with the Platteville Police Department (motion by Boldt, 2nd by Broussard).
- Chief McKinley outlined the tentative timeline for the upcoming process to establish an eligibility pool for the position of Sergeant. 2/11 Letter of Intent and resumes submitted, 2/25 completion of the Command Staff Questionnaire, 2nd or 3rd week of April-written test administered, 5/5-PFC review of application materials, 6/2-PFC interviews of the applicants
- Commissioner Broussard shared the dates and topics of several upcoming movie screenings that will be held on the UW-Platteville Campus. Their central theme focusses racial issues in America in the aftermath of the Ferguson, MO police shooting and impacts on police/community relations.
- The meeting adjourned on a unanimous vote at 5:29 p.m. (motion by Fuhr, 2nd by Rosalyn)

Respectfully Submitted,

Doug McKinley
Chief of Police

Approved at the April 7, 2015 PFC Meeting

Police & Fire Commission
Meeting Minutes
April 7, 2014

Roll Call: Mike Olds, Mike Myers, April Fuhr, Tim Boldt, Rosalyn Broussard, Council Liaison Mike Denn, Fire Chief Ryan Simmons, Chief of Police Doug McKinley

- The meeting was called to order at 5:05 p.m. by President Olds
- The meeting minutes from the March 3, 2015 Regular Meeting were approved unanimously. (motion by Boldt, 2nd by Fuhr)
- There were no citizen comments or observations.
- Fire Department Update: the pancake breakfast was held and it was well attended, 1 resignation has been received, 1 application has been submitted, the upgraded electrical system and generator at the FD should be done and in place by the end of April, the preliminary audit was conducted with the following results-25-30 firefighters on average are responding to initial calls, all requirements of the State are being met, 2% insurance dues are being received and spent on approved expenses, Fire Inspections are being done as mandated, Fire Prevention Efforts at the schools and businesses are being done as mandated.
- Police Department Update: Officer Andrew Weber resigned effective 3/27/15, another home invasion was reported on 4/2/15, the PD is engaged in hiring a part-time dispatcher, preparations are being made for several special events-several 5K runs and Derby Days (5/2)
- The timeline for establishing an eligibility pool for Sergeant was discussed. In May the PFC will review the applicant resumes, test scores and the Senior Command Staff review. Interviews will be held in June.
- The timeline for establishing an eligibility pool for Entry Level Officers was discussed. Applications will be accepted until 5/1/15, the physical agility testing and written test will be held on 5/16, the Sgt/FTO interviews and PEP testing will take place on 5/20 and the PFC interviews will be held at a later date.
- The Meeting adjourned at 5:34 p.m. (motion by Myers, 2nd by Broussard)

Respectfully Submitted,

Doug McKinley
Chief of Police

Approved at the May 5, 2015 PFC meeting

WATER & SEWER COMMISSION MINUTES

Monday, April 13th, 2015

4:00 P.M.

Water and Sewer Commission Secretary Mark Meyers (for excused President Sarah Fosbinder) called the Regular Meeting of the City of Platteville Water and Sewer Commission to order on Monday, April 13th, 2015 at 4:00 p.m. in the Council Chambers of the Municipal Building.

W/S Commission members present: Mark Meyers, Ken Kilian, Dick Bonin, Pete Davis

W/S Commission members excused: Barbara Stockhausen, Caroline Kroll and Sarah Fosbinder

W/S Commission members absent:

City Staff present: Utility Superintendent Irv Lupee, Public Works Director Howard Crofoot & Finance Director Valerie Martin

The Consent Calendar was presented for consideration. **Motion made by Kilian and seconded by Davis to approve the Consent Calendar as presented:** March 9th, 2015 Minutes, March Financial Report, March Bank Reconciliation and Investments Report, Payment of Bills (March 6th – April 9th) and March 2015 Water Quality Report. **Motion carried.**

ACTION ITEMS:

Crofoot discussed the need for a change order for the Elm Street Lift Station project. Due to a miscommunication between Westphal and Alliant Energy, Westphal and Co. now requires a transformer from Alliant Energy to provide power to the Elm Street Lift Station upgrade. This cost was not accounted for in the bid. There was also a misunderstanding regarding the cost to complete the generator, partially due to an increase in the size of the generator specified. Altogether, the change order requested totals \$47,477.75. The current contract cost is \$272,922.52. The original budget for the project was \$300,000. Approving the change order, puts the contract price at \$320,400.27. Dan Dreessens from Delta 3 Engineering, as well as a rep from Alliant Energy and Westphal were at the meeting to answer questions. **Motion made by Bonin and seconded by Kilian to approve the Elm Street Lift Station Change Order as presented by staff. Motion carried.**

ITEMS OF DISCUSSION:

Crofoot discussed the progress on current W&S projects. Fourth Street water & sewer is progressing. When we receive the transformer, the Elm Street lift station will be tested. They may be able to do an initial test with the generator soon.

Martin discussed a billing issue discovered relating to a UWP meter. It seems as if a wrong multiplier was used when the meter was entered into the billing system on March 19, 2014, causing the university to be over billed for nine months until the issue was discovered. In order to stay in accordance with PSC Administrative Code, the Water and Sewer Commission is to pay UWP the amount overpaid, which totals \$17,004.99.

Motion made by Bonin and seconded by Kilian to adjourn. Motion carried. Meeting adjourned at 4:40 pm.

Respectfully Submitted,

Valerie I Martin
Finance Director

Approved Minutes of Apr. 13th, 2015 Meeting
Submitted by Doug Stephens, May 12th, 2015

Airport Commission Meeting
April 13, 2015
Platteville Municipal Airport
5157 Highway 80, Platteville, Wisconsin 53818

- I. Call to order by Bill Kloster @ 6:00PM
Attendance: Commission Members: Barb Daus (P), Bill Kloster (P), Dr. Jason Klovning (A), Chuck Runde (P), Doug Stephens (P), Ed White (P). Non-Commission attendance: Duane Borgen (City of Platteville, Director of Admin. Serv.), Jim Hughes (Airport Mgr, Hughes Aviation LLC), Alaine Olthafer and Andy Lange (A&A Aviation), Paula Groom (Wisconsin Dept. of Transportation, Aeronautics Bureau).
- II. Approval of Minutes: Approval of March 9th, 2015 minutes, Stephens noted that Borgen had pointed out two errors in the minutes. Stephens had incorrectly written the Monthly Income figure and the Cash on Hand figure. Stephens will make the correct the figure to read \$8,286.65 and \$128,530.41 respectively. Motion to approve the amended minutes by White, Second by Daus. Passed with one abstention (Runde).
- III. Citizens Comments, Observations, and Petitions
 - a. Nathan Trappe and Ryan Johnson from Allen Roofing Construction LLC. gave and an introduction to the Commission on "Duro-Shield metal Roofing Retro Fit" and "PVC Membrane".
- IV. Modification to the Hanger Rental Agreement, Approval Action: Motion to approve by Runde, Second by White. Passes Unanimously.
- V. Treasurer's Report Apr. 2015, from Balance Sheet March 31, 2015: by Runde
 - a. Monthly Income Review: Income \$12,070.49. Cash on hand \$131,261.24. Fuel sales slow. Cropland lease payments to airport are due in May.
 - b. Monthly Expense Review: Monthly expenses of \$10,032.12. No fuel purchased in month of March.
 - c. Monthly Invoice Payments: Items are itemized. The voucher items/monthly payments to Dish Network were discussed. Is billed once a month at \$48.61. Seems to be two sets of bills, with the other bill being 2X the monthly amount. Issue was resolved.
 - d. Motion to Approve Treasure's Report and Pay the Bills by Runde, second by Stephens. Passed unanimously.
- VI. Manager's Report: Jim Hughes
 - a. Operations: Hughes Aviation was on duty 214 hours in March. Weather has slowed the number of flights.
 - b. Flight Operations: March 2015 was 674 flights.
 - c. Fuel Sales: A few airports in the area have dropped their fuel prices, and it has slowed our sales volume. March 2015 sales totaled 3694.56 gallons. 100LL sales were

1524.61 gallons. Jet-A sales were 2169.95 gallons. Fuel for the trainer airplane was 582.19 gallons.

- d. Fuel Purchases: March 2015 none. Have plenty of fuel on hand.
- e. Rental status of hangers: All hangers full.
- f. Erosion from the rain event appears to have caused surface water runoff from the airport property to erode Burbach's field. Airport to check our outlet structure, erosion control measures, silt fencing. Paula Groom noted that she will check these items tomorrow (April 14th). Some erosion has occurred near Jason Klovning's hanger.
- g. Signage to be removed from the Avista Hanger.

VII. Emergency Table Top Exercise:

- a. Kloster: Noted that he will go to the City of Platteville fire station for the table-top training exercise.

VIII. Pending Item Updates

- a. Airport Management Contract: Personnel Committee, Stephens noted that the ad for the RFP is in final DRAFT form, and that he has been working with Ed White and Bill Kloster on the development of the document. The ad for the RFP should be posted shortly.
- b. Status of Airport Advisory Committee Formation: Kloster noted that the Pilots Council, to be formed, will be compliant to the open record requirements. Daus asked about clarification on the references to term limits (see "Proposed Rules to Platteville Municipal Airport Pilots Council" dated April 13, 2015, items 6, 7, 8. With these changes we will defer it to the May meeting.
- c. Commission Vacancy: There has been some interest.
- d. Young Eagles: Talked about Young Eagles events, such as flights at the airport for youth ages 8 to 17. Wednesday, August 19th is on the EAA calendar. EAA would do blanket insurance coverage on the airport for that date. EAA Chapter 327 could provide flights. This is something that the Platteville airport could call our own. On the agenda for next time will be "EAA Camps" and "Young Eagle Flights"
- e. A&A Quarterly Report: Olthafer stated that it was an awesome quarter. Their airplane is flying again, and there has been lots of action on the tail wheel restriction training. Lange has been increasing the volume of his engine service work. Kloster asked what the Commission can do to help. Olthafer stated that A&A is interested in being a FBO. Lange has purchased a motorized cart to facilitate moving airplanes.
- f. Aviation Bureau Meeting: Kloster spoke of the FAA database, where all airplanes are recorded (and where hangered). This FAA database would officially communicate the number of airplanes hangered at the Platteville Airport, and help our cause. The topic of restrictive zoning was introduced, and that this would help protect future airport operations. Talked about main building and engineering work planning, and that if contract is under \$25,000, it is not required to be publically advertised. The Commission has the desire to stay local for A/E work. Will want to discuss this with Delta 3 and IIW.
- g. Kloster asked for Agenda items to be submitted two weeks prior to meetings, so if the Commission has items to add, let Kloster know.

- h. Kloster asked Hughes to get new contracts in place, so that when the hanger leases are renewed, the new contracts can be implemented.
- i. Pavement Condition Index: (PCI, rating scale from 0 to 100) "63" is our PCI Report value. Anything below "70" needs repair/reconstruction. This project does not get off the ground if we don't have the money. Will discuss at the May Commission Mtg with Groom. Project will take approx. \$70,000 to \$100,000 to do design. Reconstruction will be about \$1,300,000.

IX. Adjourn: Motion to adjourn by Runde, Second by Daus. Passed unanimously
Adjourned at 7:15PM

Minutes submitted by Doug Stephens

**The Platteville Public Library Board of Trustees Meeting
Tuesday, April 7, 2015
Platteville Public Library meeting room**

Attendance: Page Leahy, Betsy Ralph-Tollefson, Marilyn Gottschalk, Eileen Nickels, April Fuhr, Carol Ann Hood, Matt Sexton and Director Jessie Lee Jones. Absent Tim Durst

Meeting called to order by Page Leahy 6:00 pm

CONSIDERATION OF CONSENT AGENDA -- Approved Hood/Gottschalk

- A. Meeting duly posted
- B. Acceptance of Agenda
- C. Minutes from March 3, 2015 meeting

CITIZENS' COMMENTS, OBSERVATIONS and PETITIONS— None

Reports

- A. Municipal Financial report
- B. Director's report
- C. City Council report was given by Eileen Nickels. The exterior of the proposed new library was discussed.
- D. Foundation report was given by Betsy Ralph-Tollefson. The Foundation is not currently actively fundraising, the group is recruiting new members and planning for a potential capital campaign.

Business

- A. Approval of March bills approved. Fuhr/Sexton
- B. Bus pass sales- Howard Crofoot presented the City's new bus program. A suggested place to sell bus passes would be at the Library. The Board approved that the library would sell bus passes. Approved- Fuhr/Hood
- C. Gift Acceptance Policy. Director Jones presented a resolution that allows gifts to be transferred to the Library Foundation. Approved- Gottschalk/Hood
- D. July 4 Holiday Closing- The Library will be closed on Saturday, July 4. Approved- Fuhr/Nickels
- E. Alcoholic Beverages Policy- Director Jones presented a proposed Alcohol Policy that would allow the Library Foundation to sell or serve alcoholic beverages during fundraising events at the Library. Approved- Tollefson/Hood
- F. Feasibility Study was discussed.
- G. Block Development: The interior of the new Library was discussed.

Meeting Adjourned 7:05 pm Nickels/Fuhr

Next Regular Library Board Meeting: May 5, 2015 6:00 p.m. Library Meeting Room

**The Platteville Public Library Board of Trustees Meeting
Special Meeting—Monday, April 20, 2015
Platteville Public Library meeting room**

Attendance: Tim Durst, Page Leahy, Betsy Ralph-Tollefson, Marilyn Gottschalk, Eileen Nickels, Carol Ann Hood, Matt Sexton and Director Jessie Lee Jones. Absent: April Fuhr

Meeting called to order by Tim Durst 5:30p.m.

1. Review of revised Library Block Development renderings. Motion to approve the proposed exterior of new Library facility, with the omission of the circular “logo” portion of the signage. Gottschalk/Hood.

Meeting Adjourned 5:50. Hood/Leahy

Next Regular Library Board Meeting: May 5, 2015 6:00 p.m. Library Meeting Room

Platteville Museum Board

April 15, 2015

Members Present
Suzanne Buchert
Bill Van Deest
Marilyn Gottschalk
Eric Fatzinger
Dave Allen

Members Absent
John Urness
Barb Stockhausen

Others Present
Steve Kleefisch
Stephanie Saager-Bourret

1. Minutes of previous meeting
President Van Deest called the meeting to order at 5:00 pm
Dave moved with a second by Eric to approve the minutes of March 18, 2015. The motion passed.
2. Winter Lyceum
The first lyceum (U.S. Grant) had 133 in attendance. The Life and Times on the Civil War Soldier exhibit will continue through March. Ordinary Soldiers: The Civil War Letters of John Clark Davis was presented on March 22 with 72 in attendance and Birchbark Canoes, Rapids & Research was presented on March 29 with 80 in attendance. The Grant program had the highest attendance for a Lyceum program.
3. JMA Activities
The Fund raising letter is out and donations are coming in.
A donation to cover the Wundo Band for Heritage Day was received from Nancy Daniels.
Nancy Daniels has donated \$500 for the Historic Re-enactment
4. Director Search
Interviews are set for three candidates on April 17.
Members of the JMA and Museum boards are invited to attend the museum session with the candidates
A motion was made by Dave that "The museum board president should sit in on the final/formal interviews conducted by the city manager for the director of the city museum department."
Motion seconded by Marilyn. Motion carried.
Lots of discussion about the job description that was posted versus the real job description.
5. Planning
Planning for Steve's retirement is taking place. The City of Platteville will provide a cake and money for a parting gift. May 5 is the date for Steve's reception. The JMA will honor Steve at the Annual Meeting in November.
6. Announcements
Bill's term is up in June and we're looking for a new board member.
7. Next Meeting
The next meeting will be on **Wednesday May 20** at 5:00 pm.
8. Adjournment
Suzanne moved with a second by Dave to adjourn. Motion passed at 6:00 pm.

Eric Fatzinger
acting secretary

Platteville Community Safe Routes Committee
Monday, April 20, 2015
6:00 p.m.
75 North Bonson Street, Platteville, Wisconsin
G.A.R. Room

MINUTES

Attendees:

CSRC: Kristina Fields, Lynn Verger, Robin Fatzinger, Cindy Tang, Alderwoman Amy Seebth-Wilson
Staff: Howard Crofoot, Luke Peters

- I. Call to order at 6:05 p.m.
- II. Approval of Minutes- March 30, 2015 motion to approve minutes with correction (motion by Kristina, second by Lynn, motion passed unanimously)
- III. Citizen Comments, Observations & Petitions - none
- IV. Old Business
 - a. Sidewalk discussions:
 - i) McDonalds:
 - (1) The new McDonalds, to be constructed in the vacant lot just west of Commercial Drive across the street from the storm pond - Howard updated group that sidewalk along Commercial Drive and along Business 151 will not be installed until requested by City (Council approved waiver of those sidewalks at an earlier meeting). The City retains the right to install sidewalks along the remaining frontage in the future at the property owner's expense.
 - ii) Sherwin Williams – just west of this new McDonalds – Howard updated
 - (1) Motion for sidewalk installation clarified with update to 3/30/15 minutes correction
 - b. Bus update – Alderwoman Seebth-Wilson stated that the bus routes were approved on Tuesday, April 14. The summer routes will start on May 18 with a ‘soft’ rollout with more publicity in the fall 2015 when students return to campus.
 - c. Advance Auto Parts site plan review, northeast corner of Business 151 and Mineral Street
 - i) CSRC reviewed the site plan for pedestrian and bicycle connectivity and made the following motion:
 - (1) Motion:
 - (a) Property owner to pay for and install sidewalk from existing sidewalk along Mineral Street adjacent to Business 151 to their east property line.
 - (b) Property owner to pay for and install sidewalk connecting the Advance Auto Parts building front entrance to the sidewalk being installed along Business 151.
 - (c) Property owner to pay for and install bicycle parking as required per updated zoning ordinance

(d) Property owner to pay for and install sidewalk connecting the Business 151 sidewalk and bicycle parking.

(2) Motion by Kristina, second by Lynn, motion passed unanimously

v. Adjourn at 6:55 pm, motion by Cindy, second by Lynn, motion passed unanimously

Minutes respectfully submitted by Kristina Fields, 5/13/15

If your attendance requires special accommodation needs
Write or call City Manager, P.O. Box 780, Platteville, WI 53818
608/348-9741, Ext. 2226

PARKS, FORESTRY, & RECREATION COMMITTEE
April 20, 2015 Minutes

The regular meeting of the Platteville Parks, Forestry, and Recreation Committee of the City of Platteville was called to order by Brian Laufenberg at 7:00 p.m. in the G.A.R. Room of City Hall.

ROLL CALL

Present: Brian Laufenberg, Hap Daus, Caitlin Rosemeyer, Jason Thompson, Jason Zeitler, Amy Seeboth-Wilson

Others in Attendance: Luke Peters, Howard Crofoot, Kendell Welch, and Matthew Cody

APPROVAL OF MINUTES

A motion was made by Jason Thompson to approve the minutes from October 20, 2014, second by Hap Daus. Motion carried.

NEW BUSINESS

- a. **Community Garden:** Kendal Welch from the Main Street Sustainability Committee presented a proposal of a community garden on the former Kallembach property at 160 E. Mineral St. After some discussion, a motion was made by Jason Zeitler to recommend a 4-plot trial community garden on the proposed property including the stipulations that startup, maintenance, and reclamation can be accomplished without taxpayer funding; plots will be spaced >8' apart or the space between beds will be maintained by the lessee; the City will collect \$50 per plot (\$45 refundable deposit / \$5 water usage fee), a self-closing faucet be installed, and policies are adopted by the lessee to assure the gardens are well kept, dead plants and weeds shall be removed regularly, plantings are restricted to the individual beds plus herbicides, pesticides and chemical fertilizers are not used. The motion was seconded by Hap Daus. Motion carried.
- b. **Prairie View Single Track Trail:** Luke Peters informed the Committee that Platteville Human Powered Trails was exploring the feasibility of installing a single track trail on the City owned property just north of the High School. Because no members of PHPT were in attendance discussion was informative only.
- c. **Arbor Day:** Luke Peters informed the Committee that April 24, 2015 would be Arbor Day in Platteville. As part of the celebration the 4th grade classes will be planting trees in Smith Park. Members of the committee were invited to attend the event from 1:00pm to 2:00pm.
- d. **Playful City USA:** Luke Peters informed the Committee that the City has submitted its application for recognition as a Playful City USA.
- e. **Boots vs Badges:** Luke Peters informed the committee on the donut delivery fundraiser that will take place the morning of April 24th. Including a match from the Beining Trust, the event is expected to add \$3,000 into the Parks Endowment Fund.

OLD BUSINESS

- a. **Legacy Program:** Luke Peters presented the Committee an update on the Memorial Tree Policy. A brochure has been produced which will promote Legacy Trees, Legacy Benches, and the Platteville Parks Endowment Fund. Overall the brochure was well received. Hap Daus suggested removing White Pine from the recommended tree list and also questioned some non-natives including European Hornbeam. Luke explained that while natives are desirable one of his main goals was to increase diversity, noting that our recommended list doesn't include Maples nor White Oak.

- b. **Tree Planting:** Luke Peters updated the Committee on spring tree planting, which will include 57 trees in Mound View (24), Smith Park (12), Valley View Park (10), Skate Park (5), Dog Park (4), and Legion Park (2). Hap Daus suggested that the City consider water bags to help reduce watering costs. Luke explained that he had contracted out watering for the summer.

NEXT MEETING

Next meeting will be on Monday, May 18, 2015 at 7:00 p.m. in the GAR Room of City Hall.

ADJOURNMENT

A motion was made at 8:10pm by Jason Zeitler, seconded by to adjourn Amy Seebboth-Wilson. Motion carried.

Submitted by,
Luke Peters
Recreation Coordinator

EXTRATERRITORIAL BOARD OF ZONING APPEALS MEETING
Minutes
December 15, 2014

A regular Extraterritorial Board of Appeals meeting was held at 7:00 p.m., December 15, 2014, in the Council Chambers of the Municipal Building. Let the records show that the meeting was properly posted according to the Open Meeting Law.

Board member Dan Smith agreed to chair the meeting and therefore called the meeting to order at 7:00 p.m. with the following members present:

Regular members present: (City) Mary Miller, Tom Taber, (Township) Kevin Woodward, Dan Smith, David Klar

Regular members absent: Brian Chapman (excused)

Staff present: Joe Carroll, Community Planning & Development Director; Ric J. Riniker, Building Inspector

Motion by Taber, second by Miller, to approve the minutes of the July 21, 2014 meeting as printed. Motion carried unanimously on a voice vote.

Chairman Smith introduced the variance request. **NOTICE** is hereby given of the appeal of Ashley Adams wherein she seeks a one-year extension to proceed with the variance granted to her on December 16, 2013 for her property located on Highway 80/81, Platteville, Wisconsin. Said property is further described as Part of the NW1/4 of the NE1/4 and the NE1/4 of the NE1/4 of Section 22, Town 3N, Range 1W of the 4th P.M., Platteville Township, Grant County, Wisconsin. The requested extension would require a variance from Chapter 22.14(l)(3) of the City of Platteville Municipal Code.

Joe Carroll gave the staff report noting the applicant would like to build a 190' x 60' commercial building, which would consist of a 150' x 60' storage/shop section, and a 40' x 40' office section. The building would be used for storing trucks and equipment used for the applicant's business, which involves constructing grain bins and other agricultural structures. The applicant would also like to build a single-family home on the lot, which would be the residence of the applicant's family. Tonight's variance request is for the commercial building only. On December 16, 2013, the Board of Appeals approved a variance to allow the commercial building to be 12' from the rear lot line. Section 22.14(l)(3) of the Zoning Ordinance states that "Variances, substitutions, or use permits granted by the Board shall expire within twelve (12) months unless a building permit has been approved (if required) and substantial work has commenced pursuant to such grant." Mr. Carroll went on to say that the applicant has done some work to the property, including improving the driveway, clearing trees, grading the site, and excavating for the building. The applicant has also begun working with an engineer on the building design. However, no building permit has been issued, and no work has started on the actual building. Therefore, the applicant is requesting a one-year extension, which would extend the term of the approved variance to December 16, 2015.

Mr. Carroll said this request is different than most variance requests because the variance to allow the reduced setback has already been approved. The Board has previously decided that the request met the legal standards necessary to obtain a variance. The current request is only to determine if the time-frame to implement the project with the reduced setback should be extended. The Board needs to determine if the project should be granted an additional year to achieve substantial completion of the project.

Ashley Adams was present and said she didn't have anything to add to Mr. Carroll's presentation.

Board member Smith said that the Township has received phone calls regarding the appearance of the property. Board member Klar asked who will construct the building. Ms. Adams said she and her "crew" will construct the building. Board member Taber said he is the Chairman for the Calvary Cemetery and his parish has received calls concerning the appearance of the property.

Motion by Taber, second by Miller, to approve the variance request of Ashley Adams for her property on Highway 80/81, just south of the City limits of Platteville. Motion carried unanimously on a voice vote.

The Findings of Fact form was discussed. The Board's reasoning for grant the variance was as follows: the project has already been started, the Board was concerned about stopping the project at this stage and the Board stressed the importance of cleaning up the site and doing some landscaping as soon as the weather permits.

Motion by Miller, second by Woodward, to adjourn. Motion carried. Meeting adjourned 7:25 p.m.

Respectfully submitted,



Carol Riniker, Secretary
Extraterritorial Board of Zoning Appeals

Date Approved: May 18, 2015

City of Platteville
DEPARTMENT PROGRESS REPORT
Director of Administration/Acting City Manager

May 20, 2015

ACCOMPLISHMENTS

- Participated in Standard & Poor's Phone Conference for W&S Borrowing
- Additional Paperwork Related to EDA Project
- Filed 2014 City Financial Report with the State
- Finalized 2014 City Infrastructure and Fixed Assets Report
- Processed City Council Minutes and W&S Commission Minutes
- Processed Health Insurance Claims and Flex Reimbursements
- Processed Workers Compensation Claims
- Prepared Ordinance & Resolutions, and Published as Required
- Processed City and W&S Payrolls and Payments of Bills
- Cemetery Lot Sales and Burials Processed
- Attended Numerous Meetings

MAJOR OBJECTIVES FOR THE COMING MONTH

- Audit's Management Discussion and Analysis
- Airport Manager Applications to be Reviewed after June 15 Deadline
- Computer Training from Compunet for City Employees
- Continue Process of Old Records Disposition
- 2015 Water & Sewer Borrowing
- Continue working on the Library Block Development Project
- Continue working on the MPO Trail Project
- Continue working on Former Pioneer Ford Downtown Project
- CDBG Grant Application to be Filed
- Audit Presentation to Council
- Process Numerous Water & Sewer Customer Starts/Stops
- Continue Preparations for Implementation of New Financial Software
- Process Payrolls and Payments of Bills
- Continue Personal Property Taxes Collection Process

PUBLIC INFORMATIONAL ITEMS

- W&S Information on City website
- Board of Review – May 27 from 4:00 – 6:00 PM in Council Chambers

THINGS THAT NEED ATTENTION (City Manager/City Council)

- N/A

COMMITTEE REPORT

- N/A

City of Platteville

DEPARTMENT PROGRESS REPORT
Community Planning & Development



Week Ending: May 22, 2015

ACCOMPLISHMENTS

- Continued working with several developers on potential commercial projects: McDonald's, Sherwin Williams, Advanced Auto Parts.
- Worked on a CDBG grant application regarding the former Pioneer Ford property. Held a Public Hearing regarding the project and the grant application.
- Researched regulations related to airport zoning.

MAJOR OBJECTIVES FOR THE COMING MONTH

- Develop draft changes to the zoning ordinance related to electronic message signs.
- Continue work on the zoning review and approval process for the Library Block project.
- Begin property maintenance inspections.
- Work with the owner of Steve's Pizza regarding a potential building project.
- Work with Ayres and Associates regarding the former Pioneer Ford property environmental analysis.
- Work with the Airport Commission on potential zoning changes surrounding the airport property.

PUBLIC INFORMATION ITEMS

- None

THINGS THAT NEED ATTENTION (City Manager/City Council)

- None

OTHER INFORMATION

- Information regarding the status of the former Kallembach properties is attached. All of the properties are currently in compliance with the requirements of the development agreements. The agreements require the remodeling projects to achieve substantial completion by December 2015 and the properties with new construction by June 2016.

Property Purchase & Redevelopment: Status Update

The following are the proposals that were selected by the Common Council regarding the former Kallembach properties and their current status:

<u>Purchaser and Property</u>	<u>Purchase Price</u>	<u>Proposed Action</u>	<u>Status</u>	<u>Deadline</u>
River to Valley Initiatives				
565 W. Cedar Street	\$20,349.76	Demolish and build new home	See attachment.	June 2016
255 Division Street	\$22,974	Demolish and build new home	See attachment.	June 2016
335 Division Street	\$27,758	Renovate and repair	See attachment.	December 2015
420 Southwest Road	\$24,716	Demolish/build 3-unit (with 440 SW Road)	See attachment.	June 2016
440 Southwest Road	\$29,411	Demolish/build 3-unit (with 420 SW Road)	See attachment.	June 2016
Rigafellers Enterprises, LLC				
260 S. Chestnut Street	\$33,750	Renovate and repair	Remodeling complete except parking.	December 2015
235 Third Street	\$35,250	Renovate and repair	Remodeling complete. Rental license issued.	December 2015+
Droessler Properties, LLC				
185 Center Street	\$15,000	Demolish and build new home	Building demolished. New home under construction.	June 2016
430 S. Chestnut Street	\$14,000	Demolish and build new home	No action.	June 2016+
John & Dustin Duggan				
310 W. Gridley Avenue	\$22,401	Renovate and repair	Remodeling project complete except landscaping.	December 2015
Dave & Judy Irish				
375 Irene Street	\$25,000	Demolish and build new home	Building demolished. New home under construction.	June 2016
Duane Wagner				
1536 County Highway B	\$51,500	Renovate and repair	Building demolished. New home under construction.	December 2015+
City of Platteville				
85 N. Water Street			Building demolished.	
160 E. Mineral Street			Building demolished. Future community gardens.	
230 N. Elm Street			Building demolished.	



River to Valley Initiatives

109 East Blackhawk Ave. Prairie du Chien, WI 53821

www.RiverVI.com

(608) 412-1271

It is our pleasure to provide an update to Platteville, Wisconsin.

Address	Type	Projected completion date	Update
440 & 420 SW Road	Re-develop into multi family	6/01/16	New constructions drawings for multifamily in works. Survey completed. Moving 440 SW house by June 15 th when house mover's schedule allows. Construction on multifamily will start at end of August 2015.
335 Division	Rehab/Resale	12/01/15	Historic tax Credit application in works, interior plans completed. Testing for asbestos and other materials completed. Construction is estimated to start at end of July once tax credits have been certified.
255 Division	Tear down/new construction	6/01/16	Tear down will occur shortly before new construction to avoid hole on site and re-excavation. Testing for asbestos has been completed. Construction will begin after 335 Division and 595 Lutheran St. are completed. New home plan is in process.
565 Cedar	Tear down/new construction	6/01/16	Tear down will occur just before new construction to avoid a hole On the site and re-excavation. Testing for asbestos has been Completed. New home plans are in works. Project will start after 335 Division and 595 Lutheran St. are completed.
Lutheran Street	Tear down/ move 440 SW to site	9/30/15	Purchased this blighted property to re-develop and move 440 SW home to this site. Original house was demolished May 15 th . New basement has been excavated. 440 SW house will be moved to this site by June 15 th . Basement foundation will be completed after house is moved and suspended above new foundation.

BUILDING INSPECTION DEPT.

CITATIONS ISSUED

CITATION #	LAST NAME	FIRST NAME	M	VIOLATION ADDRESS	VIOLATION	CITATION SENT	FINE	CURRENT STATUS AS OF 5/8/15
1580DCL4GW	GC REALTY			55 E CEDAR STREET	OCC WITHOUT LICENSE	1/22/2015	\$263.50	COURT TRIAL 5/27/15
1580DCL4GX	GC REALTY			650 JEWETT ST	OCC WITHOUT LICENSE	1/22/2015	\$263.50	COURT TRIAL 5/27/15
1580DCL4GZ	GC REALTY			240 N HICKORY #A	OCC WITHOUT LICENSE	1/22/2015	\$263.50	COURT TRIAL 5/27/15
1580DCL4H0	GC REALTY			240 N HICKORY #B	OCC WITHOUT LICENSE	1/22/2015	\$263.50	COURT TRIAL 5/27/15
1580DCL4H1	GC REALTY			240 N HICKORY #C	OCC WITHOUT LICENSE	1/22/2015	\$263.50	COURT TRIAL 5/27/15
1580DCL4H2	GC REALTY			240 N HICKORY #D	OCC WITHOUT LICENSE	1/22/2015	\$263.50	COURT TRIAL 5/27/15
1580DCL4HC	PLATTEVILLE PROPERTIES			360/370 WASHINGTON ST	INDOOR FURNITURE OUTDOORS	3/24/2015	\$260.50	GUILTY DUE TO NO CONTEST

BUILDING PERMITS - 2015

#	NAME	ADDRESS	CLASS	VALUE	REVIEW	BUILDING	SEAL	PLB	ELECT	HVAC	SIGN	RAZING	OCCY	EROSION/ IMPACT/MOVE	DATE	WORK DONE
39	STAN & BARB ERLANDSON	212 TAMARAC TRACE	434	\$6,763.00		\$50.00									04/01/15	DECK REPAIRS
40	KRONE AMERICA	1625 E BUS HWY 151	006	\$6,000.00											04/01/15	SIGNAGE
41	TYLER TOLLEFSON	460 MONROE ST	434	\$26,000.00		\$84.32					\$100.00				04/03/15	GARAGE ADDN; SIDING
42	CYNTHIA MARTENS	325 ELMER ST	434	\$16,500.00		\$100.00									04/06/15	REROOF; WINDOWS/REMODEL
43	DEAN SIEVENDING	500 E BUS HWY 151	004	\$2,000.00				\$25.00							04/03/15	PLB ALTERATIONS
44	DEAN SIEVENDING	500 E BUS HWY 151	437	\$134,000.00		\$469.00							\$50.00		04/07/15	INTERIOR REMODEL
45	MAX KLOSTERMAN	535 ROUNDTREE AVE	434	\$30,000.00		\$100.00									04/07/15	SIDING
46	TROY COOLIDGE	1425 E BUS HWY 151	002	\$2,900.00						\$30.00					04/07/15	REPLACE A/C UNIT
47	DAN CUSHMAN	465 VIRGIN AVE	329	\$400.00		\$25.00									04/08/15	REAR YARD FENCE
48	KRONE AMERICA	1625 E BUS HWY 151	437	\$200,000.00		\$700.00							\$50.00		04/09/15	BLDG ALTERATIONS
49	KRONE AMERICA	1625 E BUS HWY 151	004	\$620.00				\$25.00							04/09/15	PLB ALTERATIONS
50	KRONE AMERICA	1625 E BUS HWY 151	001	\$1,600.00					\$25.00						04/09/15	ELECT ALTERATIONS
51	KRONE AMERICA	1625 E BUS HWY 151	002	\$5,500.00						\$60.00					04/09/15	HVAC ALTERATIONS
52	RIGAFELLERS	235 N THIRD ST	329	\$4,000.00		\$25.00									04/10/15	HARD SURFACE PARKING
53	DEAN SIEVENDING	500 E BUS HWY 151	001	\$156,886.00					\$1,570.00						04/10/15	ELECTRICAL ALTERATIONS
54	ERWIN LEUTH	475 LUTHERAN ST	002	\$2,750.00				\$25.00		\$25.00					04/13/15	FURNACE & WATER HEATER
55	LISA BANFIELD	535 N HICKORY ST	434	\$3,960.00		\$25.00		\$25.00							04/13/15	WATER HTR/INSULATION
56	MATTHEW WICHMAN	480 E MAIN ST	434	\$11,000.00		\$100.00									04/13/15	SIDING
57	ANN BRODIE	610 UNION ST	434	\$14,852.00		\$100.00									04/13/15	WINDOWS/DOORS/SHEETRCK
58	SHANNAN CUSTER	590 E MAIN ST	004	\$600.00				\$25.00							04/14/15	REPLACE WATER SERVICE
59	MATT TIMMERMAN	210/220/214 S WATER ST	437	\$19,000.00		\$59.50			\$25.00						04/14/15	REMODEL
60	CHANCE SCHMID	100 SOUTHWEST RD	328	\$3,000.00		\$25.00									04/14/15	LAWN STORAGE SHED
61	ISAAC SHANLEY	1030 SIEMERS ST	434	\$10,000.00		\$50.00									04/15/15	REMODEL GARAGE
62	DOMINOS	490 E BUS HWY 151	006	\$5,000.00									\$50.00		04/17/15	SIGNAGE
63	DEAN SIEVENDING	500 E BUS HWY 151	002	\$26,650.00						\$270.00					04/17/15	HVAC ALTERATIONS
64	ROGER HENRY	170 S COURT ST	434	\$2,500.00		\$25.00									04/20/15	BASEMENT ACCESS & DECK
65	PLATTEVILLE BOWLING CTR	1185 E BUS HWY 151	002	\$2,986.00						\$30.00					04/20/15	REPLACE ROOFTOP UNIT
66	WESTVIEW METH CHURCH	750 W MADISON ST	328	\$4,000.00		\$25.00									04/20/15	LAWN SHED
67	CHRISTINE MCCALL	500 N COURT ST	329	\$4,000.00		\$25.00									04/21/15	FENCE
68	O & S INVESTMENTS	545 PIONEER RD	101	\$228,413.00	\$50.00	\$584.16	\$30.00	\$584.16	\$584.16	\$584.16			\$50.00	\$380.00	04/22/15	NEW HOUSE
69	BEN REUTER	520 S CHESTNUT ST	434	\$5,000.00		\$25.00		\$25.00	\$25.00						04/22/15	REMODEL BATHROOM
70	DAVID & JILL DEGRAVE	300 N HICKORY ST	434	\$3,000.00		\$25.00		\$25.00	\$25.00						04/22/15	BATHROOM IN BASEMENT
71	TOM BUSSE	870 W MAIN ST	001	\$1,200.00				\$25.00	\$25.00						04/23/15	INTERIOR REMODEL
72	CARL HALL	210 N HICKORY ST	006	\$0.00								\$25.00			04/24/15	RAZE SHED
73	FRIENDLY FROGS	1190 BIG JACK ROAD	437	\$39,640.00		\$77.00			\$80.00	\$100.00			\$50.00		04/27/15	REMODEL
74	JEANETTE CAMPBELL	440 W DEWEY ST	434	\$1,729.00		\$25.00		\$25.00							04/28/15	WATER HTR/INSULATION
75	R CODY REAL ESTATE	1455 CODY PARKWAY	101	\$150,000.00	\$50.00	\$427.08	\$30.00	\$427.08	\$427.08	\$427.08			\$50.00		04/28/15	NEW HOUSE
76	R CODY REAL ESTATE	1457 CODY PARKWAY	101	\$155,000.00	\$50.00	\$436.08	\$30.00	\$436.08	\$436.08	\$436.08			\$50.00		04/28/15	NEW HOUSE
77	JOHN UTLEY	155 W BUS HWY 151	329	\$5,100.00		\$25.00									04/29/15	PAVEMENT
78	SHANNAN CUSTER	590 E MAIN ST	434	\$2,000.00		\$25.00									04/29/15	REPLACE 8 WINDOWS
79	SCOTT GUEDEMAN	1050 N SECOND ST	002	\$5,000.00						\$25.00					04/30/15	ADD ZONE TO BOILER
APRIL TOTALS (CITY)				\$1,299,549.00	\$150.00	\$3,637.14	\$90.00	\$1,672.32	\$3,197.32	\$1,987.32	\$150.00	\$25.00	\$300.00	\$380.00		
APRIL TOTALS (E-T)				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
APRIL TOTALS (CITY AND E-T)				\$1,299,549.00	\$150.00	\$3,637.14	\$90.00	\$1,672.32	\$3,197.32	\$1,987.32	\$150.00	\$25.00	\$300.00	\$380.00		
2015 YEAR-TO-DATE TOTALS (CITY AND E-T)				\$2,339,112.00	\$300.00	\$6,326.78	\$180.00	\$3,165.96	\$4,835.96	\$3,835.96	\$1,000.00	\$75.00	\$450.00	\$380.00		

City of Platteville

DEPARTMENT PROGRESS REPORT

Department of Public Works
Howard B. Crofoot, P.E.

Period Ending: May 19, 2015

ACCOMPLISHMENTS

- Broadway Project is complete. Funds are withheld until spring to ensure grass growth. Contractor has returned to repair landscaping.
- Elm St Lift Station work is continuing. Transformer has been installed. The
- Public Works has 3 people attending LEAN training in Lancaster 3 Thursdays per month from January through June.
- Fourth Street Reconstruction began on April 9 and is proceeding well.
- Bus service started on May 18.

MAJOR OBJECTIVES FOR THE COMING MONTH

- Continue with Fourth Street Construction.
- Moving Platteville Outdoors Public Information Meeting, final easements and send out for bidding.
- EDA project out for bidding.

PUBLIC INFORMATION ITEMS

- Moving Platteville Outdoors Trail Project Public Information Meeting on May 19, 2015 from 5:00 – 7:00 PM in the Council Chambers. Formal presentation at 5:30.

THINGS THAT NEED ATTENTION (City Manager/City Council)

COMMITTEE REPORTS

- **Community Safe Routes Committee (CRSC):** The last meeting was on May 18, 2015. The next meeting will be June 15, 2015. Committee thanks the Council for support on the Sherwin – Williams sidewalk and recommends installing sidewalk along Business 151 from Mineral Street to Commercial Drive (Wal-Mart entrance) by commercial owners or using TIF #5 funds.
- **Park, Forestry & Recreation Committee (PFR):** The last meeting was on May 18, 2015. Next meeting will be on June 15, 2015.
- **Platteville Transit System Committee:** They held meetings on February 5 and 19, March 5 and 12, 2015. The Committee recommended a follow up meeting in early December to review the program.
- **Water & Sewer Commission:** See minutes.

Project Update

5/19/2015

2014 Projects

Broadway: The contractor was here and completed most of the punch list items, plus re-seeded areas that were not growing. They will be finishing their work in the next couple weeks.

Elm Street Lift Station & Force Main: This is a Water & Sewer project to replace the lift station at the corner of Elm Street and West Golf Drive. It will also replace about 200 feet of force main (pressure pipe) until it is out of the street. The initial phase of work is complete. The transformer arrived and has been installed. The remaining work to connect the new lift station to the system will be done in the next week.

2015 Projects

Fourth Street: Bid Opening was on March 3, 2015. There were 8 bidders. The Contract is up for Information and Discussion on March 10 with Award on March 24. The Pre-construction meeting and Public Information meetings were held on March 30 and March 31 respectively. The project began on April 9. Water and sewer main work is complete from Main to Furnace. Storm sewer is installed from Main to Furnace. Gravel base has been installed. Most of the sidewalk is complete. ON Wednesday May 20, the remaining sidewalk and concrete crosswalks will be completed. Late next week the street will have final prep for paving. Paving may occur late the week of May 25 or early the following week. Work north of Furnace has begun. Sewer and water mains are complete to Adams. Once the water lines are tested as safe, they will begin connecting houses to the new water and sewer mains.

Industry Park Expansion: This project will use TIF funding as match for grants to do some infrastructure work in the new 39 acre Industry Park Expansion area formerly owned by Rosemeyer. We purchased the land for the storm water pond expansion and submitted a grant request to EDA. The grant was approved as explained by Ed White. The Council has approved a contract with Delta 3 Engineering - subject to EDA approval. EDA finally provided the City with the contract award and we held the kick off meeting on November 7. Final project design review was held on February 6, 2015. On May 5 we received permission from EDA to go out for bids. Bid opening will be on May 29.

Wastewater Treatment Plant Studies: The Water & Sewer Commission approved a contract with MSA to conduct 3 studies. The first is to provide a Phosphorous Operational Evaluation Report (OER). This report is required by the DNR. Additionally, we are requesting a report to determine the actual capacity of the plant. Based on the

conservative nature of the design and the excellent operators, we may be eligible to get our limits adjusted administratively saving money for rate payers. The final report ties with the second. It will identify the 5 limiting processes in our plant and give us cost estimates to remove the bottlenecks. This information can be used by PAIDC when a new cheese factory or other user wants to locate here. Instead of requiring them to put in pre-treatment facilities at a cost of millions of dollars, we could offer them the opportunity to pay the City much less to increase our capacity.

Moving Platteville Outdoors (MPO) Paving & Lighting: The Common Council approved the total pledge of \$200,000 (\$50,000 from a previous pledge) and the City sponsored a grant request to the DNR. The project would pave and install lighting on the PCA trail from the Chestnut Street bridge out to the end of the Platteville - Belmont Trail behind Menards. The DNR recently awarded a matching grant of over \$642,000 and has submitted a grant to the Federal Government on our behalf for an additional \$45,000. The PCA and others are continuing to raise funds for the local share. There was a Public Information Meeting with property owners and businesses along the trail on February 23, 2015. There were a number of owners who attended and provided excellent feedback. There was a grant signing ceremony and groundbreaking on April 1. Plans are at DNR for review. It is anticipated that construction to begin sometime in August with completion in 2016. There will be a Public Information Meeting on May 19, 2015 from 5:00 PM to 7:00 PM in the Council Chambers with a formal presentation at 5:30 PM.

Platteville - Belmont Trail: This would finish the non-motorized trail between Platteville & Belmont. Lafayette County is the agent for this. It is proceeding. This year is dedicated to final design, environmental reviews and land purchases/swaps. No lighting. It appears that the supplemental grant request was not approved by the DOT. Our legislators worked to allow the original funding to be used to complete the project. The project is still in design. Construction is now scheduled for **2016**. The Platteville terminus will be the MPO trail behind Menards.

Circle Drive San and Storm Sewer/ Wal-Mart Trail: This is a combined project to replace sanitary and storm sewer on the tornado damaged hill from Circle Drive to Memorial Park, plus installing the bike/walking trail from Keystone Parkway between Wal-Mart & Menards. It will be bid out in June for work in the summer. UW-P will pay for the storm sewer. City pays for sanitary sewer. We got a donation from Wal-Mart to help the trail expenses. The trail was declined late last year due to high bids.

D.B.

City of Platteville
DEPARTMENT PROGRESS REPORT
Senior Center

Week Ending: May 16, 2015

ACCOMPLISHMENTS

- Meal Site Agreement signed
- Distributed Farmer's Market Vouchers at Jenor Towers 5/5
- Rate Your Plate, Cindy Busch, UW-Extension 5/5
- Classic TV Tuesdays 5/5, 5/12
- Senior Reading Club 5/6
- Senior Bingo 5/6
- Mother's Day Program: Aprons 5/8
- UW-P Students Sing, Becky Demaree 5/11
- Recycling, Ed Faherty 5/15
- Meetings: 5/4 HBF Site Visit, 5/8 Senior Citizens Association, 5/12 Kerrie Wedig, UW-P Continuing Education, 5/13 Dept Head, 5/13 Staff Mtg, 5/14 Acting CM, 5/15 Commission on Aging
- Regular Activities: Music w/Vera 5/6, 5/13 Exercise Classes, Bridge/Smear, Euchre, 500/Solo, Cribbage, What's in the Bag?, Mystery Person, Classic TV Tuesdays

MAJOR OBJECTIVES FOR THE COMING MONTH

- Newsletter - June
- ACES Program Development
- Connecting Broadband to center computers
- French Quarter Fundraiser

PUBLIC INFORMATION ITEMS

"French Quarter Party" Community Fundraiser! June 14th at Smith Park beginning at 1:30pm. Menu includes: Gumbo, Jambalaya, Cajun Chicken, Potato Salad, Mardi Gras Vegetables, and Chocolate Fudge Praline Cake. Cost is \$15 (\$5 of each ticket sold will benefit the Platteville Senior Center). Tickets available at the Center 348-9934.

Upcoming events at the Senior Center:

- BP/Sugar Level Checks 5/19
- May Birthday Party & Bingo 5/20
- Just Ask Judy – Parkinson's 5/22
- Closed Memorial Day 5/25
- Craft Workshop 5/27
- Sheepshead 5/27
- Card Bingo 5/27
- 7th Grade Choir with Marcie Russell 5/29
- Visit us at the Farmer's Market 5/30
- International Travel Log – Bill & Judy Hying 6/1 & 6/5 (Russia & Finland)
- Senior Reading Club 6/3
- Senior Bingo 6/3

THINGS THAT NEED ATTENTION (City Manager/City Council)

COMMITTEE REPORT

The Commission on Aging (COA) was formed by resolution of the Common Council. The Commission's function is to determine the needs of Platteville senior citizens, to create community awareness of these needs, and to develop resources and services to meet these needs. This is accomplished by working with other area agencies and organizations.

Next meeting will be held on **Thursday, June 18, 2015** at the Platteville Senior Center @ 9am.
Approved meeting minutes are available at www.platteville.org/commissiononaging .

**Director's Report
May 5, 2015**

LIBRARY NEWS:

National Library Week was well received by the community. During Patron Appreciation Day I met with over 20 patrons; we were able to discuss the proposed building project, current library services, and much more. I hope to make this an annual event, it was a great way to hear from our users. Cheryl was especially helpful in making arrangements for refreshments, flowers, and goodies for our patrons.

Thanks to Nancy and Karina for working so hard on the Book Sale. Between hauling books to and from City Hall, selling what we could to Better World Books, and setting up for the sale, the staff has been absorbed in this process for several months. It was worth their efforts, we brought in over \$500 for the Foundation.

Erin, Lydia and I submitted a grant request for \$700 to the CFSW. The proposed project would consist of a series of author visits with children and would culminate with an in-person author visit with refreshments at the end of the year. Thanks to the Children's Department for trying new things and thinking ahead for exciting programming opportunities.

We have hired a summer Library Page named Sam Dion-Gottfried. Sam is a junior at UW-Platteville and has been catching on quickly to shelving and circulation duties. Leanne has done a great job with the hiring and training process.

TECHNOLOGY:

Jessie, Karina, and Luke have been planning to revamp the website to streamline and make it more user-friendly. The changes will be made slowly, but we anticipate a more efficient site will be the result. We've added a PayPal button to receive online donations.

SWLS UPDATES:

Members of NetSW voted on April 24 to increase funding for our reserve fund, which would eventually be used to replace our existing ILS (Catalog). This means that Platteville P.L. will pay \$1,418 in 2016. The funding formula is based on our percentage of the total SWLS collection and a percentage of total SWLS circulation. We would like to see this reserve fund grow, many libraries are unhappy with our current ILS, need to save hundreds of thousands of dollars before we will be ready to afford a migration.

FOUNDATION NEWS:

Angie Wright was hired by the City to write a grant on behalf of the Platteville Public Library; the funds are being requested by the Foundation. We are seeking a \$165,000 Challenge Grant from the National Endowment for the Humanities. The Funding from the Challenge Grant and the local match (\$495,000) will be used to purchase fixtures, furnishings, and equipment for the proposed new facility. Angie was incredibly organized and easy to work with, we are lucky to have her support. We received many letters of support from various members of the community; thanks to Library Board members, Foundation members, and staff for working with us on this.

PROGRAMMING:

Children's Services (Erin Isabell, Lydia Sigwarth, Valerie Curley)

- April 2- SWHC- set up early literacy display area- Erin, Lydia & Jessie
- April 7- Booklist- Youth summer reads webinar- Erin
- April 16- Demco- STEAM & maker space webinar- Erin
- April 27- SWLS- 1000 books before kindergarten workshop- Lydia & Valerie
- April 28- SWHC- photo op for Early Literacy corner- Lydia & Erin

April 29- YSS- School age programming webinar- Erin

April 30- Findaway- Launchpad webinar- Erin

April 14- Neal Wilkins- Math & reading night presentation- 100- Erin & Lydia

April 27- Westview- Title I Family literacy & math night presentation- 60- Erin

April 1-30- Culver's National Library Week coloring contest- 8 (so far)

April 3- Egg Dyeing (5 sessions) 57

April 8- Early release movie 18

April 12- PECA library program 8

April 28- Book Club 8

I/T Storytime 42 (3 sessions)

PS Storytime 8 (1 session)

Adult/Outreach Services (Deb Burkholder)

Senior Book club- 10 members

8 senior housing units delivered to

32 one-on-one visits

1 home delivery

260 items delivered

Adult/Young Adult (Karina Zidon / Nancy Sagehorn)

04/01 Welcome to Computers: 2 adults

04/02 Welcome to Computers: 1 adult

04/08 Welcome to the Internet: 1 adult

04/14 Make it Monday - glass etching: 7 adults

04/20 In Stitches: 5 adults, 1 child, 1 volunteer

Children & adult departments

4/12-4/18 Library week treasure hunt: 12 adults, 10 teens, 32 children

Director Meetings:

4/1 Fire alarm Test

4/1 External Services

4/1 Larry, Joe, Howard- Block Development

4/2 Southwest Health Center- Reach Out and Read support with Erin and Lydia

4/2 Feasibility Study Report

4/6 WiLS Consulting- Stef Morrill and Wendy Rawson

4/6 Foundation

4/7 Updating Library Spaces Workshop- Tour of Viroqua and Soldiers Grove Public Library

4/7 Board

4/8 Larry, Joe, Howard- Block Development

4/8 Website planning with Luke and Karina

4/10- Les Hollingsworth, marketing plan

4/13 Patron Appreciation Day

4/14 Common Council

4/15 Dept. Heads

4/15 Larry, Joe, Howard- Block Development

4/16 Quality Management student group

4/16 Larry and Joe- Block Development
4/20 Krista Ross- AmeriCorps volunteer opportunity
4/20 Special Board meeting
4/21 Website review with Luke and Karina
4/22 Jones Scholarship Committee
4/22 Larry, Joe, Howard- Block Development
4/23 Tom Nall- Library Tour
4/23 Gary Stern, Demco Interiors
4/24 PLAC/NetSW
4/24 City Manager Public Forum
4/25 City Manager interviews
4/27 Common Council Special Meeting
4/28 Susie Bartz, Foundation planning
4/28 Americorps volunteer conference call
4/29 Forward Community Investments
4/29 Larry, Joe, Howard, Duane- Block Development
4/30 Common Council

CITY OF PLATTEVILLE
DEPARTMENT PROGRESS REPORT
CITY ATTORNEY

Week Ending: May 15, 2015

ACCOMPLISHMENTS

- Conferred with police officers on pending cases.
- Conferred with police command staff on pending cases.
- Conferred with several Department Heads and City Manager on various matters.
- Continued to process cases set for trial in May, June and July, 2015.
- Attended Council meeting on May 12, 2015.
- Continued work on EMS Agreement with SWHC; finished draft of Executive Summary; attended Ambulance Committee meeting on May 7, 2015; conferred with Attorney Katayama regarding final revisions to the Agreement.
- Recorded Mortgage for RDA loan to Driftless Market Building, LLC.
- Conferred with Staff and with Paras Reddy regarding Developer's Agreement - First Addition to Golden Heights Subdivision.
- Continued work on acquisition of Pioneer Ford property.
- Reviewed documents regarding Lilly Street right of way and conferred with Howard Crofoot.
- Attended status conference on May 6, 2015.
- Conferred with Duane Borgen on satisfaction of Emmi Roth USA, Inc. Note and reviewed Staff Report.
- Attended Court trial on May 8, 2015.
- Recorded two Mortgages for RDA loans to LMN Investment Properties, LLC (Wall).

MAJOR OBJECTIVES FOR THE COMING MONTH

Attend Council meetings as needed.

PUBLIC INFORMATION ITEMS

None

THINGS THAT NEED ATTENTION (City Manager/City Council)

None

COMMITTEE REPORT

N/A

DEPARTMENT PROGRESS REPORT

Period ending: 18 May 2015

ACCOMPLISHMENTS

- Ambulance calls for May – 67 (as of 05/18)
- ALS Ambulance calls for May – 16 (as of 05/18)
- Continued work on Emergency Operations Plan – submitted for council action
- Attended Department Head Meeting
- SH/EMS Discussions
 - Meeting Preparation
 - FAQ/Fact Sheet
- Meeting with service technician
- Ambulance calls/assist

MAJOR OBJECTIVES FOR THE COMING MONTH

- Continued AEMT level success and Quality Assurance/Quality Improvement

PUBLIC INFORMATION ITEMS

- EMS calls for 2014 – 420 (as of 05/18)
 - ALS level calls – 111 (as of 05/18)
- EMS Calls for 2015 – 472 (as of 05/18)
 - ALS level calls – 104 (as of 05/18)

THINGS THAT NEED ATTENTION (CITY MANAGER/CITY COUNCIL)

COMMITTEE REPORT

**City of Platteville
DEPARTMENT PROGRESS REPORT**

**Luke Peters
Recreation Coordinator**

Week Ending: May 19, 2015

ACCOMPLISHMENTS

- The summer programming registration deadline is May 22.
- Working on schedules for upcoming programming.
- Men's Softball programming has started.
- Year to date we have collected \$10,110 from 42 sponsors.
- Planted 57 trees as part of the Catastrophic Storm Recovery Grant. The deadline for the grant is June 19th.
- Ordered shirts from Viewpoint for youth programming.
- Ordered uniforms from The Lifeguard Store for pool staff.
- Hiring and training staff for upcoming youth programming, which will start June 15th.
- Marked ash trees in Mound City Park for chain saw training.

MAJOR OBJECTIVES FOR THE COMING MONTH

- Continue to work with Carrico and CompuNet on setting up web interface on the BECS.
- Start adult programs on June 1st, June 3rd, and June 7th.
- EMS training with Pool Staff on June 2nd.
- Pool opens on June 8th.
- Attend the final Community Tree Management Institute on June 23rd and 24th.
- The first Flick n Float will be June 26th.

PUBLIC INFORMATION ITEMS

THINGS THAT NEED ATTENTION (City Manager/City Council)

COMITTEE REPORTS

- **Community Safe Routes Committee (CSRC):** The next meeting will be on Monday, June 15, 2015 at 6:00 p.m. in the GAR Room of City Hall.
- **Parks, Forestry & Recreation Committee:** The next meeting will be on Monday, June 15, 2015 at 7:00 p.m. in the GAR Room of City Hall.

City of Platteville
DEPARTMENT PROGRESS REPORT
MUSEUM DEPARTMENT

5/5/15 through 5/18/15

ACCOMPLISHMENTS

Museum

School tours continue

Continued work on new exhibits

Completed work on refurbishment of Director's office w/help from Public Works

Coordinated with Platteville Girl Scouts for planting flowers around museums

Gallery

Installed and opened Platteville High School & Middle School student art show

MAJOR OBJECTIVES FOR THE COMING MONTH

Museum

Complete set-up of Director's office

Continue work to complete new exhibits

Gallery

Prepare for next show

Coordinate classes

PUBLIC INFORMATION ITEMS

Museum

Thanks to Maggie Kleisath and the Platteville Girl Scouts for planting flowers, and to Jerry and Helen Bierstadt for funding the project.

Gallery

Platteville High School and Middle School Art Exhibit open through May 31, Saturdays 10 am to 4:30 pm, Sundays 12 noon to 4:30 pm.

**City of Platteville
STAFF REPORT AND FISCAL
NOTE**

Original Update

Title: RESOLUTION 15-10 PROVIDING FOR THE SALE OF APPROXIMATELY \$5,440,000 WATER AND SEWER SYSTEM REVENUE BONDS AND AUTHORIZING THE REDEMPTION OF WATER AND SEWER SYSTEM REVENUE BOND ANTICIPATION NOTES DATED 3/22/11.

Policy Analysis Statement:

Brief Description And Analysis Of Proposal:

In 2011, the City of Platteville Water and Sewer Department borrowed \$4,100,000 for Well #5. This was a Bond Anticipation Note, which is short-term interest-bearing note issued in advance of a larger, future bond issue. This note comes due in December and needs to be refinanced.

In addition, the 2015 Water and Sewer Budget needs an additional \$1,060,000 to cover expenses for the 4th Street Reconstruction Project.

Water and Sewer Bonds also need to have money set aside in a Debt Service Reserve Fund. This money is needed to be reserved for the full duration of the bond. \$280,000 is being added to the borrowing to be allocated to this fund.

Recommendation:

Council to approve the "RESOLUTION 15-10 PROVIDING FOR THE SALE AND APPROXIMATELY \$5,440,000 WATER AND SEWER SYSTEM REVENUE BONDS AND AUTHORIZING THE REDEMPTION OF WATER AND SEWER SYSTEM REVENUE BOND ANTICIPATION NOTES DATED 3/22/11."

Impact Of Adopting Proposal:

The City of Platteville W&S debt will increase \$1,340,000 with new borrowing, and \$4,100,000 will be refinanced for a longer duration.

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)

- No fiscal effect
- Creates new expenditure account
- Creates new revenue account
- Increases expenditures
- Increases revenues
- Decreases fund balance

Budget Effect:

- Expenditure authorized in budget
- No change to budget required
- Expenditure not authorized in budget
- Budget amendment required

Vote Required:

- Majority
- Two-Thirds

Expenditure/Revenue Changes:

Budget Amendment No.				No Budget Amendment Required					
Account Number				Account Name		Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object						
				Totals					

Prepared By:

Department: Finance Department
Prepared By: Valerie I. Martin

Date: May 18, 2015

RESOLUTION NO. 15-10

RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY \$5,440,000 WATER AND SEWER SYSTEM REVENUE BONDS AND AUTHORIZING THE REDEMPTION OF WATER AND SEWER SYSTEM REVENUE BOND ANTICIPATION NOTES DATED MARCH 22, 2011

WHEREAS, the City of Platteville, Grant County, Wisconsin (the "City") is presently in need of approximately \$5,440,000 for the purpose of paying the cost of upgrading, expanding and improving the City's Water and Sewer System (the "System") and refunding the Water and Sewer System Revenue Bond Anticipation Notes, dated March 22, 2011 (the "2011 Notes") issued to finance improvements to the System;

WHEREAS, it is desirable to borrow said funds through the issuance of water and sewer system revenue bonds pursuant to Section 66.0621, Wis. Stats.; and

WHEREAS, the Common Council has determined that it is necessary and desirable to pay the 2011 Notes with proceeds of such bonds;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Platteville, Grant County, Wisconsin that:

Section 1. Sale of Bonds. The Common Council hereby authorizes and directs that Water and Sewer System Revenue Bonds, Series 2015 (the "Bonds") in the principal amount of approximately \$5,440,000 shall be issued for the purposes specified above. The sale of the Bonds shall be negotiated with Hutchinson, Shockey, Erley & Co. ("HSE"), and the terms of the Bonds, including the dating, interest rates, maturity schedule and other details with respect to the Bonds, shall be subject to approval by subsequent resolution of the Common Council.

Section 2. Official Statement. The City Clerk shall cause an Official Statement concerning this issue to be prepared by HSE. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Section 3. Redemption of 2011 Notes. The 2011 Notes are called for prior payment on June 26, 2015 at the price of par plus accrued interest to the date of redemption.

The Common Council hereby directs the City Clerk to work with HSE to cause timely notice of redemption, in substantially the form attached hereto as Exhibit A and incorporated herein by this reference (the "Notice"), to be provided at the times, to the parties and in the manner set forth on the Notice.

PASSED BY THE COMMON COUNCIL on the 26th day of May, 2015.

Eileen Nickels, Council President

ATTEST:

Jan Martin, City Clerk

EXHIBIT A

NOTICE OF FULL CALL*

Regarding

City of Platteville
Grant County, Wisconsin
Water and Sewer System Revenue Bond Anticipation Notes
Dated March 22, 2011

NOTICE IS HEREBY GIVEN that the Notes of the above-referenced issue which mature on the date and in the amount; bear interest at the rate; and have the CUSIP No. as set forth below have been called by the City for prior payment on June 26, 2015 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
12/01/2015	\$4,100,000	3.10%	727899AE6

The City shall deposit federal or other immediately available funds sufficient for such redemption at the office of The Depository Trust Company on or before June 26, 2015.

Said Notes will cease to bear interest on June 26, 2015.

By Order of the
Common Council
City of Platteville
City Clerk

Dated _____

* To be provided by registered or certified mail, overnight express delivery, facsimile transmission or electronic transmission to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days prior to June 26, 2015 and to the MSRB.

In addition, if the Notes are subject to the continuing disclosure requirements of SEC Rule 15c2-12 effective July 3, 1995, this Notice should be filed electronically with the MSRB through the Electronic Municipal Market Access (EMMA) System website at www.emma.msrb.org.

**City of Platteville
STAFF REPORT AND
FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update
--	---------------------------------

Title: Emmi Roth USA, Inc.

Policy Analysis Statement:

Brief Description And Analysis Of Proposal:

In April of 2012, the City of Platteville signed a Development Agreement with Emmi Roth USA, Inc. which included the sale of the land based upon the use of the Land Price Formula. A Fixed Rate Note was executed by Emmi Roth USA Inc. evidencing a debt of \$337,030.74 to the City of Platteville for the purchase of the approximately 19.26 acres of land at \$17,500 per acre. The Fixed Rate Note included an Addendum which provided that all or a portion of the debt would be forgiven based upon the number and type of jobs created and the value of the improvements to the property. Enclosed are copies of the Fixed Rate Note, Addendum, and the Construction Deadline and Repurchase Agreement.

Based upon the 2014 property tax bill, the improvements to the property totaled \$15,228,200. This amount alone is sufficient to meet the requirements to forgive the loan balance. In addition to the improvements made to the property, 33 employees are on the payroll. Below is a computation showing the requirement to cover the balance of the loan.

Loan Amount	\$337,030.74
Less Improvements (\$15,228,200-150,000=\$15,078,200*10%=\$1,507,820)	- <u>\$1,507,820.00</u>
<i>BALANCE DUE</i>	<i>-\$1,170,789.26</i>

The combination of incentives has covered the loan balance remaining and then some.

Recommendation:

A motion to approve forgiving the balance due on the Fixed Rate Note per the terms of the Note agreement with Emmi Roth USA, Inc.

Impact Of Adopting Proposal:

By adopting the staff recommendation, the City will forgive the balance due on the Fixed Rate Note, per the terms of the Note and the City's agreement with Emmi Roth USA, Inc.

Prepared By

Department: Acting City Manager.	
Prepared By: Duane Borgen	Date: 05.05.15

State Bar of Wisconsin Form 16-2003
FIXED RATE NOTE

Document Number

Document Name

For value received, the undersigned ("Borrower"), (jointly and severally if more than one) promises to pay to the order of City of Platteville ("Holder") the principal sum of \$ 337,030.74 together with interest on the unpaid principal balance from the date of this note ("Note") at the rate of -0- % per annum until this Note is paid in full. Interest shall be computed annually after maturity at the rate of 6% based on a 360 day year. Payment shall be made as follows:

CHOOSE ONE OF THE FOLLOWING OPTIONS; ONLY ONE SHALL APPLY:

- A. **Single Payment.** In one payment on or before May 1, 2014, plus interest payable annually after maturity.
- B. **Installments of Principal and Interest.** In _____ equal payments of \$ _____ due on _____, and on the same day of each _____ month thereafter, plus a final payment of the unpaid principal and interest due on _____.
- C. **Installments of Interest Only.** In payments of interest of \$ _____ due on _____, and on the same day of each _____ month thereafter, plus a final payment of the unpaid principal due plus accrued interest on _____.
- D. **Other.** _____

Payments shall be made to Holder at 75 N. Bonson Street, Platteville, WI 53818 or such other location as Holder shall designate by written notice to Borrower.

CHOOSE THE FOLLOWING, IF APPLICABLE:

- On execution of this Note, Borrower will prepay interest to N/A.

CHOOSE ONE OF THE FOLLOWING OPTIONS; IF NEITHER IS CHOSEN, OPTION A SHALL APPLY:

- A. This Note may be prepaid in whole or part without premium or penalty at any time.
- B. There may be no prepayment of principal without permission of Holder.

CHOOSE ONE OF THE FOLLOWING OPTIONS; IF NEITHER IS CHOSEN, OPTION A SHALL APPLY:

- A. Any prepayment shall be applied to principal in the inverse order of maturity and shall not delay the due dates or change the amount of the remaining payments until unpaid balance of principal and interest is paid in full.
- B. In the event of any prepayment, this Note shall not be treated as in default with respect to payment so long as the unpaid balance of principal and interest (and in such case accruing interest shall be treated as unpaid principal) is less than the amount that said indebtedness would have been had the payments been made as

specified above; provided that payments shall continue in the event of credit of any proceeds of insurance or condemnation, the condemned premises being thereafter excluded from any mortgage given as security for this Note.

Holder may grant renewals or extensions or otherwise modify the terms of this Note or any instrument securing this Note without affecting the liability of the Borrower or any guarantor of this Note.

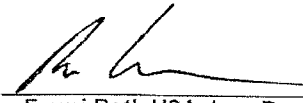
If Borrower fails to pay any installment payable hereunder within 30 days after it becomes due or if any other default, including a default under any security for this Note, is not cured within 30 days after notice of default is mailed to Borrower, Holder may at its option and without further notice accelerate the amount due under the Note and declare it immediately due and payable. If any installment payable hereunder is delinquent more than 30 days, Borrower shall pay a late charge to Holder of 5% of the delinquent amount. Borrower shall pay all costs and expenses, including reasonable attorney fees, of collection and enforcement of any security for the Note, unless prohibited by law.

Other provisions: See attached Addendum to Fixed Rate Note

Presentment, protest and notice of dishonor are hereby waived.

This Note is secured by N/A

Dated April 20, 2012



* Emmi Roth USA, Inc., By:

(SEAL)

* By:

(SEAL)

GUARANTY

The undersigned, for valuable consideration, hereby guarantees payment of all sums due and to become due under the above Note, including (without limitation) principal, interest and costs and expenses of collection.

Dated _____

GUARANTOR:

* (SEAL)

* (SEAL)

**ADDENDUM TO FIXED RATE NOTE FROM EMMI ROTH USA, INC., MAKER
TO CITY OF PLATTEVILLE, WISCONSIN, LENDER DATED 4-20, 2012,
IN THE AMOUNT OF \$337,030.74**


The following shall constitute additional terms and provisions of the Fixed Rate Note from Emmi Roth USA, Inc., Maker, to the City of Platteville, Wisconsin, Lender, dated 4-20-12, 2012, in the amount of \$337,030.74.

Notwithstanding anything else contained herein to the contrary, the amount owed on said Fixed Rate Note shall be subject to reduction based upon improvements made to the property within two years of the anniversary date of the Development Agreement between Maker and Lender and new jobs created within two years of the anniversary date of the Development Agreement between Maker and Lender, pursuant to the Platteville Industry Park Land Price Formula, a true and correct copy of which is attached hereto, and is incorporated herein by reference with the same force and effect as if fully set forth at length. Subject, however to the requirement that Maker shall complete construction of the Improvements as specified in Section 1. A. and B. of the Development Agreement and create a minimum of thirty (30) full-time equivalent (FTE) jobs as specified in Section 1. L. of the Development Agreement no later than the second anniversary date of the Development Agreement, in order to be eligible for reduction of the amount owed pursuant to the Platteville Industry Park Land Price Formula.

Specifically, the amount owed hereunder shall be reduced by \$1,000.00 for each \$10,000.00 of improvements made to the real estate in excess of \$150,000.00 by Maker which is the subject of this transaction within the time period specified. The amount owed shall be further reduced by \$800.00 for each new Level II job created within the time period specified, by \$1,500.00 for each new Level III job created within the time period specified, and by \$2,000.00 for each Level IV job created within the time period specified, as determined by the City of Platteville based upon information available and including information provided by Maker. New jobs are defined as jobs not existing within the City of Platteville or Town of Platteville on the date of closing. Jobs relocated to the Platteville Industry Park from another site within the City of Platteville or Town of Platteville are not considered new jobs. The maximum credit for improvements and new jobs shall not exceed the total amount of the promissory note referred to herein. In no event shall Maker be entitled to a refund of amounts paid upon the execution of this note or any other payment from the City of Platteville for improvements made or new jobs created.

Dated this _____ day of _____, 2012.

EMMI ROTH USA, INC.,


By: _____

By: _____

Platteville Industrial Park
Land Price Formula
Approved 8/14/01

The price for Industrial Park real estate will vary between \$1/acre and \$ 17,500/acre based upon the following land price formula:

Base land price - \$17,500/acre

Credit is allowed for project costs exceeding \$150,000

Less 10% of base land price for qualified graduates of the Platteville Business Incubator

Less \$1,000 for each \$10,000 cost of improvement to the land in excess of \$150,000
within 24 months of date of closing

Less \$200 for each Level 1 job (less than \$10/hr. including cost of benefits) created
within 24 months of the date of closing

Less \$800 for each Level 2 job (\$10-\$15/hr. including cost of benefits) created within
24 months of the date of closing

Less \$1,500 for each Level 3 job (\$15-\$20/hr. including cost of benefits) created
within 24 months of the date of closing

Less \$2,000 for each Level 4 job (\$20/hr. or more including cost of benefits) created
within 24 months of the date of closing

The final land price shall be based on the above criteria, and in no event shall the final land price be below \$1.00/acre. The Platteville Industrial Development Corporation will be responsible for determining whether a job that is created is to be classified as Level 1,2, 3 or 4 based upon information to be provided by buyer.

CONSTRUCTION DEADLINE AND REPURCHASE AGREEMENT

WHEREAS, the City of Platteville and the Platteville Area Industrial Development Corporation, (hereinafter collectively referred to as "Seller") have developed certain real estate for the purpose of an industry park in the City of Platteville, part of said lands being described in the recorded Plat of Platteville Industry Park No. 6, Grant County, Wisconsin, as shown in the Plat thereof recorded in the office of the Register of Deeds for Grant County on November 17, 2006, in Plat Cabinet B, Page 78b, as Document No. 693633; and

WHEREAS, Emmi Roth USA, Inc. ("Buyer"), wishes to purchase the following described lands in said park:

Lot One (1) of Certified Survey Map #1623 recorded in Volume 15 of Certified Survey Maps, page 137, Document #744590 on April 5, 2012 and said lot being located in Lots Thirty-two (32), Thirty-four (34), Thirty-five (35), Thirty-six (36), Thirty-seven (37) and part of Lot Thirty-three (33) of Platteville Industry Park No. 6, City of Platteville, Grant County, Wisconsin, according to the recorded map or plat thereof.

WHEREAS, it is the intention of Seller to sell said lands only for the purposes of development of industry and/or business in accordance with Section 22.0512 of the City of Platteville Municipal Code "M-4 Applied Technology District"; and

WHEREAS, it is the intent of Seller not to sell said lands to other parties for speculative or investment purposes; and

WHEREAS, Buyer intends to make improvements on the above-described real estate in accordance with the City of Platteville Zoning Ordinances and those Declarations of Protective Covenants and Restrictions of the Platteville Industry Park, recorded in the office of the Register of Deeds for Grant County, Wisconsin, in Volume 905 of Records, Page 111, as Document No. 636581.

NOW, THEREFORE, the parties agree as follows:

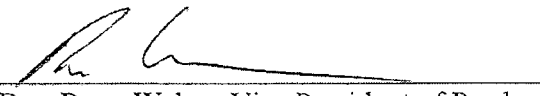
1. Construction Deadline. In the event the Buyer does not undertake expansion of the then existing manufacturing and storage facilities before the 10th annual anniversary date of the Development Agreement between Seller and Buyer, the City may repurchase from the Buyer that portion of the land conveyed to the Buyer which has not been used for expansion of the Buyer's manufacturing and/or storage facilities or to support such expansion, such as for additional parking or access, compliance with zoning or building laws or regulations or other improvements or purposes. Upon repurchase, Seller shall be entitled to retain rights and easements in the repurchased land reasonably appropriate to service its existing facilities and uses. The parties agree that the land designated for future expansion (or such support of future expansion) is described as the East 330 feet of the property described above.
2. Option to Repurchase. In the event Buyer has not taken the action within the time specified in paragraph 1 hereof, the Seller shall have an option to buy the above-described property at a repurchase price equal to the amount paid to Seller by Buyer less 10% of the purchase price plus any commissions or expenses paid by Seller in connection

with the sale to Buyer. But, in no event shall the total commissions and expenses charged under this provision exceed \$500.00 or reduce the purchase price below \$1.00 per acre. The purchase price shall be the actual price paid by the Buyer for the land per acre, pursuant to the Platteville Industry Park Land Price Formula, multiplied by the number of acres that have not been used for expansion (or in support of such expansion) by the Buyer. The City agrees that its right to repurchase the portion of the property acquired for future expansion as provided herein shall expire upon the Buyer undertaking one or more expansions of its facilities that results in the construction of manufacturing or storage facilities (or support for such facilities) upon this portion of the property.

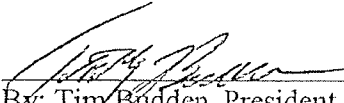
3. Sale of Land Designated for Future Expansion. Prior to the termination of Seller's option or right of repurchase granted herein, Buyer may not sell, convey or lease to any person or entity all or any portion of the land designated for future expansion without the express written consent of the Seller.
4. Notice. This right of repurchase shall be exercised by Seller serving notice in writing upon Buyer, its heirs, successors or assigns.
5. Payment. In the event of repurchase, the repurchase price shall be paid in cash at the time of repurchase.
6. Conveyance. The repurchase shall be within thirty (30) days after the delivery of said notice and shall take place at the offices of Seller. Buyer, its successor or assigns, agrees at such time to deliver a Warranty Deed to the Seller free and clear of all liens and encumbrances, excepting all restrictions and/or encumbrances to which the deed conveying title to Buyer was subject and retained rights by Seller as permitted hereunder, and an abstract of title prepared by an attorney or abstract company or a commitment from a title insurance company licensed in Wisconsin to issue title insurance in the amount of the repurchase price.
7. Termination. The option or right of repurchase granted to Seller shall terminate upon the commencement of construction or Buyer entering into a contract for the construction of a building thereon (or which requires support thereby), regardless of the date on which said construction begins, so long as Buyer has not received notice in writing of the City of Platteville's exercising its right of repurchase.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this 10 day of April, 2012.

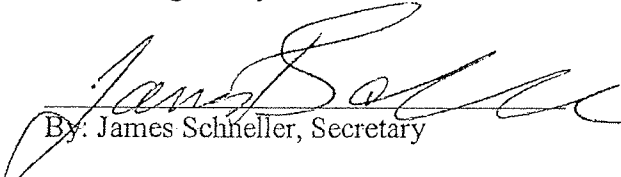
EMMI ROTH USA, INC.,


By: Rene Weber, Vice President of Production

PLATTEVILLE AREA INDUSTRIAL
DEVELOPMENT CORPORATION,


By: Tim Budden, President

Countersigned By:


By: James Schneller, Secretary

CITY OF PLATTEVILLE,


Larry Bierke, City Manager


Michael Dalecki, Council President

This instrument was drafted by:

Brian C. McGraw
Attorney at Law
106 N. Wisconsin Avenue
P.O. Box 619
Muscodia, WI 53573-0619
(608) 739-4234/3484236

City of Platteville
STAFF REPORT AND FISCAL NOTE

Original Update

Title:
Conditional Use Permit for Asphalt Plan – Iverson Construction

Policy Analysis Statement:

Brief Description And Analysis Of Proposal:

The subject property is a rock quarry owned by Rosemeyer Properties LLC, which is located at 1100 E. Mineral Street. Iverson Construction has operated an asphalt plant on the property since 1993. Section 22.0511(C) lists “asphalt plants” as a Conditional Use in the M-2 District.

The only issue that has been raised over the years has been regarding dust coming from the roadway leading to the plant. In response, the applicant paved the driveway leading to the quarry, and has provided dust control through chemical spraying. No changes are requested in the operation from previous years.

Recommendation:

Staff recommends approval of the Conditional Use Permit with the following conditions:

- a) The Conditional Use Permit shall expire at the end of the asphalt-producing season.
- b) The permit shall apply only to the subject property.
- c) The applicant provides dust control as needed along the driveway where it intersects with Mineral Street.

The Plan Commission considered this request at their May 4th meeting and recommended approval with the above conditions.

Impact Of Adopting Proposal:

Approval will allow the asphalt plant to operate for the upcoming season in the same manner as in previous years.

Fiscal Estimate:

<p><u>Fiscal Effect (check/circle all that apply)</u></p> <p><input checked="" type="checkbox"/> No fiscal effect</p> <p><input type="checkbox"/> Creates new expenditure account</p> <p><input type="checkbox"/> Creates new revenue account</p> <p><input type="checkbox"/> Increases expenditures</p> <p><input type="checkbox"/> Increases revenues</p> <p><input type="checkbox"/> Increases/decreases fund balance - _____ Fund</p>	<p><u>Budget Effect:</u></p> <p><input type="checkbox"/> Expenditure authorized in budget</p> <p><input checked="" type="checkbox"/> No change to budget required</p> <p><input type="checkbox"/> Expenditure not authorized in budget</p> <p><input type="checkbox"/> Budget amendment required</p> <p><u>Vote Required:</u></p> <p><input checked="" type="checkbox"/> Majority</p> <p><input type="checkbox"/> Two-Thirds</p>
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Narrative/assumptions About Long Range Fiscal Effect:

This is an annual request, which will have no fiscal impact.

Expenditure/Revenue Changes:

Budget Amendment No. _____				No Budget Amendment Required <input checked="" type="checkbox"/>				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
Totals								

Prepared By:

<p>Department: Community Planning & Development</p> <p>Prepared By: Joe Carroll</p>	<p>Date: May 5, 2014</p>
---	---------------------------------

RESOLUTION NO. _____

RESOLUTION APPROVING A CONDITIONAL USE PERMIT

WHEREAS, Iverson Construction has applied for a Conditional Use Permit to operate an asphalt plant in the rock quarry owned by Rosemeyer Properties LLC, which is located at 1100 East Mineral Street; and,

WHEREAS, the property is zoned M-2 Heavy Manufacturing District, which allows asphalt plants to operate with an approved Conditional Use Permit; and

WHEREAS, the asphalt plant has received an annual Conditional Use Permit to operate at that location since 1993; and

WHEREAS, the City did not receive any complaints after the 2014 season regarding the operation of the plant; and

WHEREAS, the Planning Commission of the City of Platteville reviewed the request at their May 4, 2015 meeting and recommended approval.

NOW, THEREFORE, the Common Council of the City of Platteville hereby approves a Conditional Use Permit to allow an asphalt plant to be operated in the rock quarry at 1100 East Mineral Street, subject to the following conditions:

1. The Conditional Use Permit shall expire at the end of the asphalt-producing season.
2. The permit shall apply only to the subject property.
3. The applicant provides dust control by chemical spraying as needed.

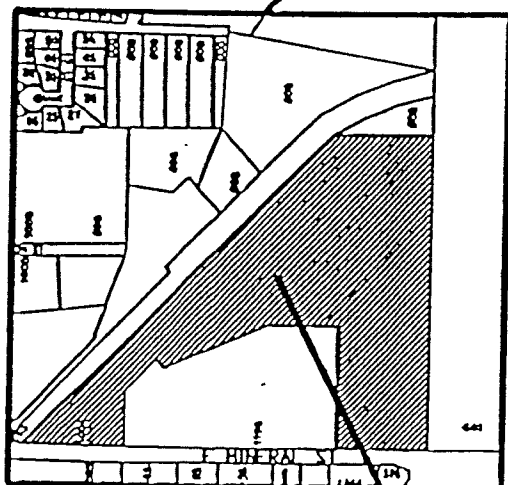
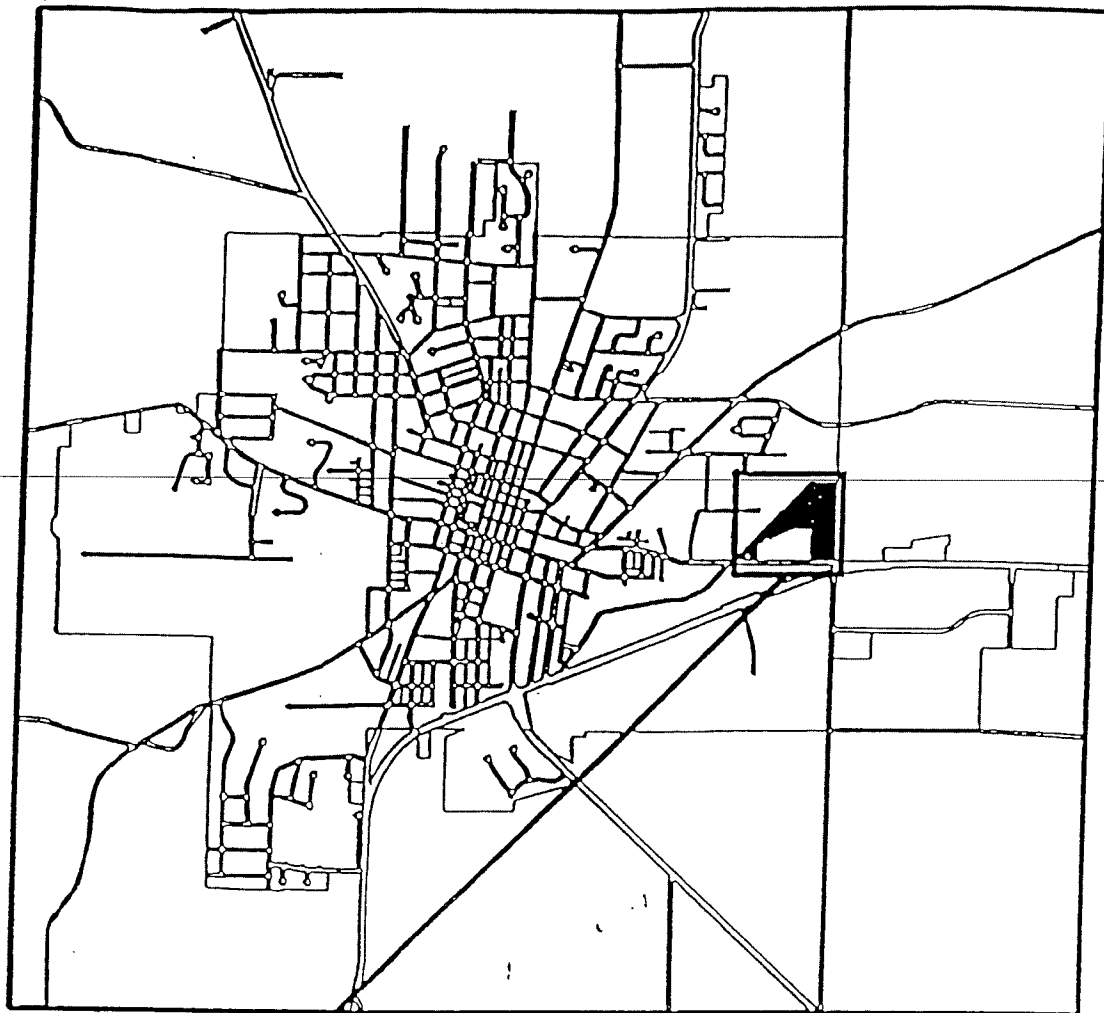
Approved and adopted by the Common Council of the City of Platteville this _____ day of _____, 2015, on a vote of _____ to _____.

THE CITY OF PLATTEVILLE,

By: Eileen Nickels, Council President

ATTEST:

Jan Martin, City Clerk



PROPERTY IN QUESTION.

ADDRESS: 1100 E.
MINERAL ST.

APPLICANT:
IVERSON CONST.

LOCATION MAP

STAFF REPORT

CITY OF PLATTEVILLE

Community Planning & Development Department



Meeting Dates: Plan Commission – May 4, 2015
Council – May 11, 2015 – Discussion
Council – May 25, 2015 – Action

Re: Conditional Use Permit for an asphalt plant.

Case #: PC15-CU01-13

Applicant: Iverson Construction

Location: 1100 East Mineral Street

Surrounding Uses and Zoning:

Direction	Land Use	Zoning	Comprehensive Plan
Property in Question	Rock quarry and asphalt plant	M-2	Industrial
North	Vacant	M-1; R-3	Floodplain; Residential
South	Salvage yard	M-2	Industrial
East	Vacant; farmland	A-T (ET)	Commercial; Agriculture
West	J&N Stone/ Rural Excavating	M-1; R-2; R-3	Floodplain; Residential

I. BACKGROUND

1. The subject property is a rock quarry owned by Rosemeyer Properties LLC. Iverson Construction operates an asphalt plant on the property. The plant has been in operation since 1993. Section 22.0511 (C) lists “asphalt plants” as a Conditional Use in the M-2 District.
2. The plant first received a Conditional Use Permit for a 6-month period in 1993. In each succeeding year, the plant has re-applied for the permit. However, in some of those years, the weather allowed the plant to be open beyond the time limit imposed by the City via the Conditional Use Permit. In those years, the plant applied for, and received, an extension. In 1995 it was determined that it would be easier to grant the permit for a full year, negating the need for extensions. Since then, the permit has been approved with the condition that it expires at the end of the season (when weather conditions are too cold to allow for the making of asphalt).
3. The City received a complaint about dust coming from the roadway leading to the plant at the end of the 2002 season. In response, the applicant paved a portion of the driveway leading to the quarry. That paving solved the problem for several years,

however, the City has again received some complaints regarding dust coming from the driveway at the end of the 2012 season. It appears that the trucks had been "cutting the corner" of the paved driveway when entering and leaving the site. This resulted in the trucks driving on unpaved portions of the driveway. The result was an increase in the amount of dust coming from the driveway. In response the applicant provided some increased dust control. No complaints have been received since that time.

II. PROJECT DESCRIPTION

4. No changes are requested from previous years. The asphalt plant consists of machinery that is brought to the quarry site. The machinery is placed so as to take advantage of truck travel patterns through the quarry site.

III. STAFF ANALYSIS

5. Section 22.13 lists the requirements for obtaining a Conditional Use Permit. The Plan Commission may recommend approval of Conditional Use Permits to the Common Council "provided that such conditional uses and structures are in accordance with the purpose and intent of this Ordinance and are found not be hazardous, harmful, offensive otherwise adverse to the environment or the value of the neighborhood or the community" (Section 22.13 (A)). This Section also states that the City may impose conditions upon the use, such as time limit.

IV. STAFF RECOMMENDATION

6. Staff recommends approval of the Conditional Use Permit with the following conditions:
 - a) The Conditional Use Permit shall expire at the end of the asphalt-producing season.
 - b) The permit shall apply only to the subject property.
 - c) The applicant provides dust control by chemical spraying as needed.

The above constitutes the opinion and report of the Community Planning and Development Department.

ATTACHMENTS:

1. Application
2. Location map

**City of Platteville
STAFF REPORT AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update
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Title:
Conditional Use Permit for Asphalt Plan – Browning Family Partnership and Darrel Browning

Policy Analysis Statement:

Brief Description And Analysis Of Proposal:

The property at 715/785 S. Chestnut Street is currently used for auto repair, U-Haul leasing, and what the property owners refer to as auto service contracting. As the auto service contracting is currently operating, the majority of the vehicles are owned by residents of Rountree Commons or residents of other properties in the area. These owners only utilize the property as a location to park their vehicles, which means the use is considered leased parking under the zoning ordinance, which requires a Conditional Use Permit.

The applicant would like to expand the area used for parking. The former Spring Green lawn care building at the southeast corner of Chestnut Street and Gridley Avenue was destroyed by the tornado. A portion of the building wall remains and is acting as a retaining wall. The applicant would like to remove the remainder of the building, install a new retaining wall further to the south and install additional parking stalls. These stalls would be accessible directly from Gridley Avenue. Additional parking stalls would be provided on the remaining parts of the property accessible from Chestnut Street. The U-haul vehicles would be located toward the east/southeast area of the site, and the far southern portion of the site would be a parking area for the auto repair business.

Recommendation:

- The Plan Commission considered this request at their May 4th meeting and recommended approval with the following conditions:
1. The parking area shall be provided with a hard surface that meets the requirements of Section 22.09 of the Zoning Ordinance.
 2. The parking stalls shall be clearly marked and located according to the submitted plan and in conformance with Section 22.09.
 3. The parked vehicles shall not be in a location that creates vision problems for vehicle traffic at the intersections.
 4. Landscaping improvements, in the form of trees, shrubs, or other plantings shall be provided in the areas that are not hard surfaced to provide some screening of the vehicles.
 5. The applicant shall obtain the necessary permits for the installation of the parking and for the construction of the retaining wall, which shall be installed in compliance with Section 22.04 of the Zoning Ordinance.
 6. Adequate safety lighting shall be installed.
 7. The above conditions shall be substantially completed prior to September 1, 2015.

Staff recommends approval of the Conditional Use Permit with the above conditions, except Staff would prefer a more firm deadline regarding when the improvements need to be completed.

Impact Of Adopting Proposal:

Approval will allow the property owner to use the site as a location for leased parking.

Fiscal Estimate:

<u>Fiscal Effect (check/circle all that apply)</u> <input checked="" type="checkbox"/> No fiscal effect <input type="checkbox"/> Creates new expenditure account <input type="checkbox"/> Creates new revenue account <input type="checkbox"/> Increases expenditures <input type="checkbox"/> Increases revenues <input type="checkbox"/> Increases/decreases fund balance - _____ Fund	<u>Budget Effect:</u> <input type="checkbox"/> Expenditure authorized in budget <input checked="" type="checkbox"/> No change to budget required <input type="checkbox"/> Expenditure not authorized in budget <input type="checkbox"/> Budget amendment required
	<u>Vote Required:</u> <input checked="" type="checkbox"/> Majority <input type="checkbox"/> Two-Thirds

Narrative/assumptions About Long Range Fiscal Effect:

There will be some changes to the property which should a very minor fiscal impact.

RESOLUTION NO. _____

RESOLUTION APPROVING A CONDITIONAL USE PERMIT

WHEREAS, the Browning Family Partnership and Darrel Browning have applied for a Conditional Use Permit to allow leased parking on the properties at 715 and 785 S. Chestnut Street; and,

WHEREAS, the property is zoned B-3 Highway Business District, which allows leased parking with an approved Conditional Use Permit; and

WHEREAS, the property owner is proposing to make improvements to the property to accommodate the vehicle parking; and

WHEREAS, the Planning Commission of the City of Platteville reviewed the request at their May 4, 2015 meeting and recommended approval with conditions.

NOW, THEREFORE, the Common Council of the City of Platteville hereby approves a Conditional Use Permit to leased parking on the properties at 715 and 785 S. Chestnut Street, subject to the following conditions:

1. The parking area shall be provided with a hard surface that meets the requirements of Section 22.09 of the Zoning Ordinance.
2. The parking stalls shall be clearly marked and located according to the submitted plan and in conformance with Section 22.09.
3. The parked vehicles shall not be in a location that creates vision problems for vehicle traffic at the intersections.
4. Landscaping improvements, in the form of trees, shrubs, or other plantings shall be provided in the areas that are not hard surfaced to provide some screening of the vehicles.
5. The applicant shall obtain the necessary permits for the installation of the parking and for the construction of the retaining wall, which shall be installed in compliance with Section 22.04 of the Zoning Ordinance.
6. Adequate safety lighting shall be installed.
7. The above conditions shall be completed prior to September 1, 2015.

Approved and adopted by the Common Council of the City of Platteville this _____ day of _____, 2015, on a vote of _____ to _____.

THE CITY OF PLATTEVILLE,

ATTEST:

By: Eileen Nickels, Council President

Jan Martin, City Clerk

STAFF REPORT

CITY OF PLATTEVILLE

Community Planning & Development Department



Meeting Dates: Plan Commission – May 4, 2015
Council – May 11, 2015 – Discussion
Council – May 25, 2015 – Action

Re: Conditional Use Permit for leased parking.

Case #: PC15-CU02-14

Applicant: Browning Family Partnership and Darrel Browning

Location: 715/785 S. Chestnut Street

Surrounding Uses and Zoning:

Direction	Land Use	Zoning	Comprehensive Plan
Property in Question	Vehicle Service and parking	B-3	Mixed Use
North	Commercial	B-3	Mixed Use
South	Commercial	B-3	Mixed Use
East	Residential	B-3	Mixed Use
West	Rountree Commons Residence Hall	I-1	Mixed Use

I. BACKGROUND

1. The subject property has been the location of Browning Motors for many years, and was also the location for the Spring Green lawn care business. The tornado destroyed several of the buildings on the property, so the owners have changed the uses on the site.
2. The property is currently used for auto repair, U-Haul leasing, and what the property owners refer to as auto service contracting. The auto repair business and the U-Haul businesses are permitted uses in the B-3 district and require no special approval. As the auto service contracting is currently operating, the majority of the vehicles are owned by residents of Rountree Commons or residents of other properties in the area. These owners only utilize the property as a location to park their vehicles, which means the use is considered leased parking under the zoning ordinance, which requires a Conditional Use Permit.

II. PROJECT DESCRIPTION

3. The applicant currently uses a portion of the site for vehicle parking, and would like to expand the area used for parking. The former Spring Green lawn care building at the southeast corner of Chestnut Street and Gridley Avenue was destroyed by the tornado. A portion of the building wall remains and is acting as a retaining wall. The applicant would like to remove the remainder of the building, install a new retaining wall further to the south and install additional parking stalls. These stalls would be accessible directly from Gridley Avenue. Additional parking stalls would be provided on the remaining parts of the property accessible from Chestnut Street. The U-haul vehicles would be located toward the east/southeast area of the site, and the far southern portion of the site would be a parking area for the auto repair business.

III. STAFF ANALYSIS

4. Section 22.13 lists the requirements for obtaining a Conditional Use Permit. The Plan Commission may recommend approval of Conditional Use Permits to the Common Council "provided that such conditional uses and structures are in accordance with the purpose and intent of this Ordinance and are found not be hazardous, harmful, offensive otherwise adverse to the environment or the value of the neighborhood or the community" (Section 22.13 (A)). This Section also states that the City may impose conditions upon the use, such as landscaping and parking requirements.
5. The zoning ordinance requires parking areas to have a hard surface, and the stalls in parking areas that have more than five vehicles should be marked.

IV. STAFF RECOMMENDATION

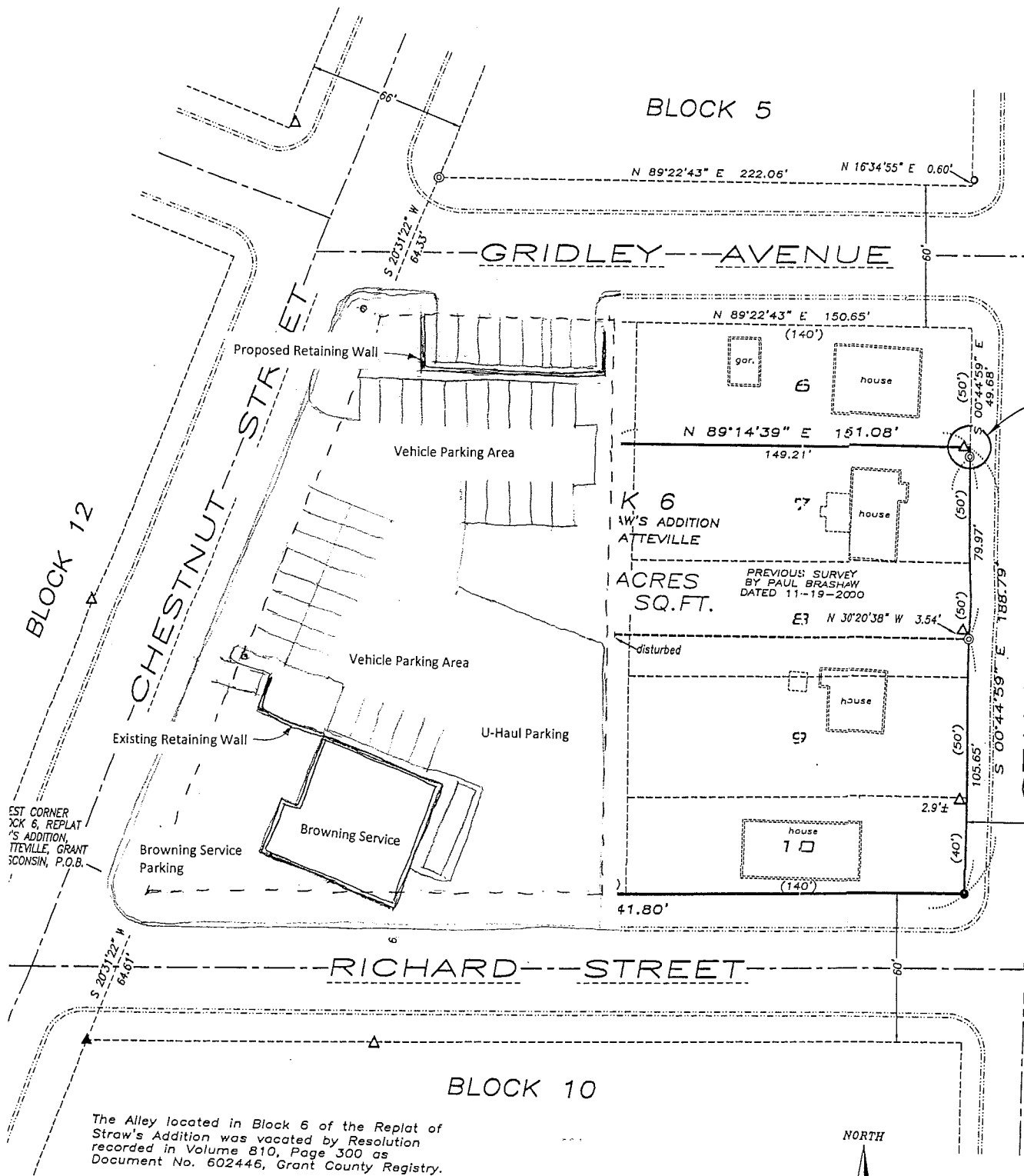
6. Staff recommends approval of the Conditional Use Permit for the auto service contracting/leased parking with the following conditions:
 - a) The parking area shall be provided with a hard surface that meets the requirements of Section 22.09 of the Zoning Ordinance.
 - b) The parking stalls shall be clearly marked and located according to the submitted plan and in conformance with Section 22.09.
 - c) The parked vehicles shall not be in a location that creates vision problems for vehicle traffic at the intersections.
 - d) Landscaping improvements, in the form of trees, shrubs, or other plantings shall be provided in the areas that are not hard surfaced to provide some screening of the vehicles.
 - e) The applicant shall obtain the necessary permits for the installation of the parking and for the construction of the retaining wall, which shall be installed in compliance with Section 22.04 of the Zoning Ordinance.
7. Staff also recommends that the above conditions be completed prior to September 1, 2015.

The above constitutes the opinion and report of the Community Planning and Development Department.

ATTACHMENTS:

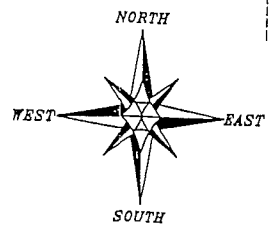
1. Application
2. Location map
3. Site Plan

AT OF SURVEY



EST CORNER
 CK 6, REPLAT
 'S ADDITION,
 TTEVILLE, GRANT
 CONSIN, P.O.B.

The Alley located in Block 6 of the Replat of
 Straw's Addition was vacated by Resolution
 recorded in Volume 810, Page 300 as
 Document No. 602446, Grant County Registry.



The South line of Block 6 of the Replat of Straw's
 Addition is assumed to bear S 88°44'28\" W.

APPLICATION FOR
CONDITIONAL USE PERMIT
 CITY OF PLATTEVILLE, WISCONSIN



General Information (please type or print clearly)

	Applicant/Agent	Owner
Name	Browning Motor Svc & Brownings Family Partnerships	Dattel, DENNIS, Daryn Browning and Debara Mayo
Address	345 South Chestnut	
Phone	608 348 2796	
Fax		

Property Information (Attach additional sheets if necessary)

Address of Proposed Use: 715 and 765 South Chestnut STREET Platteville, WI

Legal Description: SEE City MAP.

Zoning of Property: R3

Comprehensive Plan Designation: _____

Current Use of Property: Auto Service Contracting (SEE attached)

Proposed Use of Property: Auto Service Contracting (see attached)

Signatures

The undersigned person(s) hereby petition the Common Council of the City of Platteville, Wisconsin, to issue a Conditional Use Permit as described above.

APPLICANT: _____

DATE: _____

APPLICANT: _____

DATE: _____

OFFICE USE ONLY

Date Application Filed: _____ File Number: _____

Plan Commission Action & Date: _____ Fee Paid/Receipt #: _____

Conditions: _____

Council Action & Date: _____

Conditions: _____

Permit Issued On (date/by whom): _____

Permit Expires On: _____

Browning Family Partnership
345 South Chestnut Street
Platteville, Wisconsin 53818

March 3, 2015

City of Platteville
attn: Joe Carroll
75 Bronson Street
Platteville, WI 53818

Dear Mr. Carroll,

Pursuant to our recent conversations regarding the property located at 715 and 765 South Chestnut Street, the family is considering the following improvements.

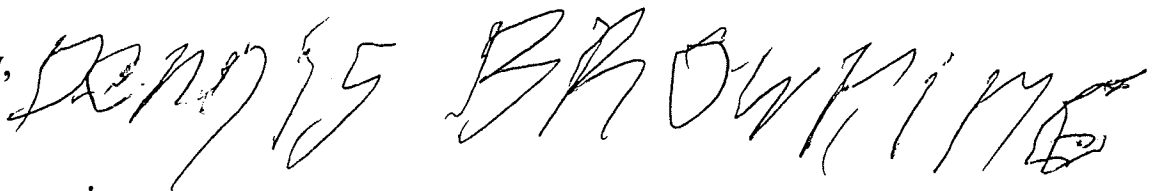
1. Presently, the family has AUTO SERVICE CONTRACTING on the property since the tornado of June 2014. (see Auto Service Contract)
2. Improvements: The family is asking to cut and saw the curb on Gridley - ten feet from the existing driveway. This is about one or two feet off set from the corner(east) of the per-existing building and the other end of the curb cut will be one or two feet off of the other end (west) of the per-existing building. This distance is approximately 40 feet of which the curb will be cut end to end on Gridley done by J & N Excavating Co.. On the Southern end of the cut curb on Gridley – a retaining wall or fence will be built by contractor J & N Rural Excavating Co., Platteville, WI (see attached request for permit) Providing the permit is granted – the wall or fence will traverse the property east to west – parallel to the curb cut. (see map and improvements indicated)
The wall or fence will be 30 feet from the street (Gridley). The space will be back filled with breaker rock material making a two tier area on the property.
3. Safety: In order to secure the property and provide adequate safety lighting will be added to the property. Four area flood lighting locations

will be added pending the cost and study which will determine the best locations.

4. Green Spaces: Green spaces will be located on either end of the cut curb. In addition, planters or greenery will be also added to the properties – location to be determined when the work is completed.

Since the tornado it has been difficult to decide what to do with the property, thank you for allowing us the time to make these decisions. If you have any further question, please do not hesitate to call 608-348-2796.

Sincerely,

A handwritten signature in black ink that reads "Dennis Browning". The signature is written in a cursive, slightly slanted style.

Dennis Browning
Executive Director
Browning Family Partnership

C:file

Daryn Browning
Darrel Browning
Debara Mayo

MATERIAL: ALL PARTS NEW UNLESS SPECIFIED U-USED R-REBUILT C-RECONDITIONED
Y-RECYCLED

CODE COST QUANT. PART NO. OR DESCRIPTION S. WARRANTY IF CHECKED SALE

In order to provide auto service contract you must leave your vehicle on the property

Repairs on ending on

Service will be provided during normal business hours

TOTAL PARTS
SUBLET REPAIRS - TOWING

Gals. Gas @
Qts. Oil @
Lbs. Grease @

TOTAL GAS, OIL & GREASE

TOTAL MATERIAL

TOTAL SUBLET REPAIRS

TOTAL REPAIRS

SEE REVERSE SIDE BEFORE SIGNING.

I HEREBY AUTHORIZE the above repair work to be done along with necessary materials. You and your employees may operate above vehicle for purposes of testing, inspection or delivery at my risk. An express mechanic's lien is acknowledged on above vehicle to secure the amount of repairs thereon. You will not be held responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft, accident or any other cause beyond your control or for any delays caused by unavailability of parts or delays in parts shipments by the supplier or transporter. I understand that all charges are due upon delivery of the vehicle. I acknowledge receipt of a copy of this agreement.

CUSTOMER SIGNATURE

DEALERS NAME **Browning Motor Service**

ADDRESS **345 South Chestnut**

CITY, STATE, ZIP **Platteville, WI 53818**

TELEPHONE **348-2210 Auto Service Contract**

NAME

ADDRESS

CITY & STATE

YEAR & MAKE

LICENSE NO.

MODEL

COLOR

PHONE

ADDITIONAL WORK AUTHORIZED BY:

DATE

TIME

F.C.

OPER. NO.

TECH. NO.

LABOR INSTRUCTIONS

NAME

NO. CALLED

NEW TOTAL ESTIMATE

EMISION CONTROL SERVICE

DATE OF ORDER

HOME PHONE NO.

DATE OFFERED BACK

TIME PROMISED

WORK PHONE NO.

NO

ESTIMATED PRICE \$

LABOR CHARGE

LUBRICATE

CHANGE OIL & FILTER

REPACK WHEEL BEARINGS

SERVICE AIR CLEANER

ROTATE TIRES

CHANGE TRANS. FLUID

ALIGN FRONT END

EMISION CONTROL SERVICE

DATE OF ORDER

HOME PHONE NO.

DATE OFFERED BACK

TIME PROMISED

WORK PHONE NO.

ESTIMATED PRICE \$

LABOR CHARGE

LUBRICATE

CHANGE OIL & FILTER

REPACK WHEEL BEARINGS

SERVICE AIR CLEANER

ROTATE TIRES

CHANGE TRANS. FLUID

ALIGN FRONT END

EMISION CONTROL SERVICE

DATE OF ORDER

HOME PHONE NO.

ESTIMATE CHARGE

INTERNAL SUMMARY

ACT. CHARGE

COST

FACTORY CLAIMS CHARGE

COST

TOTAL LABOR

TOTAL PARTS

GAS, OIL & GREASE

PAINT & BODY MATERIALS

SUBLET & TOWING

SUPPLIES

SUB TOTAL

SALES TAX

ACT. CHARGE

COST

FACTORY CLAIMS CHARGE

COST

TOTAL LABOR

TOTAL PARTS

GAS, OIL & GREASE

PAINT & BODY MATERIALS

SUBLET & TOWING

SUPPLIES

SUB TOTAL

SALES TAX

TOTAL

YOU ARE ENTITLED TO A PRICE ESTIMATE FOR THE REPAIRS YOU HAVE AUTHORIZED. THE REPAIR PRICE MAY BE LESS THAN THE ESTIMATE, BUT WILL NOT EXCEED THE ESTIMATE WITHOUT YOUR PERMISSION. YOUR SIGNATURE WILL INDICATE YOUR ESTIMATE SELECTION.

1. I request an estimate in writing before you begin repairs.

2. Please proceed with repairs, but call me before continuing if the price will exceed \$

3. I do not want an estimate

Do you want the replaced parts you are entitled to? Yes No

Payment will be made by: Cash Credit Card Charge

Call when vehicle is ready: Yes No

This vehicle received without face to face customer contact.

SHOP REPRESENTATIVE SIGNATURE

PERMIT FOR CONSTRUCTION IN R.O.W.

City of Platteville
Department of Public Works

Location 715 South Chestnut and Gridley Date MARCH 3, 2015

Type of Work To cut and saw curb

Special Conditions NONE

Curb & Gutter Sawcutting Charges \$ 40/HOUR w/40 MINIMUM

Requested by Browning Family Partnership

Billing Address 345 South Chestnut
Platteville, WI

Contractor J and N Rural Excavating, Platteville, WI

Building Permit? YES NO

Permit Approved by _____

Copies to: St. Dept. _____ W & S Dept. _____ Police Dept. _____
348-8828

Follow Up

Inspected by _____ Date _____

Comments _____

11

GRIDLEY AVENUE

CHESTNUT STREET

BLOCK 12

BLOCK 6
REPLAT OF STRAW'S ADDITION
CITY OF PLATTEVILLE

1.45 ± ACRES
63,217 ± SQ.FT.

PREVIOUS SU
BY PAUL GRA
DATED 11-19-

CORNER
REPLAT
ITION,
E, GRANT
N, P.O.B.

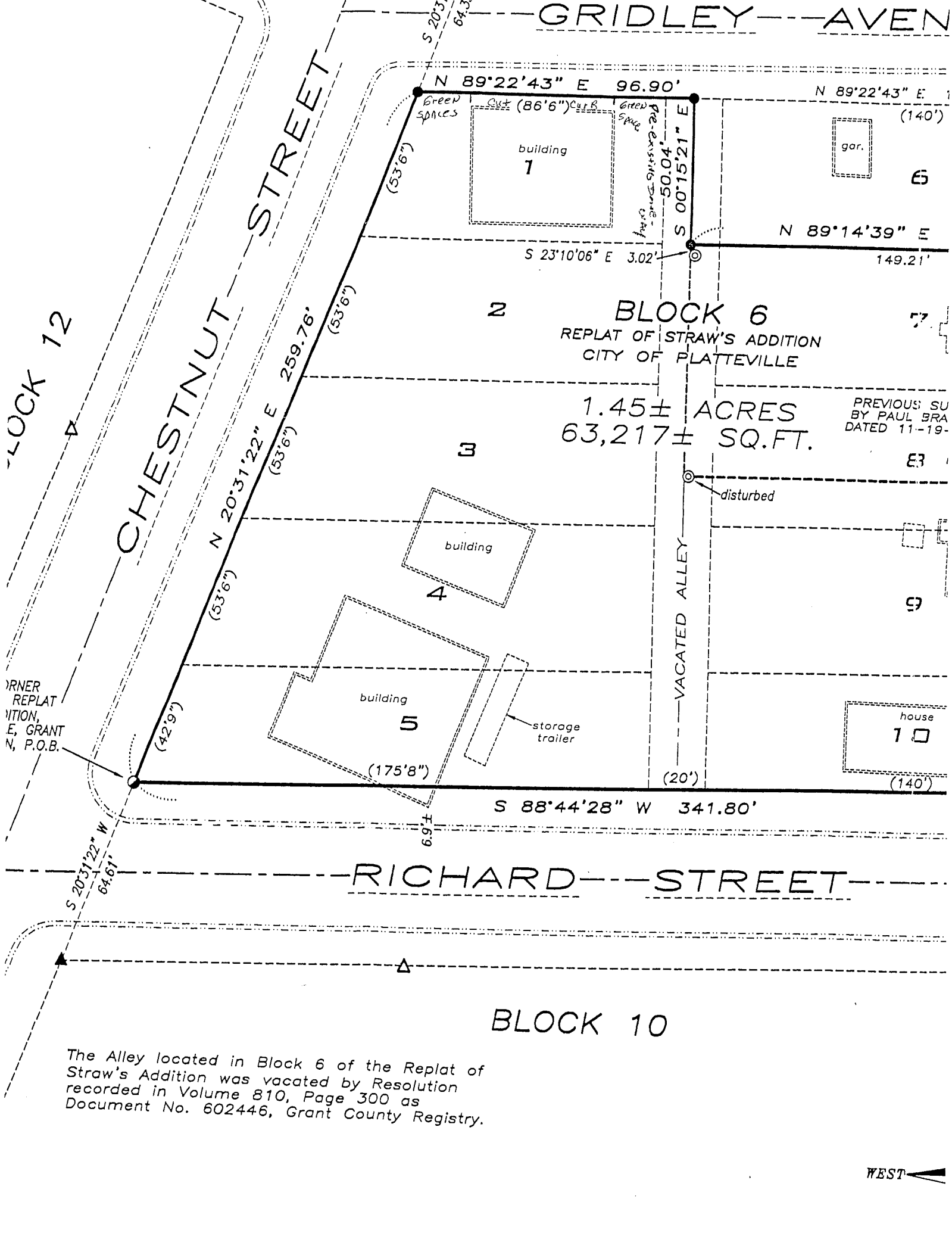
S 20°31'22" W
64.61'

RICHARD STREET

BLOCK 10

The Alley located in Block 6 of the Replat of
Straw's Addition was vacated by Resolution
recorded in Volume 810, Page 300 as
Document No. 602446, Grant County Registry.

WEST



**City of Platteville
STAFF REPORT AND FISCAL
NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update
--	---------------------------------

DB

Title: Agreement to provide Emergency Medical Services – Southwest Health Center, Inc.

Policy Analysis Statement:

Brief Description And Analysis Of Proposal:

The City of Platteville approached and entered into discussion with Southwest Health for the purpose of assuming the ambulance service operations. The factors causing this discussion has been the need for a new facility, future staffing needs (currently Platteville EMS is expecting their call volume to be approximately 1,300 at years end) and the possibility of providing higher level care to those served by Platteville EMS.

This discussion and process started approximately two years ago. There have been countless meetings involving the then City Manager, EMS Administrator, Council President, Council Pro-Tem, City Attorney, Southwest Health President/CEO, Southwest Health Vice President of Patient Care Services and others. Through this process, the City Council and the Area Ambulance Committee and other town representatives met in closed session to discuss the agreement. Through all the meetings an agreement has been drafted, reviewed and revised. At the Closed Session Area Ambulance Committee meeting on Thursday, May 7th, the agreement was reviewed and an addition was requested to add a security interest for all property transferred to Southwest Health including replacements and additions but not including the facility – this change has been made. At this point, a proposed agreement has been drafted that has been reviewed by all involved and the terms have been deemed agreeable for all involved and thus is being brought to the council for action.

A public informational meeting will be held on Thursday, May 21st at 6 pm in the Council Chambers at City Hall for the public to hear about the proposal and agreement and to also ask questions. The Council President, Southwest Health President/CEO and EMS Administrator are scheduled to be present to give the information. A FAQ/Fact Sheet has also been published on the City website and has been pushed through Social Media as well. Southwest Health has also indicated that they will be publishing the information on their website as well. The information has also been sent out to the news media and the Telegraph Herald ran a story on Saturday, May 16th regarding the possible changes in EMS for Platteville.

Recommendation:

It is recommendation of staff to review the agreement and take action on this agreement. Factors to consider is the need for a new facility, staffing needs of current EMS (adding permanent full-time and part-time staff), increasing call volume (currently seeing a 12% increase) and the future need to review and possibly provide an increased level of ambulance service to those currently served by Platteville EMS.

Impact Of Adopting Proposal:

If the agreement is approved it would transfer ambulance service operations from the City of Platteville to Southwest Health. It would also transfer all physical assets to Southwest Health on the effective date for them to provide the ambulance service to the City of Platteville. The towns that comprise the current Platteville EMS District (Towns of Platteville, Lima, Ellenboro, Harrison, Smelser, Elk Grove and Belmont) would also need to approve an agreement if they wish to receive EMS coverage from Southwest Health. EMS coverage must either be provided by a municipality (city, village, or town) or must be contracted by state statute.

If approved, Southwest Health would be required to build a facility, employ EMTs, AEMTs and Paramedics, and upgrade the level of service provided from AEMT to Paramedic as part of the agreement.

If approved by the Council and the Town Boards, both the City and Towns would be responsible to make an Annual Support Fee to Southwest Health to help fund EMS operations.

Fiscal Estimate:

<p><u>Fiscal Effect (check/circle all that apply)</u></p> <p><input type="checkbox"/> No fiscal effect</p> <p><input type="checkbox"/> Creates new expenditure account</p> <p><input type="checkbox"/> Creates new revenue account</p> <p><input type="checkbox"/> Increases expenditures</p> <p><input type="checkbox"/> Increases revenues</p> <p><input type="checkbox"/> Increases/decreases fund balance - _____ Fund</p>	<p><u>Budget Effect:</u></p> <p><input type="checkbox"/> Expenditure authorized in budget</p> <p><input type="checkbox"/> No change to budget required</p> <p><input type="checkbox"/> Expenditure not authorized in budget</p> <p><input type="checkbox"/> Budget amendment required</p> <hr/> <p><u>Vote Required:</u></p> <p><input checked="" type="checkbox"/> Majority</p> <p><input type="checkbox"/> Two-Thirds</p>
---	---

BRIAN C. McGRAW

Attorney at Law

106 North Wisconsin Avenue

P.O. Box 619

Muscoda, Wisconsin 53573-0619

608-739-4234/348-4236

Fax 739-4355

MEMO

TO: Municipal Officials
Towns of Belmont, Elk Grove, Ellenboro, Harrison, Lima, Platteville and Smelser

FROM: Brian C. McGraw
Platteville City Attorney

RE: City of Platteville/Southwest Health Center, Inc. Agreement for EMS

DATE: May 4, 2015

EXECUTIVE SUMMARY

Background: In 2014 the City of Platteville (City) initiated discussions with Southwest Health Center, Inc. (SHC) to explore the possibility of SHC assuming responsibility for providing EMS to the municipalities currently served by the Platteville EMS. The issues the City identified and sought to address in these discussions included:

- Constructing and paying for a new ambulance garage at an estimated cost of 1.5 million dollars.
- Upgrading EMS provided to patients to an emergency medical technician – paramedic level.
- Maintaining acceptable staffing of EMS, especially after upgrading service to a paramedic level.
- Increased personnel costs to attract qualified staff.
- Providing EMS to the participating municipalities at a reasonable and predictable cost.

The Agreement: The City and SHC negotiated an agreement that:

- Is for a term of 20 years.
- Requires SHC to provide a paramedic service level and construct a new ambulance facility.
- Requires the City and participating Towns to pay an annual support fee of zero in 2015, \$100,000.00 in 2016 and 75% of unreimbursed cost but no more than \$150,000.00 in 2017.

In calendar years 2018 through 2024 the annual support fee is fixed at 75% of unreimbursed cost but no more than \$150,000.00 nor less than \$130,000.00.

In calendar years 2025 through 2034, the annual support fee is the same as in 2018 through 2024, except the amount of the fee may be increased based upon the Consumer Price Index (CPI).

- Provides the annual support fee may be adjusted by mutual agreement based on the past year's performance and the upcoming year's budget.
- Requires SHC to meet annually with representatives of the participating municipalities.
- Uses the current formula to apportion the annual support fee between the participating municipalities.

The City believes the Agreement addresses fairly all the issues identified above and invites the participating Towns to join with the City in moving forward with this new arrangement which will provide a higher level of EMS to our communities.

Respectfully Submitted,



Brian C. McGraw

BCM/pls

AGREEMENT

This Agreement is made this ____ day of _____, 2015 by and between SOUTHWEST HEALTH CENTER, INC. ("Southwest"), a non-stock, nonprofit Wisconsin corporation which operates, among other activities, a hospital, and THE CITY OF PLATTEVILLE ("City"), a Wisconsin municipal corporation, together sometimes referred to herein as the Parties.

RECITALS

WHEREAS, the Parties desire to work together to provide a higher level of emergency transport to the residents of Platteville and the surrounding townships; and

WHEREAS, the City, on behalf of itself and the townships in the Platteville EMS District, desires to achieve greater certainty regarding future financial outlays for EMS services.

NOW, THEREFORE, the parties hereby agree as follows:

I. Effective Date of this Agreement.

- A. The effective date ("Effective Date") of this Agreement shall be the day after the day when all of the following have occurred:
1. The Common Council of the City of Platteville has voted to approve the Agreement and the Town Board of the Town of Platteville has executed an amendment in the form attached hereto as Exhibit A.
 2. The Board of Directors of Southwest has approved the Agreement.
 3. Any needed amendments to the City of Platteville EMS plan have been submitted to and approved by the Wisconsin Department of Health Services (DHS).
 4. DHS has issued a license to Southwest for its ambulance service.
 5. Southwest has received Medicare and Medicaid certification for its ambulance service.

II. Undertakings of Southwest.

- A. Commencing on the Effective Date of this Agreement, Southwest will take over ownership of and commence to operate the ambulance service currently provided by the City. Upon the Effective Date and contemporaneously with the transfer of the property described in Section III A. by the City to Southwest, Southwest shall execute and deliver to the City a security interest in the property, to include any replacements of or additions to such property by Southwest during the term of this Agreement, to secure the City's right to receive such property in the event of termination as provided in Section V. C. Southwest agrees that , during the term

of this Agreement, the aforementioned property will not be otherwise pledged to secure any indebtedness of Southwest.

- B. Southwest may employ the City's EMS Administrator. Southwest may ask the EMS Administrator to assist Southwest in interviewing and considering for employment the other emergency medical technicians ("EMTs") and paramedics currently employed by the City.
- C. Southwest will develop plans for the construction of a new ambulance garage adjacent to its hospital and will use its best efforts to commence construction within six months of the Effective Date of this Agreement and to complete construction no later than December 31, 2016.
- D. Southwest, through changes in staffing and other aspects of the service, will work to upgrade the level of EMS service to Paramedic Level so that it will be able to provide critical case transport of the patients it serves to hospitals outside of Platteville. Southwest will use its best efforts to accomplish this in the 12 to 24 month period following the Effective Date of this Agreement. Emergency medical services at the paramedic level refers to the services that can be delivered by an "Emergency medical technician - paramedic". An "Emergency medical technician - paramedic" means an individual who is specially trained in emergency cardiac, trauma and other lifesaving or emergency procedures in a training program or course of instruction prescribed by DHS and who is examined and licensed as a emergency medical technician - paramedic under sub (5) [s. 256.15(5)], as defined in Wis. Stat. § 256.01(8) or successors to that provision. If this definition is substantially changed during the term of this Agreement, the parties will meet to discuss the impact, if any, of the change on this Agreement.

III. Undertakings of the City.

- A. Upon the Effective Date of this Agreement, the City will convey to Southwest for \$1.00, title to all ambulance vehicles and related equipment and supplies currently owned by the City.
- B. On the Effective Date of this Agreement, the City will lease to Southwest on a month-to-month basis for a rent of \$1.00 per month, the ambulance garage currently owned by the City. Such month-to-month lease shall continue until Southwest has completed construction of the new ambulance garage and it has become operational. Southwest understands that it will be responsible for the cost of utility services to this garage and for maintenance items which are essential to the operation of the ambulance service.
- C. Throughout the term of this Agreement, the City will continue to provide the dispatch services which it currently provides, in conjunction with those provided by Grant County, but reserves the right to modify its commitment in this regard. The City acknowledges that if it no longer provides dispatch services, then

additional costs related to the EMS component of dispatch (as opposed to fire and police dispatch costs) will need to be built into the Southwest EMS budget.

- D. The City will, prior to the Effective Date, work closely with Southwest to obtain approval from the State of Wisconsin of an amendment to the EMS plan to reflect the changes contemplated by this Agreement. The City will also assist Southwest in obtaining licensure for its ambulance service. City will use its best efforts to ensure that the transition of EMS services from the City to Southwest is as smooth as possible for all concerned.
- E. Using a form of amendment similar to the one attached hereto as Exhibit A, the City will modify the agreements which it currently has in place with the townships which are part of the Platteville EMS District (these townships are listed in Exhibit B attached hereto), so that those agreements will provide for the delivery of ambulance services to become the responsibility of Southwest. The City will continue to share the Annual Support Fee (as defined in Section IV below) with the contracted townships pursuant to the current formula as adjusted annually to take into account changes in population based on the then most current data from the Wisconsin Department of Administration. Provided that the City and the Township of Platteville continue to be part of the Platteville EMS District, Southwest will assume the financial risk that may result from other townships not agreeing to the amendment provided in Exhibit A, and, in the future, from the departure of other townships listed in Exhibit B from the EMS District. This means that the Annual Support Fee allocable to the departed township(s) will not be reallocated among those entities which remain in the EMS District.
- F. Currently the City receives a certain amount (the "Municipal Services Payment") each year from the State of Wisconsin to help support its EMS services. The City will use its best efforts to help arrange for the continued payment of the Municipal Services Payment. If the Municipal Services Payment continues to be paid directly to the City during the term of this Agreement, the City will transfer it to Southwest, as part of, and not in addition to, the City's portion of the Annual Support Fee.

IV. Shared Undertakings.

- A. Southwest and the City (with the townships) will share in the anticipated unreimbursed costs related to operation of the ambulance service in the manner described in this Section IV.
- B. Southwest has analyzed the costs associated with its undertakings and the operations of a Paramedic Level ambulance service. Southwest has presented that analysis to the City and the Parties understand that the ambulance service is anticipated to incur approximately \$200,000 a year of unreimbursed costs when services are upgraded to the Paramedic Level, a new ambulance garage is constructed and ambulance vehicles are periodically replaced as needed.

C. The Annual Support Fee (“ASF”) is that amount which the City, together with the townships, has agreed to pay to Southwest during the term of this Agreement to support some of the anticipated unreimbursed costs.

D. The ASF will be as follows:

1. In the first year of this Agreement (the partial year from the Effective Date through 12/31/15), zero.
2. In the second year of this Agreement, CY2016, \$100,000.
3. In the third year of this Agreement, CY2017, 75% of the unreimbursed costs but no more than \$150,000.
4. In calendar years 2018 through 2024, unless agreed otherwise, the ASF will be 75% of unreimbursed costs, but no more than \$150,000, and no less than \$130,000. Notwithstanding the foregoing, the ASF may be adjusted by mutual agreement between the Parties based on the past years’ performance and the coming year’s budget.
5. In years 11 through 20 (CY2025 through CY2034), the ASF will be 75% of the unreimbursed costs, but no more than \$150,000 and no less than \$130,000. The \$150,000 ceiling may, however, be increased, in the discretion of Southwest if deemed necessary, based on the average annual increase in the Consumer Price Index. Consumer Price index or “CPI” means the Consumer Price Index as the United States City Average for All Urban Consumers, All Items, Not Seasonally Adjusted, with a based period equaling 100 in 1982–1984, as published by the United States Department of Labor’s Bureau of Labor Statistics or any successor agency. In the event that the Consumer Price Index ceases to be published, its successor index as published by the same governmental authority which published the Consumer Price Index shall be substituted and any necessary reasonable adjustments shall be made to carry out the intent of this paragraph. Notwithstanding hereby the foregoing, the ASF may be adjusted by mutual agreement between the Parties based on the past years’ performance and the coming year’s budget.

The ASF amounts set forth in this Agreement are the combined total of the City’s portion of the ASF and those portions of the ASF allocated to the townships as outlined in Exhibit B.

E. Within 90 days of the close of each calendar year, Southwest will provide the City and the townships with an accounting of the revenues and costs related to the ambulance service and convene a meeting of the City and the townships to present an ambulance service report.

F. Costs will be allocated to the ambulance service in the same manner in which costs are allocated to other departments of Southwest’s hospital, using Medicare

cost allocation principles. When paramedics and EMTs can be assigned to duties not related to the ambulance service, some personnel costs will be allocated to other departments of the hospital, resulting in lower costs for the ambulance service.

- G. The ASF due in each year will be paid as follows. The City's portion of the ASF will be paid by the City on July 1st of each year starting in CY2016. Southwest will bill the participating townships annually for their portion of the ASF and collect payment thereof directly from such townships. Southwest will assume the risk of collection with respect to payments from the townships.

V. Term and Termination.

- A. This Agreement shall commence on the Effective Date and continue for a term of approximately 20 years ending on December 31, 2034.
- B. This Agreement may be terminated by either party for cause. Cause shall be defined as failure to pay the ASF in a timely manner or failure to deliver ambulance transport services at the Advanced Level at the same response times as are currently provided by the City. The party alleging cause shall provide written notice to the other party of the breach and give the breaching party 60 days from the date of notice, to cure the breach. If the breach is not cured within that time, to the satisfaction of the party claiming breach, then the party claiming breach may terminate the Agreement by sending a written notice of termination to the other party. Such termination shall be effective four months from the date of such notice.
- C. Upon termination of the Agreement by the City, the City shall enter into a triple net lease with Southwest at a fair market value rate for the use of the ambulance garage for the period of time remaining from the date of termination until 12/31/2034, or, alternatively, the City shall pay a fee to Southwest which shall equal 50% of the then book value of the ambulance garage (including furniture, fixtures, ventilation systems, etc. associated with the building). Upon termination by the City, Southwest shall convey to the City for nominal consideration (i.e., One Dollar) the ambulance vehicles then in service and related equipment and supplies.
- D. Upon termination of the Agreement by Southwest, Southwest will have an obligation to lease the ambulance garage to the City for the time remaining from date of termination until 12/31/2034 at fair market value pursuant to a triple net lease. Southwest will convey the ambulance vehicles and related equipment and supplies to the City for a nominal consideration of One Dollar.
- E. If the ambulance garage is to be the subject of a lease between the parties, then rent shall be the Fair Market Rental Rate of the Premises, as described below. Southwest shall, no sooner than 60 days before the end of this Agreement but no later than 30 days before the end of this Agreement, present to City in writing

Southwest's determination of the fair market rental ("Fair Market Rental Rate") value of the Premises, said determination to be made by Southwest reasonably and in good faith and based upon what a willing Southwest and a willing City, each knowledgeable with respect to the market and free from any compulsion to act, would accept for an health care services building comparable in quality, area, improvement and location within the rental market in which the Premises competes (both in terms of geographical area and comparable properties). If City does not agree with Southwest's determination of the Fair Market Rental Rate, then Southwest and City agree to negotiate in good faith for a period not to exceed thirty (30) days after City receives Southwest's determination (the "Rental Rate Negotiation Period") to come to an agreement as to the Fair Market Rental Rate. If Southwest and City come to an agreement as to the Fair Market Rental Rate, then that Rental Rate shall apply to the triple net lease described above. If Southwest and City cannot come to an agreement as to the Fair Market Rental Rate during the Rental Rate Negotiation Period, then the Fair Market Rental Rate shall be determined pursuant to the procedure set forth in subsection b below. In the interim, the Rental Rate proposed by Southwest shall apply, subject to adjustment based on the outcome of the procedure described below.

1. If the parties are not able to agree upon the Fair Market Rental Rate, then it shall be established pursuant to the following procedure:
 - a. Within ten (10) business days after the expiration of the Rental Rate Negotiation Period, each of the parties shall select, to act as an arbitrator, an independent MAI appraiser with experience in real estate activities, including at least ten (10) years experience in appraising health care services related space in the Southwest Wisconsin area and shall provide the other party written notice of such selection. Within five (5) business days after the appointment of the last of the two appraisers to be appointed, the two appointed appraisers shall select a third appraiser meeting the aforementioned criteria. If one party shall fail to make an appointment of an appraiser prior to the later to occur of the expiration of the initial ten (10) business day period as provided in this clause, then the appraiser chosen by the other party shall choose the other two appraisers.
 - b. Once the three appraisers have been selected, then, as soon thereafter as practicable but in any case within thirty (30) days, each appraiser shall independently determine the Fair Market Rental Rate (each an "Appraised Rate") based upon what a willing Southwest and a willing City, each knowledgeable with respect to the market and free from any compulsion to act, would accept for a premises comparable in quality, area, improvement and location within the rental market in which the Premises competes (both in terms of geographical area and comparable properties), taking into account the length of the term and the then-current condition of the

Premises. Then, the average of the two closest Appraised Rates shall be calculated and shall be deemed the Fair Market Rental Rate. The decision of the appraisers shall be submitted in writing to, and be final and binding on, Southwest and City. The parties shall bear equally the cost of the foregoing procedure.

- F. This Agreement may be extended for a period of additional years after 12/31/34 by mutual written agreement of the Parties.

VI. Miscellaneous.

- A. Insurance. Each of the parties hereto shall be responsible for the acts and omissions of itself and its officers, employees or agents and shall carry appropriate insurance for such risks. This is not an agreement for indemnification.
- B. Severability. If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability of such provision shall not affect the remainder of this Agreement, which shall remain in full force and effect in accordance with this Agreement.
- C. Entire Agreement. This Agreement supersedes all previous oral or written agreements, commitments or understandings, and constitutes the entire agreement on this subject between Southwest and City.
- D. Amendment. This Agreement and any amendments hereto shall be in writing and executed by both parties hereto. If a city or township not listed in Exhibit B wants to join the Platteville EMS District, both parties must agree to that change and to the associated additional costs. If the parties agree, then this Agreement will be amended accordingly.
- E. Notice. Except as otherwise specified herein, all notices, requests or communications required or permitted to be given under this Agreement shall be given to the respective parties by personal delivery or commercial overnight courier to the positions and at the addresses following the signatures hereto.
- F. Waiver of Breach. The waiver of either party of a breach or violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach.
- G. Governing Law. This Agreement has been executed and delivered in and shall be construed and enforced in accordance with the laws of the State of Wisconsin, without regard to its conflict of law provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the date first set forth above.

SOUTHWEST HEALTH CENTER, INC.

THE CITY OF PLATTEVILLE

By: _____

By: _____

Print Name: Dan Rohrbach

Print Name: _____

Its: President and Chief Executive Officer

Its: _____

Address: 1400 East Side Road
Platteville, WI 53818

Address: _____

DRAFT

Exhibit A

Form of Amendment for use by the City
to amend agreements with the townships.

DRAFT

**AMENDMENT TO AGREEMENT FOR PLATTEVILLE
EMERGENCY MEDICAL SERVICE (EMS) SERVICE DISTRICT**

This Amendment, made and entered into as of the last date hereinafter set forth, by and between the Township of _____, in Grant County, Wisconsin, hereinafter referred to as the "Township" and the City of Platteville in Grant County, Wisconsin, hereinafter referred to as the "City," amends the Agreement dated _____, between the City and the Township.

WHEREAS, the City and the Township have each decided that it is appropriate to transfer the City's current ambulance service operations and the City-owned vehicles and equipment associated with that operation to Southwest Health Center, Inc. ("Southwest") in order to obtain greater financial certainty and a higher level of ambulance service for the citizens of the City and the Township.

NOW, THEREFORE, it is agreed that the above-referenced Agreement is amended as follows:

1. Southwest shall maintain and operate the ambulance service in all its aspects from the Effective Date of the Agreement between the City and Southwest through December 31, 2034.
2. Operational, maintenance, capital and other costs associated with the operation of the ambulance service will be shared between Southwest and the City and Townships as described in the 2015 Agreement between the City and Southwest. The City and the Township will continue to be responsible for the Annual Support Fee (ASF) set forth in that Agreement. As between the City and the Township, the ASF will continue to be shared pursuant to the present formula as adjusted annually in the future. The Township will be billed annually by Southwest, starting in 2016, for its portion of the ASF and payment to Southwest will be due July 1.
3. Paragraphs 2 and 3 of the current Agreement between the Township and the City are replaced by the paragraphs set forth above.
4. Paragraphs 4 and 5 of the Agreement between the City and the Township are eliminated. The remainder of the Agreement between the City and the Township shall continue to exist as heretofore set forth.

IN WITNESS WHEREOF, the Township and the City have caused this Amendment to be executed by their duly authorized representatives as of the dates set forth below.

CITY OF PLATTEVILLE

TOWNSHIP OF _____

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Platteville City Manager

Its: _____

Exhibit B

Platteville EMS as of 2014

DRAFT

PLATTEVILLE EMS DISTRICT
AS OF 2014

CITY OR TOWNSHIP	2014 CENSUS	TOTAL # OF SEC. IN CITY OR TWP.	TOTAL# OF SEC. IN DIST.	PERCENT COVERED BY SERVICE	POPULATION COVERED BY SERVICE	PORTION OF 2014 DEFICIT
BELMONT	786	41.5	10	0.2410	189.3976	0.0119489
ELK GROVE	559	36	8	0.2222	124.2222	0.0078371
ELLENBORO	536	36	13	0.3611	193.5556	0.0122113
HARRISON	497	36	22	0.6111	303.7222	0.0191616
LIMA	800	36	36	1.0000	800.0000	0.0504714
PLATTEVILLE	1543	29	29	1.0000	1543.0000	0.0973467
SMELSER	791	36	12	0.3333	263.6667	0.0166345
SUBTOTAL	5512	250.5	130		3417.564257	0.21561152
CITY OF PLATTEVILLE	12433	7	7	1.0000	12433.0000	0.7843885
TOTALS	17945	257.5	137		15850.56426	1.00000000

**City of Platteville
STAFF REPORT AND FISCAL
NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update
--	---------------------------------

Title:
Adoption of the Platteville Emergency Operations Plan

Policy Analysis Statement:

Brief Description And Analysis Of Proposal:

The Emergency Operations Plan for the City of Platteville was first approved in April 2008. As with any plan, reviews and revisions are necessary. After the tornadoes on June 16, 2014, areas of the plan were identified as needing revisions. This document has been reviewed and revised by city staff and others into the document that is presented here for your review and approval. The Volunteer Coordination section has been rewritten and the Donations Management section is brand new. This review and revision was necessary to update it and make it a better plan should an emergency occur again in our future.

Staff Recommendation:

Staff requests that the Council please review the document and pass the resolution adopting this version of the Emergency Operations Plan for the City of Platteville.

Impact Of Adopting Proposal:

This plan is a result of issues/concerns identified during and following the June 16, 2014 tornadoes. This plan takes everything that we learned about the previous version and addresses the issues and concerns of that version as well. This proposed plan brings all those changes into the plan and provides direction/support in the event of a major/large scale emergency.

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)

- No fiscal effect
- Creates new expenditure account
- Creates new revenue account
- Increases expenditures
- Increases revenues
- Increases/decreases fund balance - _____ Fund

Budget Effect:

- Expenditure authorized in budget
- No change to budget required
- Expenditure not authorized in budget
- Budget amendment required

Vote Required:

- Majority
- Two-Thirds

Narrative/assumptions About Long Range Fiscal Effect:

Expenditure/Revenue Changes:

Budget Amendment No. _____				No Budget Amendment Required <input checked="" type="checkbox"/>				
Account Number				Account Name	Budget Prior to Change	Debit	Credit	Amended Budget
Fund	CC	Account	Object					
Totals								

Prepared By:

Department: Emergency Medical Service Prepared By: Brian M Allen, EMS Administrator	Date: 19 May 2015
--	-------------------

RESOLUTION NO. _____

**A RESOLUTION APPROVING 2015 REVISIONS TO
CITY OF PLATTEVILLE EMERGENCY OPERATIONS PLAN**

WHEREAS, disasters, natural and man-made, can occur at any time and any place; and,

WHEREAS, the objective of the emergency management for the City of Platteville is to ensure the effective management of response forces and resources in preparing for and responding to situations associated with natural and man-made disasters; and,

WHEREAS, the City of Platteville is committed to provide effective life safety measures while reducing property loss and damage to the environment and provide for rapid resumption of impacted businesses and community services; and,

WHEREAS, the City of Platteville Emergency Operations Plan serves as a basis for effective response to any hazard that threatens the city; and,

WHEREAS, the City of Platteville Emergency Operations Plan serves conceptual framework for emergency management in the City of Platteville.

NOW, THEREFORE, BE IT RESOLVED that they City of Platteville Emergency Operations Plan 2015 revision is officially adopted.

IT IS FURTHER RESOLVED AND ORDERED that the Emergency Management Director/City Manager, or his/her designee, are tasked with and authorized to maintain and revise as necessary this document without Common Council approval as it relates to changes in personnel.

ADOPTED BY THE Common Council of the City of Platteville this 9th day of June, 2015.

CITY OF PLATTEVILLE,

By: Eileen Nickels, Council President

ATTEST:

By: Jan Martin, City Clerk



DRAFT

Emergency Operations Plan

Adopted: By Common Council on April 22, 2008
Revisions Approved: By Common Council on ~~June 25, 2013~~ June 9, 2015

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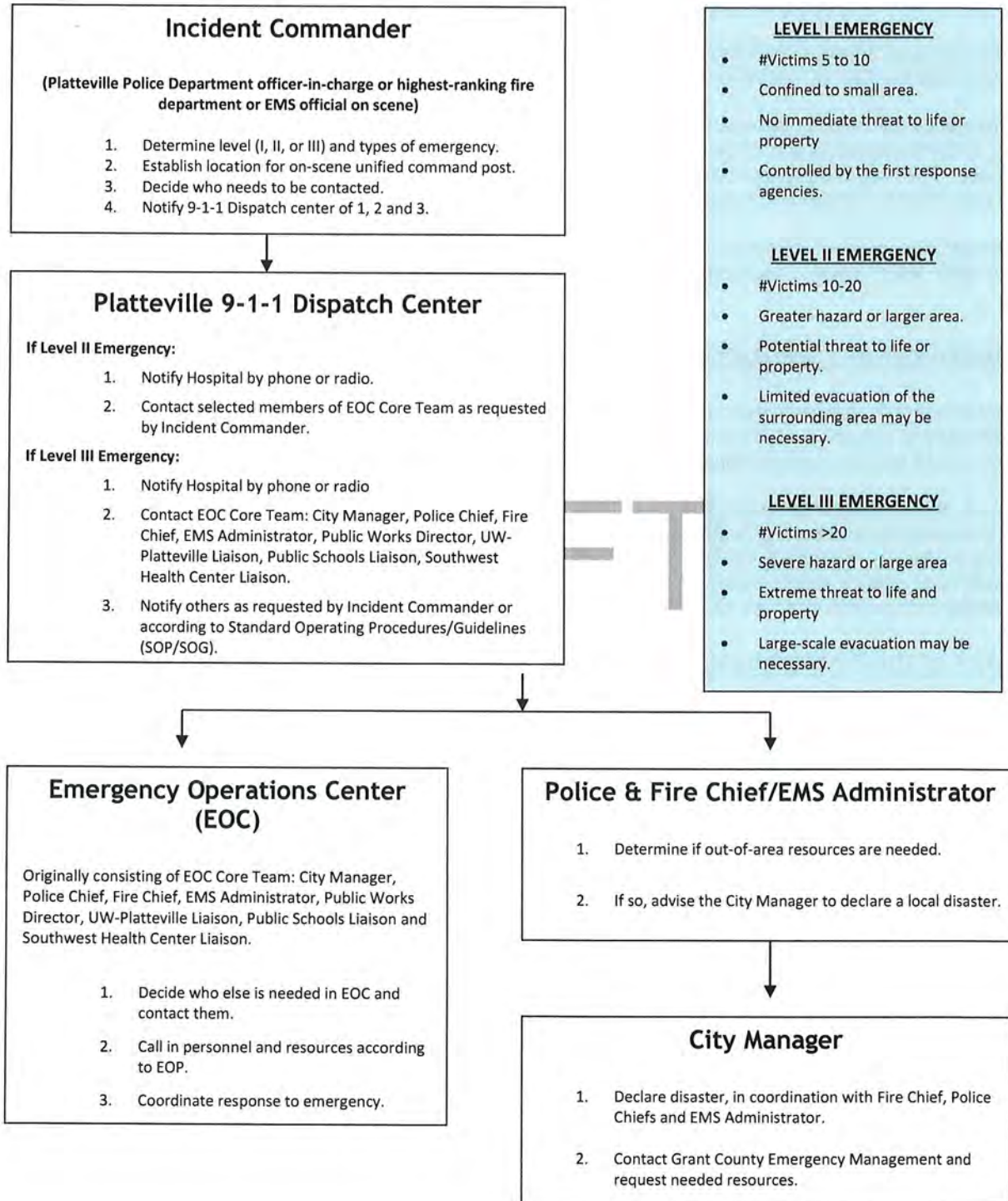
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Initiation of Platteville Emergency Operations Plan



Basic Plan

Purpose and Scope of this Emergency Operations Plan

The primary role of government is to provide for the welfare of its citizens. This document describes the basic emergency procedures that the City of Platteville will use to protect people's lives and property during an emergency situation.

This emergency operations plan sets forth the roles, procedures and inter-organizational relationships under which city officials, department heads and other entities and organizations in the Platteville community will operate in the event of an emergency. The plan is designed to be compatible with similar county, state and federal emergency response plans, to ensure ease of coordination and cooperation among the various levels of government.

The emergency operations plan is a comprehensive framework for community-wide emergency management. It is an "all-hazards" plan, which means that it applies to any type of emergency.

City Responsibilities and Authority

Local government is ultimately responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons and minimize damages to property. Wisconsin Statutes Chapter 323 requires cities to have an emergency plan and emergency management program in place.

In the event that a disaster exceeds local capabilities/resources, the city may request assistance from the county, state, or federal government, surrounding communities and non-governmental organizations as deemed necessary. However, when outside assistance is requested, the City of Platteville still maintains the ultimate responsibility and authority to oversee, coordinate and handle a local disaster. A listing of disaster-related statutes that describe the city's authority and responsibility in the event of an emergency situation is included as attachment A-3 to this plan, "legal basis" in Annex A..

Overview of the Emergency Operations Plan and Procedures

Emergency warning

The Platteville Police Department 9-1-1 Communications Center is responsible for activating public warning devices when an emergency situation occurs or is expected. Local officials, including the Police Officer in Charge, Fire Chief and City Manager, will provide direction to the 9-1-1 Center as appropriate.

Depending on the available time and the particular hazard, a combination of public warning systems such as outdoor sirens, NOAA weather radio and the emergency alert system (EAS) may be used. Door to door contact by public safety officials may also be used during extreme emergencies, such as a neighborhood evacuation. See Annex B of this plan, Communications and Public Warning, for more information.

First response to an emergency situation

First-in response to an emergency situation is generally conducted by the Platteville Police Department, Fire Department or Emergency Medical Service. The highest-ranking officer of the lead agency present at the scene will institute the Incident Command System and report the level and type of emergency situation to the 9-1-1 Dispatch Center. As higher-ranking emergency responders arrive, they will assume command of the incident and/or their departments as appropriate.

At all major emergency scenes and no matter who is in command, the police shift officer-in-charge is responsible for recognizing a level II or III emergency, establishing a unified incident command post in a safe location and assuring that appropriate municipal authorities are contacted in accordance with this plan.

Establishing an On-Scene Unified Incident Command Post

The police shift officer-in-charge shall request senior representatives from the fire and EMS departments to be present at the on-scene command post. Additional personnel needed at the command post may include representatives from public works, emergency management, city administration, public and private utility representatives and liaisons from affected facilities, such as schools, hospitals, nursing homes and major businesses that are associated with or involved in the disaster.

Senior representatives at the scene of the command post will coordinate actions to handle the emergency and will oversee the actions of their own respective departments. Depending on the nature of an emergency, one lead agency may be selected to make final decisions and settle disputes. The lead agency in the unified command post will be the agency that has the highest degree of expertise relating to the incident. For example, the police officer-in-charge will be incident commander at the scene of law enforcement-related incidents such as a school shooting or hostage situation. Likewise, a fire department official would serve as incident commander at the scene of a large fire or a hazardous materials spill.

It is possible that multiple command posts will be required to handle a widespread event, such as a tornado. Each major site where emergency responders are working should have an on-scene command post to coordinate all operations.

Establishing the Emergency Operations Center (EOC)

During any major emergency, the overall response and recovery operations will be coordinated from and supported by the Emergency Operations Center (EOC). The EOC Core Team is composed of local officials, department heads and agency/organizational representatives from the Platteville Community that would be needed to coordinate a citywide response to a major event. Team members include the City Manager, specified department heads and liaisons from UW-Platteville, Southwest Health Center and the Platteville School District. Additional representatives will be called to the EOC as necessary.

The primary EOC location is ~~the Conference Room/EOC at Platteville Police Department~~. The first alternative is the Council Chambers located in City Hall. Other alternates for the EOC is Southwest Hall (1st floor conference room), Ullsvik Hall (Room 2207 or Velzy Commons) on the UW-Platteville Campus or the Agriculture Technology Center at UW Platteville Farm. *More detailed information regarding EOC activation and responsibilities can be found in Annex A of this plan, Direction and Control.*

Establishing the Joint Information Center (JIC)

During any emergency public outreach and information sharing with the public and the media is the responsibility of the Public Information Officer (PIO). The Joint Information Center is a central location where those with public information responsibilities gather to perform critical emergency information functions, crisis communications, and public affairs functions. The JIC is managed by the City's PIO. Activation of the JIC is at the discretion of the City Manager and Communications Specialist (PIO), following the City of Platteville Joint Information Center Operating Plan (Appendix 2).

The City of Platteville's primary JIC is the Council Chambers in City Hall. Multiple secondary JIC and EOC facilities have been identified throughout the City of Platteville and campus of the University of Wisconsin-Platteville. The first secondary site is the Auditorium in City Hall. The University of Wisconsin-Platteville has identified four (4) facilities that can be used as secondary JIC facilities: Southwest Hall (1st floor conference room), Ullsvik Hall (Room 2207 or Velzy Commons) on the UW-Platteville Campus or the Agriculture Technology Center at UW Platteville Farm. Contact the UW-Platteville Police Department to initiate coordination for use of the facilities. All secondary locations are contingent on not being used as during the emergency by the controlling entity (City of Platteville or University of Wisconsin-Platteville).

Interface between the Command Post and the EOC.

It is understood that localized emergency situations will be coordinated by an on-scene unified command post staffed by officials from the public safety field. The EOC functions to support the operations of public safety responders in the field. In general, public safety authorities have control over specific emergency scenes through the on-scene command post, while the City Manager and other officials are responsible for the oversight and coordination of the city's overall response to and recovery from the disaster through the EOC.

Declaration of local state of emergency

When an emergency situation affecting the Platteville community reaches proportions that cannot be handled by routine procedures and outside resources are needed, the City Manager or Council President (**by ordinance 3.21**) may declare a local emergency by signing an emergency proclamation. *A sample emergency proclamation form is included as attachment 2 to Annex A (Direction and Control) of this plan.*

Local officials can declare a state of emergency during any major incident that affects the health and welfare of the Platteville community. The declaration of a local emergency will invoke powers necessary for the City of Platteville to take actions that are needed to protect lives and property and to request state and federal assistance when necessary.

Under a declared state of emergency, Wisconsin state law empowers local officials to do “whatever is necessary and expedient for the health, safety, welfare and good order” of the municipality. Attorneys have interpreted this statement to include such actions as curfews, evacuations, waiver of public contracts/competitive bidding, suspension of required permits and establishing price controls and other restrictions of commerce. The proclamation should be followed by a legal meeting of the common council as soon as practical, at which time the proclamation will be ratified. Declaring an end to the state of emergency can be handled in the same way as it was declared—a proclamation issued by the City Manager, which is then ratified by the common council.

Note: Any or all parts of this plan, including activation of an Emergency Operations Center (EOC) may be implemented whenever necessary to provide public safety, even without declaring a local state of emergency.

Requesting state and federal assistance

If all available local resources are committed and assistance is still required, county and state assistance may be requested through Grant County Emergency Management. State assistance can only be requested if (1) local resources are not sufficient and (2) the City Manager has declared a local emergency by signing the emergency proclamation.

To request state or federal assistance, the City Manager needs to inform the County Emergency Management Director of the declared disaster. The County Emergency Management Director will then forward the information and any requests to the state, through Wisconsin Emergency Management.

Personnel and Volunteer Accountability

All city departments are responsible for following established procedures for personnel accountability at the scene of an incident. Everyone on the emergency scene must be accountable to a specific supervisor, in accordance with incident command procedures. Persons participating in the response/recovery effort must check in with their supervisor when they report to work, when they change assignments or locations and when they leave. A volunteer coordinator will be appointed to oversee volunteer workers. *For more information, see section K; Volunteer Coordination.*

Mutual-aid public safety responders will be tracked by the fire department staging officer, in accordance with fire department standard operating guidelines. The staging officer will assign tasks to appropriate resources as they are needed. Mutual-aid personnel will turn in their accountability tags to the accountability officer. Personnel will not be allowed on-site without these tags and must check out and retrieve their tags before leaving the scene. *For more information on staging and accountability, see section D: Fire, Rescue and Hazardous Materials.*

Identification and Perimeter Security

It is important that access to an emergency or disaster scene be restricted to approved personnel only. Perimeter security will be enforced by law enforcement officers—many of which will come from other communities and will not be familiar with city employees. City of Platteville employees have been issued ID cards and are required to carry them at all times when working for the City. Official identification must be worn and plainly visible when participating in emergency operations.

Volunteers and mutual aid workers will be registered and will be given a temporary work pass to enter the secured area. This pass must also be worn and plainly visible. Law enforcement officers will be instructed to escort persons from the emergency scene if they are not displaying proper identification. *For more information on volunteer accountability, see Section K, Volunteer Coordination*

Maintaining Records and Assessing Damages

In order to request state and federal assistance, it is important to maintain records of damages sustained and resources used during the emergency situation. Each agency, department or service within the Platteville community is responsible for maintaining records of work hours, equipment hours, supplies and materials consumed, injuries to personnel and damage to public and private facilities and equipment. *For more information, see section M: Damage Assessment and Record Keeping.*

Overall Direction and Control; Succession Order

The City Manager is the city's emergency management director and is responsible for the overall coordination of the response to and recovery from a major emergency situation or disaster and for the coordination of all city government resources. Each emergency service department head reports to and coordinates efforts with the City Manager, but are in charge of their own staff and operations. When the City Manager is absent, the Acting City Manager (Director of Administration) will act as Emergency Management Director.

The following overview represents the individual responsibilities of community officials in the response to a major emergency situation or disaster:

City Manager	<ul style="list-style-type: none"> • Coordinate the overall response to and recovery from a disaster by coordinating all aspects of this emergency plan • Direct city government resources to be used in the emergency response. • Notify and serve as liaison with the Director of the Grant County Emergency Management Office and other outside governmental agencies • Implement Section A of this plan, Direction and Control.
Police Dept Office Manager	<ul style="list-style-type: none"> • Ensure that proper public warning procedures are carried out by the Platteville Police Department 9-1-1 Communications Center. • Coordinate public warning activities with public safety agencies and city manager. • Implement Section B of this plan: Communications and Public Warning.
Police Chief/OIC	<ul style="list-style-type: none"> • Provide early warning to the community if an emergency situation is expected. • Take immediate and appropriate action to protect life and property as necessary. • Provide traffic control, access control, perimeter and internal security patrols. • Coordinate evacuation of citizens with the Fire Department, as necessary. • Assure adequate communications between responding law enforcement agencies. • Maintain coordination with UW-Platteville Police Department • Implement Section C of this plan: Law Enforcement
Fire Chief/OIC	<ul style="list-style-type: none"> • Advise city manager on nature and extent of disaster • Take immediate and appropriate action to protect life and property as necessary. • Oversee evacuation of citizens, in coordination with Platteville Police Chief/OIC. • Assure adequate communications between responding fire departments. • Implement Section D of this plan: Fire, Rescue and Hazardous Materials.
EMS Administrator/ EMS IC	<ul style="list-style-type: none"> • Supervise and coordinate all aspects of emergency medical care in the field. • Ensure that local medical guidelines and SOGs regarding mass-casualty and hazardous materials response are carried out. • Implement Section E of this plan: Emergency Medical Services.
Incident Commander	<ul style="list-style-type: none"> • Determine type and level of the emergency. • Initiate notification of EOC Core Team and other individuals as needed by notifying 9-1-1 dispatch center of type and level of emergency. • Establish an on scene Command Post, with representatives from Law Enforcement, Fire, EMS, Public Works, HAZMAT and other agencies as necessary. • Be in charge of overall emergency response. • Advise and inform the established EOC on situation and needed resources.
Public Works Director	<ul style="list-style-type: none"> • Report to EOC or on-scene command post and coordinate public works activities in cooperation with other agencies. • Provide equipment and personnel to perform emergency repairs, protective actions, rescue, debris clearance, damage assessment and other activities as necessary. Provide emergency power and lighting systems if needed. • Coordinate incoming supplies and provide a staging area for all incoming equipment and supplies. • Obtain and coordinate the assistance of utility companies as necessary. • Implement section F of this plan: Public Works.

Public Health Liaison/County Public Health Dept	<ul style="list-style-type: none"> Address public health needs associated with a disaster situation and mobilize/coordinate resources in response to those needs. Implement section G of this plan: Public Health
City and County Human Services Coordinators	<ul style="list-style-type: none"> City: Address short-term emergency human services needs (less than 4 hours) and establish emergency public shelters as needed. County: Address long-term emergency human services needs (greater than 4 hours) and coordinate the overall human services response to a disaster. Implement Section H of this plan: Emergency Human Services and Public Sheltering.
Communications Specialists (Pub. Info. Officer)	<ul style="list-style-type: none"> Manage public information and establish liaison with the news media for dissemination of information. Speak "as one voice" to the media regarding the emergency on behalf of elected officials, the EOC and the Command Post. Implement Section I of this plan, Emergency Public Information
Finance Director (Volunteer Coordinator)	<ul style="list-style-type: none"> Serve as volunteer coordinator. Ensure volunteers are registered, accounted for and supervised. Assign volunteers to specific tasks as necessary. Implement Section K of this plan: Volunteer Coordination
Director of Administration	<ul style="list-style-type: none"> Solicit and compile records from all city departments regarding expenditures, manpower and resources committed. Receive and compile private and public sector damage assessment information into a comprehensive report, as soon as possible/practical. Forward to the City Manager.
Community Planning and Development/Building Inspections	<ul style="list-style-type: none"> Implement Section M of this plan: Damage Assessment and Record Keeping.
Hospital Liaison	<ul style="list-style-type: none"> Report to the EOC and act as the liaison between the city EOC and the Southwest Health Center Coordinate authorization and commitment of hospital resources. Operate under guidelines established in section L of this plan.
UW-Platteville Liaison	<ul style="list-style-type: none"> Report to the EOC and act as the liaison between the city EOC and the University. Coordinate authorization and commitment of University resources. Operate under guidelines established in section L of this plan.
Platteville School District Liaison	<ul style="list-style-type: none"> Report to the EOC and act as the liaison between the city EOC and the school district. Coordinate authorization and commitment of school district resources. Operate under guidelines established in section L of this plan.

Coordination with other jurisdictions

If the emergency situation also affects other jurisdictions, the community officials in the EOC will cooperate with these jurisdictions and coordinate their services to the maximum extent possible. In addition, if the Grant County EOC is activated, it may be necessary to provide the county EOC with local community officials to fill staff positions. The Platteville EOC will continue to coordinate the local emergency response as long as there is a need for operational control from an EOC. Relationships between the city and county EOC's will vary based on the nature of an incident and the decisions of local officials. A joint, city-county EOC is often the best solution, particularly when damage is limited to a smaller portion of the county.

Post-Disaster Actions

Within the days immediately following an incident, the incident commander will hold a debriefing with those who participated in the emergency response. These debriefings will serve as a learning tool for responders and will facilitate updates and changes to this emergency operations plan.

The incident Commander will also arrange confidential Critical Incident Stress Debriefing sessions for emergency responders and volunteers, as necessary.

Plan development, maintenance and distribution

The procedures described in this plan only work when all responsible parties agree to the plan and prepare accordingly. All departments and organizations that are responsible for part of the community's response to an emergency situation are required to develop and maintain their own Standard Operating Procedures (SOP) or Suggested Operating Guidelines

(SOG), mutual-aid agreements and personnel rosters with 24-hour emergency contact information and are also required to maintain the needed equipment and review the sections of the plan that apply to their area of activities and expertise.

The Platteville City Manager is responsible for maintaining the accuracy and effectiveness of this plan. Every year the plan will be reviewed, tested in a drill (tabletop, functional, or full-scale) and updated. The city will publish and distribute changes of this plan to all departments, agencies and organizations that retain a copy of it.

A copy of the plan and copies of all subsequent changes shall be distributed to the following agencies and officials:

Platteville EOP Distribution List	
<p style="text-align: center;">City Manager City Clerk Director of Administration Communications Specialists City Finance Director City Attorney Director of Public Works Platteville Fire Chief Platteville EMS Administrator Platteville Police Chief Platteville 9-1-1 Communications Center City Volunteer Coordinator City Human Services Coordinator</p>	<p style="text-align: center;">Grant County Emergency Management Grant County Mobile Command Post Grant County Sheriff Grant County Health Department Grant County Social Services Southwest Health Center UW-Platteville Administration UW-Platteville Police Department Superintendent, Platteville Schools American Red Cross - Badger Chapter Platteville Public Library WEM Southwest Region Office</p>

An additional six copies of the plan will be maintained by the Administrative Assistant to the City Manager and will be made available to EOC staff as necessary. The plans will be kept in the City EOC Activation Kit, stored in the southwest corner closet in the EOC. Copies of this plan are available to all interested organizations and individuals upon request with confidential information (staff addresses, phone numbers, etc...) redacted.

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ATTACHMENT 4-1: MAJOR INCIDENT RESPONSE CHECKLIST

MAJOR INCIDENT RESPONSE CHECKLIST

Direction & Control / Incident Command	
	Set up Incident Command / Unified Command
	Identify Staging Areas
	Request Resources ("Order Big and Order Early")
	Technical Rescue / Collapse Rescue Team(s)
	Hazardous Materials Response Team(s)
	Mass Casualty Trailer(s)
	Advanced Life Support Units / Helicopters
	MABAS Interdivisional Request (Strike Team / Task Force)
	County Mobile Command Post
	Shelter / HVAC Units (if available infrastructure is lacking)
	Rehab Unit
	Law Enforcement Mutual Aid / State Patrol / Emergency Police Services / DNR
	Emergency Management Auxiliary
	Establish a Secure Perimeter or Effective Traffic Control As Needed
	Notify Elected Officials
Incident Size-Up	
	Assign Crews to Determine the size of the area affected
	Obtain maps of affected area
	As crews report in, plot out affected area on a map for operational awareness
EOC Activation	
	Notify Municipal EOC Staff
	Notify County EOC Staff (Health, Social Services, ADRC, Unified, Sheriff, Highway, perhaps others)
	Request EOC Resources (Logistics Truck & Equipment in Storage)
	Notify State Duty Officer / Regional Director
	Request Liaisons (Utilities, Schools, Hospitals, Red Cross, Salvation Army)
	Set Initial EOC Briefing Time
	Determine need to issue an Emergency Declaration.
Search & Rescue	
	Search the Damaged Area; Rescue the Injured
	Initiate Standardized Marking System for Searched Properties (see attached)
	Establish a reception center for displaced victims to go for further information / to "check in"
Evacuation & Shelter	
	Inform people of the areas that should be evacuated
	Consider NWS Civil Emergency Message; Siren Activation
	Open Reception Center. Consider initial staffing by mutual aid EMS personnel until additional resources available
	Notify American Red Cross. Consider available accommodations in community vs. need for public shelter.
	Consider Special Needs Groups
	Check Special Needs Registry
	Consider Pet Provisions / Issues
	Establish Secure Perimeter Around Evacuated Area
Damage Assessment	
	Activate Damage Assessment Team
	Determine the number of people, buildings and businesses affected by the disaster.
	Conduct Briefing / Review FEMA and County Criteria
	Consider GPS Coordinates; photographs
	Consider mapping of damaged addresses / parcels (obtain and scan city address/parcel map)
	Provide Damage Assessment Info to Planning Section / Share with State EOC

	Assign clerical staff to compile damage spreadsheet and info from teams
Public Information	
	Designate People to Provide Information to the Media
	Establish a Location to Meet With the Media Away From Your EOC
	Inform Citizens of the Status of Response and Recovery
	Facebook, Nixle
	Consider website updates
	Consider passing out informational sheets describing resources / locations / etc.
Resident Assistance / Human Services	
	Assign someone to track requests for assistance and the delivery of that assistance.
	Consider opening a "Multi Agency Resource Center" / Resident Assistance Center
	Consider a hotline (or alternately, having residents contact city hall with requests)
Donations Management	
	Track Offers of Assistance (start a list of offered resources/contacts so they can later be matched with needs)
	Identify locations to store and/or distribute donated goods.
	As needs are identified, work with potential suppliers to secure donations (water, furniture, supplies, etc)
Volunteer Management	
	Be prepared to deal with voluntary help---there will be a lot!
	Designate a volunteer management TEAM , with a leader. More than 1 person required!
	Obtain volunteer equipment from GCEM Logistics (Portable Radios, Vests, Wristbands, etc)
	Designate a place for volunteers to check in (doesn't necessarily have to be in the affected area)
	Designate a "rally point" for volunteers to report for assignments once they are registered .
	Ensure all volunteers are registered in writing. This is absolutely critical to comply with state statute 323.
	Ensure appropriate rehydration, food, rehab/medical monitoring and rest area are provided by EMS or other.
Debris Management	
	Work with DNR on proper disposal of debris. This is particularly critical for FEMA reimbursement eligibility
	Inform the Public of proper separation and disposal of debris.
Determine Public Health Issues	
	Address health issues such as safe water and food, disease, mental health for victims and responders.
	Conduct appropriate outreach & home visits.
Site Security / Pass System	
	Establish a pass system to access the area. Wristbands/passes available from GCEM.
	In order for this to work, must have adequate personnel to maintain a secure perimeter.
	Establish entry point(s) where residents, volunteers, and contractors/workers can each get a wristband.
	Police patrol inside perimeter. Anyone found outdoors with no wristband is escorted to registration.

Direction and Control



This section outlines the overall coordination of the response to a major emergency situation. The direction and control of government operations from a central facility with key personnel is essential to successful emergency operations.

Emergency policies and overall direction

The City Manager coordinates all components of the emergency management program in the City of Platteville. This includes hazard analysis, preparedness, mitigation, response and recovery activities for all natural and technological disasters or emergencies.

Establishing an Emergency Operations Center (EOC)

The Emergency Operations Center is the focal point for coordination and resource management of local, county, state and federal assets and services for use by the city during response and recovery efforts. Throughout an incident, it is critical that all agencies involved work together to best address the needs of the community. Regular daily briefings are essential to ensure the highest level of communication and coordination with all agencies involved in the response effort.

The City Manager may request as many personnel as appropriate for EOC activation. The level of activation and number of personnel called will match the level of response needed.

Possible List of EOC Staff and Officials

City Manager	County Public Health Officer Utility Liaisons (power, gas, phone)	City Attorney
Director of Administration	City Human Services County Public Health Officer	County Emergency Mgt. Dir.
City Council	County City Human Services Officer	American Red Cross – Liaison
Fire Department Liaison	County Human Services Officer Director of Public Works	Southwest Health Center Liaison
EMS Liaison	Director of Public Works City Clerk	UW Platteville Liaison
Law Enforcement Liaison	Finance Director/Treasurer City Assessor	Platteville Public Schools Liaison
Public Information Officer	City Volunteer Coordinator Finance Director/Treasurer	EOC Communications Officer
Utility Liaisons (power, gas, phone)	City Volunteer Coordinator	

An EOC activation kit will be maintained by the Administrative Assistant to the City Manager and located at the Emergency Operations Center. The kit will contain the following items: Six copies of this plan, maps of the city, campus and surrounding townships, (24) legal-size notepads, (12) clipboards, (3) boxes of pens, copies of public works utility maps, several copies of local, countywide and regional phone directories (including Dubuque, Madison and La Crosse) a county government phone directory and a box of safety vests.

A Volunteer Coordination kit will be maintained by the Administrative Assistant to the City Manager. This tub will be co-located with the EOC tub. The kit will contain: a copy of the City EOP, copies of the Volunteer Coordination

plan, maps of the city, campus and surrounding townships, notepads, clipboards, boxes of pens and a box of safety vests along with volunteer ID badges.

The EOC should appoint a communications officer. The EOC communications officer will be responsible for coordinating communications resources to support the needs of the EOC. This person will coordinate the procurement, distribution and operation of communications equipment including fax machines, landline and cellular telephone systems, portable radios and other methods of communications. *Additional responsibilities of the communications officer are found in section B of this plan.*

EOC Briefings are generally “round-table” in nature. All involved department officials take turns giving reports, discussing their role and activities, asking questions and coordinating efforts and requesting any resources that they may need throughout the response/recovery period. The City Manager presides over these briefings, coordinates the agenda, keeps them on track and ensures all necessary topics are covered.

Types of EOC Activation

The City Manager may choose from three stages of EOC activation.

1. Pre-Incident EOC Activation:

The City Manager can choose to activate the municipal Emergency Operations Center (EOC) to facilitate preparedness and coordination among public safety and local officials in the event of an anticipated high-risk situation or threat requiring an emergency response. For example, it may be prudent to open the EOC several days before an anticipated event, such as a flood, begins to occur.

2. Partial EOC Activation:

The City Manager can choose to activate the EOC partially, only calling in those persons who are necessary at the time. In addition, all EOC officials may only be needed in the EOC for a few hours a day, such as for a morning briefing. Throughout the rest of the day, the EOC may only be staffed by a few people, such as the city manager, city clerk and other necessary staff.

3. Full EOC Activation

Full EOC activation is implemented when a major emergency or disaster occurs and requires constant inter-agency communication and coordination. All critical personnel and staff report to the EOC as directed by the City Manager. Full municipal resources are utilized. The EOC may need to arrange for 24-hour staffing.

What’s a Liaison?

In the initial stages of an emergency, officials such as a police chief, fire chief or EMS Administrator may need to stay at the on-scene command post. In that event, it is appropriate for the chief/administrator to designate a liaison. The liaison is a “fill-in”, for the chief/administrator and might be a member of the chief/administrator’s department, or could be a chief or officer from a surrounding department. It is the responsibility of the liaison to communicate between the EOC and the chief/administrator at the command post as necessary. As the situation stabilizes, the chief/administrator may eventually be able to work out of the EOC and attend briefings as appropriate.

Liaisons may also be used by community organizations like the hospital and public schools, since top administrative officials may have responsibilities that require them to remain at their facility.

City Administration: Duties and Responsibilities

City Manager: Response Duties

1. Report to the on-scene command post and consult with the incident commander. Determine the extent of the disaster occurrence. Obtain relevant disaster information (casualties, emergency considerations, necessary resources, etc.)
2. Ensure that appropriate public notification/warning has taken place. This would include siren activation, alternate warning system activation and direct notification.
3. Activate the City EOC if necessary. Make sure it is fully equipped, staffed and operational. Assign someone to contact necessary EOC staff. *(See EOC Alerting List, Attachment A-1)*
4. Assign someone to notify Grant County Emergency Management Director of EOC activation and situation.
5. Coordinate the overall response to and recovery from a disaster by coordinating all aspects of this emergency plan. Direct and coordinate all city government resources in response to the disaster.
6. Be ready to declare a local state of emergency. *(See sample declaration, Attachment A-2)*
7. Advise common council president on situation and involve local elected officials in EOC operations and decision-making activities as appropriate.
8. Assign the Community Planning and Development Director to compile damage assessment information submitted by Damage Assessment Team and to compile disaster cost/expenditure reports submitted by department heads. *(Additional damage assessment information is included in section M: Damage Assessment and Record Keeping.)*
9. Obtain initial damage assessment information and casualty report and relay this information to the Council President and County Emergency Management Director.
10. Assign someone to document the disaster, taking photographs and video as practical. If possible, take photographs with a digital camera to facilitate e-mailing to state officials along with other damage assessment information.
11. Evaluate available resources/manpower by consulting with department heads. If deficiencies exist, take action to obtain additional resources. Coordinate and prioritize allocation of resources such as generators, heavy or specialized equipment, etc.
12. Consider requesting mutual-aid (manpower or equipment) from surrounding cities, villages and towns, or through the county emergency management office.
13. Consider assigning security staff or volunteers to the EOC, to prevent unauthorized persons from entering. This may be necessary to control the flow of media and other persons.
14. Determine whether state or federal assistance should be requested (City resources must be fully committed before state or federal assistance will be available). If assistance is requested, be specific. State assistance, such as the National Guard, should be requested through the Grant County Emergency Management Director.
15. Establish and coordinate public information activities, or assign a Public Information Officer (PIO). The Communications Specialist is pre-designated as the PIO for most emergencies. Ensure that the PIO provides regular status updates to the media and to citizens through briefings and released statements. *For more information, see section I, Public Information.*
16. Assign a volunteer coordinator to register and coordinate volunteer workers and assignments. Volunteers must be registered in writing for purposes of liability and worker's compensation. The Finance Director is

pre-designated as the volunteer coordinator for most emergencies. *(For more information, see section K: Volunteer Coordination.)*

17. Assign a volunteer or agency (Red Cross, Salvation Army, Community Group, etc.) to provide or oversee/coordinate the provision of food, drink and other logistical support/necessities for emergency workers, responders, volunteers and Wisconsin Conservation Corps work crews. Consider appointing a responder/volunteer support officer to the EOC.
18. Consult with Law Enforcement/Incident Commander on the establishment a pass system for the affected area if the situation warrants. Coordinate with County Emergency Management. Thousands of blank passes and wristbands are kept in the county mobile command vehicle for this purpose.
19. Work with local utilities to establish priorities for the restoration of essential services. Ensure a utility representative/liason is present at the EOC or Command Post to coordinate/determine extent and duration of utility outages. Coordinate the restoration of utilities on a priority basis to key facilities.
20. Appoint an EOC communication officer, to oversee radio, landline and fax communications issues for the EOC. This person will also monitor radio traffic for the EOC and keep EOC postings, such as weather forecasts, up to date. *(See Section B, Communications and Warning, for more information)*
21. Ensure that the Red Cross has established inquiry services for relatives of disaster victims if necessary.
22. Consider appointing a local business contact to the EOC staff, such as a chamber of commerce representative, to assist/coordinate recovery efforts for local businesses.
23. Plan for appearances of politicians and work with Council President to manage their involvement.
- ~~23-24. Conduct regular briefings of EOC staff to coordinate efforts and to bring everyone up to date on the status of the situation. Make sure that appropriate local, county and community officials are in attendance.~~
- ~~24-25. Appoint a Donations Management Officer to the EOC if necessary to coordinate the management of donations, including early public information releases that encourage monetary donations in lieu of foods and supplies. Consider appointing an official or community group to oversee donations management. Appoint a Donations Management Officer to the EOC if necessary.~~
- 25-26. Consider setting up a fund for donations at a local bank or with a community group. Assign a committee to oversee distribution of the funding and ensure that strict standards and criteria are established regarding distribution of funds.

City Manager: Recovery Duties

1. Continue to coordinate EOC activities. Conduct regular status briefings with EOC officials and emergency response/department heads.
2. In conjunction with public works director, coordinate debris removal operations and debris management.
3. Coordinate the restoration of essential services (in conjunction with Public Works and local utilities).
4. Request state assistance for debris removal and utility restoration if county/local resources and available mutual aid are inadequate.
5. Assure that PIO is keeping media apprised of progress of recovery effort through regularly scheduled briefings and ensure that public information includes proper repair and restoration procedures for damaged property, decontamination procedures, etc.
6. Work with Finance Director/Treasurer to continue maintenance of accurate record of disaster-related expenditures.

7. Gather necessary disaster information and forward to the county emergency management director, to assist the State in documenting requests for federal disaster assistance. Assist the county emergency management director in completing/amending the Uniform Disaster Situation Report.
8. Authorize the return of evacuees in conjunction with county public health department. Work with public health and social services to implement a re-entry plan.
9. Coordinate local participation in the Preliminary Damage Assessment (PDA) if a presidential disaster declaration is being requested.
10. If the county receives a presidential disaster declaration, coordinate with the county emergency management office and Wisconsin Emergency Management in implementing various disaster programs. Ensure the following actions are taken:
 - a. In coordination with County Emergency Management and the State Individual Assistance Officer, assist in locating a facility for the establishment of a Disaster Application Center (DAC).
 - b. In coordination with the County Emergency Management Director and the State Public Assistance Officer, make arrangements for facilities for Applicant Briefings and ensure that appropriate local officials (potential public-sector applicants) attend those briefings.
 - c. Coordinate with County Emergency Management Director and the State Public Assistance Officer in arranging visits of inspection teams to complete damage survey reports for public assistance application.
 - d. Coordinate with County Emergency Management Director and the State Hazards Mitigation Officer in participating in the efforts of the Interagency Hazard Mitigation Team and in conducting briefings on the Hazard Mitigation Grant Program.
11. Ensure county health/human service agencies are involved in identifying the need for crisis counseling program both for victims and disaster workers.
12. Replenish supplies and ensure repair and return of all borrowed equipment.
13. Delegate authority to department directors to permit acquisition of equipment and supplies needed following a disaster. Approve significant emergency expenditures by departments for necessary equipment and resources.
14. Determine when organized recovery efforts will terminate: debrief emergency response personnel, conduct after-action critiques and revise emergency plans accordingly.

County Emergency Management Director: Responsibilities

The County Emergency Management Director, upon notification, will respond directly to the EOC. The Director will be briefed on the situation and will be responsible for the following:

1. Assist with the overall coordination of the incident
2. Obtain needs that exceed local resources/capabilities
3. Coordinate emergency sheltering needs with the Grant County Social Services Office and the American Red Cross Badger Chapter.
4. Provide specialized assistance, resources and direction for incidents involving hazardous materials.

5. Assist with coordination of damage assessment activities. Receive and forward damage assessment and casualty reports to Wisconsin Emergency Management.
6. Assist with coordination of record-keeping activities.
7. Oversee and coordinate the disaster-related activities of county departments, including the county social services, public health, highway and sheriff departments and the Aging & Disability Resource Center.
8. Coordinate activities relating to federal aid, including preliminary damage assessment, applicant's briefings, requests for public assistance, outreach related to individual assistance and hazard mitigation.

City Clerk: Responsibilities

1. Report to the Municipal EOC.
2. Assist City Manager in duties as assigned.
3. Serve as secondary Public Information Officer.

Communications Specialist: Responsibilities

1. Serve as Public Information Officer. Implement section I of this plan: Emergency Public Information

Finance Director/Treasurer Responsibilities:

1. Maintain records indicating municipal expenses incurred due to the disaster. Request periodic reports from department heads.
2. Coordinate the damage assessment process by compiling reports regarding the dollar value, address and ownership of public and private property damaged as a result of the disaster.
3. Forward quantitative reports regarding municipal expenses and damage assessment to the City Manager and County Emergency Management Director on a regular basis.
4. Ensure that purchases, contracts and accounting procedures are completed in accordance with City, State and Federal regulations and guidelines.
5. Poll other EOC staff to determine current and projected material needs and expense projections of their departments.
6. Provide guidance to all department heads and EOC staff on acceptable procedures and documentation for timekeeping and payroll operations. Provide assistance as needed.
7. Obtain the following information
 - a. Personnel cost of response
 - b. Cost for use of city owned or controlled equipment
 - c. Cost for use of rented/hired equipment
 - d. Cost of supplies purchased for the response
 - e. Cost of owned supplies consumed in the response.
 - f. Estimates of general damage in the community, to support a State or Federal Disaster Declaration.

9. Prepare incident cost summaries. Forward them to the City Manager, County Emergency Management Director and other parties as necessary.
10. Maintain contact with agencies regarding financial matters.
11. Make recommendations for cost savings to the City Manager.
12. Prepare and implement a post-disaster plan for following through with all financial obligation documents and business management issues.

Community Planning and Development Director:

1. Oversee the implementation of section M of this Plan: Damage Assessment.

Legal Advisor Responsibilities:

1. Ensure that a declaration of local emergency is made as soon as practical and is in conformance with state laws and local ordinances/policies.
2. In cases involving a presidential disaster declaration, ensure that an application for federal aid is made within 60 days of the emergency declaration. This is generally carried out by filing a "Request for Public Assistance Form" with the state public assistance officer at Wisconsin Emergency Management.
3. Advise the City Manager and Department Heads regarding areas of responsibility and identify sources of potential liability.
4. Work with the Public Information Officer and Department Heads to keep staff from releasing sensitive information to the media.

Administrative Support/Secretarial Staff Responsibilities:

1. Oversee the reproduction and distribution of briefing minutes, instructions, plans and other materials to be used by EOC staff during the course of the operation.
2. Take minutes at EOC briefings and meetings as appropriate
3. Answer EOC and City phones and direct calls/take messages as appropriate.
4. Assist EOC staff with clerical duties such as making copies, sending faxes, stuffing/mailing letters and outreach materials, making phone calls, etc.
5. Perform other clerical duties as directed by the City Manager.

ATTACHMENT A-1

Local Emergency Contacts				
Title	Name/Address	Phone	Alternate	Phone
City Manager/ Emergency Management Director				
City Council President/Pro Tem				
Police Chief				
Communications				
Fire Chief				
EMS Administrator				
Public Works Director				
Records Keeper				
Public Info. Officer				
Damage Assessment				
Volunteer Coordinator				
Volunteer Coordinator Team				
Human Services Coordinator				
Public Health Liaison				

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 This information has been redacted
 because it contains personal/confidential
 information.

City Attorney

Donations/Supply
Management
Coordinator

County Emergency
Management

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ATTACHMENT A-2

City of Platteville

DECLARATION
STATE OF EMERGENCY

WHEREAS, an emergency situation exists in the City of Platteville resulting from _____
_____ and

WHEREAS, said disruptions and circumstances have the capacity to and are significantly affecting lives, property and/or other infrastructures and

WHEREAS, the City of Platteville Common Council is unable to meet with promptness due to said emergency conditions and

WHEREAS, the City of Platteville has committed and expended all of our available resources and

WHEREAS, the City of Platteville is requesting county, state and federal government assistance in mitigating, responding to and recovering from said emergency, now

THEREFORE, pursuant to Chapter 323 of the Wisconsin Statutes and City of Platteville Ordinance 3.21, I City Manager, do hereby declare that a state of emergency exists in the City of Platteville, in Grant County, Wisconsin and commit all city resources to the mitigation, response and recovery from the affecting circumstances and

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FURTHER, request that the Grant County Emergency Management Director notify the Governor of Wisconsin through the State Office of Emergency Management of said State of Emergency in the City of Platteville and procure available county and state resources as may be deemed appropriate by them.

Signed this _____ day of _____, 20_____.

City Manager

City Clerk

Received this _____ day of _____, 20_____

Attachment A-3: Legal Basis

STATE LEGISLATION (Wisconsin)

Emergency Management (General)

Chapter 323-- Emergency Management

- 323.11 Declaration by local government.
- 323.14 Local government; duties and powers.
- 323.15 Heads of emergency management; duties and powers.
- 323.16 Powers of law enforcement officers.
- 323.40 Responsibility for worker's compensation.
- 323.41 Liability of state or local unit of government.
- 323.44 Public shelters.
- 323.52 Temporary locations of government for local units of government.
- 323.54 Succession to office; local offices.
- 323.55 Interim successors.

- 21.11 Call to active service (Requesting National Guard assistance).

Counties

Chapter 59--Counties

- 59.02 Powers of county board, how executed
- 59.03 Home rule
- 59.04 Construction of powers
- 59.12 County board chair/vice chair
- 59.27 Sheriff; Powers of sheriff and department
- 59.28 Peace maintenance; Powers and duties of police officers; Mutual aid
- 59.53 Health and human services

Cities

Chapter 62—Cities

- 62.11 Common Council
- 62.13 Police and fire departments
- 62.133 Ambulance services
- 62.15 (1b) Emergency exception to bidding for public works projects

Towns

Chapter 66 –Towns

- 60.22 General powers and duties—Towns
- 60.24 Powers and duties of town chair
- 60.55 Fire protection
- 60.56 Law enforcement
- 60.565 Ambulance service

Other Municipal Law

- Chapter 66 Describes the legal status and organization (e.g., exercise of home rule, law enforcement, mutual assistance).
- Chapter 175.46 Defines and describes the authorities regarding mutual aid agreements for law enforcement.
- Chapter 213.095 Describes the police power of fire department and EMS officials.
- Chapter 19.84 Public notice/Open Meetings Law; Cause for shorter notice.
- Chapter 252 Communicable diseases

County Ordinances

- Ordinance #28 Establishes the county emergency management agency, defines the roles and responsibilities of the agency relating to disaster preparedness and response and describes relationships between the county emergency management office and local units of government.

City Ordinances

- Ordinance 3.21 Establishes the local emergency management organization; provides for the exercise of necessary powers during emergencies; and provides for the rendering of cooperation and mutual aid between this City

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Communications and Public Warning

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This section outlines the procedures that will be used when alerting the public of a potential danger and describes the procedures to be used by emergency responders and officials when communicating at the scene of an emergency or disaster.

Methods of Notifying the Public

Outdoor Sirens

The City of Platteville maintains 7 sirens located at strategic locations throughout the community. The sirens are activated by 9-1-1 telecommunicators at the Platteville Police Department Communications Center. They are used to notify the public to take shelter when a tornado or severe weather is imminent (long, steady 3 minute blast). They are also used as a backup to the paging system, to notify the volunteer fire department of an emergency (slow warble) and to alert motorists that volunteer firefighters may be traveling to a fire and they should be aware. The sirens are tested on the first Wednesday of each month, at approximately 12:10 p.m. Sirens are positioned at the following locations: Westview Park (Well #4), Legion Field (Water & Pitt), Fire Station (Main & Ellen), Industry Park (Wisconsin Bank & Trust), Hwy 80 & Pleasant Valley Road, Big Jack Road & Pioneer Road East and UW-Platteville Greenwood Avenue (Morrow Field).

These sirens are designed to alert individuals who are outdoors. Sirens are not intended to alert people who are in cars, homes, or other buildings. Although some residents may be able to hear the sirens inside their homes, many cannot. Energy conservation practices and better insulation prevent the siren sound from penetrating the home. Very few buildings have open windows in the summer when it is hot and humid—the time when severe weather is most likely to occur. The city policy regarding tornado siren activation is included as attachment B-1.

Emergency Alert System

The Emergency Alert System (formerly the Emergency Broadcast System) is a nationwide network composed of AM, FM and television broadcast stations as well as cable television, operating in cooperation with local authorities to provide uniform and consistent information in an emergency. The National Weather Service, or the State Warning Center in Madison, is able to interrupt local broadcast programming to give an emergency message, such as a tornado warning, on many area radio and television stations.

The City of Platteville can contact the National Weather Service – La Crosse office and request a “Civil Emergency Message” be broadcasted via the NOAA system that will broadcast on NOAA radios and local broadcast radio and television stations. To request a “Civil Emergency Message” broadcast, city officials needs to contact the Dispatch Center and advise them that they will be requesting the message. The official then must contact the NWS – La Crosse office on the Emergency Services lines (available from PD or in Appendix 1) and give them the message that they wish to be broadcast. The NWS office will call the Platteville Police Department (at a prearranged phone number) to verify the identity and authenticity of the message. Once verified the message will be issued.

Broadcast TV and Radio

When an emergency occurs, local officials often choose to broadcast emergency public information over local radio stations. Local emergency preparedness outreach has stressed the importance of listening to local broadcast stations for emergency information. In Platteville, current information is generally broadcast over WPVL (107.1 FM) radio.

Broadcast Media in Platteville Area:

Radio Station	City	Phone	Fax	Generator
Queen B Radio Stations WPVL (107.1 FM) WGLR (97.7 FM) KIYX (106.1 FM) ESPN 1280 AM & 1590 AM	Platteville	349-2000 348-9785 723-7671 348-4979	349-2003 348-2780 723-7674 349-2002	No
WSUP (90.5 FM)	Platteville	342-1165 342-1291		Yes
WDMP	Dodgeville	935-2302	935-3464	No
Radio Dubuque Stations KAT FM (92.9 FM) KDTH (1370 AM) WVRE (101.1 FM) KGRR (97.3 FM)	Dubuque	563/690-0800 563/690-0929 563/690-0838 563/690-0835 563/690-7625	563/588-5688 563/690-0858 563/588-5688	Yes

For after hour emergency contact information see Appendix 1.

NOAA Weather Radio

The National Weather Service broadcasts emergency information over weather radio. In addition to the traditional weather watches and warnings, the weather service will broadcast local emergency alerts at the request of local officials. **See EAS heading.

Tone Alert Radio System

Many special facilities such as schools, nursing homes, the hospital and major business/industrial sites are equipped with tone alert radio receivers, which can be activated by the Platteville Police Department 9-1-1 Communications Center in the event of a local emergency. The purpose of these receivers is to notify the special facilities of any necessary protective actions that should be taken.

Vehicle PA Systems

Emergency vehicles such as police cars, fire trucks and ambulances are equipped with public address capability. These vehicles can be used, in conjunction with brief siren blasts, to get the public’s attention during an emergency event, such as an evacuation or shelter in place order.

Door-to-Door Notification

Door to Door notification is often conducted for the purpose of evacuation or “shelter-in-place” orders. Often, firefighters equipped with protective apparel and SCBA breathing apparatus must perform door-to-door operations in an explosive or hazardous-material environment.

EOC Communications

EOC Communications Officer Responsibilities

1. Report to the EOC when so requested. Operate from the EOC and attend all meetings and briefings as directed by the City Manager. Coordinate communications resources to support communication needs of EOC.
2. Evaluate available methods of communications (phone, fax, portable radio, cellular, internet/e-mail, etc.) available to EOC. Make recommendations to the City Manager regarding actions or additional equipment that may better facilitate EOC communications. Carry out these recommendations if approved by the City Manager.
3. Receive fax and e-mail transmissions sent to the EOC. Disseminate them to the intended or appropriate recipient.
4. Disseminate information by fax and e-mail when so requested by other EOC officials, such as the City Manager, department heads, or public information officer.
5. Set up a mailbox or tray system for information dissemination. Local officials may not always be in the EOC. Each department, agency, or official that is represented in the EOC should have a mailbox or tray for messages, faxes, handouts, briefings and other incoming materials.
6. Coordinate the assignment and use of portable radios. Maintain the inventory of portables. Assign radios to responders and volunteers as necessary, under the direction of department heads and EOC staff. Maintain a log of radio assignments. Make sure batteries are charged as radios are returned. Request/purchase additional batteries and chargers to support 24 hour operations as necessary. Request additional portable radios from mutual aid sources. Portable radios may be available from:
 - a. **City of Platteville** – 107 portable radios, with varying capabilities. Nearly all city owned radios are capable of operation on the city public works/EMS channel. Most are also programmed for use on county-wide and regional public safety and mutual aid frequencies. Most of these portables are already assigned to police, fire and EMS responders or public works personnel and will be in use for emergency response operations.
 - b. **Grant County Emergency Management** – More than (12), Multi-channel portable radios, programmed for all city, county, regional and statewide public safety and public works frequencies.
 - c. **Wisconsin Emergency Management** – More than (50), Multi-channel portable radios, programmed for many county, regional and statewide public safety frequencies.
 - d. **UW-Platteville** -- (3) Motorola XTS2500 portable radios (secure), (16) multi-channel radios and (2) single channel radios.
 - e. **Southwest Wisconsin Technical College** – (3) 4 channel, non-scanning portable radios, (4) 6 channel non-scanning portable radios, (4) 16 channel non-scanning portable radios and (4) single channel portable radios.
7. Maintain a list of frequencies being used by public safety and public works staff for operations. Assign available radio frequencies to volunteer groups and other responders as needed (coordinate with public safety, public works and county emergency management to determine available frequencies).

8. Monitor radio transmissions on critical frequencies/channels. Keep EOC officials apprised of any important messages or happenings you may monitor over the radio.
9. Establish a computer terminal with internet and e-mail capability in the EOC.
10. Use the internet to monitor the National Weather Service and other web sites as appropriate for weather forecasts, etc. Make pertinent information available to EOC staff. Establish an area in the EOC for charts and postings and update as necessary.
11. Locate a NOAA weather radio and install in the EOC. Ensure proper setup and correct frequency settings.

Amateur Radio Operators (“Ham Radio”)

In a situation where power is out and normal means of communication outside of the area are not functioning, amateur radio operators are a means of communicating with the outside world. Ham operators are also willing to provide technical assistance, equipment and manpower to assist with local emergency communications needs. They are an invaluable communications resource during any major emergency or other special event.

Ham Radio Operators maintain their own stockpile of equipment, including portable, mobile and base station radios. Amateur radio equipment operates on several bands, including:

- a. **“Two Meter” VHF.** Two meter equipment is very similar to the radio equipment used by Platteville police, fire, EMS and public works. The range is also similar (2-20 miles) and is extended by existing repeater towers in Dubuque, Mineral Point and Seneca (several hundred miles—including La Crosse and Madison).
- b. **“High Frequency” mobiles and base stations.** These two-way radio stations can be set up at any location in a matter of a few minutes and have range capabilities in excess of 2,000 miles on a reliable basis. Similar/compatible equipment is maintained at the headquarters of state and federal government agencies involved in disaster response.

Both types of amateur radio equipment are maintained in the State EOC in Madison and are a proven means of reliable backup communications between local and state government when traditional methods of communication fail.

For listing of Amateur Radio Emergency Services members see Attachment B-3.

Staffing Communications Center

In a situation where the EOC is activated, the police department communications center can easily become inundated with radio and phone traffic and calls of service. The police department communications unit will be able to sustain itself for a short period of time, but additional resources may be needed.

WI-TERT [Telecommunicator Emergency Response Taskforce]

WI TERT is a network of trained dispatchers comprised of qualified telecommunicators from public safety agencies throughout Wisconsin whom are available to assist public safety communications centers in times of man-made and natural disasters. When public safety communications centers are near exhaustion, TERT can offer trained and experienced dispatchers to provide rest.

WI TERT is deployed by request through the Wisconsin Emergency Management Duty Officer at 800.943.0003.

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Attachment B-1

City of Platteville Tornado Watches and Warnings Procedure

1. Tornado **Watch**, Storm **Watch** or other **Watches** that indicate conditions may exist for a potentially dangerous situation:
 - a. When the Police Department receives advance warning of potentially dangerous weather or other situations that may affect the delivery of emergency services, the Police Telecommunicator shall relay the information to the following individuals and agencies:
 - On-Duty Police (both Platteville PD and UW-Platteville Police)
 - Fire Chief and Assistant Fire Chiefs
 - EMS Administrator, Assistant Administrator and on call EMS personnel
 - Text Alerts to City Administration Personnel
 - b. The Police Telecommunicator shall, if requested by the Fire Command Officer or EMS Administrator/Assistant Administrator, request that the rest of their service be notified in the event of a watch.
 - c. When notified of a Tornado (or similar) Watch, the Fire Command Officer shall communicate with weather trackers in Eastern Iowa. The City has found that weather trackers in this area are better able to predict severe weather in Platteville than regional forecasters for this region located in La Crosse.

If advised by trackers in Iowa that there is a good possibility of severe weather hitting Platteville, the Fire Command Officer shall direct that fire vehicles be scrambled from the fire station and be dispersed to certain locations a five-to-ten mile radius from the fire station. The personnel who scramble the vehicles shall be trained weather spotters and shall carefully watch the skies and monitor Grant County radio frequencies until directed that the imminent danger is passed and they may return to the station

2. **Tornado Warning**, Storm **Warning** or other **Warnings** that indicate there is imminent danger to the area:
 - a. The siren shall not necessarily be activated when a tornado or storm warning has been declared in Grant County.
 - b. Activation: If any of the Fire Department spotters dispersed by the Fire Command Officer pursuant to the watch conditions as outlined above spots a funnel cloud, tornado, or other severe storm in the area, he/she shall communicate this information to the Fire Command Officer. The Fire Command Officer shall then contact the Police Telecommunicator, who shall activate the devices as outlined in the City Emergency Operations Plan, Section B: Communications and Warning.
 - Tornado (long steady tone) Siren. The warning siren shall end automatically after three minutes.
 - City All-Call Pagers, FD pagers, EMS pagers
 - On-Duty Police (both Platteville PD and UW-Platteville Police)
 - Text Alerts to City Administration Personnel
 - c. A determination shall be made as to whether it is appropriate for squad car P.A. systems to be used by Police Department and other responding units to warn area residences.
 - d. All-clear Signal: There is no all-clear signal. A determination will be made as to when/whether to utilize the EAS to advise residents that the danger has passed

Attachment B-2: Amateur Radio Operators (HAMS)/Amateur Radio Emergency Services (ARES)

When power and normal communications are not working in or out of an area, amateur radio operators "HAMS" can provide that service. HAMS are licensed by the FCC and operate on many frequencies but the most used in emergencies are VHF, UHF, (20-100 miles) and HF (50 miles and greater). Because of the multitude of frequencies that are available to HAMS, interoperability can be provided to agencies that can't talk to other agencies on assigned radio frequencies.

Local communication is mostly on VHF frequencies similar to Platteville emergency service frequencies. The range though is extended through the use of repeaters in Dubuque IA, Mt. Sterling, Hollandale, Baraboo and Richland Center. HAMS have the capability to talk to Wisconsin Emergency Management in Madison or the National Weather Service in Lacrosse.

High Frequency (shortwave) is used to communicate further distances such as Washington DC or Chicago. These frequencies have the capability of interacting with the internet.

HAMS come complete with all equipment including their own power supply when necessary. HAMS are ready to operate within a short period of time when communications is critical either during or just following a disaster or emergency.

Wisconsin Emergency Govt. in Madison has the same capability through Amateur Radio communications. This link is available when other means of communications are inoperable or inadequate.

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Attachment B-3 ARES/HAM Radio Operators Listing

ARES Emerg. Ops. Plan HAMS

Grant Co. Amateur Radio Emergency Services (ARES)

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This information has been redacted because it contains personal/privileged/confidential information.

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Law Enforcement



This section describes the coordination of the various law enforcement agencies that are available to the Platteville community. Responsibilities of Law Enforcement include protection of life and property, maintenance of law and order, perimeter security and traffic control.

Law Enforcement Responsibilities

The Platteville Police Department is responsible for overseeing all law-enforcement activities in the City of Platteville. The Grant County Sheriff's Office, UW-Platteville Police Department, Wisconsin State Patrol and other area law enforcement agencies will assist the Platteville Police Department as requested.

Platteville Police Department: Responsibilities

1. Assess the impact of the emergency/disaster. Consider whether the incident has the potential to expand or escalate.
2. Contact dispatch and request that they:
 - a. Begin call-in of necessary off-duty personnel
 - b. Alert the City Manager or designee of the situation.
3. Establish an on-scene, unified command post. Request representatives from the fire, EMS and public works departments to be present at the unified command post. Consider requesting the county mobile incident command unit.
4. Request mutual aid as necessary. **Order Big and Order Early.**
5. For All Incidents: Deploy law enforcement officers to perform the following functions as needed:
 - a. Secure a perimeter around and control access to the affected area as indicated. [in coordination with the Fire Department as needed \(the use of unmanned barricades is not desirable\).](#)
 - b. Evacuate surrounding residences as necessary, in coordination with fire department.
 - c. Participate in Search and Rescue activities in coordination with the fire department
 - d. Participate in warning the public as necessary.
 - e. Provide for continuity of day-to-day operations/emergency calls while also responding to the disaster.
 - f. Conduct traffic and crowd control and enforce curfew restrictions in the affected area.
 - g. Conduct investigations and evidence documentation as indicated.
 - h. Provide security for the city EOC and any shelters/reception centers that are opened within the city.
 - i. Provide security for emergency responders, equipment and government facilities.
6. For incidents involving **hazardous materials:**

- a. **Perform duties listed above** in #4 and #5 as necessary/possible.
 - b. **Keep your distance.** Law enforcement officers are not equipped to operate in hazardous environments and therefore should not do so.
 - c. **Assist with Evacuation Operations.**
 1. Evacuation from hazardous environments is to be conducted by properly equipped firefighters.
 2. Secure a perimeter around the evacuated area.
 3. Direct traffic flow out of the affected area.
 4. Make sure all officers know where the reception center is. That is where people should be directed for more information about the incident or for other assistance.
 - d. **Refusal to Leave.** As firefighters are going door-to-door conducting the evacuation, they may have people who refuse to leave their residences. Be prepared to handle these situations. In most circumstances, people have the constitutional right to die in their homes if they so choose. However, law enforcement officers in the past have used the following tactics to remove people for their own safety.
 1. **Protective Custody (Chapter 51).** If it is a genuine life-and-death situation, consider placing those persons who refuse to leave their homes into protective custody until the incident has subsided. Protective custody can be used when a person is a danger to him/herself or is not mentally competent to make an informed decision. As a law enforcement officer, if a person may do harm to themselves or others, you can place them in protective custody on a 72 hour hold, detaining them for an evaluation.
 2. **Emergency Guardianship (Chapter 55).** Elderly or disabled persons who are not able to make a competent decision to leave can be placed under emergency guardianship under Chapter 55.
 3. **Child Protection.** If a parent is endangering a child less than 18 years of age by forcing them to stay in a residence, law enforcement officers can place the child into protective custody. Parents or others who interfere with this procedure can be arrested for obstruction and also taken into custody.
 4. **Persuasion.** If all discussion fails, get out a notepad and ask them how you can notify their next of kin. Find out what funeral home they would prefer handle their arrangements.
 5. **Denial of entry.** Once people have left their homes, law enforcement does not have to allow them back in.
7. If necessary, implement mutual aid agreements and request officers from surrounding jurisdictions to assist with the above activities. Establish a staging area where incoming officers should report for assignments/deployment. For perimeter security and evacuation, consider requesting manpower from neighboring fire departments to assist as well.
 8. Establish a chain of command. Ensure that all mutual aid officers understand which branch or section supervisor they are accountable to.
 9. Utilize volunteers, non-police city employees and other citizens as necessary.

10. Provide consistent updates to the EOC or City Manager. Appoint a law enforcement representative/liaison to the EOC. Remain in communication with this liaison throughout the response effort.
11. Consider establishing a pass system to control access to the affected area. Thousands of passes are pre-printed and available on the county mobile command post vehicle and a system has been established to track residents, volunteers, emergency responders and the media, utilizing these passes. Persons not displaying a proper pass are to be escorted from the controlled area by perimeter security/security patrols. (Anyone can report to a designated location to register for and receive a pass immediately if they have a legitimate reason for being in the controlled area). Coordinate with the EOC and county emergency management director.
12. Recommend and enforce temporary curfews, in coordination with the City Manager and Common Council.
13. Advise staff of public information procedures; coordinate with the City Manager or Public Information Officer if unsure how to proceed.
14. Arrange feeding, billeting and breaks for law enforcement workers. If activated, the EOC can assist with this.
15. Anticipate shift change. Consider requesting regional or state-wide support from Wisconsin Emergency Management Emergency Police Services – See Resource Directory (Appendix 1).
16. Maintain contact with county/state highway officials regarding road conditions, closures, etc.
17. Coordinate the removal of vehicles impeding evacuation or other response activities.
18. Maintain accurate records of disaster related events and expenditures. Forward records of disaster related and mutual aid costs to the Finance Department, who will compile and submit them to the City Manager.
19. Consider need for Critical Incident Stress Debriefings for responders as appropriate.
20. Hold/attend critiques and revise emergency plans accordingly.

Fire, Rescue, and Hazardous Materials Response



This section sets forth the responsibilities and actions of the Platteville Fire Department and surrounding mutual aid fire departments when responding to a major emergency or disaster. This section also details the response procedures to be used by the Fire Department when called to the scene of a hazardous materials emergency.

Available Fire, Rescue and Hazardous Materials Resources

The Platteville Fire Department has approximately 55 volunteer firefighters and operates 1 aerial ladder, 4 engines/pumpers, 1 mini-pumper, 2 tenders and three rescue/support vehicles. Additional support and equipment is available from all surrounding fire departments through local and countywide mutual aid agreements.

The Platteville Fire Department also maintains basic hazardous materials protective wear and decontamination equipment and can perform basic emergency field decontamination on persons who have been exposed to hazardous chemicals. Additional support is available from the Jo Daviess County Level B Hazardous Materials Response Team, which is the primary contracted response agency for all hazardous materials situations within Grant County. The Madison and La Crosse Regional Level A Hazardous Materials Response Teams will provide additional support during major incidents.

Platteville Fire Department Responsibilities

1. The highest ranking fire department officer on scene (or designee) will immediately establish or report to the unified command post and will request that representatives from law enforcement, EMS, Public Works and any other necessary agencies do so as well.
2. Request mutual aid as necessary. **Order big and order early.**
3. Deploy personnel to perform such activities as:
 - a. Conduct firefighting and search-and-rescue operations as needed.
 - b. Order and conduct necessary evacuations, in coordination with law enforcement. Conduct all evacuations from hazardous or explosive environments, using protective equipment as needed.
 - c. During evacuation, supply significant manpower to hospitals, nursing homes and other special facilities that will need assistance in evacuating. Assign entire mutual aid fire departments to this task if necessary.
 - d. Protect critical facilities and resources.
 - e. Assist public works department in clearing debris from roadways to make access for emergency vehicles.
 - f. Ensure adequate communications between departments.
4. Consider deploying additional firefighters to perform the following functions, if personnel are available:
 - a. Assist law enforcement with traffic direction.
 - b. Assist public works and local utilities with shutting down gas and electric services, if necessary.

- c. Assist with debris clearance.
5. Make sure that all teams and fire personnel on scene are accountable to a specific branch or section supervisor. Make sure that fire personnel understand WHO they are accountable to.
 6. Establish a staging area for incoming emergency responders and equipment. Assign a staging officer to oversee this area and to deploy personnel to specific assignments as they arrive at the staging area. Assign a second person to this area to record the arrival time and deployment of emergency personnel and equipment.
 7. Implement hazardous materials SOGs as needed. Request assistance from Grant County Emergency Management, Jo Daviess County Hazmat, Madison or La Crosse Level A Hazmat, or other response agencies as necessary.
 8. Ensure that adequate fire protection coverage is provided to the remainder of the city throughout the duration of the incident. Assign mutual-aid crews to this task if necessary. Contact the county emergency management director to activate the fire "move-up" plan, to make sure that all fire districts have adequate coverage.
 9. Send a representative/liason to the EOC if activated. This could be a Platteville Fire Department member, or a chief/officer from a surrounding department. Stay in constant/frequent communication with this liaison.
 10. Survey locations where hazardous chemicals, flammable substances and explosives are stored or used to ensure they have not been affected by the incident.
 11. Make sure fire department staff understand public information procedures. Coordinate and report any public information releases with the City Public Information Officer or City Manager.
 12. Provide for shift change and arrange for feeding of emergency workers. If activated, the EOC can assist with arranging this.
 13. Work through the EOC to obtain any resource needs, such as volunteer manpower, food, equipment, tools, fuel, vehicles and other items as necessary.
 14. Consider Critical Incident Stress Debriefing for responders as necessary.
 15. Debrief staff, hold/attend critiques and revise emergency plans accordingly.
 16. Assure that all expenses that relate to the incident are documented. Without proper documentation, there will be no reimbursement should it become available. Turn documentation over to the Finance Department, who will compile expense reports and submit to the City Manager.
 17. Submit costs from a hazardous materials response to the LEPC or County Emergency Management Director for billing to the responsible party, in accordance with the written LEPC procedure for reimbursement claims.

ATTACHMENT D-1: Platteville Fire Department Hazardous Materials Response Procedures

Incident Commander/Fire Department Hazmat Response Checklist

- _____ **Determine the wind direction and speed, (or the explosion danger zone of the substance)** and approach the scene accordingly. Approach slowly and be observant of your surroundings.
- _____ **Advise all units to stay upwind of the site** and not to approach the scene until authorized. Identify an upwind **staging area** and advise all units to report to the staging area and stand by for further instructions.
- _____ **Contact Dispatch.** Make sure that Hazmat Team, Ambulance and Emergency Management have been notified. Let dispatch know where the staging area is, so that they know where to send mutual aid units.
- _____ **Request mutual aid** from other departments as early as possible (you'll probably need the manpower). Make sure that all units know where the staging area is.
- _____ **Evaluate the situation.** Try to identify substances involved from a distance or through dispatch. Identify safe areas, based on the HAZMAT and explosion hazards at hand. Use the green section of the 2012 Emergency Response Guidebook to determine appropriate isolation/evacuation distances. Use the guidebook to determine appropriate response actions depending upon the substance that was released.
- _____ **Request Appropriate Assistance** (refer to resource checklist for phone numbers). Will you need a level B or level A team? A bomb squad? Local public works?
- _____ **Define the hot, warm and cold zones.** Mark them with barrier tape, cones, a fire hose, or other objects if possible. Decontamination area will be set up in the warm zone. All units that approach the area should be clear on where this zone is and should not cross it without proper personal protective equipment.
- _____ **Appoint a Safety Officer** to monitor on scene operations (refer to safety officer's checklist.)
The Safety officer should monitor the hot/warm/cold zones and ensure personnel to not try to enter without proper PPE, or to exit before decontamination. The Safety officer should check over all persons crossing over into the "warm zone" to assure proper use and fit of PPE.

The Safety officer must also assure that contaminated victims do not leave the warm zone until they have been decontaminated.
- _____ **Instruct walking, contaminated people to report to a location in the warm zone, near the anticipated decontamination area.** Instruct them to wait there until decontamination system is set up. Do not allow victims to leave the warm zone before decontamination.
- _____ **In life-or-limb threatening circumstances, assign an engine crew to begin a "hose-down decontamination" immediately and from a distance.** Do not delay decontamination procedures to set up decontamination equipment when life safety is concerned. Try to do so in a convenient location (near a storm sewer inlet) or to quickly set up a fold-a-tank, but **do not worry about contaminating the environment when life-or-limb safety is concerned.**

___ A crew can work to set up the final decontamination area and necessary equipment while victims are receiving this initial “hose-down”. Have victims go through the final decontamination line for a complete wash-down after setup is complete.

___ **Establish a command post** in the safe zone/cold zone. Advise dispatch where the command post is and have all captains/officers report to the command post for a briefing. Request an EMS and Law Enforcement representative to report to the command post. If possible, have a representative present from public works department and affected facility. If incident involves a train, get a representative from the railroad.

___ Law enforcement should establish a secure perimeter around scene and direct traffic away from the incident. They may request fire personnel to assist. This would be a great job for mutual aid firefighters.

___ **Appoint a staging officer** to oversee the staging area. Make sure he has a copy of the staging officer’s checklist. Make all requests for manpower or apparatus through the staging officer.

___ **Consider notifying the City Manager/Emergency Management Director and activating the city or county emergency operations plan.** Depending on magnitude of incident, consider activating a municipal EOC to support your operations.

___ **Request the municipal emergency management director (City Manager)** to report to the command post. They will be responsible for activating public alerting systems such as the emergency alert system (broadcast radio and TV), NOAA weather radio, municipal tornado sirens and other means of notifying the population. He/she ~~will also serve as the public information officer until more~~ permanent arrangements can be made.

___ **Find somebody that witnessed or knows what happened.** If the incident is at an industrial site or business, find a facility representative or witness who can brief you on the situation. Make sure this person stays at the command post and does not leave for any reason.

___ **Appoint a fire suppression/incident stabilization officer to implement appropriate protective measures to stabilize incident as possible/practical.**

- **Fire Suppression.** If possible, put out any fires before they spread to hazardous materials sites.
- **Cooling containers—flame impingement.** If flames are impinging upon containers or pressurized cylinders, consider cooling them with unmanned streams or from behind adequate barriers. Make sure you have adequate water supply and focus water above the “liquid line” of the container.
- **Removing uninvolved materials** such as hazardous chemical containers, pressurized gas cylinders, or flammable items.
- **Stop the leak,** if you can do by shutting of a valve and not entering a hazardous environment.
- **Suppress vapors of water-soluble chemicals** such as ammonia by “intercepting” the chemical vapors with a water-fog stream.
- **Construct dams, dikes, or channels** to direct running liquid away from exposures. (use PPE/SCBA when necessary)
- **Plug storm drains, sewers, sumps etc.** with sand, dirt, tarps, or other material to prevent escape of runoff or chemicals. (Use PPE/SCBA when necessary)

- **Remove ignition sources down-wind from flammable spills** (SCBA and turnout required) (look for sources of heat, spark and friction).

_____ **Consider need for evacuation or shelter in place orders to protect community.** (refer to evacuation/shelter in place checklists). If evacuation is necessary, **appoint an evacuation officer (or a “shelter in place” notification officer)**. Assign this duty to a captain or officer. This person will coordinate activities with the Law Enforcement representative at the Command Post. Make sure they have a copy of the evacuation or shelter in place checklist.

_____ **Also appoint a door to door evacuation officer**, to coordinate the door-to-door evacuation teams.

_____ **Public Alerting.** Assign the municipal emergency management director to activate public alert/emergency broadcast system to notify the public and to serve as the public information officer or notify the public information officer.

_____ **Appoint a Decontamination Officer and set up decontamination area.** Have decontamination officer set up a decontamination area at the edge of the warm zone with appropriate equipment (water supply, decon sponges/brushes, soap or detergent and portable tanks or pools). Have at least four firefighters suit up in level B HAZMAT gear and SCBA if necessary, to perform decontamination. Assign an engine to the decontamination officer for water supply and additional personnel for support operations in the cold zone.

_____ **Appoint a Science/Information Officer.** Give this person a copy of the Science/Information officer’s checklist. Have this person get more information on the chemical involved. Appoint a firefighter to try to obtain MSDS sheets, shipping papers, or other chemical information. If it is an EPCRA planning facility, retrieve your copy of the EPCRA hazmat response plan that was given to you by the emergency management office.

_____ **Begin Decontamination.** When properly attired in HAZMAT PPE (and SCBA when necessary), Decontamination Team should start to thoroughly decontaminate the victims that are able to make their way to the decontamination area, using soap and water. Others are carried to the decontamination area on backboards. (See Decontamination officer checklist for more information)

_____ **Reverse Isolation:**

_____ **Patients who are able to walk** are asked to dry off with a towel and put on a level C Tyvek suit after decontamination (for privacy as well as to prevent runoff of contaminated water).

_____ **Patients who can’t walk** are dried off by decontamination team and placed (long board and all) in a new (unused) fluid-proof body bag (get from ambulance), with the head-end left out of the bag. If a new body bag is not available, use a tarp, drop cloth, salvage cover, or blanket to wrap the patient up.

_____ **Decontamination Team delivers patients to edge of warm zone/cold zone**, where EMS receives the patient. EMS may need to prepare the patients for transport, by adding necessary C-spine immobilization or splints, before loading. Decontamination team members should not leave the warm zone until they have decontaminated themselves and removed PPE.

_____ **Contact Hospital.** Determine whether or not you will need to send firefighters to the hospital to perform a secondary decontamination. This is especially necessary in the winter, when outdoor field decontaminations cannot be as thorough as is needed, due to the cold.

- _____ **Be prepared to send firefighter-EMT's to the hospital with the ambulance**, especially if patients are in need of further decontamination. SCBA use may be required in the ambulance, which may be beyond the capabilities of the ambulance crew. If no firefighter-EMT's are available, send firefighters with limited medical knowledge, who will be paired with an SCBA capable EMT. Any EMT's that are not SCBA or HAZMAT certified may need to ride up front.

- _____ **Consult with Hazmat Team on strategy.** At this point, HAZMAT team should be on scene. It is now their job to stabilize the situation, attempt to "contain" the leak or spilled contents until a cleanup crew can arrive and to identify any "unknown" or unconfirmed substances. They may also be needed for more urgent rescue assignments, if rapid entry team was unable to make entry due to hazardous conditions. Hazmat team members will be able to assist your fire department with decontamination and other emergency operations as warranted.

- _____ **All responders decontaminate themselves and remove protective equipment/suits in the warm zone when emergency operations are complete.** A new crew will be brought in to clean up and decontaminate equipment.

- _____ **Equipment Disposal:** All contaminated suits and items must remain in the warm zone. Responders should go through decontamination line and rinse off all suits and equipment. Disposable equipment can be placed in a plastic bag or watertight garbage can and left in the warm zone for eventual disposal.

- _____ **Equipment Decontamination:** All equipment that must be re-used (such as SCBA, heavy equipment, medical equipment, etc) should be left in the warm zone to await proper decontamination.

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ATTACHMENT D-2: DECONTAMINATION OFFICER RESPONSIBILITIES

1. **Command Post.** Upon arrival at scene, report to incident command post.
2. **Initial Decontamination.**
 - a. **In life-or-limb threatening circumstances, assign an engine crew to begin a “strip-“strip-flush” fire hose decontamination immediately and from a distance.** Do not delay decontamination procedures to set up decontamination equipment when life safety is concerned. Try to do so in a convenient location (near a storm sewer inlet), or quickly set up a fold-a-tank, but **do not worry about contaminating the environment when life-or-limb safety is concerned.** As appropriate, citizens may be allowed to leave undergarments on during decontamination until appropriate privacy arrangements can be made.
3. **Assign a decontamination crew.**
4. **Have decontamination crew set up decontamination area.** Consider setting up an emergency decontamination corridor using two fire engines, ladders and salvage covers. (See attached diagram)
 - a. **Find a suitable, level location at the edge of the warm zone and cold zone, downwind from the incident site.** (See attached diagram).
 - b. **Set up a series of water collection devices,** such as fold-a-tanks, decontamination pools, kids’ swimming pools, etc. Use several of them, to provide a series of progressive washing stations.
 - c. **Put down tarps or drop cloths as walking paths to prevent ground contamination** if possible.
 - d. **Set up cones or barricade tape to direct flow of pedestrian traffic through the different decontamination stations.** Mark a specific “decontamination corridor” as an entry, exit and waiting line, to prevent contaminated persons from straying from the group.
 - e. **Set out decontamination equipment,** including brushes, solutions/soap, plastic garbage bags, clothes scissors, towels, etc.
 - f. **Set out reverse-isolation equipment,** including new (unused) body bags, spare level C hazmat suits (Tyvek), duct tape and tarps/drop cloths.
 - g. **Arrange for privacy.** Use apparatus and/or tarps to shield public view. Remove public and media from the area.
5. **Put on PPE.** Have decontamination team put on appropriate personal protective gear (suits, gloves, boots, SCBA, etc).
6. **Decontaminate Priority Patients First.** Those who are most seriously injured or exposed should be decontaminated first.
7. **Perform Decontamination.**
 - Station #1: Remove Clothing.** Ask victim to remove all clothing and place in a plastic garbage bag. Jewelry and personal possessions can be placed in a plastic zip-lock bag and put inside the garbage bag also. Jewelry that is not removed may be damaged or lost during decontamination procedures. If they are injured or unable to do so, remove their clothing for them. Put a card with the victims name in the bag, for identification. Seal the plastic bag and set it aside in a **secure** area.

Station #2: **Rinse the victim with water.** Water alone is an excellent decontamination solution. First, brush off any solids or powders. If the patient is on a long board, place the board on a sawhorse or other object in the main tank and rinse. Use “high volume, low pressure” technique. Pressure at the nozzle should be relatively low (between 60-90 psi--equivalent to a household shower)

Station #3: **Apply soap/shampoo (if available) and use a soft decontamination brush to scrub the entire body. Rinse thoroughly.** If patient’s eyes were contaminated, flush eyes with clean water or saline solution (get from ambulances if necessary).

If the patient needs to be on a long board, move them from a contaminated long board to a clean one if possible.

Station #4: **Dry the patient with a towel.** Keep used towels in a garbage bag or pile for disposal. If the patient does not immediately require EMS transport, give them a level C Tyvek suit, patient gown, or other appropriate covering to wear. If no clothing is available, as a last resort people can use black garbage bags for temporary covering.

Station #5: **Prepare patient for EMS transport using Reverse Isolation. If the patient is able to walk, have them put on a level C HAZMAT suit** for reverse isolation and privacy. Deliver the patient to the edge of the warm zone and turn them over to EMS for evaluation and/or transport.

If the patient is injured or unable to walk, put them in a new (unused) body bag and zip it up to their neck, leaving their head out. If they are already on a backboard, put the backboard in the bag as well, leaving the top end out if it won’t fit. Deliver them to the edge of the warm zone and turn them over to EMS for evaluation and/or transport.

- 8. Medical Care During Decontamination:** It may be necessary for persons to receive emergency medical care during decontamination. In some instances, this may include CPR, artificial respiration, oxygen administration and bleeding control/bandaging. EMT’s or first responders who enter the warm zone to administer emergency medical care must be properly attired in PPE (and SCBA when necessary) and cannot leave the warm zone until the outside of their suit has been decontaminated and all PPE is removed.

Other medical procedures should be delayed until decontamination is complete.

- 9. Decontamination of Responders.** Emergency responders wearing personal protective equipment should be decontaminated before they remove PPE. First rinse with low pressure, then use “high pressure” spray to forcibly remove contaminate from PPE.
- 10. Self-Decontamination of Decontamination Team.** When the Decontamination Team has completed decontaminating victims, they must decontaminate themselves before removing personal protective equipment and leaving the warm zone.
- 11. Cleanup.** Decontamination area and all equipment used, whether disposable or not, shall remain in the warm zone for eventual cleanup & re-certification by the HAZMAT team or an independent contractor. Contaminated or “grey” water will be disposed of in a manner agreeable to local DNR wardens/DNR field representatives and municipal officials.

ATTACHMENT D-3: EVACUATION OFFICER RESPONSIBILITIES:

1. **Evacuation vs. Shelter in Place.** Consult with incident commander and make a decision to evacuate or to advise people to shelter in place (shelter in place checklist is attached).
2. **Stay close to incident command post.** Make sure a command post is active, with senior fire department officials, an EMS representative and a senior law enforcement official present.
3. **Identify a staging area** if incident commander hasn't already done that. When you request mutual aid units, make sure that they know where the staging area is. Make sure that the staging officer has a copy of the staging officer's worksheet/checklist.
4. **Request Mutual Aid: Think Big and Order Early.** A major evacuation will take at least five fire departments and many more ambulances to accomplish quickly.
 - **Request mutual aid fire departments.** Request as many departments as will be necessary, primarily for manpower (and possibly SCBA), to assist with evacuation and perimeter security until more permanent arrangements can be made. Coordinate this with the Law Enforcement Commander. When making the request, identify where the staging area is.
 - **Special Facilities Evacuation:** If you have any schools, hospitals, nursing homes, or other special facilities to evacuate, consider calling one or more mutual aid fire departments to report directly to that facility and assist with evacuation.
 - Assign EMS Officer to **Request mutual aid ambulances.** Request as many ambulances as will be necessary for emergency medical care, evacuating nursing homes, hospitals and home-bound citizens with special needs. Request that they also report to the staging area for assignments. Remember to request extra ambulances to cover any medical emergencies that might arise during the incident.
 - Assign someone to **request school busses, wheelchair vans, Aging Disability Resource Center busses and other modes of transportation** (check your municipal emergency operations plan for local contacts). Request that they report to the staging area for assignments.
5. **Identify the area to be evacuated.** Use resources such as hazardous materials response guides to determine a proper evacuation zone. Consider environmental conditions, such as precipitation and wind speed, when making decision. If the incident involves an EPCRA planning facility, retrieve a copy of the EPCRA emergency hazardous materials pre-plan for more information on planned evacuation zones.
6. **Establish a secure perimeter.** Work with Law Enforcement to establish and secure a perimeter surrounding the area to be evacuated. Request additional manpower from mutual aid fire departments to assist law enforcement with perimeter security.
7. **Designate a reception area** where people can go until more permanent arrangements can be made. Best choices would be a local public school or municipal building. If conditions require residents to leave the municipality altogether, consider evacuating to another community's high school. The County Youth and Ag Building in Lancaster has been designated as a countywide reception area and shelter.
 - Make sure that someone is there to open the shelter and receive people. Contact the county emergency management director to take care of this.

8. **Appoint an officer/captain to coordinate the door-to-door evacuation** (door-to-door notification officer). Assign as many two-person teams as the officer will need to accomplish the evacuation. Make sure this person has a copy of the Door-to-Door Notification Officer's Checklist.
9. **Notify the public.** Contact the municipal or county emergency management director, who will be responsible for assuring that the public is notified of the evacuation by emergency alert system (EAS), NOAA Weather Radio, Vehicle Sirens/PA Systems, Municipal Tornado Sirens and other means as necessary. The municipal emergency management director will also oversee public information/media relations until more permanent arrangements can be made for a Public Information Officer.
10. **What to tell people:**
 - Explain that they are to leave immediately and should report to (the designated reception area) for further instructions and more information.
 - Turn radio to WPVL (107.1 FM) or local station for more information.
 - Take all necessary medications, baby supplies.
 - Take your pets with you if possible. Arrangements can be made after they get to the reception area.
11. **Mark evacuated residences.** Make sure door-to-door teams mark evacuated residences at the front door or mailbox, using a pre-made door-tag or a piece of yellow barrier tape tied around the doorknob or mailbox.
12. **Appoint a special facilities officer**, who will check in with special facilities (hospitals, nursing homes, schools, daycares, etc) to see if they need any further assistance or manpower.
13. **Request additional mutual aid** if you are still having a shortage of personnel.

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ATTACHMENT D-4: DOOR TO DOOR NOTIFICATION OFFICER RESPONSIBILITIES:

1. **Keep a copy of this checklist handy.**
2. **Obtain as many firefighters as you need (from staging officer) and break them into teams of at least two people.** These two partners should stay close to each other, but could still work opposite sides of the road.
3. **Teams must use necessary protective equipment.** SCBA will probably be necessary. In some areas, HAZMAT suits might also be needed. Ensure that teams are properly equipped for the environment they are expected to enter.
4. **Team Briefing:** Hold a quick initial briefing with evacuation teams, to make sure everyone understands what is expected. Teams should all be clear on:
 - a. **Where people should go** when they leave their homes (reception center)
 - b. **What to tell residents** (i.e.: bring necessary medications & pets)
 - c. **What to give residents** (such as pre-made evacuation checklists, cards, or handouts)
 - d. **How to mark evacuated residences** (tags, barrier tape, etc.)
 - e. **What to do for persons who need help or special assistance** in evacuating (i.e.: radio back to command post or evacuation officer to request special assistance.)
 - f. **What to do if people refuse to evacuate** (leave them there, contact evacuation officer by radio and have police work with them).
 - g. **What radio frequency to use. A frequency will be assigned** for the door-to-door teams to communicate on if available.
5. **Assign Areas.** Each team is assigned to cover a specific area in the evacuation zone. Team members will stay together, but can work opposite sides of the street.
6. **Maintain Communications.** Teams will be calling in as they encounter difficult situations, such as persons who refuse to leave, or persons who require an ambulance or other special assistance.
7. **Refer “refusal to evacuate” cases to law enforcement.** As teams call in persons who refuse to evacuate, take down the person’s name and address and forward it to the law enforcement command officer at the incident command post. He/She will then dispatch an officer to handle the situation appropriately.
8. **Handle “special assistance” cases with EMS commander** or other appropriate response agency. As teams call in persons needing assistance, take down the name and address and a description of what is needed. Have the EMS officer at the command post send an ambulance to assist people who are not able to evacuate themselves. If an ambulance is not necessary, consider sending another response vehicle or form of assistance to them as appropriate.

ATTACHMENT D-5: SPECIAL FACILITIES OFFICER RESPONSIBILITIES

1. **Remain in radio contact** with incident commander at all times. When possible, use cellular phones and work out of the incident command post to coordinate efforts with other command personnel.
2. **Make contact with all of the affected nursing homes, schools, daycares and major employers** in the area to make sure they understand that they need to evacuate. Let them know that they can contact you if they need manpower, transportation, or any other emergency assistance. Give them a phone number or cell phone number and stay near it. If no phone is available, have them call the police department to request resources through dispatch.
3. **Get a contact for each facility.** Find out who is in charge there, so you are speaking with the same contact each time you call.
4. **Procure resources to assist special facilities with evacuation.**
 - a. Send mutual aid fire departments and ambulances to specific facilities to assist with evacuations as necessary, for manpower, equipment and transportation. Advise the incident commander that you are using these resources and make sure incident commander is aware of any significant developments or happenings.
 - b. Work through the incident commander to procure necessary resources (such as busses, ambulances, wheelchair vans, etc.) to assist in the evacuation of special facilities.
5. **Follow up constantly.** Check in with your contacts at each facility, to ensure things are progressing smoothly.

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ATTACHMENT D-6: STAGING OFFICER RESPONSIBILITIES

1. **Designate a staging area.** Work with incident commander to choose a location that offers ample space for parking and allows for traffic flow, movement of large trucks and ready access to emergency zone. Report to that location with a portable radio and stand near the entrance to greet and direct emergency responders.
2. **Contact Dispatch.** Make sure all responders understand where they are to report.
3. **Always monitor your radio.** Keep in constant radio contact with incident commander and operations officers.
4. **Inform incident commander or appropriate operations officer when necessary resources have arrived and are awaiting assignment.**
5. **Coordinate all staging area activities,** including all personnel entering and exiting the staging area.
6. **Await orders from incident command.** Send appropriate resources to meet the requests of incident command and operations officers.
7. **Keep a list of “unmet needs/requests” and fill those requests as additional personnel & equipment arrive on scene.**
8. **Tracking and Documentation.** Assign someone to write down the time of arrival of all units responding to the staging area and the time they are released from the scene.

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ATTACHMENT D-7a: RESEARCH AND INFORMATION OFFICER RESPONSIBILITIES:

1. Remain in constant contact with incident commander.
2. Retrieve Chemical Information (Such as MSDS or references) as necessary for incident.
3. Relay critical hazard information about the chemical to incident commander and operations officers. This would include reactivity, appropriate extinguishing agents, health dangers, etc.
4. Assist decontamination team in choosing appropriate chemical-specific protective clothing.
 - a. Inform the safety officer of what type of personal protective equipment is required.
5. Assist decontamination officer in choosing appropriate decontamination methods and solutions.
6. Notify EMS Commander of any special EMS or health-related chemical information.
7. Fill out the attached form, "chemical data worksheet" and distribute copies to Incident Commander, Fire Operations Officer, Decontamination Officer, EMS officer and others as necessary.

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ATTACHMENT D-7b: RESEARCH AND INFORMATION OFFICER -- CHEMICAL DATA WORKSHEET

Material Involved: _____

Flammable? Yes ___ No ___ Appropriate Extinguishing Agent _____

Reactive? Yes ___ No ___ If YES, with what substances _____

Corrosive? Yes ___ No ___

Appropriate Decontamination Procedures: _____

Appropriate Decon Solutions: _____

Weather Forecasts:

Chemical Information	
Flash Point	
Flammable Range	
Ignition Temperature (auto-ignition)	
Boiling Point	
Vapor Pressure	
Specific Gravity	
Vapor Density	
TLV/TWA	
IDLH	
Odor Threshold	

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ATTACHMENT D-8: SAFETY OFFICER RESPONSIBILITIES: Hazardous Materials Response

1. **Initial Scene Safety Survey**
 - a. Hot, Warm and Cold zones have been established by Incident Command.
 - b. Staging is in an appropriate location, away from explosion or vapor hazards.
 - c. Command Post is in safe location.
 - d. Fire Operations are being conducted in safe location.

2. **Make sure that victims do not exit the decontamination area without first being decontaminated.** Do not allow victims to leave the “victim staging area” and spread contamination to the cold zone.

3. **Ensure that all operations and decontamination personnel are using appropriate personal protective equipment (PPE)** for the specific chemical or substance in question (material is compatible with chemical). Check with the science/research officer to confirm this.

4. **Inspect Persons Entering Warm Zone**
 - a. Appropriate PPE for chemical (as recommended by research/information officer)
 - b. Personal items secured (watches, jewelry, wallets, etc)
 - c. PPE Inspection:
 - Zipper (taped over with duct tape)
 - Seams and Stitching
 - Gloves (2 layers) taped properly
 - Boots—waterproof and taped properly
 - SCBA—full and in working order per SOGs
 - Face piece—seals properly; mask is properly sealed to hood with duct tape.

5. **Be present at decontamination when patients are handed over from decontamination team to EMS, to ensure proper procedure is used and decontamination team does not exit the warm zone while wearing their PPE.**

6. **Make sure decontamination team completes self-decontamination and then removes PPE before leaving the warm zone.**

Emergency Medical Services



This section sets forth the responsibilities and actions of Platteville Emergency Medical Service and the surrounding mutual aid EMS/Ambulance services when responding to an emergency or disaster. This section also details the response procedures to be used by EMS when called to the scene of a hazardous materials emergency and mass casualty incident.

Emergency Medical Services Responsibilities

Platteville EMS Responsibilities:

1. Notify the hospital as early as possible, so they can make adequate preparations. Keep them advised of new developments, number and type of patients, etc.
2. Make sure that the EMS Administrator or Assistant EMS Administrator are notified of the incident.
- 2-3. The highest-ranking EMT (Crew Chief) on scene (or designee) is appointed EMS Commander. This person reports to the on-scene unified command post and stays there unless relieved by a member of administration.
- 3-4. Work with the incident commander to establish a staging area for the incoming EMS units. Assign a staging officer to this area, if fire department has not already arranged for it. Also establish a scene perimeter, treatment area to accommodate transportation units and decontamination area (if necessary).
- 4-5. Size up the incident. Request mutual aid as necessary. **Order big and order early.**
- 5-6. In cases involving hazardous materials, refer to the EMS Hazardous Materials Response Plan, which is included as attachment E-1. The EMS Crew Chief Checklist is included as attachment E-2.
- 6-7. In cases involving a substantial number of injured persons, activate the Platteville EMS Mass Casualty Plan (included as Attachment E-3 to this section). A summary of actions listed in the plan includes:
 - a. Coordinate staging activities with the fire department.
 - b. Request the county mass casualty trailer through dispatch. Retrieve mass-casualty supplies and spare backboards from the EMS building
 - c. Establish a triage area. Appoint a triage officer/team to sort and prioritize patients for treatment and transport. Triage team members will assign triage tags to each patient, which will indicate the patient's priority based on their injuries (RED=Critical, YELLOW=Serious, GREEN=Minor, BLACK=Deceased). Have those who can walk go over to the treatment area.
 - d. Appoint a treatment officer/team, to provide necessary treatment to those patients, in order of priority, that are awaiting transport. As the team retrieves/receives patients, they should separate them into three distinct areas based on priority (red, yellow, green). If possible, use colored tarps or flags to mark the areas.
 - e. Appoint a transport officer who will coordinate transportation of medical victims, based on priority. Transport officer will also be responsible for informing the hospital of all incoming patients and conditions. Maintain a transport log indicating the patient number, condition, hospital to which they were transported and time of transport.

- ~~7.8.~~ Assist in evacuating nursing homes, hospitals and other special-needs facilities as needed. Request additional mutual aid ambulances (MABAS) to conduct evacuation of non-ambulatory victims (people who can't walk).
- ~~8.9.~~ Provide for continuity of service. If necessary, request a mutual aid ambulance to stand by in the city and handle non-related 9-1-1 calls.
- ~~9.10.~~ Treat and transport injured persons.
- ~~10.11.~~ Consider requesting a bus or other form of transportation for the walking wounded (green tags).
- ~~11.12.~~ Establish a rehabilitation area for emergency responders, if necessary. Appoint a rehabilitation officer to oversee the provision of rehabilitation and emergency medical services to emergency workers, volunteers and others involved in the response and recovery effort.
- ~~12.13.~~ Maintain records of all expenditures and disaster-related costs. Forward documentation to the Finance Department, who will compile expenses and forward to the City Manager.
- ~~13.14.~~ Make sure staff understands public information procedures. Coordinate all public information through the City Public Information Officer or City Manager.
- ~~14.15.~~ Assign an EMS liaison/representative to the EOC when it is activated. This can be a local EMT, or a chief or officer from a surrounding ambulance service.
- ~~15.16.~~ Consider the need for Critical Incident Stress Debriefing/Defusing for emergency responders.

Area Emergency Medical Services

In order from closest to most distant

- Belmont EMS (2 ambulances)
- Cuba City EMS (2 ambulances)
- Dickeyville EMS (1 ambulance)
- Potosi EMS (2 ambulances)
- Hazel Green EMS (2 ambulances)
- Lancaster EMS (3 ambulances)
- Rewey First Responders
- Livingston First Responders
- Montfort EMS (1 ambulance)
- Paramount EMS (Paramedic Service) Dubuque, IA 563/690-9111

Area Helicopters

- Medflight – Madison, WI 608/263-3258
- ~~REACT – Rockford, IL 800/637-3228~~
- ~~Lifeline – Rockford, IL 888/350-5433~~
- Medlink Air – La Crosse, WI 800/527-1200
- Med Force Air – Bettendorf, Davenport, IA 866/633-6723
- ~~Lifeguard – Cedar Rapids, IA 800/223-6627~~
- ~~Lifeline – Rockford, IL 888/350-5433~~
- ~~REACT – Rockford, IL 800/637-3228~~
- Air Care – Iowa City, IA 800/272-6440
- Flight for Life - Milwaukee, WI 800/451-4673

Spirit of Marshfield, WI _____800/320-4949
MAYO I – Rochester, MN _____800/237-6822
Theda Star – Neenah, WI _____800/236-2066
Eagle 3 – Green Bay, WI _____920/469-8977

Wheelchair Vans

Stratton Busses _____608/348-2751
Platteville Taxi and Transport Van 608/348-5678
Platteville Shared Ride Taxi _____608/348-6767

****After hour numbers listed in Appendix 1 – Resource Directory****

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ATTACHMENT E-1 HAZARDOUS MATERIALS RESPONSE CHECKLIST

EMS Commander Checklist:

- _____ **Contact the hospital right away**, to let them know what you are responding to so they can begin to prepare the decontamination room for your arrival.

- _____ **Do not approach the scene** until radio contact has been established with the fire department incident commander. Ask incident command where the staging area is and report there. The EMS crew must not approach the scene until the fire department has started decontamination procedures. This is done to avoid having a contaminated victim approach the ambulance unit to demand immediate medical care before decontamination. **EMS does not treat or transport any patient, no matter how badly (s) he is injured, until the patient has received initial decontamination by the fire department.**

- _____ **Activate your service's mass-casualty plan, if indicated.** Set up an EMS-Incident Command system. Appoint a triage officer, treatment officer and transportation officer. Have these officers put on incident command vests and get out mass casualty supplies, triage tags, plans, etc.

- _____ **Request mutual aid as early as possible. Plan ahead-Order big and Order early!!**
 - _____ **Try to assess how many patients you will have and how many ambulances you will need to handle the situation.** Plan on transporting one critical or two non-critical patients with each ambulance. If possible, use the same ambulance several times, to "shuttle" non-emergency patients to the hospital. This will limit the number of ambulances that will need to be decontaminated and re-certified.

 - _____ Remember that your ambulances are going to be tied up for at least an hour or two after the incident for decontamination and re-certification. **Request at least one mutual aid ambulance to report with a full crew to staff your station and handle any unrelated emergency calls until your unit is approved for service again.**

 - _____ If an evacuation might take place, you might need many more ambulances, to evacuate nursing homes, hospitals and homebound persons as necessary. Make sure you have enough help on the way.

 - _____ Consider requesting the county mass casualty trailer through dispatch, for backboards and medical supplies.

- _____ **Assign a "crew chief" to each ambulance** to oversee the crew's operation. This person will not need protective gear and should be provided with a clipboard and a copy of the Crew Chief's Hazmat Checklist (included). They will be responsible for supervising overall operations and for making sure all guidelines and procedures are followed. They will also be responsible for filling out necessary forms and run reports and communicating with the hospital. They will ride in the front passenger seat of the ambulance and will NOT get into the patient compartment (since they don't have personal protective gear on). This person will stick with the ambulance and crew throughout the entire incident, including transport to the hospital.

- _____ **EMS Commander reports to the fire department incident command post.** Maintain radio contact with all ambulance units responding to the scene. EMS Commander determines how many patients there are and relays information to the ambulance crews.

- _____ Contact the hospital with second report consisting of:
 - _____ Number of patients

- ___ Nature of accident
- ___ Substances involved
- ___ Route and duration of exposure
- ___ Trauma and other injuries
- ___ Respiratory problems or difficulty breathing
- ___ Decontamination procedures carried out on the scene
- ___ Is there a need for further decontamination at hospital

___ Request EMS staff to report to command post and assist you with command duties, as necessary. If this is a mass-casualty incident or if an evacuation is taking place, you are going to need help with command.

___ **Find out more about the chemical or appoint someone else to do this.** Find out how hazardous it is to your crews and what they need to do to treat the patient(s). Much of this information is available from the **Fire Department Science/Research Officer** at the command post. **Relay chemical/treatment information to the crew chiefs by radio.**

___ Use the alphabetical index in "Emergency Care for Hazardous Materials Exposure" text to look up advanced treatment and decontamination information specific chemicals.

___ If the spill is at a fixed facility, check with incident command to see if there has been an EPCRA HAZMAT response plan written (by emergency management). If so, obtain a copy of the plan. Specific MSDS chemical information and medical management information should be in the plan.

___ Use MSDS sheets to identify the chemical, its dangers and basic first aid procedures.

___ If limited information is available on the chemical, call CHEMTREC (1-800-424-9300) for information. The Poison Control Center (1-800-815-8855) may also help. For information on pesticides, contact the National Pesticide TelNet, (1-800-858-7378).

___ If the substance has not been identified, assume that it is highly dangerous and use full respiratory protection before proceeding.

___ **Evacuation. If the incident commander determines to evacuate an area, oversee the following:**

___ Assign ambulance crews to provide emergency medical care and transportation to contaminated victims after they have been decontaminated by the fire department.

___ Assign ambulances to assist in evacuating special facilities such as nursing homes, hospitals, etc., as needed. Coordinate this with the fire department's evacuation officer or special facilities officer at the command post.

___ Be prepared to assign ambulances to assist in evacuating homebound persons who require assistance. The fire department officer in charge of the door-to-door evacuation will contact you as necessary for help.

___ Request additional EMS units as necessary under mutual aid. If you don't need them immediately, have them report to staging.

___ Assist fire department evacuation officer in requesting mutual aid resources such as medical vans, EMS resources, busses and other transportation as necessary.

___ **Instruct EMS crews to return, if possible, with the ambulance to transport a second round of patients.** PPE

and the plastic sheeting in the ambulance does not need to be changed unless it has been significantly contaminated by runoff, or has been torn or otherwise compromised. Remember, the more times you can re-use an ambulance, the fewer ambulances need to be decontaminated when the incident is over.

_____ **Post Incident**

- _____ Isolate the ambulances until they can be decontaminated and re-certified for service. Leave them in the hospital parking lot. The decontamination and re-certification will generally be done immediately following the incident by hazmat personnel.
- _____ Leave contaminated long boards and other non-disposable equipment at the hospital for decontamination.
- _____ Dispose of all used equipment according to hospital procedure by consulting with ER staff. All contaminated disposable equipment is to be left at the hospital for decontamination.
- _____ Make sure that mutual aid services remain in your district until your ambulance has been decontaminated and re-certified for service. Keep them updated as to how long they can expect to be covering your district.
- _____ Schedule a post-incident critique. Consider need for Critical Incident Stress Debriefing if appropriate.

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ATTACHMENT E-2 HAZARDOUS MATERIALS RESPONSE CHECKLIST

EMS Crew Chief Checklist:

- _____ **Each ambulance responding to the incident must have a crew chief.** The crew chief does not need PPE and should be provided with a clipboard and a copy of this checklist. The crew chief is responsible for supervising overall operations and for making sure all guidelines and procedures are followed. They will also be responsible for filling out necessary forms and run reports and communicating with the hospital. They will ride in the front passenger seat of the ambulance and will NOT get in the patient compartment (since they don't have personal protective gear on). This person will stick with the ambulance and crew throughout the entire incident, including transport to the hospital.

- _____ **Respond to the staging area**, unless otherwise directed by command personnel on scene.

- _____ **Prepare the ambulance** (start to do this while en route, if possible).
 - _____ Get a portable oxygen cylinder and equipment out of its bag and ready for use. Remember, an oxygen cylinder can be decontaminated, the bag cannot.

 - _____ Remember that you will only be using equipment that is absolutely necessary. Use disposable supplies when possible. Remove any supplies that you think you will need from the cabinets and set them out where they are readily accessible. Remember these supplies will all be discarded later. Don't use anything you can't afford to throw away (like B/P machine, pulse oximeter, etc.)

 - _____ Put a small piece of tape at the edge of each cabinet. That will serve to confirm no cabinet has been opened or contaminated.

 - _____ Cover the entire module area (walls with tarps or plastic sheeting and duct tape, to prevent runoff or splash from contaminating the module.

 - _____ Make sure the tarps are protecting the bench seat area. This is where your first patient will be placed. Note: Seat belts will probably not be accessible and you may need to assign someone to hold the long board in place.

 - _____ Cover the cot with a tarp or plastic sheeting. The cot will not be removed throughout the entire incident (even at the hospital). Non-ambulatory patients will be transported on a long board. Seat belts and cot straps will not be accessible.

 - _____ Turn exhaust fan on and air conditioning/intake to maximum settings for best air exchange. Close the door between the cab and module, to prevent fumes or contamination from entering the driver's area.

- _____ **Find out more about the chemical involved.** Contact the EMS Commander for chemical information, including what sort of PPE is necessary and what considerations need to be done to treat the patient. If the chemical has been identified, look it up in the EMS reference materials you carry, to determine an appropriate course of treatment.

- _____ **Have EMS crews put on appropriate PPE.**
 - _____ Have EMTs that will be attending to the patient suit up in appropriate hazmat PPE, which

will include a level B hooded suit, latex or nitrile inner gloves, chemical resistant outer gloves and eye/face splash mask. The seals between the gloves and the suit should be duct taped, as should the zipper of the suit. If boots are used over the suit, duct tape the top of the boot to the suit to prevent liquid from entering the boot.

_____ Consult with incident commander to see if respiratory protection is necessary (this will vary with each chemical). If so, only EMTs that are SCBA certified should be allowed to treat the patient. If SCBA certified EMTs are not available, it may be necessary for firefighters with limited medical training to attend to patients in the back of the ambulance. Retrieve appropriate SCBA gear from fire department and put it on. Seal the facemask to the HAZMAT suit hood using duct tape.

_____ **Bring the ambulance to the decontamination area when instructed, to pick up patient(s).** Plan on taking one critical or two non-critical patients (on long boards) per ambulance. If patient(s) are able to walk and sit up, take as many as you can and ride on bench seat.

_____ **Have ambulance staff prepare the patient for transport** (if decontamination team hasn't already done so.)

_____ Assure the patient has been adequately decontaminated and all clothing has been removed. Leave their clothes and personal possessions at the scene.

_____ If time and conditions allow, apply C-Spine immobilization and/or splint any injuries as necessary.

_____ Patient will probably be wet from decontamination and may have some chemical residue on him/her. This patient will still need to undergo additional decontamination at the hospital. Use **reverse isolation** procedures to protect crew and ambulance from contamination.

_____ Place unresponsive or seriously injured patients in an unused fluid-proof body bag, zip it up to their neck, leaving their head out. This will effectively collect any run-off and help to prevent patient from contaminating the ambulance. This approach is best for unresponsive or non-walking patients. Attach the patient, bag and all, to a clean long board, if possible. If the patient is injured and already secured to a long board, place as much of the lower portion of the long board as you can in the bag, leaving the head end out of the bag.

_____ Instead of a body bag, consider putting the patient in a level B HAZMAT suit. Zip up the suit and put the hood on their head, leaving their face out. Just like the body bag, the suit will help to collect runoff and help to prevent the patient from contaminating the ambulance. This is best for patients who are not badly injured.

_____ If neither a body bag nor a spare hazmat suit is available, wrap the patient in a small tarp to control runoff.

_____ **Load the Patient(s).**

_____ Place the first patient on the bench seat. Seat belts will not be available. If necessary, assign someone to assure the patient remains on the bench seat and does not slide off.

_____ Place the second patient on the cot. Cot straps/seat belts will not be available. If necessary, assign someone to assure the patient remains on the cot and does not slide

off.

_____ **Instructions to crew for transport.**

- _____ Consult with EMS Commander to determine which hospital you will be transporting to.
- _____ Don't use any supplies from interior cabinets or jump kits unless absolutely necessary. If you open a jump kit or cabinet, everything in it is contaminated.
- _____ Don't use your equipment to take vitals. The most important thing you can watch in a HAZMAT patient is respiration and airway. Note if they are having trouble breathing, coughing etc. Report this to the hospital immediately.
- _____ Keep communication open with hospital. The crew chief in the front passenger seat can relay information to hospital by radio.
- _____ Beware of patient's vomit. Have a big basin ready. If the patient is vomiting, it is probably because (s) he has ingested some of the chemical. This substance will probably be present in the vomit. Make sure to seal vomit in an appropriate plastic bag and treat as contaminated fluids.
- _____ Instruct the crew to take specific actions for treatment of the patient, depending on the chemical that the patient has been contaminated with. This might include irrigation of eyes, administration of oxygen, basic life support, splinting and any other medically necessary procedures.

_____ **Arrive at hospital and wait for permission to enter building.**

- _____ Wait at the ER entrance. Do not enter the building until you are told to do so by ER staff. The ER staff will not allow you to enter the building until the decontamination area is completely set up.
- _____ Remember that your crew's suits are now contaminated. DO NOT enter areas of the hospital that are not approved.
- _____ Since your crew already has the HAZMAT suits on, the hospital may request that EMTs perform the secondary decontamination at the hospital. Coordinate efforts with the ER supervisor and follow their instructions.
- _____ Protective clothing must be removed following the hospital's procedure and placed in an approved location. The suits will be decontaminated before EMTs take them off. The clothing should then be placed in a plastic bag and put in a plastic garbage can in accordance with hospital policy.

- _____ **Return to scene if necessary.** Reuse the ambulance for transportation of additional patients from the HAZMAT scene, if necessary. Personal protective equipment and the plastic sheeting in the ambulance does not need to be changed unless it has been significantly contaminated by runoff, or has been torn or otherwise compromised. Remember, the more times you can re-use your ambulance, the fewer ambulances need to be decontaminated when the incident is over.

_____ **Post Incident**

- _____ Isolate the ambulance until it can be decontaminated and re-certified for service. Leave it in the hospital parking lot with other contaminated ambulances. The decontamination and re-certification will generally be done immediately following the incident by HAZMAT personnel.

- _____ Make sure that mutual aid services remain in your district until your ambulance has been decontaminated and recertified for service. Keep them updated as to how long they can expect to be covering your district.

- _____ Leave contaminated long boards and other non-disposable equipment at the hospital for decontamination.

- _____ Dispose of all used equipment according to hospital procedure by consulting with ER staff. All contaminated disposable equipment is to be left at the hospital for disposal.

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ATTACHMENT E-3

MULTI-CASUALTY INCIDENT (MCI) PLAN

Purpose

The purpose of this plan is to provide guidelines in the implementation of a pre-planned, coordinated response to a major emergency medical situation, whether it be man-made (localized) or as a result of a natural disaster (widespread). Platteville EMS staff will follow an incident command system at all times while operating under this plan.

A multi casualty incident will be declared based upon the numbers and categories of patients, the estimated time to transport patients to the hospital (given factors such as distance, entrapment, etc.) and the need for field medical care beyond the capabilities of available EMS staff. On line medical control can be consulted for the declaration of an MCI.

This is an internal plan dealing only with emergency medical services and is intended to be a supplement to existing local plans. Although other agencies have been mentioned herein such as the receiving hospitals, police and fire, etc., there was no intention to dictate those agencies' responsibilities during a disaster. However, for this plan to be effective, certain areas of responsibility had to be defined. Transportation will primarily be provided by ground ambulances where maximum patient care can be delivered. If this is not feasible due to the disaster site, helicopter and rough terrain vehicles will be utilized when available. Frequent drills and communication between the various emergency services will help insure a high level of readiness throughout the EMS district, thus assuring the best possible chance of survival for the largest number of victims.

It is also important that post-drill and post-disaster critiques be held as soon as possible after each incident. This should help provide a mechanism for plan evaluation. It is necessary, therefore, that this plan always be considered to be in a "rough draft" stage - subject to revision.

Definitions

MCI: This disaster situation represents some number of seriously injured or ill casualties which cannot be handled in the "normal" course of operations. It may be of small scale, short duration with a number of entrapped critically injured or ill patients requiring intensive medical care, or a very large number of minor to moderate severity patients that require extensive duration field triage and treatment. A MCI could also be declared for a wide scale, long duration incident, as would be expected with many natural disasters.

INCIDENT COMMAND POST (ICP): Suitable site selected early in the operations where all ranking officials of participating agencies will gather to exercise command. Officials should remain in this area until "disaster" is concluded.

STAGING AREA: Holding area for ambulances and resources until they are needed.

MEDICAL CONTROL: Designated hospital emergency department from which the Medical Communications Officer will be advised as to which area hospitals will be receiving victims and in what order. Responsible for initiating and updating bed availability counts at area hospitals.

EOC (EMERGENCY OPERATIONS CENTER): Designated facility set up with several outside lines and enough space for additional communications equipment and operational personnel. Normally, this center will only be staffed and put into operation for wide-scale disasters such as a floods, tornadoes, etc... Furthermore, the EOC should be self-supporting with cooking and sleeping facilities for support operations that may last several days to weeks.

LANDING ZONE (LZ): Area designated for landing helicopters for patient pick up or drop-off. May be pre-planned, paved pad set aside for this purpose or, in case of an emergency, an area free of overhead obstacles meeting criteria (100' X 100' area; flat-less than 6% slope; avoid tall grass, mud, snow, sand, etc...; clear of obstacles-fences, traffic signs, markers, loose objects; identify all hazards-power poles, power lines, towers, etc...; during daytime use cones to mark landing zone, during nighttime use marker lights, strobes or vehicle headlights-low beam) can be used.

LOADING ZONE: Patient pickup point located adjacent to field treatment area. Should be situated in such a way as to eliminate the necessity for backing up ambulances. This will require circular traffic loop.

TREATMENT AREAS: Incident area where patients are taken for field treatment and secondary triage, prior to transportation. Size of area will be dependant on number of patients and accessibility to incident site and transportation sectors. Area must be located such that it is safe from physical or chemical hazards, yet easily accessible from the incident site and to the Transportation Sector. This is the area Triage Team reports to following check in. EMTs will be assigned to each category of treatment area as needs require and resources allow. Equipment and supply drop from incoming ambulances will be done adjacent to treatment area.

TEMPORARY MORGUE: Designated site for placement of DOAs. A simple roped-off area may suffice or in severe incident, several parked unmarked refrigerated trucks may be needed. Coroner will be responsible for this function.

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Critical Positions

The Following positions have been identified as essential to the efficient management of an MCI. They will be manned by Senior EMS personnel and will be easily identified by high-visibility vests, helmets, or other devices. To facilitate effective coordination of manpower and resources, all personnel should be aware of these positions and their functions.

EMS COMMANDER: Responsible for the entire EMS operation at the MCI. He/she works closely with the other Command officers (police, fire and others represented) at the Command Post. The EMS Commander is responsible for assumption of all sector appointments in the EMS Group not delegated directly.

SAFETY OFFICER: Request to be assigned by Fire Department to member of their staff. Responsible for the safety of all personnel assigned to the incident. The Safety Officer has the authority to stop any mission in progress if a condition found to be immediately dangerous to life and health exists. Such suspension of mission will be immediately reported to Command.

TRIAGE OFFICER: The EMS Commander's representative at the incident site. Oversees the management of patients where they are found at the incident site and for sorting and moving victims to treatment area according to triage categories.

TREATMENT/TRIAGE TEAM: Responsible for sorting and prioritizing patients for treatment and transport. Team members assign triage tags to each patient, which will indicate the patient's priority based on their injuries (RED= Critical, YELLOW=Serious, GREEN=Minor, BLACK=Deceased). Treatment in the incident site will be limited to immediate life/limb sustaining interventions.

MEDICAL COMMUNICATIONS OFFICER: Acts as the communication link between the incident scene and the hospitals. If a Medical Communications Officer is not established, the Transportation Officer is responsible for the duties.

TRANSPORTATION RECORDER: Maintains record of patient injuries and mode of transportation and destination. Records patient information on Patient Disposition form. If a Transportation Recorder is not established, the Transportation Officer is responsible for the duties.

STAGING OFFICER: The Staging Officer insures the orderly staging and movement of transport units and other EMS resources at the Staging area. All drivers should receive directions from the Staging Officer before preceding past the Staging Area. Staging Officer may also be responsible for movement of equipment and supplies from incoming ambulances to equipment/supply drop adjacent to treatment area.

MESSENGER: Assigned to the Command Post. Should be knowledgeable of all MCI operations. Responsible for the efficient delivering of messages between the command post and officers.

MEDICAL SUPPLY OFFICER: Responsible for equipment and supply delivery to scene, acquisition of necessary equipment and supplies throughout all phases of incident, restock of equipment and supplies following incident termination. Responsible for coordination of stocked disaster trailer, equipment/supplies in normal usage stock, resources available from local suppliers, etc.

Implementation of MCI

A. Platteville Police Department Communications Center

Upon receiving a call indicating that there are multiple patients requiring additional resources beyond what Platteville EMS is able to supply, the Platteville Police Department Communication Center will:

1. Dispatch the on-duty ambulance crew to the scene and do an "all page" requesting additional Platteville EMS ambulance(s) and crew(s).
2. If no additional ambulances are available or additional ambulances are needed, the Communications Center should notify the Crew Chief and advise them for further instruction.
3. Provide updates to the on-duty Crew Chief of information received prior to ambulance arrival on-scene.
4. Notify the EMS Administrator or Assistant EMS Administrator of MCI if not already aware. If the Administrator or Assistant Administrator cannot be reached, notify the City Manager as time permits.

- A. The on-duty Crew Chief will:
1. Notify Southwest Health Center of the Mass Casualty Incident so that they may implement their MCI plan and prepare for patients being transported to their facility.
 2. Request Fire Department assistance if not already dispatched.
 3. Determine if additional ambulances are needed based on information obtained from dispatch, request additional mutual aid ambulance or implement a MABAS box alarm.
 4. Once on scene, verify the need for additional ambulances and personnel and determine the number of live patients to be transport.
 5. Establish EMS Command and take position of EMS Commander until relieved by the EMS Administrator, Assistant EMS Administrator or other designee.
 6. Request Fire to appoint Safety Officer for incident if one has not already been established.
 7. Have available crews start Triage (only life saving measures performed are opening airway and hemorrhage control).
 8. Set up appropriate sectors as resources allow (Triage, Treatment, Loading, Staging, Resources). Assign positions to arriving personnel.
 9. Verify with Communications Center that the EMS Administrator and Assistant EMS Administrator have been notified (when time permits), if not already advised.
 10. Establish a communications net using portable radio or mobile radios.
 - a. The channels used for the communications net are:
 - i. MABAS Red
 - ii. MABAS Blue
 - iii. MABAS White
 - iv. MARC 1
 - v. MARC 2
 - vi. MARC 3
 - vii. MARC 4
 - viii. WISPERN
 - ix. VCALL
 - x. VTAC 1
 - xi. VTAC 2
 - xii. VTAC 3
 - xiii. VTAC 4
 - xiv. others as necessary
 - b. Standard radio codes may only on the Primary dispatch channel, however plain English is preferred. Plain English will

be used on remaining channels. When possible, standard radio procedure should be observed on all channels.

- c. Departing ambulances will be instructed to turn the unit radio to the hospital frequency after advising the communications center they have left the scene. Once on the hospital channel they may give receiving hospital general information about patients, but only if it is requested. If additional patient information is requested it will be given as questions are raised. The normal communications format between EMTs and the hospital will not be used as it is imperative to keep all radio traffic to bare essentials, especially during the initial phases of the plan.

B. The EMS Administrator or Assistant EMS Administrator will:

1. Assume EMS Command after situation report from senior EMS Official on scene. Continue sector assignments as necessary and coordinates overall medical activities.

Completion

Upon completion of MCI, all personnel involved with on-scene activities must be accounted for. PEMS personnel on scene will be debriefed as appropriate prior to, or immediately following termination of the incident.

NOTE: Personnel on the scene will personally check out with the Command Post. Personnel on board ambulances, or elsewhere in the system, will check off duty by radio.

SEE ATTACHMENTS FOR OFFICER CHECKLIST FOR MCI.

Attachment E-3-1-Mass Casualty Incident Plan-EMS Incident Commander

This position is responsible for coordinating overall EMS operations at an incident and for appointing and overseeing all other EMS team members.

- _____ **Notify Hospitals** as soon as possible so they can implement disaster plans and call in additional staff.
- _____ **Put on “EMS COMMANDER” vest** to identify yourself to others.
- _____ **Perform a “size up” of the scene.** Consider:
 - _____ **Scene Safety** (ask the fire department to appoint a safety officer)
 - _____ **Need for decontamination** (if necessary, assign decontamination to fire department and implement hazardous materials plans).
- _____ **Request Additional Resources: ORDER BIG and ORDER EARLY.**
 - _____ **Additional EMS Units/First Responders (MABAS)**
 - _____ **Medical Helicopters**
 - _____ **Mass Casualty Trailer(s)**
 - _____ **Busses** (for ambulatory patients)
 - _____ **Manpower** (request entire neighboring fire departments for manpower—you’re probably going to need it)
- _____ **Establish a UNIFIED COMMAND POST** with appropriate agency representatives (fire, EMS, police, etc.). **Wear command vests to identify roles.**
 - _____ **Fire Department Chief/Senior Officer:** Will be primarily responsible for providing rescue/extrication of victims, decontamination and conducting evacuation. Might be used to provide manpower to EMS for lifting/moving patients and basic first aid of “walking wounded”.
 - _____ **Law Enforcement Senior Officer:** Will be primarily responsible for overseeing scene security, traffic issues, investigation. Might be used to provide manpower to EMS for lifting/moving patients and basic first aid of “walking wounded”.
- _____ **Establish a STAGING AREA.** Appoint a **STAGING OFFICER** and give them a copy of the Staging Officer’s Checklist. The staging officer will be responsible for coordinating the staging of all incoming ambulances/resources at the staging area until they are needed. Consider assigning this role to someone from the fire department. Make sure that all incoming ambulances/resources know that they are to report to the staging area for assignments.
- _____ **Establish a TRIAGE area and appoint a TRIAGE TEAM.**
 - Triage team sorts and prioritizes patients for treatment and transport. Triage team members assign triage tags to each patient, which will indicate the patient’s priority based on their injuries (RED=Critical, YELLOW=Serious, GREEN=Minor, BLACK=Deceased).

- Direct “walking wounded” to an assigned area. Consider requesting a bus or other form of transportation for the walking wounded (green tags).

_____ Appoint a **TRANSPORTATION OFFICER**

- Transportation Officer coordinates transportation of medical victims, based on priority. Transport officer will also be responsible for informing the hospital of all incoming patients and conditions. Maintain a transport log indicating the patient number, condition, hospital to which they were transported and time of transport.

_____ Appoint a **TREATMENT OFFICER** or team to provide necessary treatment to those patients, in order of priority, that are awaiting transport. As the team retrieves/receives patients, they should separate them into three distinct areas based on priority (red, yellow, green). If possible, use colored tarps or flags to mark the areas.

_____ Assign fire department staff (or other agency or individual) to secure landing zone(s) for medical helicopters. Ensure this person has a portable radio for ground-to-air communications.

_____ For a very large or long-term incident, consider appointing a **RESOURCE OFFICER** to mobilize equipment necessary for the disaster.

_____ Provide for continuity of service. If necessary, request one or more mutual aid ambulance(s) to stand by in city or villages that are presently not staffed, to handle 9-1-1 calls that are not related to this incident.

_____ Consider need for counseling for those affected by the incident (victims, families, responders) and take appropriate actions.

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Attachment E-3-2-Mass Casualty Incident Plan-Triage Officer

Assigned to: EMT

Duties: Responsible for the management of victims where they are found at the incident site and for sorting and moving victims to the treatment area.

Reports to: EMS Commander

Duties:

- Put on "Triage Officer" vest.
- Obtain situation briefing and read this checklist.
- Obtain triage tags from kits or from ambulances.
- Give EMS commander an estimate of the number and condition of patients. Continue to update.
- Request additional personnel from EMS Commander as necessary. Use them as:
 - Triage Team members (EMT's/First Responders)
 - Patient Moving Teams (fire department/law enforcement/bystanders)
 - Extrication Supervisors (EMT's/First Responders)
- Supervise Triage Teams:
 - Triage patients where they are found. Stop only long enough to manage any life-threatening injuries.
 - Direct victim evaluation and tagging. Supervise triage team members as they work.
 - Obtain medical supplies.
 - Obtain additional triage tags as necessary.
 - Keep EMS Commander informed regarding number and extent of injuries, needed resources, etc.
- Supervise Patient Movement Teams
 - Movement teams bring spine boards to site to transport patients.
 - Movement teams take patients from site to triage/holding area as necessary. Separate Red, Yellow and Green patients appropriately.

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Attachment E-3-3-Mass Casualty Incident Plan-Transportation Officer

Assigned to: EMT

Duties: Responsible for arranging appropriate transport vehicles (ambulances, helicopters, busses, vans, etc.) for those patients that the treatment officer has selected for transport.

Reports To: EMS Commander

- ___ Identify yourself by wearing **Transportation Officer vest.**
- ___ Obtain situation briefing
- ___ Assess situation:
 - ___ Treatment Area Locations
 - ___ Ambulance, Vehicle Access
- ___ Establish and oversee ambulance loading area near triage/patient holding sites.
 - ___ Request several firefighters or other volunteers to help with retrieving and loading patients into ambulances.
- ___ Verify communication with ambulance staging officer
- ___ Request ambulances from staging area, one at a time, as needed.
- ___ Work with treatment officer to determine which patients will receive priority transport.
- ___ Request additional resources from EMS commander as needed
 - ___ More Ambulances
 - ___ Medical Supplies
 - ___ Helicopters
- ___ Designate or coordinate helicopter operation with Air Operations Director
- ___ Coordinate transportation of victims with medical communications and transportation recorder.
- ___ Maintain records and collect records from subordinates
- ___ Keep EMS Commander advised of pertinent information/happenings. Give periodic updates.
- ___ Designate or operate as:
 - ___ Ambulance staging manager
 - ___ Transportation recorder:
 - ___ Assure victim information and destination is recorded
 - ___ Medical communications manager:
 - ___ Establish medical communications network
 - ___ Keep communication center informed on victim chart and destination.

Attachment E-3-4-Mass Casualty Incident Plan-Transportation Recorder

Personnel Assigned: *EMT/FIREFIGHTER/VOLUNTEER*

Function: *Stand by at ambulance loading area. Maintain a record of victim injuries and mode of transportation and destination.*

Reports to: *Transportation Officer*

Duties:

- _____ Identify yourself by wearing **Transportation Recorder Vest**.
- _____ Obtain situation briefing from Transportation Officer. Work with Transportation Officer at ambulance loading area.
- _____ Record patient information on Patient Disposition Sheet (see attached form).
- _____ Coordinate patient information and disposition with medical transportation unit leader and medical communications manager.
- _____ Remove and retain triage tag corner: write name of hospital on it.

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Attachment E-3-5-Mass Casualty Incident Plan-Medical Communications Officer

Assign to: EMT, 1st Responder, or Other Volunteer with Public Safety Radio Experience

Function: Maintain communications with hospitals. Find out how many patients of each type they can handle and let each facility know when patients are leaving the site en route to their hospital. Ideally, the medical communications officer is the **only person** who should be communicating with the hospitals from the disaster site.

Reports to: Transportation Officer

Duties:

- _____ Identify yourself by wearing “**Medical Communications**” vest.
- _____ Report to Transportation Officer’s location (ambulance loading area). Stay with/near transportation officer throughout incident.
- _____ Establish radio communication with all hospitals involved.
- _____ Obtain hospital status by radio. Find out how many critical, serious and delayed patients each hospital can handle. Fill out and update the **Hospital Status Worksheet** (see attached form).
- _____ As patients are loaded and sent to hospitals by transportation officer, let hospitals know how many and what type of patients they will be receiving.
- _____ Keep 9-1-1 center informed on running count.
- _____ Verify standing orders for advanced skills.
- _____ Receive special victim information for assignment to special hospital

HOSPITAL STATUS WORKSHEET

HOSPITAL	RED	YELLOW	GREEN
	<u>BEDS AVAILABLE</u>	<u>BEDS AVAILABLE</u>	<u>BEDS AVAILABLE</u>
	<u>SENT</u>	<u>SENT</u>	<u>SENT</u>
	<u>BEDS AVAILABLE</u>	<u>BEDS AVAILABLE</u>	<u>BEDS AVAILABLE</u>
	<u>SENT</u>	<u>SENT</u>	<u>SENT</u>
	<u>BEDS AVAILABLE</u>	<u>BEDS AVAILABLE</u>	<u>BEDS AVAILABLE</u>
	<u>SENT</u>	<u>SENT</u>	<u>SENT</u>
	<u>BEDS AVAILABLE</u>	<u>BEDS AVAILABLE</u>	<u>BEDS AVAILABLE</u>
	<u>SENT</u>	<u>SENT</u>	<u>SENT</u>
	<u>BEDS AVAILABLE</u>	<u>BEDS AVAILABLE</u>	<u>BEDS AVAILABLE</u>
	<u>SENT</u>	<u>SENT</u>	<u>SENT</u>
	<u>BEDS AVAILABLE</u>	<u>BEDS AVAILABLE</u>	<u>BEDS AVAILABLE</u>
	<u>SENT</u>	<u>SENT</u>	<u>SENT</u>

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Attachment E-3-6-Mass Casualty Incident Plan-Treatment Officer

Assign To: Experienced EMT/Physician

Function: Responsible for sorting patients at the treatment area to establish priorities for treatment and transport and for coordinating medical treatment for those on scene. This is an ideal position for a physician, ER nurse, or EMT with extensive patient care experience.

Reports To: EMS Commander

Duties:

- _____ Identify yourself by putting on "Treatment Officer" vest.
- _____ Obtain situational briefing from EMS commander.
- _____ Assess situation:
 - ___ Number of victims
 - ___ Size of treatment areas needed.
 - ___ Medical supplies and resources needed.
- _____ Establish treatment area:
 - ___ Choose a location where ambulances can access easily for transport.
 - ___ Designate separate areas for immediate (red), delayed (yellow) and minor (green). Green patients should be staged somewhere outside the formal treatment area until you are ready to handle them.
 - ___ Designate entry and exit points to each section. Use stakes and barrier tape to formally mark areas if possible.
 - ___ Locate yourself at the entrance to the red and yellow areas. Instruct patient movers to bring patients to your location. Re-triage patients upon their arrival and put them in the appropriate treatment area (red, yellow, green)
- _____ Assign available personnel to each treatment area, based on their capabilities and level of training. Those providing treatment should record treatment information on patient's mass-casualty tag.
- _____ Develop a pool of medical supplies in the center of the treatment area. Obtain supplies from ambulances, mass casualty trailers and other sources as needed.
- _____ In treatment area, line patients up for transportation officer based on severity.
- _____ If any victims require specialized treatment that might only be available at certain facilities, let the transportation officer know where to send them.

Attachment E-3-7-Mass Casualty Incident Plan-Staging Officer

Personnel Assigned: Firefighter/EMT/Other Volunteer

Function: Manage ambulance staging area

Reports To: EMS Commander/Transportation Officer

Duties:

- _____ Identify yourself by putting on “staging officer” vest.
- _____ Obtain situation briefing from EMS Commander
- _____ Report to staging area (as established by EMS Commander)
- _____ Maintain radio communications with EMS Commander and Transportation Officer.
- _____ Perform the following duties at the staging area:
 - ___ Hold ambulances at staging area until requested by transportation unit leader.
 - ___ Give instructions to ambulance drivers upon their arrival.
 - ___ Drop off non-essential or “extra” crew members at treatment/loading area to stay and assist with treatment and triage of patients on the scene.
 - ___ Upon arriving at treatment/loading area, offload medical supplies such as backboards, scoop stretchers, head immobilizers, c-collars, splints, ice packs, dressings, oxygen equipment, etc. for treatment crews to use.
 - ___ Direct other resources (medical supplies, personnel, volunteers) to where they are needed. If you have uncommitted resources, ask EMS commander where to send them.
- _____ Recommend that EMS Commander request additional ambulances if necessary.
- _____ Obtain medical supplies from ambulances.
- _____ Maintain records—staging log

Attachment E-3-8-Mass Casualty Incident Plan-Medical Supply Officer

Personnel Assigned: EMT/1st Responder/Firefighter/Volunteer

Function: Receive and stage appropriate medical supplies and equipment.

Duties:

- _____ Identify yourself by putting on “supply officer” vest.
- _____ Obtain situation briefing
- _____ Receive, Distribute and Monitor status of medical supplies
- _____ Request additional medical supplies through medical group supervisor.
- _____ Obtain medical supplies from ambulances.
- _____ Maintain records
- _____ Forward reports to medical group supervisor.

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Public Works



This section outlines the duties and responsibilities of public works agencies and local utilities in the event of a major emergency.

Public Works Responsibilities

Platteville Public Works Department Responsibilities:

1. Senior public works official reports to the on-site command post.
2. Get an assessment of the situation from field personnel and report the same to the City Manager.
3. Mobilize workers to conduct the following activities as indicated (prioritize as necessary):
 - a. Maintain transportation routes for emergency vehicles. Clear debris from roadways and emergency routes as quickly as possible. Consider use of snow plows and heavy equipment.
 - b. Assist with transportation of evacuees during evacuation, as directed by fire department.
 - c. Provide manpower to assist fire department with urban search and rescue activities as requested.
 - d. Conduct restoration of essential services on a prioritized basis.
 - e. Assist law enforcement with traffic control and perimeter security as requested.
 - f. Provide for continuity of existing public works services. Maintain water, sewer and wastewater systems.
 - g. Assist private utilities with emergency measures such as the shutdown of gas and electric services.
 - h. Conduct a quick and thorough damage assessment of public facilities and infrastructure.
4. Establish and maintain radio communications between public works field crews and public works director.
5. Obtain copies of utility maps and ensure they are readily available at the Command Post and EOC as needed.
6. Request and prioritize resources as appropriate. Request mutual aid/assistance from surrounding municipalities as needed. Request county, state, or federal resources through the EOC or City Manager.
7. Request assistance in clearing debris from state and county highways from the Grant County Highway Department. They may also be available to assist with work in the city. If county assistance is requested, establish continuous communications ability with county highway commissioner or on-duty supervisor and let them know where the command post is located.
8. Consider contacting local contractors for personnel and heavy equipment. Make sure that costs and rates are agreed upon and work through City Administration to develop and sign a written agreement if possible.
9. Implement a debris management plan (see attachment F-2). Consider appointing a Debris Management Officer to implement the debris management plan if necessary.

10. Assist law enforcement with traffic control by providing barricades, barrels, cones and other equipment as needed. Coordinate with Law Enforcement official at the command post. Request additional traffic control equipment from surrounding jurisdictions as necessary.
11. Provide emergency generators, lighting, pumps, chain saws, flashlights and other equipment as necessary.
12. Consider coordinating with UW-Platteville and/or National Guard/Platteville Armory for expert assistance in engineering practices.
13. If EOC is active, send a public works liaison/representative to the EOC.
14. Make sure that public works field staff understands the public information policy. Coordinate all public information activities with the Public Information Officer or City Manager.
15. Provide for shift change and feeding of emergency workers. Feeding should be coordinated through the EOC.
16. Assist local utilities with service shutdowns, etc. Make sure all private utilities that are conducting emergency operations have a liaison/representative present at the command post or EOC.
17. The city public works department obtains its gasoline and diesel fuel from Heer Oil (608/348-9726) or New Horizon's Supply Cooperative (608/822-3217). In the event the fuel supply is damaged or inaccessible, fuel is available from New Horizon's Supply Cooperative (608/822-3217).
18. Arrange for portable toilets at strategic locations throughout the area as necessary.
19. Cleanup neighborhoods and public spaces as soon as possible. Use citizen/volunteer forces for this task as necessary. Provide logistical assistance, such as debris hauling and heavy equipment operation, for these groups. Be aware of hazards – broken glass, chemicals, etc...
20. Provide regular information updates to the City Manager.
21. Maintain records of all expenses and resources used. Forward them to the Finance Director/Treasurer.
22. Assist city building inspector with compiling and documenting disaster-related damages to public buildings, infrastructure and publicly owned equipment. Develop maps of damaged areas and add up all costs (including mutual aid costs). Submit to the Community Planning and Development Director on a regular basis.
23. Accompany state/federal damage assessment and engineering teams, as assigned by the City Manager and participate in the preliminary damage assessment process.
24. Assist public health as necessary in arranging for a sanitarian to be available for questions concerning septic systems, wells, etc.
25. Debrief staff, attend critiques and revise emergency plans as necessary.

City Building Inspector Responsibilities:

1. Assist with conducting public-sector damage assessment.
2. Establish priorities for inspecting damaged facilities during an emergency. Priority should start with facilities necessary to support emergency operations in the event of a disaster.
3. Identify sources of structural engineers and heavy equipment.

4. Develop and enforce a policy for what level of inspection will be required before a facility is allowed to be used.
5. Assure adequate signs are available for posting at buildings which clearly inform potential users if the building is:
 - Unsafe for any occupancy and subject to collapse;
 - Safe for entrance to retrieve possessions and furnishings;
 - Safe for limited use, but no utility functions (water, electric, gas and sewer)
 - Minor damage but available for full use and occupancy.
 - Building has not yet been inspected and should be considered unsafe for entry.

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Attachment F-1

WATER & SEWER UTILITY LIFT STATIONS EMERGENCY PLAN OF OPERATIONS

1. **Purpose:** To provide basic instructions for utility personnel in cases of emergencies Involving one or more lift stations.
2. **Existing Conditions:**
 - A. Lift Station #1 (Malone's Subdivision): Location: N. Water Street; 2 each 230 GPM submersible pumps; 115' TDH.; Detention Time: 6 hours
 - B. Lift Station #2 (Colaluca Subdivision): Location: N. Elm Street and W. Golf Drive; 2 each 230 GPM submersible pumps; 115' TDH; Detention Time: 6 hours
 - C. Lift Station #3 (Claire Subdivision): Location: Field North of Camp Street; 2 each 230 GPM submersible pumps; 115' TDH; Detention Time: 3 days
 - D. Lift Station #4 (Pine Ridge Condominiums): Location: N. Second Street; 2 each submersible 80 GPM pumps; 40' TDH; Detention Time: 2 days
3. **Equipment Available:**
 - A. Maintenance Crew Sewer Vacuum
 - B. Wastewater Treatment Plant (WWTP) Sludge Truck with Vacuum Unit
 - C. Water Treatment Plant (WTP) Tanker with Suction Pump
4. **Capabilities:** The above equipment can empty any of the 4 Lift Stations in an hour.
5. **Worst Case Scenario:**

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Situation: Power Failure at all 4 Lift Stations that cannot be corrected for over 3 days.

Priority 1: Prevent overflow condition at Lift Station #2. Use equipment listed above to remove sewage from Lift Station #2 and deposit into closest gravity manhole, MH 7050 at the intersection of Elm and Ridge. Diagnose the problem, repair or order parts as needed, inform your boss. Inspect and repeat procedure every 6 hours until condition is corrected.

Priority 2: Prevent overflow condition at Lift Station #1. Use equipment listed above to remove sewage from Lift Station #1 and deposit into the closest gravity manhole, MH 1103, on the east side of North Water Street, approximately 400 feet north of North Side Drive. Diagnose the problem, repair or order parts as needed, inform your boss. Inspect and repeat procedure once a day until condition is corrected.

Priority 3: Prevent overflow condition at Lift Station #4. Use equipment listed above to remove sewage from Lift Station #4 and deposit into the closest gravity manhole, MH 6041, at the intersection of North Second Street and Sylvia Street. Diagnose the problem, repair or order parts as needed, inform your boss. Inspect once a day and repeat procedure as required until condition is corrected.

Priority 4: Prevent overflow condition at Lift Station #3. Use equipment listed above to remove sewage from Lift Station #3 and deposit into the closest gravity manhole, MH 5071, at the intersection of Western Avenue and Union Street. Diagnose the problem, repair or order parts as needed, inform your boss. Inspect once a day and repeat procedure as required until condition is corrected.

Attachment F-2

Debris Management Plan

PURPOSE:

To facilitate and coordinate the removal, collection and disposal of debris following a disaster. To mitigate against any potential threat to the health, safety and welfare of the impacted citizens. To expedite recovery efforts in the impacted area and address any threat of significant damage to improved public or private property.

CONCEPT OF OPERATIONS:

The Platteville Department of Public Works (DPW) is responsible for overseeing the debris removal function. The DPW will work in conjunction with designated support agencies, utility companies, waste management firms and trucking companies, to facilitate the debris clearance, collection, reduction and disposal needs following a disaster. DPW will be responsible for removing debris from the public right-of-way. Only when it is deemed in the public interest will DPW remove debris from private property.

Because of the limited quantity of resources and service commitments following a disaster, the city may choose to rely on private contractors to remove, collect and manage debris as necessary. Using private contractors instead of government workers in debris removal activities has a number of benefits. It shifts the burden of conducting debris clearance to the private sector, freeing up government personnel to devote more time to their regularly assigned duties and other disaster-related functions. Private contracting also stimulates local, regional and State economies impacted by the storm, as well as maximizes State and local governments' level of financial assistance from the Federal government. The entire process (i.e., clearance, collection, transporting, reduction and disposal, etc.) or segments of the process can be contracted out.

DISPOSAL SITE SELECTION:

Debris storage and reduction sites will be identified and evaluated by DPW and other city officials. Available pre-designated holding and disposal sites include:

1. The area near the Sewer Treatment Plant
2. The old landfill on Stumptown Road
3. The area next to the City Garage
4. Moundview Park

Debris collection should take place on public property, to protect against any potential liabilities. Burnable debris should be deposited in an area where it can eventually be burned without becoming a nuisance to city and rural residents.

Existing conditions at pre-designated disposal sites should be documented. Photos should be taken and important features such as structures, fences, culverts and landscaping should be noted. Random soil samples should be taken, as well as water samples from existing wells.

DISPOSAL SITE ACTIVATION:

Activation of sites will be under the control of the Director of Public Works and will be coordinated with other recovery efforts through the emergency operations center. The Public Works Director will consider appointing a Debris Management Officer to oversee the activation of this plan as necessary.

The disposal sites will need to be manned during designated hours and should be secured when not manned. Announcements should be disseminated through the EOC/Public Information Officer, regarding the debris removal process, collection times, temporary storage sites, use of private contractors, environmental and health issues, etc.

After activities begin, monitoring of air quality and soil and water samples will need to take place. Photos, maps and sketches of the site will be updated on a regular basis and fuel spills will be noted.

DEBRIS REMOVAL PRIORITIES:

The debris removal process must be initiated promptly and conducted in an orderly, effective manner in order to protect the public health and safety following a major or catastrophic event. To achieve this objective, the first priority will be to clear debris from key roads in order to provide access for emergency vehicles and resources into the impacted area. The second priority will be to clear access to critical facilities within the community. The third priority will be to eliminate debris-related threats to public health and safety.

DEBRIS CLASSIFICATION:

As debris is deposited at the holding/disposal sites, it will be segregated by the following types:

1. **Burnable/Chippable Debris:** Burnable/Chippable debris includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partially broken and severed tree limbs; and bushes. Burnable debris consists predominately of trees and vegetation.
2. **Burnable Construction Debris:** Burnable construction debris consists of non-creosote structural timber, wood products and other materials designated by the DPW director.
3. **Recyclable Debris.** Metal debris is often recyclable and should be segregated from other recyclable debris. Recyclables such as plastic and glass are generally not found in significant quantities during disaster recovery operations. However, a segregated area for true recyclable plastic and glass containers should be established.
4. **Other Debris:** Non-burnable construction and demolition debris includes, but is not limited to, creosote timber, plastic, glass, rubber and non-recyclable metal products, sheet rock, roofing shingles, carpet, tires and other materials as may be designated by the Public Works Director. Garbage will be considered non-burnable debris.
5. **Ineligible Debris:** Ineligible debris includes chemicals, petroleum products, paint products, asbestos and power transformers. Ineligible debris will not be accepted at holding/disposal sites. Persons wishing to dispose of ineligible debris should be instructed to contact the public works director for advice.

DEBRIS REDUCTION AND DISPOSAL:

Debris that is deposited at the holding sites will be disposed of in one of the following manners:

1. **Grinding and Chipping.** Grinding and chipping of tree limbs and branches is a viable reduction method. Grinding and chipping reduces the volume on a 4 to 1 ratio (75%). For grinding and chipping to be feasible, there must be a benefit or use for the finished product.
2. **Controlled, open burning.** Burning reduces the volume by up to 95%, leaving only ash residue to be disposed of. Smoke may be a concern for surrounding residences.
3. **Recycling.** Scrap metals are prime candidates for recycling. Arrangements can be made with local or regional salvage operations to dispose of recyclable metals. Recyclable plastic and glass containers can be disposed of in accordance with municipal recycling policy.
4. **Removal and landfilling.** Remaining debris that does not fall in to one of the above-mentioned categories will need to be trucked to a landfill. Arrangements will be made on a contract-basis with a private disposal contractor.

SITE CLOSE-OUT PROCEDURES:

Each temporary debris staging location and reduction site will eventually be emptied of all material and restored to its previous condition and use. Final testing of soil, water and air quality should be performed and compared to original conditions. All ash should be removed and any remediation actions taken.

DOCUMENTATION:

The debris disposal process should be well-documented throughout the disaster. All costs associated with the disaster need to be documented and turned over to the City Clerk on a regular basis.

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ATTACHMENT F-3

Emergency Routes

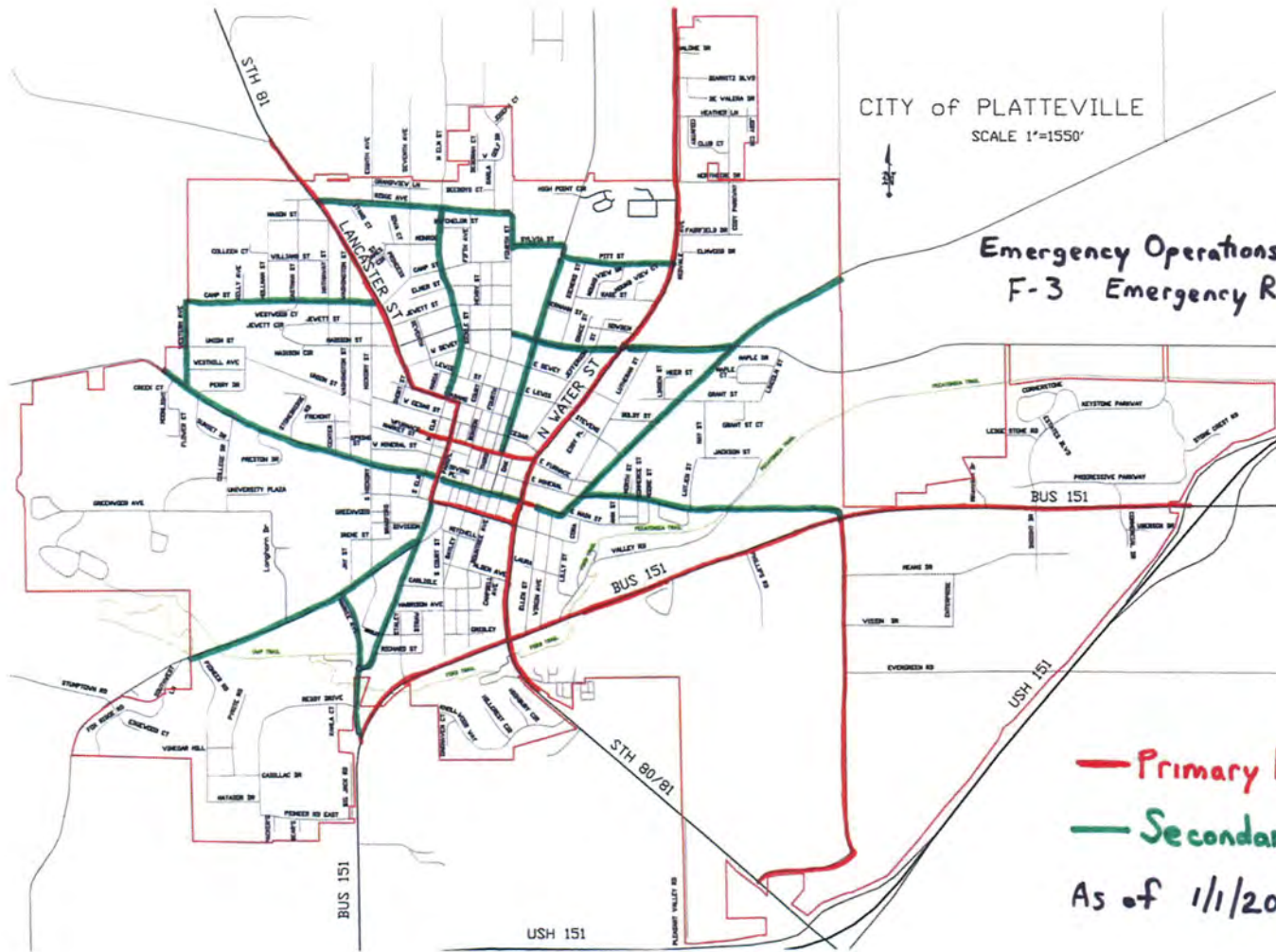
PURPOSE:

To identify Primary and Secondary Emergency Routes in the City of Platteville to facilitate directing priorities for clearing of snow or other debris. To expedite rescue and recovery efforts in the impacted area for outside agencies.

CONCEPT OF OPERATIONS:

The Platteville Department of Public Works (DPW) is responsible for clearing emergency routes as designated by the Incident Commander. The enclosed map shall be the basis for recommending emergency routes; however they may be modified based on the situation. The general principles guiding the decisions shall be as follows:

- A. Clear Primary Routes
 - 1. Maintain emergency route to/from Southwest Health Center.
 - 2. Maintain major routes through the City; including STH 80 (Water Street), STH 81 (Pine, Chestnut, Adams, & Lancaster Streets); and Business 151.
 - 3. Clear a path from the Ambulance Garage, Police & Fire Stations to one of the above major streets.
- B. Clear designated routes into and out of the affected areas to facilitate rescue and recovery operations. These routes shall be designated by the Incident Commander and may take priority over some or all of the above routes.
- C. Clear Secondary Streets as needed and as resources will allow for the following purposes:
 - 1. Secondary access into the City from CTH B (Main Street and Broadway); E. Mineral Street from Business 151 to Broadway; CTH D (South Chestnut Street) from Business 151 to STH 81 (Pine Street); Markee Avenue from Southwest Road to Chestnut Street; Southwest Road from S. Chestnut Street to the SW City Limits.
 - 2. Cross town traffic; (Ridge Avenue, Sylvia and Pitt Streets from STH 81 to STH 80)
 - 3. School Access (Western Ave and Camp Street from Main Street to Lancaster Street – Westview School); Madison Street (Fourth Street to Broadway – Middle & High School); Elm Street from Adams Street to Ridge Avenue – St Mary’s); Neal Wilkins Schools are covered by earlier priorities.
- D. Clear side streets in the affected area as needed and as resources will allow.
- E. Maintain side streets in unaffected area of the City as resources will allow.



Attachment F-4

Equipment and Supplies Lists

Local Contractors

<u>Company Name</u>	<u>City</u>	<u>Phone</u>
Rural Excavating rural.excavating@hotmail.com	Platteville	608/348-9072
Lynch Excavating lexcavating33@centurytel.com	Platteville	608/348-3353
Owen's Excavating & Trenching owenexc@hotmail.com	Hazel Green	608/744-2429
Rule Construction ruleconstruction@frontier.com	Dodgeville	608/935-2701
Stewart Construction wcstewart@earthlink.net	Dubuque	563/588-4496
Tschiggfrie erogers@tschiggfrie.net	Dubuque	563/557-7450

Supply Vendors

<u>Company Name</u>	<u>City</u>	<u>Phone</u>
Eastman Cartwright eastcart@centurytel.net	Platteville	608/348-2711
Menards graydenskwye@hotmail.com	Platteville	608/348-4610
Iverson/Mathy Jerid.Baranczyk@Iverson-Construction.com	Kieler	608/568-3433
Bard Materials	Platteville	608/348-5166
Allied Stone jarutkowski@tds.net	Lancaster	608/723-4791
Faherty, Inc edfaherty@yousq.net	Platteville	608/348-9586
My Tire mytires@centurytel.net	Platteville	608/348-9723
Spahn and Rose jcook@spahnanandrose.com	Dubuque	563/583-6481

See Resource Directory (Appendix 1) for after hour contacts.

**For Water Utilities/Sewer list see Water Utilities EOP.

The Platteville Water and Sewer Department is a member of WisWARN Mutual Aid & Assistance which member cities agree to provide mutual aid and supplies to other member cities.

The Platteville Department of Public Works is a member of Public Works Mutual Assistance which member cities agree to provide mutual aid and supplies to other member cities.

Public Health



This section outlines the emergency public health functions to be performed by the City of Platteville and the Grant County Public Health Department during and after a disaster.

Emergency Public Health Responsibilities

City Of Platteville Public Health Liaison:

1. Assume primary responsibility for addressing disaster-related public health issues based on guidance from the Grant County Health Department and/or first responders on a short-term basis, in cases when the county public health department is unable to immediately provide staffing (such as when an emergency extends beyond the Platteville area and affects other areas of the county as well).
2. Establish contact with and seek guidance from the Grant County Health Department. Request assistance as necessary.
3. The County Health Department will request assistance from the State Department of Health Services or other partners if additional manpower or specialized skills and/or equipment are needed to respond to an event or to provide long-term enhanced public health services in the City of Platteville.

Grant County Public Health Department: Response Phase

1. Assess the public health needs associated with a disaster situation and mobilize/coordinate resources in response to those needs.
 - a. If applicable, coordinate the inspection of establishments, dwellings, property, food, water, drugs and other consumables that were affected or potentially affected, by an event or exposed or potentially exposed to a hazard for safety as it relates to public health.
 - b. Coordinate the provision of public health laboratory services, immunizations, prophylaxis, and implement isolation and/or quarantine measures as deemed necessary.
 - c. Locate and assist in the procurement of health and medical supplies and resources (including services, antidotes, drugs and vaccines)
 - d. Coordinate the provision of limited health and medical services at shelter facilities.
 - e. Assist in establishing special emergency medical services for residents evacuated from their homes
 - f. Inspect shelters for safety, cleanliness and general health-related concerns. Enforce rules and establish policies regarding animals in public shelter facilities.
 - g. Monitor or request appropriate agencies to monitor and evaluate the risks and hazards associated with an incident as needed (e.g. radiation, communicable disease, vector control, quarantines, etc.).

- h. Investigate, respond to and control communicable disease outbreaks.
 - i. Take other actions necessary to protect the health of the public as deemed necessary by the Health Officer or their designee and allowed by state and local regulations
2. Coordinate with Wisconsin Department of Health Services.
 3. Oversee and coordinate the activities of all volunteer agencies operating within the county as they pertain to public health.
 4. Maintain communications with hospitals and other healthcare facilities, to provide and/or seek support and assistance.
 5. Provide pertinent information to the Public Information Officer (PIO) for dissemination. This includes important public health information for affected residents, as well as an update for the media on the public health related activities that are taking place.
 6. Maintain representation in or coordination with the EOC as necessary.
 7. Utilize Mutual Aid when necessary. Request public health staff from other local and county jurisdictions to assist with large-scale operations. Request assistance from state DHS and other federal, state, local and private agencies as necessary.
 8. Locate and check the status of available potable water sources. Sample as needed. Provide residents with tap-water/well-water test kits as necessary. In conjunction with other EOC staff, arrange for potable water to be delivered to points of consumption, as necessary. Coordinate chlorination of transported drinking water, if sufficient quantity of bottled water is not immediately available.
 9. Assist Wisconsin Department of Health Services (DHS) and Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) in inspecting food and water for purity and safety .
 10. Maintain records of disaster-related costs.

Grant County Public Health Department: Recovery Phase

1. In conjunction with EOC/Public Information Officer, conduct a public outreach campaign on health related matters. Inform citizens of health-related actions that they need to take to make their homes, workplaces, or properties safe and healthy again.
2. Refer disaster victims, survivors, bystanders, responders and their families and other community caregivers to Unified Community Services and other mental health service agencies responding to the event.
3. Coordinate the disposal of contaminated or hazardous items with the Department of Natural Resources, City Public Works and other agencies in EOC as necessary.
4. Assist Grant County Sanitation and Zoning Department with ensuring the proper function and safety of septic systems
5. Assist in the assessment of well water quality and provide information and on correcting problems identified with wells in conjunction with the Wisconsin Department of Natural Resources.

6. In cases involving long-term evacuation, work with the EOC to implement a re-entry plan for evacuees.
7. Conduct inspections, as requested, of (non-structural) public health hazards in damaged buildings.
8. Identify and implement appropriate protective actions and studies to address the long-term health effects of the emergency/disaster.
9. Continue to maintain detailed records of disaster-related expenditures. Forward them to the County Emergency Management Director on a regular basis.
10. Conduct critique of incident with staff and revise emergency plans as necessary.

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Emergency Human Services & Public Sheltering



This section outlines the responsible agencies and required actions for providing public shelter, mass care and emergency human services for evacuees and other victims affected by a major emergency or disaster.

Role of the Human Services Coordinator

Grant County supports municipal government with meeting human service needs by providing staff and administering assistance programs. These services are directed towards re-establishing the lifestyles of residents affected by a disaster at the earliest practical time. The County Department of Human Services operates following the procedures set forth in the Grant County Emergency Operations Plan, Annex F: Emergency Human Services. The following information and checklists have been designed in conformance with the county emergency operations plan.

Note: For most situations, the Human Services Coordinator will be a representative from the Grant County Department of Social Services. However, in cases of county-wide disaster, the county human services department may be overwhelmed and the city may need to appoint a local Human Services Coordinator in the short-term. This could be a city employee, a volunteer, a leader from a community or church group, or an American Red Cross representative. Likewise, for short-term incidents or in the first few hours of an incident, it will be necessary for a local representative to assume the role of Human Services Coordinator until relieved by the county human services department.

Human Services Coordinator Responsibilities During Response Phase:

1. Human services coordinator reports to and operates from the emergency operations center and participates in daily or scheduled briefings.
2. Assess the need for emergency human services relief programs with the affected population.
3. Coordinate the human services related activity of the American Red Cross, Salvation Army and other Volunteer Organizations Active in Disasters (VOAD).
4. Activate reception centers and public shelters, as indicated. Handle short-term sheltering needs (4 hours or less) using local resources. Coordinate long-term (greater than 4 hours) sheltering operations with the American Red Cross—Badger Chapter (Madison) and other church and volunteer groups. Determine which of the pre-determined reception areas and shelters will be necessary and if they are functional (refer to Attachment 1 for a list of possible reception centers/shelters).

Refer to the Grant County EOP for more detailed information regarding the establishment of emergency public shelters.

- a. In coordination with Red Cross, maintain an updated list of victims and their locations. Register evacuees, list casualties and handle welfare inquiries from family and friends.

- b. Work with Unified Counseling and Public Health to provide counseling for sheltered residents.
 - c. Arrange for transportation (non-emergency) to and from shelters for those who need it.
 - d. Work with police department liaison in EOC to provide for uniformed security presence at shelters. The purpose of uniformed security is to enforce shelter rules, keep order and enforce rules regarding media entry into public shelters.
5. Provide assistance for people with special needs.
6. Establish a reception/assistance center where disaster victims can go for assistance, guidance and general information regarding the disaster or necessary actions they need to consider. Staff with human services staff and volunteers. Consider using a location at or near the public shelter, if activated.
7. Consider activation of a disaster helpline/hotline, for residents to call in to request assistance or guidance. The help-line does not need to be staffed 24 hours, if voice mail is used. Consider hiring part-time workers or using volunteers to answer the phones and field basic questions.
8. Conduct disaster-specific public outreach activities directed at aiding disaster victims during the recovery efforts. Work with the Public Information Officer.
9. Implement and supervise appropriate programs (e.g., crisis counseling, post-incident stress debriefings, Critical Incident Stress Management) that are made available through the county, state, or federal governments and coordinate efforts with Unified Counseling. Make crisis counseling available to citizens. Advertise the availability of this service through the PIO.
10. In coordination with Red Cross, locate and allocate emergency and temporary housing as necessary.
11. Coordinate efforts with the Aging and Disability Resource Center of Southwest Wisconsin (ADRC). The ADRC will assist by providing nutrition/wellness programs, home-delivered meals for the elderly, information and referral services, transportation and benefit counseling/advocacy. The ADRC will also assist with public awareness and outreach directed toward the elderly.
12. Conduct a needs assessment in coordination with volunteer organizations for short-term, long-term and unmet needs.
13. Track all disaster-related expenditures and submit frequent reports to the Finance Director/Treasurer and the County Emergency Management Director.

Human Services Coordinator Responsibilities during Recovery Phase:

1. Continue to assess the extent of damage and continue to provide services as needed.
2. Provide outreach services to citizens to promote assistance programs and fulfill unmet needs (immediate needs, clean-up, etc.)
3. Communicate with Wisconsin Department of Health Services and request assistance if needed.
4. Appoint a representative to the EOC and participate in daily or scheduled meetings.

5. Brief the City Manager and County Emergency Management Director of Human Services status and needs.
6. Ensure continued staffing as necessary.
7. Coordinate necessary outreach and counseling services to citizens affected by emergency or disaster.
8. If a presidential disaster is declared, provide personnel to work at the Disaster Assistance Center to assist with administration of various disaster assistance programs (i.e. crisis counseling)
9. Close shelters at earliest opportunity by sending evacuees to stay with friends, relatives or other persons offering space. Close reception centers as appropriate.
10. Administer food coupons and food commodity programs, as prescribed.
11. Contact other local agencies (e.g., local housing authorities, Veterans Services, Aging and Disability Resource Center, community assistance programs) regarding their program offerings to affected individuals and families and provide information to the public on them.
12. Continue to compile and document disaster-related costs. Assist Finance Department in compiling expense reports as requested.
13. Provide or arrange to provide debriefing services for emergency workers. Notify emergency services personnel of the availability of the debriefing service.
14. Attend critiques and revise emergency plans accordingly.

American Red Cross Responsibilities (Local and National)

1. Provide congregate care at emergency shelter sites, in coordination with and under the supervision of the Grant County Department of Social Services.
2. Establish a system of handling disaster welfare inquiry calls regarding victims.
3. Provide disaster mental health services (e.g., critical incident stress management) to victims and responders upon request and as needed, in coordination with the Grant County Department of Public Health.
4. Distribute items needed by victims (e.g. toiletry kits, clean-up kits, etc.)
5. Register victims and families during shelter operations and make lists available to county emergency management upon request.
6. Provide canteen services and other support to volunteers and emergency responders, in coordination with the EOC.
7. Appoint representative to the EOC and attend daily and/or scheduled briefings.

Other Volunteer Agency Responsibilities:

1. Coordinate all efforts with the American Red Cross, under the supervision of the Grant County Department of Social Services.
2. Appoint a representative to the municipal EOC and attend daily and/or scheduled briefings as requested.
3. Provide assistance to families (i.e. vouchers, clothing, etc.) to meet the basic needs of victims.

Potential Reception Center and Shelter Sites

Potential Reception Center and Shelter Sites—City of Platteville					
Location	Phone	Contact	Capacity	Duration	Kitchen?
Lutheran Church of Peace 1345 North Water Street	348-3166	Rev. Jeff Pederson	200	As long as needed	Yes
St. Mary's Church 130 West Cedar Street	348-9735	Fr. Faustino Ruiz Fr. John Del Priore	100	As long as needed	Yes
1 st English Lutheran Church 215 West Pine Street	348-3022	Michael Short	100	48 Hours	Yes
Platteville High School 710 East Madison Street	342-4420	Connie Valenza	600	As long as needed.	Yes
**United Methodist Church 1065 Lancaster Street	348-9508	Rev. Berenda Whitford	50	As needed and available.	Yes
**National Guard Armory 475 N. Water Street	348-6229	SFC McDuffy	Coordinate w/ facility mgr.	As needed and available.	Yes
Senior Center (City-Owned) 55 South Court Street	348-9934	Senior Center Director	150	As available	Yes
Platteville City Hall (City- Owned)	348-9741	City Manager	50	As available	Yes
Platteville Public Library (City-Owned)	348-7441	Library Director	50-100	As available	Yes
Each of the above listed have agreed to participate as a reception centers/shelters. The city provides a Certificate of Insurance annually to each facility not owned by the city.					
Platteville Police Department Communications Center maintains up to date list with after hour numbers. If needed contact PD to get after hours contact information.					

Food Services

Food Services for up to 500 people may be available from the University of Wisconsin - Platteville. Contact listed in Resource Directory (Appendix 1). Food services may also be available from the public school district.

Shelter Outside of the City

In the event that an event requires immediate and total evacuation of the city or shelter within the city is not feasible, the county Youth and Ag building in Lancaster (on the fair grounds, located on East Elm Street/County Road "A" on the east edge of the City of Lancaster) will be used as a default reception center and temporary shelter until more permanent arrangements can be made (Capacity 80 people). Contact information is listed in Resource Directory (Appendix 1).

Public Information



This section describes how the city will provide instructions and information to the general public and the media during emergency response and recovery operations.

Public Information Officer (PIO)

Public Information is a necessary and often overlooked element of disaster response. The PIO serves as the sole point of contact for the news media and public officials.

The Communications Specialist has been pre-designated as the city's Public Information Officer and is responsible for overseeing and conducting all public information activities in Platteville. During smaller incidents, a PIO may not be necessary, if the City Manager or department heads/chiefs are willing and able to assume the duties of the PIO.

Public Information Officer: Responsibilities

1. Maintain liaison with the EOC and Command Post in order to stay abreast of the situation. Attend all EOC briefings and meetings.
2. Issue protective action recommendations (warnings) or public service advisories as directed by the City Manager, Fire Chief, Police Chief and/or EMS Administrator.
3. Establish a news media briefing room (away from the disaster or EOC) and brief the media at established, periodic intervals or pre-announced times.
4. If the situation escalates and the county EOC is activated, coordinate efforts with the County PIO to prepare news releases. If the state EOC is activated, provide a means of communication between yourself and the state PIO. Provide periodic updates (three times per day), hard copies of news releases and copies of any photographs or other materials for use by the state PIO.
5. Assist Social Services and Public Health with establishing a public reception/information center where disaster victims can go for assistance, guidance and general information regarding the disaster or necessary actions they need to consider.
6. Oversee and coordinate disaster-specific public outreach activities directed at aiding disaster victims during the recovery efforts. Work with department heads, social services and public health on an outreach campaign.
7. Conduct media tours (one crew at a time) of disaster areas within the municipality as the situation stabilizes. Check with the City Manager and consider taking them through the EOC and explain what is taking place. Arrange brief interviews with EOC staff if such interviews will not interfere with response efforts.
8. Participate in post-incident critiques and update emergency plans as necessary.

A sample outline and list of subject matter for press releases and briefings is included as attachment I-1.

Attachment I-1

Suggested outline/subject matter for press releases and briefings

Initial briefing:

- Date and time of incident occurrence.
- Detailed description of what happened.
- Any emergency/protective measures that citizens need to take in an affected area.
- Who was notified? Was it a 9-1-1 call? Who made the call or discovered the problem?
- What actions were taken?
- Which departments or agencies responded right away (primary responders)?
- Which departments or agencies were called upon for additional assistance?
- What did each of the agencies do?
- What is going to take place over the next few hours or days?
- What actions still need to be taken?
- What is the probable outcome of the incident?
- Were there any injuries or deaths? If so, what happened?
- Were there any citizens evacuated? If so, who, where and why?

Later into incident:

- Include updates on above information
- Has the City issued a local emergency declaration and requested State/Federal aid?
- Status on the Governor's Proclamation or Federal Disaster Declaration.
- Where citizens can call if they need information or physical help.
- How people in other areas can obtain information about relatives/friends in the area and how disaster victims can locate family members (coordinate with Red Cross disaster inquiry service).
- Provide damage assessment figures as available.
- Has a fund been set up for victims or families? If so, give information on it.
- If people wish to donate, urge them to donate money rather than goods.

During Recovery:

- State/Federal Assistance Available
- Disaster Assistance Center opening dates/times
- Historical events of this nature.
- Charts/photographs/statistics from past events.
- Human interest stories
- Acts of heroism
- Historical value of property damaged/destroyed.

Animal Protection and Control



This section outlines actions to be taken to control, protect and insure the humane care and treatment of domesticated and wild animals during an emergency situation that could cause animal suffering.

Possible Situations

Any disaster that threatens humans also threatens animals. Experience with past disasters such as the Weyauwega train derailment have demonstrated that evacuees will often leave pets behind or will not be home when the evacuation takes place and over 80% of pet owners will risk their own lives to return into an evacuated area to retrieve their pets, with or without the help of local authorities. Accordingly, a “pet rescue” plan must be given consideration during any major or long-term evacuation.

Although pets are prohibited at public shelters, if an evacuee brings their pet(s), efforts will be made to assist in locating a suitable shelter for the pet(s) at the expense of the owner. **Note:** Trained sight and hearing assistance and disability animals are allowed in human shelter locations.

Responsibilities

The sole responsibility for sheltering and protection of companion animals and livestock rests with the owners of the animals. Animal owners should plan for animal care in their family disaster plan. The city will consider ASSISTING animal owners in providing shelter and protection of companion animals and livestock to the extent possible and practical, as determined by officials operating from the Emergency Operations Center. Animal related costs incurred by the city will be passed on to the owners in all possible cases.

Public sheltering is to be used only as a last option. People should try to make arrangements to shelter their pets with friends and family who are outside of the affected area. People who can not do so should bring their pets to a boarding facility or vet clinic in the surrounding regional area, for a charge (*see list of boarding facilities-- Attachment J-1*). The Municipal EOC will only consider the sheltering of pets when disaster conditions impede residents from finding other alternatives for pet housing and local boarding facilities and vet clinics are full. Priority will be given to assisting existing boarding facilities to increase their capacity to handle animals, by providing supplies, volunteer help and other assistance as necessary.

Procedures

An animal control officer will be appointed by the City Manager if necessary. The animal control officer will be the EOC’s sole point of contact for animal-related issues and will make and carry out recommendations regarding actions to be taken by the City to assist pet owners in finding appropriate shelter for their pets, under the supervision and general direction of the City Manager.

Animal Control Officer Responsibilities:

1. Assess the anticipated need for pet sheltering services based upon the nature and scope of the disaster.
2. Check with local boarding establishments and veterinary clinics, to see how many animals they can provide short-term care and housing for and what rate owners will be charged for such housing and care. Establish a point of contact with each of these centers and let them know how to contact you should the need arise. Continually assess the availability of these centers.

3. Compile lists of available pet boarding and sheltering facilities and their rates and make them available to the public.
4. Work with the EOC's Public Information Officer to get pet care messages and a list of available boarding facilities out to the public.
5. Serve as the EOC point of contact for all inquiries regarding pet welfare or situations involving animals. Handle all animal-related issues for the EOC.
6. Work with existing boarding facilities and vet clinics, to expand their capabilities to handle an increased number of pets due to the disaster. Make supplies, volunteer help and other assistance available as necessary.
7. If determined necessary by EOC/City Manager, coordinate the establishment and staffing of "pet shelters" for domesticated animals (see "public animal shelters" below). In some cases, these shelters can be on the same campus as human public shelters, provided that adequate separation between humans and animals is provided for.
 - a. Secure one or more veterinarians who will volunteer time as an Animal Care Supervisor (ACS). The ACS is responsible for the general oversight of the shelter, conducting examinations/medical care as necessary and making recommendations for the care, feeding and housing of individual pets (see below for a more comprehensive listing of responsibilities). Establish shifts, work schedules, or "on-call" time to ensure 24 hour availability as appropriate.
 - b. Request volunteers to assist with carrying out emergency pet sheltering functions through the EOC's volunteer coordinator. Volunteers would be needed to construct a basic kennel and housing facility; seek donated food, pet supplies and kennel construction supplies; provide assistance to veterinarians by exercising, feeding and caring for animals under their supervision and other duties as necessary. Establish shifts or work schedules as appropriate to ensure 24 hour staffing.
8. In cases of long-term evacuation, develop a pet rescue plan for pets that were abandoned during the evacuation, in coordination with local public safety officials such as the fire chief. (see: Pet Rescue)
9. In cases of long-term evacuation affecting livestock or other large animals, as necessary:
 - a. Assist animal owners with providing care/feeding for livestock that are still located in secure or evacuated areas. In certain situations, it may be necessary to have emergency responders wearing personal protective equipment such as turnout gear or SCBA perform these actions. Coordinate with the Fire Chief for assistance.
 - b. Although it is unlikely, certain situations may call for the evacuation of livestock. If it becomes necessary, make arrangements with county agricultural agencies and local FFA chapters to provide for temporary housing of these animals at alternate locations, such as the county fairgrounds in Lancaster. Work with local public safety officials to develop a plan to "rescue" livestock from an evacuated area where rescuers need to be wearing personal protective equipment such as turnout gear or SCBA. Secure necessary trailers and equipment for evacuation and transport of livestock. The owners of the livestock will be responsible for arranging care and feeding and for covering any costs associated with transportation.

10. Assist Law Enforcement with locating resources to handle wild animals that have been displaced from their habitat and pose a threat to humans or themselves.
11. Consult with the County Public Health Department regarding the proper disposal of animal carcasses.

Pet Rescue

During any major evacuation, consideration needs to be given to the rescue of pets from harm's way. Studies indicate that more than 80% of the population will return into an evacuated area, at danger to themselves, to retrieve a family pet. This situation is cause for great concern to emergency responders.

In the event that the circumstances of an emergency necessitate pet rescues, the following should be considered:

1. The situation needs to be relatively stable. Pets will not be rescued when there is a substantial risk of harm to emergency responders.
2. A specific location or phone number must be established for pet owners in need of pet rescue services to contact local authorities. An indoor, pet-rescue command post should be established with a dedicated landline telephone. Work through the Public Information Officer to get this information out.
3. Pet rescue is a coordinated effort. It will be necessary to involve public safety responders, animal care/handling professionals and other groups as needed. In Weyauwega, due to the potential explosion and debris hazard, animals were retrieved by National Guard personnel using armored personnel carriers.
4. Necessary supplies, such as collars, leashes, muzzles and airline-approved pet carriers, should be obtained before rescues are carried out.
5. Team members will need to consider proper protective apparel.
6. Owners will need to fill out a form that details the pet to be rescued, the location of the pet and how entry is to be gained to the location. Any necessary keys will have to be given to rescue personnel.
7. Owners will need to stay at the pet-rescue command post, so that they can immediately answer any questions that are radioed in by the pet-rescue team. Under most circumstances, properly outfitted pet owners may be allowed to accompany the pet rescue team.
8. It is likely that several pet rescues will be carried out during each trip into the evacuated area. This will require coordination and logistical support at the pet-rescue command post. Detailed maps of the community will be necessary at the command post and for pet rescue teams.

Establishing Emergency Public Animal Shelters

To facilitate the establishment of an emergency public animal shelter, the Animal Control Officer will either serve as shelter site manager or will designate a volunteer to oversee the general management of the shelter. The Animal Control Officer will also designate a local veterinarian as the shelter's Animal Care Supervisor.

Shelter Site Manager (or Animal Control Officer) Responsibilities:

1. The most favorable scenario includes working with local veterinary clinics to expand their capacity to take in animals affected by the disaster. Take efforts to provide supplies and volunteer manpower to veterinarians as necessary.
2. If a separate shelter is necessary, locate and confirm a site for the animal shelter. In certain cases, the animal shelter can be located near or on the same grounds as the human shelter, provided that there is adequate separation between the two areas and public health officials agree to the arrangement. The facility should have hard floors and adjoining, smaller rooms for exercising the animals and performing examinations or minor medical care.

3. Procure necessary manpower. Seek volunteers that have experience caring for animals, as well as professional veterinarians from the region that are willing to volunteer their time to care for the displaced animals.
4. Make sure pets are registered and a release is signed by the pet's owner or agent (see Attachment J-2). Do not accept pets from owners if they refuse to sign a release form.
5. Assign volunteers to the following duties as necessary:
 - a. Assembling the animal holding/shelter area.
 - b. Constructing a basic kennel/housing facility for larger dogs.
 - c. Securing necessary donations such as food, pet supplies and kennel construction materials. Seek airline approved animal carriers, or in-home daytime kennels for dogs.
 - d. Under the direction of the animal care supervisor, assist with providing food, water and grooming for the animals. Exercise animals as necessary.
6. Make sure that all shelter volunteers are registered in writing by using a sign in/sign out log. This is a critical step for purposes of liability and worker's compensation.
7. Record and document all expenditures. Forward expense reports to the Finance Department on a regular basis. Forward bills for veterinary services and other costs to pet owners, as provided for in the care agreement.

Animal Care Supervisor Responsibilities:

1. Establish procedures for screening and evaluation of animals before acceptance.
2. Establish an animal identification system and medical/care records system.
3. Establish separate areas for the care of family pets and stray animals that are taken in. Also establish a holding area for sick/injured animals until they can be transferred to a veterinary clinic.
4. Supervise the overall care of animals at the shelter. Ensure that medical care is provided by professional, licensed animal care providers in accordance with applicable regulations. Establish guidelines for the care, feeding and housing of individual pets.
5. Medications, medical supplies, vaccines and other veterinary-specific items are to be provided by and to remain in the control of licensed animal care providers.
6. Assign duties to volunteers as appropriate.
7. Assure that adequate food, cages and accessories are available to provide an appropriate level of care. Work with the Animal Control Officer to procure necessary resources.
8. Provide only basic first-aid to pets at the shelter. Arrange transfer of ill or injured pets to a veterinary practice as appropriate.

**Attachment J-1: Local Small-Animal Veterinary and Kennel Services in the
Platteville Area**

Local Veterinary Services

Family Pet Hospital
695 South Chestnut Street, Platteville
(608) 348-9581

Platteville Veterinary Clinic, LLP
945 E. Mineral Street, Platteville
(608) 349-6726

Blackbourn Pet Hospital
149 E. Highway 11, Benton
(608) 759-3404

Dickeyville Veterinary Clinic
164 South Main Street, Dickeyville
(608) 568-3566

Lancaster Veterinary Clinic, LTD
7708 Highway 61, Lancaster
(608) 723-6366

Southwest Veterinary Service
1105 Beetown Road, Lancaster
(608) 723-2504

Kennels and Animal Boarding

That's My Dog
1619 Hwy 11, Hazel Green
(608) 854-2062

DRAFT

Attachment J-2: Pet Shelter Release Form

Pet Shelter Release

The undersigned owner(s)/(agent) of the animal(s) describes as follows:

Name of Animal _____ Breed _____

Description: _____

hereby request the emergency quartering of the animal(s) being evacuated because of a pending or occurring disaster. The animal owners (agents) hereby release the receiving property owners and any caregivers from any and all liability regarding the care and quartering of these animals during and following this emergency. The animal owners (agents) acknowledge that if emergency conditions pose a threat to the safety of the animal(s), additional relocation may be necessary and that this release is intended to extend to such relocation.

The animal owners (agents) acknowledge that the risk of injury or death to the animal(s) during an emergency can not be eliminated and agree to be responsible for any veterinary expenses which may be incurred in the treatment of the animal(s). It is also requested that the animal owners (agents) contribute to the feeding and daily care of their animals, if possible.

The animal owners (agents) understand that this is not a veterinary clinic. Animals that are aggressive, unruly, sick, have parasites (fleas, tick, or lice), incapable of being brought under sufficient control, or are not able to handle extreme stress, should not be brought to this emergency shelter. The animal owners understand that only minimal, if any, veterinary care, screening and oversight will be provided for the animals. Water and basic dry food will be made available to animals at this emergency shelter. Owners must provide food and medications for animals with special needs or dietary restrictions.

Proof of vaccination, particularly for rabies, must be presented by the owner. If the owner does not have proper proof, the animal must be inoculated at the owner's expense. It is recommended that animals have all recommended protective shots for their species, since they will be confined in an environment in close proximity to other animals.

The cost (if any) of returning these animals after the emergency will be at the owner's (agent's) expense. If an animal is not claimed within (5) days, unless prior arrangements have been made, the animal owner will be notified of possible adoption or relocation.

Printed Name of Animal Owner (Agent) _____

Signed Name of Animal Owner (Agent) _____

Address: _____

Home Phone: _____ Work Phone: _____

Address to which owner/agent plans to evacuate to during the emergency: _____

Volunteer Coordination



This section outlines the procedures to be used to account for and coordinate assignments of volunteers who wish to assist the Platteville Community with recovery efforts following a major emergency.

Volunteer Coordination & Management

Acronyms

ARC – American Red Cross
CERT – Community Emergency Response Team
EM – Emergency Management
EMS – Emergency Medical Service
FD – Fire Department
FEMA – Federal Emergency Management Agency
GCEM – Grant County Emergency Management
GTSO – Grant County Sheriff's Office
MRC – Medical Reserve Corps
PD – Police Department
RACES – Radio Amateur Communication Emergency Services
VMST – Volunteer Management Support Team
VRC – Volunteer Reception Center
WEM – Wisconsin Emergency Management

Definitions

Volunteer- Any person who willingly provides a service without receiving any kind of compensation, monetary or otherwise.

Affiliated Volunteer- Any person who is a volunteer of a recognized agency, and has been trained and screened by the sponsoring organization.

Unaffiliated Volunteer- Any person who is not a member of an established volunteer organization or who is a member of the general public.

Spontaneous Volunteer- Any person who volunteers their time or services without being solicited. They are usually unaffiliated with any organized group or disaster relief agency.

Volunteer Coordinator- Person who is appointed to act as a liaison between the emergency operations center or incident command post, and requests from the volunteer manager or volunteer screening coordinator.

Volunteer Manager – Person who is appointed to oversee the operation of all aspects of this annex.

Volunteer Screening Coordinator- Person who is appointed to oversee the screening of all spontaneous volunteers.

Volunteer Reception Center- Location in which all spontaneous volunteers report to for screening, documentation, and training for emergency incidents.

Assumptions

- Weather-related events (tornadoes, severe thunderstorms and winter storms) have affected the city and surrounding area in the past and will continue to affect the same in the future.
- Volunteer Organizations Active in Disaster, Non-Governmental Organizations, and Disaster Relief groups are composed of trained volunteers to perform specific functions in the hours, days, and weeks following a disaster. These organizations have trained and screened these personnel for adequacy in a disaster setting and are responsible for the overall supervision of their personnel.
- In times of disaster or emergency, members of the general public volunteer their time and abilities for a variety of reasons.
- All operations shall be run utilizing the Incident Command System under the direction of the emergency operations center.

Concept of Operations

The City Manager has responsibility for the implementation of this annex. Reasons for implementing this annex may include but are not limited to the following:

- When the nature of an incident and/or media coverage makes convergence of spontaneous volunteers likely.
- When shortages of workers require augmentation of staffing support from outside resources.
- When volunteers with particular skills and/or special knowledge of the affected jurisdiction could enhance relief and/or recovery efforts.

When it has been determined that the activation of this annex is warranted, the City Manager shall notify the Volunteer Coordinator. The Volunteer Coordinator shall notify those agencies and organizations tasked with specific response roles, as needed if not already done. There are two primary methods of handling requests for and to volunteer; phone banks and volunteer reception centers (VRC). During an incident, these facilities can be located separately or together depending upon the needs of the incident and staffing requirement

Public Information

The Volunteer Coordinator shall coordinate the issuance of any media releases to the appropriate media sources based upon the type, complexity, needs and timeliness of the response with the City's Public Information Officer and as authorized by the City Manager.

The PIO will:

- Issue media releases in coordination with the Emergency Operations Center (EOC) detailing the hours and locations of the VRC(s).
- Issue media releases to the public soliciting areas for volunteers to work in support of the relief or recovery effort.
- Coordinate the escorting of media to observe operations at the VRC, in the field, or both.

Phone Bank

Phone banks may be used to gather and disseminate information from potential volunteers. Phone banks are ideal for the following situations:

- Where a suitable location for a volunteer reception center is unavailable.
- When there has been a need for volunteers identified, however utilization of the actual volunteer workforce may be delayed due to external circumstances
- When current staffing levels prohibit the activation of a volunteer reception center.

Phone bank staffing levels will depend greatly upon the number of phones being operated. It is generally accepted that there will be one person to review all applications and match them with a potential volunteer opportunity for every 3 phone lines being operated. If the phone bank will be located in a location where it is not possible to utilize a runner for communication purposes, it will then be necessary for the phone bank to have an additional phone line phone line that has not been published. It may be necessary for the phone bank to have access to the following items:

- Copy Machine
- Blank Applications
- Pens
- Paper

Phone bank staff must be sure to keep control of the conversation and keep the caller on point with the information in the order it appears on the application.

Volunteer Reception Center

The chief method of coordinating spontaneous volunteers shall be the Volunteer Reception Center (VRC). For logistical reasons, the VRC shall be a facility located in the general vicinity of the primary area of work. All personnel who wish to volunteer shall be processed through the VRC with the exception of registered volunteers of the American Red Cross and The Salvation Army. Since incidents vary in size and complexity, there may be a need for multiple VRCs.

The Facility

The facility shall be adequate enough to process a large number of people in an efficient manner (i.e. large garage, tent, school gymnasium, etc.), and provide for adequate parking for those who wish to volunteer. The facility shall be well marked so that all personnel, volunteers and staff alike, can easily locate it. The facility should have chairs available for seating, tables available for staff to conduct their business, and tables or clipboards for volunteers to fill out paperwork. The facility should also have electricity, running water, and bathrooms. In a tent situation, portable toilets and hand sanitizer should suffice. The VRC should have at a minimum:

- 8 Tables
- 30 Chairs
- Signs to designate stations, restrooms and exit
- 1 copy machine
- 300 applications
- 300 referral forms
- Communications with the EOC
- 1 computer
- 1 printer
- Pens
- 6 clipboards

Staffing

All VRC staff should be clearly identified by a vest, ID badge, or both so as to clearly delineate from whom potential volunteers shall take direction. The volunteer screening coordinator shall attempt to staff positions with personnel whom are knowledgeable in that particular field, if possible. VRC staff should have a clear understanding on whom to report potential personnel issues or any other issues. It should also be clear that any unusual event must be reported and documented. Security at the site will vary depending upon the type and proximity of the event, however, there should be a staff member posted at each entrance and exit to ensure people are going the correct

way. Those staff posted at the exit shall, in conjunction with the transportation coordinator, advise the volunteers where they must go to report for their job assignment or where to wait for transportation to their job assignment. Safety and training officers will not be needed in the initial opening of the VRC, so they may be able to staff other positions, until needed. Volunteers that show up early and are suitable for clerical work may be assigned staffing positions in the VRC as needed. It is important that all staffing positions must be given breaks at regular intervals, however shutting the VRC down should only be considered as a last resort. It is suggested that staff breaks be done on a rotating basis.

Operations

The stations shall be set up so that volunteers begin with station 1, registration, located near the entrance, and end with station 6, specific job training, located near the exit. The stations shall be set up as follows:

Station 1 - Registration/Background Screening

The registration station shall be the location that all volunteers are greeted by a volunteer receptionist, receive a volunteer application, and have any general questions answered. At this station, the volunteer's state or federally issued photo identification may ~~will~~ be photocopied and placed in the file along with their application. Law enforcement personnel (officer or telecommunicator) may ~~will~~ be at this station to conduct background screening on all applicants. The volunteer ~~y~~ will then be instructed to proceed to the waiting area to fill out their application. Prior to leaving this station, all volunteers must be informed that they must check out through the VRC prior to leaving the incident site. Volunteer reception supervisors will be located in the waiting area to assist them in filling out the application if necessary. Upon completion of the application, they will then proceed to station 2.

Station 2 - Interviews

The interview station shall be the location in which a general interview is conducted to verify information on the application, view any credentials that the individual may have, and determine a suitable job assignment. All volunteers are to be considered regardless of age, race, sex, orientation, or handicap, however only volunteers meeting the particular requirements of a job assignment shall be assigned to that job, until all positions have been filled. Interviewing staff should keep in mind that this must be a quick process. The number of interviewing staff will depend upon incident complexity and size. Upon completion of the interview, the interviewing staff shall annotate upon the volunteer referral form the areas in which the volunteer is suitable for assignment. Upon completion of this station, the volunteer will proceed to the data entry/agency coordination station with their volunteer application and volunteer referral form.

Station 3 - Data Entry/Agency Coordination

At this station, staff will enter information from the volunteer application and volunteer referral form in order to track volunteer job assignments, what kind of work was done, overall effectiveness, and time worked. They will also match the volunteer to an available job assignment based on their skills and abilities. Upon completion of this station, volunteers shall proceed to station 4.

Station 4 - Volunteer Identification

At this station, volunteers will be issued their volunteer identification. All volunteers shall be issued volunteer identification. Explain to them that this will be their access pass into the affected area. If they do not have this on their person, it can lead to them be escorted out of the area. Depending upon their particular job assignment, they may need additional training. For those who do not need additional training, the volunteer referral cards will be collected and it shall be verified that they

have completed all of the stations. From here, all personnel will proceed to the safety brief, and specific job training as needed.

Station 5 - Safety Brief

At this station, members will receive a general safety brief as to the hazards unique to this particular incident. The safety brief should be done on a set schedule so that volunteers will have the opportunity to utilize the restroom or take a short break. Upon completion of the safety brief, the safety officer will annotate that the volunteer has completed this station.

Station 6 - Job Training

At this station, subject matter experts will deliver brief job training to volunteers who require such training. Job training may include, but not limited to:

- Flood Fighting Operations
- Shelter Operations
- Bulk Distribution

Those volunteers who do not need any job training, will skip this station and exit.

Minor Volunteers - Minors are allowed to volunteer to assist, however consent from a legal guardian is required. Those volunteers under the age of 15 are prohibited by the State of Wisconsin Department of Workforce Development from using power-driven mowers, cutters and trimmers. Volunteers must also comply with the Department of Workforce Development Child Labor rules under DWD270.

Demobilization

Upon the completion of all work assignments or the end of the operational period, the VRC shall be demobilized. All volunteers who are leaving the incident shall demobilize through the VRC. They shall enter through the exit door and follow the signage to the data collection area. At the data collection area, they shall turn in their volunteer ID and the time in which they leave shall be logged.

Transportation

Due to logistical issues and liability, volunteers are not to drive to job assignments in the field. The incident scene will already have emergency response and utility vehicles, so additional traffic may hinder response and recovery efforts. It is recommended that transportation is set up between the VRC and the incident scene, utilizing vans or busses. Unless the volunteers and staff members will be fed by mobile feeding sources, the transportation coordinator must also coordinate the transportation needed for meal breaks. The transportation coordinator shall have contact with all job sites to ensure that the site is ready prior to sending any volunteers and also when that site has reached the maximum number of volunteers.

Field Operations

Initial Operations (Prior to volunteer arrival)

Upon arrival at a particular job site, it shall be the responsibility of the field supervisor to complete a safety assessment. If the site is deemed to be too dangerous for volunteer operations, the supervisor shall contact the Volunteer Manager immediately. The decision on whether or not a particular site's dangers can be mitigated or eliminated will rest with the Spontaneous Volunteer Manager. All hazards shall be clearly marked to ensure that personnel are aware. The supervisor shall contact the Volunteer Manager for any requests for equipment or safety items. Once the supervisor has deemed that the site is ready to accept volunteers, he/she shall contact the transportation coordinator and inform them, and verify how many volunteers will be needed at the site.

Operations

There will be one supervisor appointed to receive the incoming volunteers. This supervisor shall conduct a safety brief and ensure that all hazards on site are pointed out to each volunteer. Supervisors shall ensure that all volunteers are working safely, taking adequate breaks, and eating regularly. The preferred method of meal breaks will be in the field if possible. The alternative is transporting all volunteers offsite to a meal facility and then bringing them back to the site. Any injuries or potential personnel problems shall be brought to the attention of the spontaneous volunteer manager immediately. Any situation in which the supervisor is unsure of how to deal with shall be brought to the attention of spontaneous volunteer manager. If there is an established Rehabilitation area set up in the area, all volunteers are to rotate through the rehab area during their deployment in the field.

Demobilization

Upon completion of the assignment or at the end of the operational period, the field supervisor(s) shall ensure that all equipment and personnel are accounted for. When accountability is complete, they shall notify the transportation coordinator of their location and how many personnel are to be picked up. The field supervisor shall be the last person to leave the site to ensure that no one has been left behind.

Organization and Assignment of Responsibilities

Volunteer Manager

- Oversee implementation of this annex.
- Supervise Volunteer Reception Center and Field Services Staff.
- Determine resource needs and request them through the Volunteer Coordinator.
- Process and oversee the fulfillment of volunteer requests.
- Establish and clearly communicate job assignment rules.
- Consult with and act as a technical resource to volunteer supervisors regarding potential personnel problems.
- Document any volunteer injuries as thoroughly as possible. Follow the same documentation procedures as the city would for a worker's compensation claim. All injuries, no matter how serious, need to be reported to the City Manager immediately.
- Other duties as assigned.

Volunteer Coordinator

- Serves as liaison between the Volunteer Manager and Emergency Operations Center or Incident Command Post.
- Coordinate resource requests from Volunteer Manager with participating agencies.
- Coordinates requests for volunteers from participating agencies through the Spontaneous Volunteer Manager and Volunteer Reception Coordinator.
- Ensure volunteer requests are fulfilled.
- Other duties as assigned.

Volunteer Reception Coordinator

- Establish spontaneous volunteer reception center at designated facility
- Ensure individuals processed through the spontaneous volunteer center undergo a consistent, non-discriminatory screening procedure including an application, interview, and proper identification.
- Initiate and maintain a master filing system.
- Engage and supervise additional volunteer screeners as needed.
- Work with the Volunteer Coordinator to fulfill volunteer requests.
- Arrange for proper follow-up and thanking of volunteers assigned through the volunteer reception center.

- Ensure proper disposition of volunteer records and files upon the conclusion of the operation.
- Other duties as assigned.

Volunteer Receptionist

- Greet incoming volunteers.
- Gather and photocopy state or federally issued photo identification cards.
- Issue applications to prospective volunteers.
- Answer questions from the prospective volunteers to the best of their ability.
- Other duties as assigned.

Volunteer Screener

- Review and process applications from all prospective applicants.
- Conduct a brief interview with prospective applicant to verify information on their application.
- Determine applicant's suitability for assignment.
- Assign applicant to proper category(s) based upon skills and interview.
- Other duties as assigned.

Volunteer Trainer

- Train volunteers in their respective job assignments.
- Brief all personnel about the possible and potential hazards they may encounter on assignment.
- Ensure all volunteers meet the base requirements of the job assignment.
- Other duties as assigned.

Reception Center Volunteer Supervisor

- Assist volunteers in filling out the application and/or navigating through the Volunteer Reception Center.
- Ensure volunteers are staying within their assigned areas.
- Other duties as assigned.

Field Volunteer Supervisor

- Maintain accountability of all volunteers assigned to him/her.
- Coordinate with the Transportation Coordinator for transportation of volunteers between the VRC and assigned area and number of personnel transported to the job site.
- Ensure that all volunteers are operating in a safe manner and adhering to the rules and regulations of the incident.
- Refer any potential personnel issues to the Volunteer Manager.
- Contact the Volunteer Manager for all injuries incurred by any personnel on the job site.
- Other duties as assigned.

Transportation Coordinator

- Coordinate all transportation of volunteers to and from work assignments.
- Notify field supervisors how many volunteers are being transported to their site and their estimated time of arrival.
- Notify the Volunteer Manager of any potential personnel, special needs, or medical issues.
- Other duties as assigned.

Law Enforcement

- Provide the necessary security at the VRC site and any other sites in which the spontaneous volunteer manager deems necessary.
- May conduct background checks on prospective volunteers.

Data Entry

- Enters information from various forms into spreadsheet or database.
- Tracks location of all volunteers assigned and identifies surpluses and shortfalls.
- Tracks all resources ordered, assigned, and returned.
- Other duties as assigned

Direction and Control

The City of Platteville shall be the central point of control for all operations regarding this annex. The EOC shall have the Volunteer Manager to coordinate activities with other agencies, departments, and jurisdictions.

Lines of Succession

The lines of succession for this annex are as follows:

1. City of Platteville City Manager
2. Volunteer Coordinator

Administration and Logistics

The Volunteer Manager will be prepared to activate the volunteer reception center, phone banks, or any segment there up based upon the direction from the EOC.

The Volunteer Coordinator shall report to the EOC to coordinate with those agencies or jurisdictions that need volunteer support.

The Volunteer Reception Center Coordinator shall provide regular updates to the EOC as to the number of volunteers processed and assigned.

Annex Development and Maintenance

This annex shall be reviewed and updated by the City of Platteville Emergency Management Office at least every two years, or upon the conclusion of the activation of this annex.

Definitions

~~**Volunteer**—Any person who willingly provides a service without receiving any kind of compensation, monetary or otherwise.~~

~~**Affiliated Volunteer**—Any person who is a volunteer of a recognized agency, and has been trained and screened by the sponsoring organization.~~

~~**Unaffiliated Volunteer**—Any person who is not a member of an established volunteer organization or who is a member of the general public.~~

~~**Spontaneous Volunteer**—Any person who volunteers their time or services without being solicited. They are usually unaffiliated with any organized group or disaster relief agency.~~

~~**Volunteer Coordinator**—Person who is appointed to act as a liaison between the emergency operations center or incident command post, and requests from the volunteer manager or volunteer screening coordinator.~~

~~**Volunteer Manager**—Person who is appointed to oversee the operation of all aspects of this annex.~~

~~**Volunteer Screening Coordinator**—Person who is appointed to oversee the screening of all spontaneous volunteers.~~

~~**Volunteer Reception Center**—Location in which all spontaneous volunteers report to for screening, documentation, and training for emergency incidents.~~

Acronyms

~~ARC—American Red Cross~~

~~CERT—Community Emergency Response Team~~

~~EM—Emergency Management~~

~~EMS—Emergency Medical Service~~

~~FD—Fire Department~~

~~FEMA—Federal Emergency Management Agency~~

~~GCEM—Grant County Emergency Management~~

~~GTSO—Grant County Sheriff's Office~~

~~MRC—Medical Reserve Corps~~

~~PD—Police Department~~

~~RACES—Radio Amateur Communication Emergency Services~~

~~VMST—Volunteer Management Support Team~~

~~VRC—Volunteer Reception Center~~

~~WEM—Wisconsin Emergency Management~~

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Pre-Incident Checklist

The City Manager shall appoint a Volunteer Manager.

The Volunteer Manager shall train members of the Volunteer Management Support Team in their respective functions.

A stockpile of needed forms and equipment shall be located at the Emergency Operations Center.

Suitable locations for VRC's should be established prior to implementing this annex.

Signs shall be made designating the VRC stations, including the entrance, exit, and waiting area.

A piece of apparel for staff shall be determined to set them apart from general volunteers and stored at the Emergency Operations Center in the Volunteer tub.

Incident Check List

The City Manager shall be responsible for activating this annex, and contacting the volunteer coordinator.

The Volunteer Manager shall be responsible for activating the remainder of the volunteer management support team staff.

The Volunteer Manager shall select a site for the Volunteer Reception Center and ensure that it suitable for this use.

The VRC Coordinator shall identify any needs or equipment shortages and coordinate them with the volunteer Manager as soon as possible.

The VRC should remain in constant contact with the EOC for staffing requests and when requests have been filled.

Consider the need for post-event critical incident stress debriefing for volunteers

Post Incident Checklist

Personnel shall account for all personnel and equipment prior to demobilization.

Conduct equipment inventory and operability assessment post demobilization.

After Action Reports shall be due from each supervisor following the use of this annex.

This annex shall be updated, if deemed necessary, following use of this annex or every two years.

Volunteer Coordination

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Attachment K-1: Volunteer Application/Release

Volunteer Application & Release

Application Information: (Please print)

First Name Last Name.....

Address City/State/Zip.....

Telephone Date of Birth

Gender: Male Female

Physical Limitations: No Yes (Please Explain)

Guardian Information (if applicant is a minor)

First Name Last Name.....

Address City/State/Zip.....

Telephone.....

Work/Occupation (needed for insurance reasons)

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In an emergency, notify:

First Name Last Name.....

Address City/State/Zip.....

Telephone.....

Consent for emergency treatment:

I authorize the City of Platteville and its designated representatives to consent, on my behalf, to any emergency medical/hospital care or treatment to be rendered upon the advice of any licensed physician. I agree to be responsible for all necessary charges incurred by any hospitalization or treatment pursuant to this authorization.

Signature/Volunteer:

Signature/Staff:

Date:

Volunteer Coordinator Responsibilities:

~~Respond to EOC as requested by City Manager.~~

~~Establish assembly points, if necessary, for volunteers, through coordination with incident commander.~~

~~Establish contact with local Red Cross, Social Services, Public Health and other key officials who may be involved in volunteer support.~~

~~Operate from the EOC, or from another room nearby the EOC. Stay in constant contact with EOC officials, who will pass along requests for volunteer manpower. Make assignments accordingly. Volunteers should be instructed to report to this location for check in and assignments.~~

~~Issue requests for volunteers and special needs through Public Information Officer. Make sure that PIO informs potential volunteers where they should report to sign in and get an assignment. PIO should also instruct potential volunteers to bring necessary equipment, such as gloves, boots, shovels, or other materials that will be necessary depending on the nature of the event. PIO should also state the nature of the work that volunteers are needed for (heavy debris clearance, clerical responsibilities, sandbagging, etc.)~~

~~Request several portable radios from the Emergency Operations Center. You will use these portables to communicate with volunteer site supervisors at each major location where volunteers are working. Request that the EOC communication officer assign an unused, dedicated channel for this purpose.~~

~~Distribute identification/pass cards to volunteers when they report to work, in accordance with the pass system that the EOC has established.~~

~~Check volunteers in as they report to work; check them out when they leave. Volunteers MUST sign in on some sort of sign in log. This is very important for insurance/liability purposes.~~

~~Assign persons to the leadership role of on-site volunteer supervisor. Each site where volunteers are working should be overseen by a site supervisor. Make sure site supervisors understand that they are responsible for ensuring safe operating practices and should enforce common sense safety rules as appropriate. Assign this person a portable radio so that you can communicate back and forth.~~

~~Give assignments to volunteers based on their capabilities, special abilities and requests. Keep a running list of where volunteers have been assigned. Know whereabouts of volunteers while they are working. Make sure all volunteers are accountable to an on-site supervisor and that they understand who their supervisor is. Instruct them to report to their assigned site and make contact with their supervisor for further instructions.~~

~~Assign volunteers to the following duties, as requested (seek guidance from EOC/City Manager):~~

~~Alerting appropriate staff; answering phones; clerical functions; resource tracking.~~

~~Assisting American Red Cross with opening reception centers and shelters.~~

~~Assisting American Red Cross with inquiry services for relatives of disaster victims.~~

~~Assisting elderly and disabled persons as required.~~

~~Supporting emergency workers and volunteers by providing food, drink and other logistics as necessary.~~

~~Answering public help lines and inquiries in the EOC (coordinate with health, social services and PIO).~~

~~Staffing a joint public information center, where members of the general public can go for assistance, guidance and information.~~

~~Assisting Public Works and individual homeowners with debris clearance, protective measures and general cleanup.~~

~~Assisting with damage assessment activities, as coordinated by EOC/City Manager.~~

~~Other functions, as designated by the City Manager or department heads.~~

~~Locate and obtain appropriate equipment and/or materials for volunteers to use (such as gloves, eye protection, shovels, brooms, etc.) Seek assistance from the EOC in locating resources as necessary.~~

~~Work through EOC and City Manager to provide food and necessities for volunteers as needed.~~

~~Keep volunteers and supervisors informed of critical happenings and information.~~

~~Track and record expenditures in the proper format and report them to the Finance Department.~~

~~Update the City Manager on volunteer efforts and matters on a regular basis.~~

~~Document any volunteer injuries as thoroughly as possible. Follow the same documentation procedures as the city would for a worker's compensation claim. All injuries, no matter how serious, need to be reported to the City Manager immediately.~~

~~Consider the need for post-event critical incident stress debriefing for volunteers. Coordinate this through the EOC if necessary.~~

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~~**Job/Career information is needed for insurance reasons.~~

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Liaison With Other Community Organizations



This section describes the relationships between certain identified community organizations and the city government during a major emergency and establishes a structure for coordination and communication among all agencies and organizations involved in the response and recovery efforts.

Community Organizations

Public Schools Liaison Responsibilities:

The Platteville School District shall appoint an employee to the City EOC, to serve as the Public School District Liaison to the City of Platteville. This person will represent the school's interests and provide access to school resources as necessary.

Primary duties of the Public Schools Liaison include:

1. Report to and operate from the city EOC. In events that directly involve the school, make sure that an administrator is present at the on-scene command post as well.
2. Understand the City EOC and all appropriate school emergency plans and procedures.
3. Assess possible need for facilities and/or buses for transportation for students, teachers and staff. Make arrangements, in conjunction with other EOC staff, to provide community officials access to school buses and drivers for evacuation operations and volunteer transportation.
4. Assist with coordination of use of school facility as a shelter or reception center.
5. Keep local officials informed about what is happening at the school and steps the school has been taking to handle the emergency. Have a copy of the school's emergency plan available.
6. Keep school officials informed about what is happening in the community and steps the EOC has been taking to handle the emergency.
7. Act as a liaison between school personnel and the Emergency Operations Center to see that the needs of students and school employees are met.
8. Coordinate the school's public information activities with the EOC Public Information Officer. Consider issuing joint public information releases and briefings through the Emergency Operations Center.
9. Make sure that the school district is recording all disaster-related expenditures in the proper format and reporting them to the Finance Department on a regular basis. Ensure that the school conducts a quick and thorough damage assessment of district-owned buildings and property and forwards that information to the Finance Director/Treasurer to facilitate federal aid and other forms of reimbursement to the school district.
10. Provide general assistance to other EOC staff as needed.

***A contact list for the school district is included in the phone directory/resource directory attached to this plan.

***The Platteville School District Emergency Plan is included as Appendix 4 to this plan.

Southwest Health Center Liaison Responsibilities:

Southwest Health Center shall appoint an employee to the City EOC, to serve as the hospital's liaison to the City of Platteville. This person will represent the hospital's interests and provide access to hospital resources as necessary. The liaison must have the authority to make important decisions on the hospital's behalf when necessary.

1. Understand the city Emergency Operations Plan, as well as all applicable hospital emergency plans, policies and procedures.
2. Report to and operate from the municipal Emergency Operations Center located at Platteville City Hall (or other location as designated). In events that directly involve the hospital (such as something occurring on hospital property), make sure that an administrator is present at the on-scene command post as well. Attend all meetings and briefings in the EOC as appropriate.
3. Serve as a liaison between the Emergency Operations Center and the hospital, to assure that the needs of the hospital, patients and staff are met. Request necessary city and public-safety resources through the EOC on behalf of the hospital.
4. Keep local officials informed about what is happening at the hospital and steps the hospital has been taking to handle the emergency. Remain in constant contact with administrative staff at the hospital.
5. Keep hospital officials informed about what is happening in the community and steps the EOC has been taking to handle the emergency.
6. Provide the city with access to key hospital resources as necessary.
7. Assist in coordinating the evacuation of the hospital when required. Convey the hospital's needs to the EOC. Determine if methods of transportation of evacuees are adequate. Make additional arrangements through EOC and other community organizations as necessary to facilitate evacuation and transportation.
Note: When short on manpower for conducting evacuation, consider requesting a neighboring fire department to respond to your facility and provide personnel. In addition to regional ambulances, request wheelchair vans, school buses, etc. as necessary. These resources are listed in the emergency phone/resource directory, which is included as Appendix 1 to this plan.
8. Coordinate the hospital's public information activities with the EOC Public Information Officer. Consider issuing joint public information releases and briefings through the Emergency Operations Center.
9. Make sure that the hospital is recording all disaster-related expenditures in the proper format and reporting them to the Finance Department on a regular basis. Ensure that the hospital conducts a quick and thorough damage assessment of the building and property and forwards that information to the Finance Director/Treasurer to facilitate federal aid and other forms of reimbursement to the hospital.
10. Provide general assistance to other EOC staff as needed.

***The Southwest Health Center Emergency Plan is included as Appendix 5 to this plan.

University of Wisconsin–Platteville Liaison Responsibilities:

University of Wisconsin – Platteville shall appoint an employee to the City EOC, to serve as the university's liaison to the City of Platteville. This person will represent the university's interests and provide access to university resources as necessary. The liaison must have the authority to make important decisions on the university's behalf when necessary.

1. Report to and operate from the municipal Emergency Operations Center located at Platteville City Hall (or other location as designated). In events that directly involve the university (such as something occurring on campus), make sure that a representative is present at the on-scene command post as well. Attend all meetings and briefings in the EOC as appropriate.
2. Understand the city Emergency Operations Plans, as well as all applicable UW-Platteville Emergency Plans, policies and procedures.
3. Serve as a liaison between the Emergency Operations Center and UW-Platteville administration, to ensure that the needs of the students and faculty are met. Request necessary city and public-safety resources through the EOC on behalf of the university.
4. Keep local officials informed about what is happening at the university and steps the university has been taking to handle the emergency. Have a copy of the UW-Platteville Emergency Plan available.
5. Keep UW-Platteville officials informed about what is happening in the community and steps the EOC has been taking to handle the emergency.
6. Provide the city with access to key university resources as necessary.
7. Assist in coordinating the evacuation of part or all of the campus as necessary. Convey the university's needs to the EOC. Determine if methods of transportation of evacuees are adequate. Make additional arrangements through EOC and other community organizations as necessary to facilitate evacuation and transportation.
8. Coordinate the university's public information activities with the EOC Public Information Officer. Consider issuing joint public information releases and briefings through the Emergency Operations Center.
11. Make sure that the university is recording all disaster-related expenditures in the proper format and reporting them to the Finance Department on a regular basis. Ensure that the university conducts a quick and thorough damage assessment of all buildings and property and forwards that information to the Finance Director/Treasurer to facilitate federal aid and other forms of reimbursement to the university.

***The UW-Platteville Emergency Plan is included as Appendix 6 to this plan.

Damage Assessment & Record Keeping



Conducting a quick and thorough damage assessment is a critical step following any disaster when requesting state and federal assistance. An accurate and thorough damage assessment could mean hundreds of thousands of dollars in federal aid to local governments, individuals and businesses following a disaster.

Damage Assessment and Record Keeping Procedures

Conducting a quick and thorough damage assessment is a critical step following any disaster, in order to request state and federal assistance. An accurate and thorough damage assessment may be the key to hundreds of thousands of dollars in federal aid following a disaster.

Damage assessment in the City of Platteville is overseen by the Community Planning and Development Director. The actual damage assessment is conducted by (common council members/volunteers, by district or ward).

1. City Council members report to the municipal EOC for briefing and instructions from the City Manager or Community Planning and Development Director.
2. Each council member is responsible for overseeing damage assessment in their respective ward or pre-designated area (Attachment M-9). Volunteers may be recruited/assigned to assist council members with this task.

Council members are responsible for assessing damages to all residences, businesses and non-profit organizations within the respective ward. Council members and volunteers will use forms DA-1 (Attachment M-2) to list all residential damage and form DA-2 (Attachment M-3) for all business/industrial damage.

It is understood that people that will be performing this function are not professional assessors. All damage estimates are an untrained, "best-guess" at the total amount of damage. Dollar figures given can be updated at a later time and will **never** affect the eligibility of a specific homeowner for federal aid. It is **imperative** that damage assessors fill in an estimated dollar amount for each residence---**never leave this area blank!**

3. Names and addresses of persons who experienced significant damages or losses should be kept on file, so that they can be contacted regarding local, state, or federal assistance programs that may be of interest to them. Residents may be given a damage assessment worksheet (Attachment M-4) for this purpose and asked to return it to City Hall. Damage assessment teams can leave forms behind at residences where nobody is home.
4. The Building Inspector, with the assistance of the Director of Public Works, is responsible for damage assessment to public infrastructure and facilities, including highways, roads, bridges, parks, trails, public buildings, water, sewer and other public infrastructure. This information will be recorded on form DA-3 (Attachment M-1).
5. Damage Assessment Timeline:

- a. **Within first 4 to 8 hours:** Begin to compile initial damage assessment information, including:
 - Number of fatalities
 - Number of injuries (minor or substantial)
 - Number of homes damaged (categorize as minor, major and destroyed)
 - Number of businesses damaged (categorize as minor, major and destroyed)
 - Number of residences with anticipated long-term utility outages (power, water, sewer, gas, etc)
 - Number of public facilities such as highways, roads, bridges, etc. damaged.
 - Number of people who are homeless or in shelters.
 - Take photos of major damage, events and other significant happenings.
 - b. **Day 2: Begin to put actual estimated dollar figures on damages.** Send out damage assessment teams to complete damage assessment forms for residences and businesses.
 - c. **As necessary:**
 - Repeat above activities to maintain current assessment and documentation of the situation.
 - Obtain plenty of visual documentation, particularly photographs, of major damages or occurrences.
6. Common Council Members and public works designees report damage information to the Community Planning and Development Director. Written forms DA-1, DA-2 and DA-3 are used by Community Planning and Development Director to compile a written or electronic database of affected residents and damages. This is a very important step, since this information will be used for a variety of damage assessment and federal assistance purposes throughout the recovery effort.
 7. Department heads report disaster related expenses and labor on appropriate forms attached to this section. This also includes expenditures for protective services and equipment, such as fire, EMS, rescue and police related expenses. This information is given to the Finance Director/Treasurer, who will maintain a written or electronic database of disaster related expenses and labor.
 8. The Community Planning and Development Director periodically provides damage assessment and the Finance Director/Treasurer will provide disaster-expense information to the City Manager, the County Emergency Management Director and the public information officer.
 9. The County Emergency Management Director compiles damage assessment from all municipalities in the county, fills out a Uniform Disaster Situation Report (UDSR) Form and forwards the information to Wisconsin Emergency Management. This is a critical step in requesting federal disaster assistance and must be done within 24 hours of a disaster occurrence.
 10. The Community Planning and Development Director plot damage assessment information on status boards in the municipal EOC and locate damaged sites on a map for that purpose.
 11. A record of photographs of substantial damages is maintained in the EOC. This record may be used to give state and federal officials an overview of the type and extent of damages incurred. Ideally, digital or scanned photos will be kept in electronic format, for e-mail purposes and PowerPoint-style group briefings in the EOC.

Community Planning & Development Department (3.00 FTE)



Planning & Development

- Development Code Administration
 - Administer and enforce the Zoning, Subdivision, ET Zoning and Floodplain Zoning ordinances; provide staff support to Zoning Board of Appeals, Plan Commission and Council.
- Planning
 - Comprehensive and other planning activities, intergovernmental agreements, economic development, grant writing, housing development.
- Historic Preservation
 - Administer and enforce the Historic Preservation ordinance; provide staff support to the Historic Preservation Commission.
- Property Maintenance
 - Enforce the property maintenance code (Chapter 5).

- Assessor Support
 - Provide property information to the public from the assessor's files; provide staff support to the Assessor and Board of Review.

Building Inspection

- Building Inspection: City
 - Administer and enforce the State Uniform Dwelling Code for new construction and remodeling; issue building permits, enforce Erosion Control Ordinance (Ch. 46).
- Building Inspection: ET
 - Administer and enforce the UDC for new construction, issue building permits, enforce Erosion Control Ordinance (Ch. 46.)
- Rental Inspections
 - Administer and enforce Rental Code.
- Housing Authority Inspections
 - Inspect residential rental properties for the Housing Authority.
- Property Maintenance
 - Enforce the property maintenance code (Chapter 5).
- Historic Preservation
 - Provide staff support to the Historic Preservation Commission.
- Zoning
 - Enforce the Zoning Ordinance.

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ATTACHMENT M-1

**City of Platteville
Public Sector Damage/Expense Estimate**

Utilities		Road Systems/Parks	
Municipal Water Facilities		Public Roads	
Sanitary Sewer Control Facilities		Bridges	
Sanitary Sewer System		Debris Clearance—Roads	
Storm Sewer and Drainage		Debris Clearance—Parks	
Electrical		Parks: Damaged Equipment/Facilities	
Utility Worker Overtime Pay		Road/Park Worker Overtime Pay	
Other Utility Expense		Other Road/Park Expense	
TOTAL UTILITY EXPENSE:		TOTAL ROAD/PARK EXPENSE:	
Public Buildings		Protective Measures	
Building Damage		Police Overtime Pay	
Building Cleanup		Police Equipment	
Building Worker Overtime Pay		Police, Other Expense	
Other Building Expense		Fire Dept. Pay	
Other Misc. Expense		Fire Dept. Equipment	
Other Misc. Expense		Fire Dept. Other Expense	
Other Misc. Expense		EMS Pay	
Other Misc. Expense		EMS Equipment	
Other Misc. Expense		EMS Other Expense	
TOTAL PUBLIC BUILDINGS AND MISC. EXPENSE		TOTAL PROTECTIVE EXPENSE:	

Total Public Sector Damage/Expense Estimate = \$ _____

Attachment M-4 Residential Detailed Damage Estimate

City of Platteville

Section I. Resident/Occupant Information						
Last Name	First Name	M.I.	Mailing Address	City	State	Zip Code
Township, City, or Village of Residence			Evening Phone	Daytime Phone	Check One <input type="checkbox"/> RENT <input type="checkbox"/> OWN	

SECTION II. Property Owner/Landlord Information (IF DIFFERENT THAN OCCUPANT)						
Name	Mailing Address	City	State	Zip	Home Phone	Work Phone

Section III. Habitability/Displacement Information		
Habitability	Displacement	Disposition
Is the residence habitable (safe and sanitary)? <input type="checkbox"/> YES (Skip this section) <input type="checkbox"/> NO (Complete this section) Key Criteria: <u>SAFE AND SANITARY</u> Guidelines: Are conditions livable? Has disaster interrupted utility services such as water, sewer, power, heat/AC? Is the structure stable? Are there other circumstances that make it unsafe or unsanitary to continue living there?	_____ Number of occupants displaced _____ Number of days occupants expect to remain displaced	<input type="checkbox"/> Staying with friends/relatives: Whom? _____ <input type="checkbox"/> Staying in Public Shelter: Where? _____ <input type="checkbox"/> Staying in hotel/motel. Name _____ <input type="checkbox"/> Relocated to/secured new temporary residence <input type="checkbox"/> Relocated to/secured new permanent residence <input type="checkbox"/> Still living in home that is not habitable (refer to human services agency) <input type="checkbox"/> Don't have a place to stay (refer to human services agency) <input type="checkbox"/> Other: _____ REFERRED TO:
Temporary Street Address, City, State, Zip		Temporary Phone Number

Section IV. Personal Property Losses	
\$ Estimated <u>Uninsured</u> Personal Property Loss	Narrative Description
\$ Estimated <u>Insured</u> Personal Property Loss	Narrative Description
\$ <u>Unknown if insured</u> personal property loss	Narrative Description

Section V. Residential Damage						
TYPE OF DAMAGE	ESTIMATE \$ AMOUNT			INSURED?		NARRATIVE DESCRIPTION OF DAMAGE
	"USE BEST GUESS"			Yes	No	
Structural Damage to Home (exterior and interior)						
Furnace/Air Conditioner						
Water Heater						
Sewer/Septic System						
Water Utility/Well						
Clean/Sanitize Expense						
Replace Carpeting						
Access to Home (driveway/bridge, ramp, etc)						
Other						

The damaged property is: (check one):
 A primary/full-time residence; A Summer/Vacation Home or Cabin Other (explain: _____)

PLEASE COMPLETE THIS FORM AS SOON AS POSSIBLE and DROP IT OFF AT CITY HALL DURING NORMAL BUSINESS HOURS.
If you need more writing space, please staple or clip an additional sheet of paper to this form.

ATTACHMENT M-5

CITY OF PLATTEVILLE
DISASTER LABOR RECORD

LOCATION OF WORK: _____

Page _____ Of _____ Page(s)

DESCRIPTION OF WORK: _____

Dates _____
to _____

Name	Job Duties	Date/Hours Worked Each Day												Total Hours	Rate	TOTAL PAY	
		Date															
		Reg.															
		OT															
		Reg.															
		OT															
		Reg.															
		OT															
		Reg.															
		OT															
		Reg.															
		OT															
		Reg.															
		OT															
		Reg.															
		OT															
ABOVE INFORMATION SHOULD BE TRANSCRIBED FROM TIME SHEETS, PAYROLL RECORDS OR OTHER DOCUMENTS WHICH ARE AVAILABLE FOR AUDIT.													Reg.:				
COMPILED BY: _____ TITLE: _____													OT:				
													Total:				

FRINGE BENEFITS: Reg. Time: _____ %

Overtime: _____ % or, included in Hourly Rate: Yes No

CITY OF PLATTEVILLE
DISASTER EQUIPMENT RECORD

Location of Work: _____

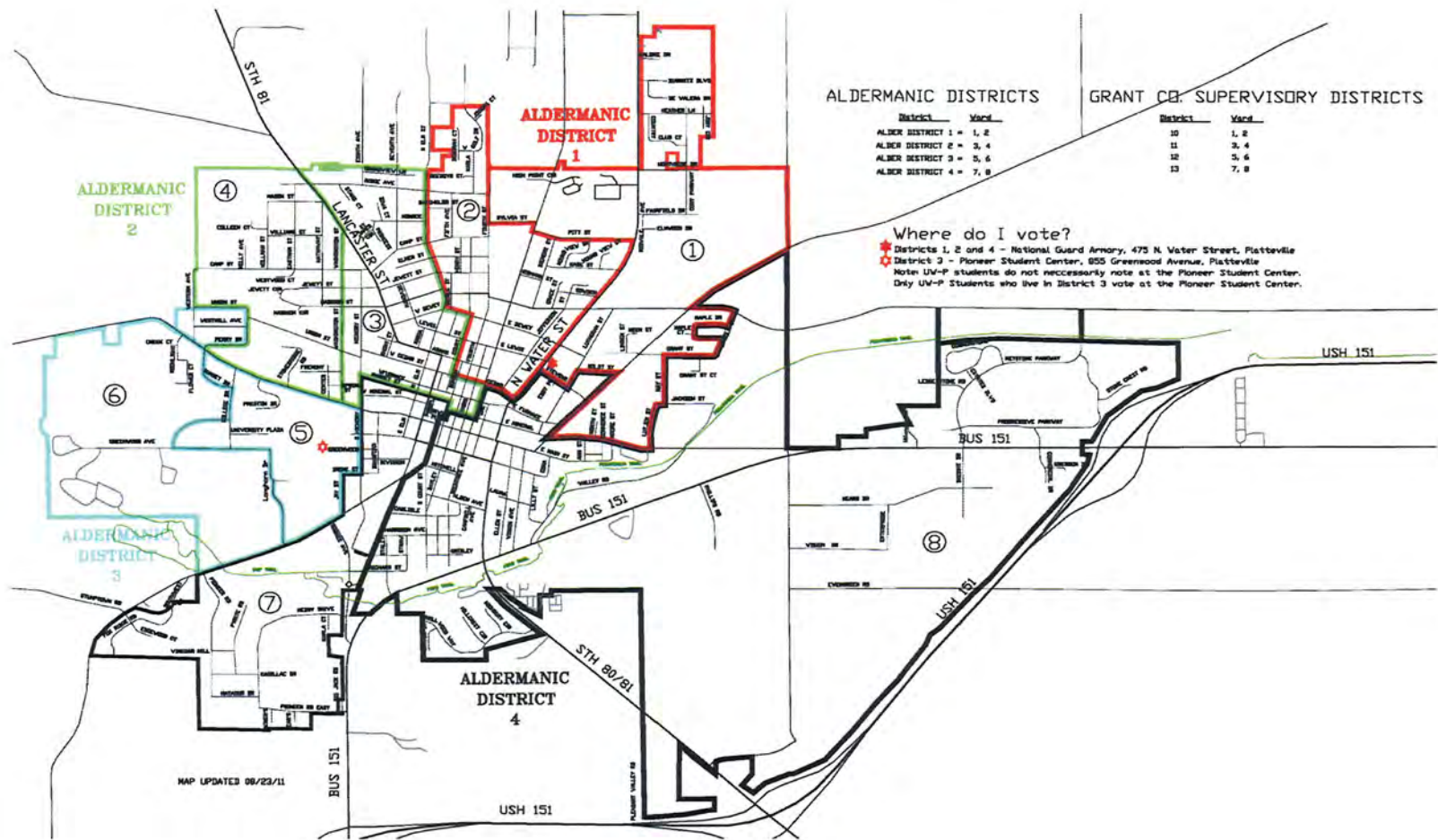
Page _____ of _____ Page(s)
DATE: _____
to _____

Description of Work: _____

TYPE OF EQUIPMENT Indicate Make and Model	FEMA Cost Code	Horsepower and/or cubic Yard Capacity	DATE/HOUR USED EACH DAY											TOTAL HOURS	RATE	TOTAL COST		
			DATE															
			HRS													Total Hours	Rate	TOTAL PAY
			HRS															
			HRS															
			HRS															
			HRS															
			HRS															
			HRS															
			HRS															
			HRS															
			HRS															
			HRS															
ABOVE INFORMATION SHOULD BE TRANSCRIBED FROM DAILY LOGS OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.												TOTAL						
COMPILED BY: _____ TITLE: _____												HOURS			TOTAL COST			

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CITY MAP WITH WARD AND DISTRICT BOUNDARIES



Donations Management



This section sets forth the role, responsibilities and actions of the Donation Management Coordinator and team. This section details the establishment of an efficient and effective process for receiving, sorting and distributing donated resources and goods to victims following a disaster.

Purpose

The purpose of this annex is to outline the concept of operation, organizational arrangements, and responsibilities for coordinating the efforts of volunteer groups and local government to manage donations of goods and services that may occur in the aftermath of an emergency situation.

Terms & Acronyms

A. Acronyms

ARC	American Red Cross
CBO	Community Based (Volunteer) Organization (See VOLAG)
DC	Donations Coordinator
DSG	Donations Steering Committee
EOC	Emergency Operations Center
LTRC	Long Term Recovery Committee
PIO	Public Information Officer
POD	Point of Distribution
PSA	Public Service Announcement
RSA	Resource Staging Area
SOG	Suggested/Standard Operating Guideline
TSA	The Salvation Army
VOAD	Voluntary Organizations Active in Disaster
VOLAG	Voluntary Agency (charitable organization that meets IRS Code 501(c)(3))

B. Definitions:

Donations refer to the following:

1. Cash: Currency, checks, money orders, securities, etc.
2. Goods: Food, water, clothing, equipment, toys, furniture, pharmaceuticals, bedding, cleaning supplies, etc.

Volunteers and Services:

- a. Individuals who are not members of any particular volunteer group (often referred to as "spontaneous," "emergent," or "non-affiliated" volunteers).
- b. Individuals who are members of recognized disaster relief organizations who have undergone formal training by those organizations (i.e., "affiliated" volunteers).
- c. People with specialized training and expertise (e.g., doctors, nurses, medics, search and rescue, firefighting, heavy equipment operators, etc.) who may either be unaffiliated or members of a disaster relief organization.

- d. Teams that provide specialized equipment or capabilities (e.g., urban search and rescue, dog teams, swift water rescue teams, home repair teams, etc.).

Situation & Assumptions

A. Situation

1. As noted in the Basic Plan, this jurisdiction is at risk from a number of hazards that could threaten public health and safety as well as private and public property. Should a major disaster or a lesser emergency where there is high level of media interest occur, many individuals may want to donate money, goods, and/or services to assist the victims or participate in the recovery process. The amount of donations offered could be sizable, and we could face extreme difficulties in receiving, storing, securing, sorting, transporting, accounting for, and distributing the donations to the disaster victims and supervising volunteer workers desiring to assist in the effort.
2. The City of Platteville desires to coordinate its donation management efforts with volunteer organizations and agencies.

B. Assumptions

1. Should a major emergency or disaster occur, donations may be given/delivered to the City whether or not they are requested. In large quantities, such donations may overwhelm the capability of the local community to handle and distribute them.
2. In a catastrophic disaster affecting the city, the city and local volunteer groups and agencies may be adversely affected and may not be able to cope with a sizable flow of donations.
3. Donated goods may be offered to local volunteer groups or simply delivered to local government. Donations of cash for disaster victims may be made to local government.
4. Many individuals donate goods that are not needed by disaster victims or offer services that are not needed in the recovery process. Receiving and sorting unneeded goods or hosting volunteers who do not have needed skills wastes valuable resources; disposing of large quantities of unneeded goods can be a lengthy and very costly process.
5. In some cases, the amount of donations received may relate more to the media attention the emergency situation receives than the magnitude of the disaster or the number of victims.
6. The problem of unneeded donations can be reduced, but not eliminated, by developing and maintaining a current list of disaster needs, screening donation offers, and providing information to potential donors through the media on current needs and those items and services that are not required.
7. Most personal donations are given little expectation of return other than the personal satisfaction of giving and perhaps some acknowledgment of thanks. However, some donations may be unusable, have "strings attached," or not really be donations at all. They may:
 - a. Be given with an expectation of some sort of repayment, publicity, or a tax write-off.

- b. Be items that are out-of-date (such as expired foodstuffs or pharmaceuticals) unusable (broken furniture; dirty or torn clothing) or unsuitable (food that requires refrigeration, winter clothes in summer, etc.).
 - c. Be volunteer services that do not meet the announced or advertised expectations or capabilities; skilled trades that are not properly licensed or certified.
 - d. Be provided illegally as a ruse in a fraudulent process to obtain money from disaster victims.
 - e. Be offered at a "discount" to disaster victims, with any real savings being minimal or nonexistent.
 - f. Be offered in limited quantity as a deception to simply show an "association" with government or disaster relief as a basis for future advertising or publicity.
8. Donated goods may arrive in the local area without warning, day or night. Delivery drivers will want to know where they should deliver their load and who will unload it. They typically want their cargo off-loaded quickly so they can minimize down-time.
9. Donations will frequently arrive unsorted and with minimal packaging and markings. Donations may be packed in boxes, crates, barrels, or garbage bags; some items may be in bins or on pallets. When such goods are received, they must typically be sorted, repackaged and labeled, temporarily stored, and then transported to distribution points to be picked up by disaster victims.
10. Donors may want to:
- a. Know what is needed in the local area -- cash, goods, and/or services.
 - b. Know how they should transport their donation to the local area, or if there is someone who can transport it for them.
 - c. Start a "drive for donations" to help disaster victims, but have no knowledge of what to do and how to do it.
 - d. Earmark their donation for a specific local group or organization, such as a church, fraternal society, or social service agency, or want to know who, specifically, received their donation.
 - e. Have their donation received by a local official and/or receive a letter of appreciation or public recognition.
 - f. Want to be fed and provided with lodging if they are providing volunteer services.
11. Disaster victims may:
- a. Desire immediate access to donations before they are sorted and ready to be disseminated at appropriate distribution points.
 - b. Believe that the donations have not been or are not being distributed fairly if they do not have information on the process of distributing donations.
 - c. May have unmet needs which can be satisfied by additional donations.

Concept of Operations

A. Objectives

The objectives of our donations management program are to:

1. Determine the needs of disaster victims and inform potential donors of those needs through the media and a variety of other means.
2. Receive, process, and distribute goods and cash donations to victims that can be used to recover from a disaster.
3. Accept offers of volunteers and donated services that will contribute to the recovery process.
4. Discourage the donations of goods and services that are not needed, so that donations do not in themselves become a major problem.

B. Operational Concepts

1. The City of Platteville desires to coordinate donation management efforts with volunteer organizations and agencies.
2. Recognized local and national charities [e.g., community-based organizations (CBOs) and the voluntary (disaster relief) agencies (VOLAGs)] have been accepting, handling, and distributing donations for many years. These CBOs and VOLAGs are skilled in the donations management process, and they should be the first recourse for collecting and managing donations after a major emergency or catastrophic disaster. Donors outside the local area should be encouraged to work through recognized community, state, or national social service organizations or voluntary human resource providers in the community in which they live. These organizations are capable of receiving donations in areas across the State or nation and then earmarking assistance for a particular disaster.
3. Donations of cash to CBOs and VOLAGs for disaster relief allows those organizations to purchase the specific items needed by disaster victims or provide vouchers to disaster victims so that they can replace clothing and essential personal property with items of their own choosing. Cash donations also reduce the tasks of transporting, sorting, and distributing donated goods. Therefore, cash is generally the preferred donation for disaster relief.

C. Donations Management Program

The donations management program for the City of Platteville is composed of several organizational elements and several operating units that are activated as needed at a level suitable for the anticipated workload. The organizational elements include the Donations Coordinator, Donations Steering Group, and the Long Term Recovery Committee. The operating units might include: a Donations Operations Office, a Resource Staging Area, a Phone Bank, and one or more Distribution Points (PODs).

1. Organizational Elements
 - a. **Donations Coordinator (DC):** A Donations Coordinator shall coordinate the donation management efforts of volunteer groups and local government. The Donations Coordinator is appointed by the City Manager/City Emergency Management Director.

- b. **Key Donations Management Personnel:** Key donations management agencies and personnel should, to the extent feasible, be identified in advance so that they can receive training and assist in the development of operating procedures. In addition to the Donations Coordinator, key personnel include the individuals who will supervise operation of the Resource Staging Area, Phone Bank, and Distribution Point(s), as well as the Donations Financial Manager.
- c. **Donations Steering Group (DSG):** The DSG provides policy guidance and general direction for the donations program. Composed of representatives of local volunteer groups and appropriate government officials, it meets periodically to plan for donation management operations. Group members should be selected prior to a disaster, but it may be desirable to update and expand membership once a disaster occurs. During most disasters, the VOAD, or a sub-committee of the VOAD will perform the duties of the DSG. The Donations Coordinator is responsible for organizing the DSG and normally chairs the Group. When a disaster has occurred, the DSG should meet (or conference call) regularly to address policy issues and coordinate the solution to major challenges.
- d. **Long Term Recovery Committee (LTRC).** The function of the Long Term Recovery Committee is to assist disaster victims who need assistance that local government has been unable to provide. The DC is expected to assist in forming the Committee as soon as practical after a disaster occurs. The Committee may continue to operate for an extended period. The Long Term Recovery Committee should consist of representatives from organizations that have provided or can provide money, manpower, or materials to assist in disaster relief. Members of the Long Term Recovery Committee might include:
 - i. Representatives of local volunteer organizations.
 - ii. Representatives of the local religious organizations.
 - iii. Representatives of corporations that have donated money, staff, or goods for disaster relief.
 - iv. Other interested parties that have donated to disaster relief.

Although the DC should assist in forming the Long Term Recovery Committee, its chair should be elected by the LTRC members. As this Committee will decide which individuals receive supplemental aid, it is generally **inappropriate** for city officials to serve as members of this Committee. If they do, they should play a non-voting advisory or support role only.

2. Operating Units

All of the operating units listed below are established after a disaster has occurred. To facilitate rapid activation of the units, suitable local facilities for each unit should be identified in pre-emergency preparedness planning; see Appendix 4, Tab 1. Some of the operating units listed below may be collocated if suitable facilities are available; for example, the Volunteer Center may be collocated with the Resource Staging Area, if a facility that provides sufficient warehouse and office space is available. In coordinating use of facilities, it is important that those providing facilities understand that some of these facilities may need to continue operations for an extended period – possibly several months. All of these facilities will be largely staffed by volunteers.

a. The Donations Operations Office.

1. The Donations Operations Office coordinates operation of the donations management program in the aftermath of a disaster; it further:

i. Maintains a Current Needs List that identifies donations that are needed and donations that are not needed. (See Appendix 1 for a sample of a Current Donations Needs List.)

ii. Maintains a record of the following, as appropriate:

1. Phone responses and referrals.

2. Cash donations received and distributed.

3. Donated goods received and distributed.

4. Volunteer workers utilized and tasks accomplished.

iii. Handles correspondence related to the donations management program.

iv. Ensures an appropriate accounting and disbursing system is established for any cash donations received.

v. Works closely with the Public Information Officer (PIO) to ensure donation needs, information on the availability of donated goods, and pertinent information on the operation of the donations management program is provided to the media for dissemination to the public.

b. Phone Bank

1. A Phone Bank is normally established to receive and respond to offers of donations and disseminate other disaster-related information. Depending on the goods or services offered and the current local situation, the Phone Bank may refer some donors to other agencies that may be better equipped to handle their donations. The Phone Bank may also be used to provide disaster-related information to callers.

2. Donation offers received by phone for goods and services on the Current Needs List will normally be recorded on a Record of Donation Offer, which will be provided to the Donations Operations Office for follow-up action. See Appendix 2 for an example of the Donation Offer Record.

3. The Phone Bank should work closely with the Emergency Operations Center (EOC) to advise on items needed and not needed; to obtain official, updated disaster relief information for rumor control and victim assistance referrals; to provide data for government situation reports; etc.

c. Resource Staging Area (RSA)

1. An RSA may be established to receive, sort, organize, repackage if necessary, and temporarily store donated and other goods and then transport them to Distribution Points where victims can pick them up.
 2. It is normally located outside of the disaster area and is operated by volunteer workers.
- d. Distribution Points
1. Distribution Points are sites from which ready-to-use goods (received directly from donor agencies or from an RSA or cash vouchers will be distributed to disaster victims.
 2. They are typically operated by local community-based (volunteer) organizations (CBOs) or nationally-recognized volunteer agencies (VOLAGs) such as The Salvation Army (TSA) and the American Red Cross (ARC).
 3. Distribution points are generally located in proximity to areas where disaster victims are living. They may be housed in facilities owned by volunteer groups or local government or in donated space.

D. Actions by Phases of Emergency Management

Donations Management, as a function, primarily occurs during the recovery phase of an emergency. However, some donations management activities should occur during the preparedness and response phases of emergency management.

1. Preparedness
 - a. Appoint a Donations Coordinator and establish the DSG to oversee pre-disaster donations management planning and assign responsibilities for various donations management activities.
 - b. Prepare and update this annex to outline local donations management plans.
 - c. Identify possible sites for the Donations Operations Office, Phone Bank, RSA, Distribution Points, and a Volunteer Center.
 - d. Develop tentative operating guidelines for the Phone Bank, RSA, Distribution Points, and Volunteer Center and determine how those facilities will communicate with each other.
 - e. Identify and coordinate with those volunteer organizations that could provide assistance in operating the jurisdiction's donations management program.
 - f. Brief elected officials, department heads, and local volunteer groups on a periodic basis about the local donations management program.
 - g. Brief the local media so they understand how the donations program will work so they can be prepared to advise the public of specific donation needs, discourage donations of unneeded items, disseminate information on the availability of donated goods, and provide other information as applicable.
 - h. Brief citizen groups on how they can contribute to disaster relief with their donations and how a donations management program typically operates.

- i. Include consideration of donation management in local emergency management exercises to test donations management plans and procedures.
 - j. Ensure contingency procedures are established for rapidly activating a bank account to receive and disburse monetary donations.
2. Response
- a. Review the donations management program with senior government officials.
 - b. Activate the DSG.
 - c. Identify and prepare specific sites for donations management facilities and begin assembling needed equipment and supplies.
 - d. Identify and activate staff for donations management facilities.
 - e. Provide the media (through the PIOs) with information regarding donation needs and procedures, and regularly update that information.
3. Recovery
- a. The DSG should determine which donations management facilities will and will not be activated.
 - b. Set up the donations management facilities that are activated and determine how each facility will be logistically supported.
 - c. Staff donations management facilities with volunteer or paid workers, conducting on-the-job training as needed.
 - d. Collect, sort, store, distribute, and properly dispose of donations, if necessary.
 - e. In coordination with the PIOs, provide regular updates to the media on donations procedures, progress, status, and the Current Needs List (goods and services that are needed and not needed).
 - f. Continually assess donations management operations and determine when the donations management facilities should close down or be consolidated and when the donations management program can be terminated.
 - g. Keep records of donations received and, where appropriate, thank donors.
 - h. Activate the Long Term Recovery Committee to provide continuing assistance to victims in need, depending upon the donations available.
 - i. Maintain accounts of expenses, individual work hours, etc. Donations activities and functions are not generally reimbursable; however, if certain expenses are considered for reimbursement, accurate records will have to be submitted.

Organization & Assignment of Responsibilities

A. Organization

1. The organization for donations management in the aftermath of a disaster shall consist of the organizations and facilities described in this annex, supplemented by government personnel and other resources where needed, available and appropriate. The organizations described in this annex are composed largely of volunteers; the facilities described in this annex will be primarily operated by volunteers.
2. The Donations Coordinator is responsible for managing donations (cash or goods) that are made for disaster relief.
3. The City Manager/City Emergency Management Director shall appoint a Donations Coordinator to manage the overall donations program and coordinate the efforts of volunteer groups and local government. The Donations Coordinator may be a volunteer or government employee familiar with the role of volunteer organizations active in disasters.

B. Task Assignments

1. The City Manager/City Emergency Management Director:
 - a. Appoint a Donations Coordinator.
 - b. Ensure that a donations management program coordinating the efforts of volunteer groups and local government(s) is planned and ready for activation.
 - c. Monitor the operation of the donations management program when activated.
2. The Donations Coordinator (DC) will:
 - a. With assistance from the City Manager/City Emergency Management Director, coordinate planning for and oversee the operation of the donations management program.
 - b. With assistance from the City Manager/City Emergency Management Director, prepare and keep current this annex.
 - c. Designate members of the DSG, with the advice of senior local officials and local volunteer groups, and chair that group.
 - d. Identify, in conjunction with appropriate senior local officials and the DSG, individuals for the following key donations management positions:
 - i. Resource Staging Area Manager
 - ii. Phone Bank Supervisor
 - iii. Donations Financial Manager
 - e. Develop and maintain, in coordination with the City Manager/City Emergency Management Director and the DSG, a Donations Management Operations Guide (Attachment 5 to this annex) as a separately published document. In the pre-emergency phase, this Guide will contain general planning information with respect to facilities, equipment, staffing, and general operating guidance. When the donations management program is activated, the Guide will be updated with specific facility and equipment information, updated staff rosters, and detailed operating procedures; copies of the

document will be provided to all key donations management program personnel. In the pre-emergency phase, the Guide shall include:

- i. Potential locations for the Volunteer Center, RSA, Phone Bank, Distribution Points, and Donations Operations Office.
 - ii. Equipment requirements for the facilities listed above.
 - iii. Supply requirements for the facilities listed above.
 - iv. Skeleton staff rosters for the facilities listed above.
 - v. A list of organizations that could potentially provide volunteers to staff the facilities listed above.
- f. Determine, in conjunction with the City Attorney and Insurance Agent, the procedures for preparing for and handling liability issues involving volunteers that are assisting the City in donations management operations.
 - g. Provide the media, in coordination with the PIOs, information on donations management for dissemination to the public.
 - h. Provide city officials with regular reports on donations management operations.
 - i. Ensure ~~required donations system-related records are maintained.~~
3. The Donations Steering Group (DSG) will:
- a. Assist the Donations Coordinator (DC) in developing a donations management program for the City and in preparing operating procedures for the donations management functions.
 - b. Meet regularly to coordinate, update, and collaborate on the donations system and operational process before, during, and after a disaster.
 - c. Assist the DC is determining which donations management functions should be activated after a disaster occurs.
 - d. Provide advice to the DC on suitable candidates for managing the various donations management functions.
 - e. Assist in locating volunteers to work in the donations management functions.
 - f. Assist the Donations Operations Office in maintaining records on donation activities.
 - g. Provide information to donors regarding voluntary agency operations and needs through the Donations Phone Bank.
 - h. Work together to determine the best method for handling and distributing large-volume or high-value donations received from the public or corporate entities.
 - i. Help the DC make decisions on when to terminate or consolidate donation management functions.

4. The Resource Staging Area (RSA) Manager will:
 - a. Select a site for an RSA and coordinate equipping and staffing the facility.
 - b. Develop operating procedures for and train staff to operate the RSA.
 - c. Supervise RSA operations.
5. The Phone Bank Supervisor will:
 - a. Secure a site for a Phone Bank and coordinate equipping and staffing the facility.
 - b. Develop operating guidelines for and train staff to operate the Phone Bank.
 - c. Supervise Phone Bank operations.
6. The Financial Donations Officer will:
 - a. Establish a Donations account for receiving monetary donations.
 - b. Establish specific wording for the "Pay to the Order of" line for all checks and other securities so that appropriate information can be provided to potential donors.
 - c. Ensure written disbursing procedures are prepared in close coordination with the Long Term Recovery Committee so account disbursing officials have a clear mandate on how to prepare assistance checks (e.g., when, how much, to whom, etc.).

Direction & Control

A. General

1. The City Manager/City Emergency Management Director and City Council is responsible for all governmental activities involved with the City's donation management system.
2. The DSG, chaired by the DC, will provide general guidance for donations management operations.
3. The DC will manage the donations management program, supervise key donations management program personnel, and coordinate the efforts of volunteer groups and local government.
4. The work of volunteers and paid government employees at a donations management facility will be directed by the supervisor of that facility.
5. Volunteers working as an integral part of a recognized volunteer group (e.g., the Red Cross, The Salvation Army, etc.) will respond to direction from those organizations.
6. Each individual supervising a donation management function will select an appropriate assistant or designee to run the operation in his/her absence.

B. Coordination

1. The DC will work out of and communicate from the Donations Operations Office, which should be located in or adjacent to the City Emergency Operations Center if possible.

2. Each volunteer group assisting in the disaster will designate a specific individual with authority to accept task assignments and coordinate its activities with the Donations Operations Office.

Readiness Levels

A. Level IV – Normal Conditions

1. See actions recommended in the preparedness activities in **Actions by Phases of Emergency Management Section**

B. Level III-Increased Readiness

1. Monitor the situation and inform key donations management personnel of the potential for activating all or portions of the donations management system.
2. Review donation management procedures for currency.
3. Check recall rosters for accuracy and update as required.

C. Level II –High Readiness

1. Continue to monitor the situation.
2. Alert key donations management staff for potential operations.
3. Ensure source lists for volunteer workers are up-to-date.
4. Check potential donations operations facilities for accessibility and availability.

D. Level I- Maximum Readiness

1. Continue to monitor the situation.
2. Activate key donations management staff to update planning.
3. Make tentative donations management facility selections.
4. Review equipment and supply status and alert providers of possible need.
5. Alert organizations that provide volunteer workers of possible activation.

Administration & Support

A. Reporting

1. During emergency operations, the Donations Operations Office shall compile and provide a daily summary of significant donations management activities to the EOC for use in staff briefings and inclusion in periodic Situation Reports (see Annex N). If the EOC has been deactivated, a periodic summary of activities will be provided to local officials and the heads of volunteer organizations participating in the recovery process.

2. Donations management facilities, if government-operated, shall provide a daily report of their activities to the Donations Operations Office. Such reports will include the following information:
 - a. Phone Bank
 - i. Number of calls by type (donation offer, vendor capabilities, requests for information, etc.)
 - ii. Significant donations offered and their disposition
 - iii. Major issues or challenges
 - b. RSA
 - i. Number and type of bulk donations received (truckloads, pallets, etc.)
 - ii. Significant donations and disposition
 - iii. Goods delivered to distribution points (truckload, pallets, boxes)
 - iv. Unneeded goods delivered to other agencies
 - v. Current hours of operation
 - vi. Number of persons employed (volunteers and paid workers)
 - vii. Major operational activities
 - viii. Support activities (feeding, lodging, etc.)
 - ix. Major issues or challenges
 - c. Points of Distribution (PODs)
 - i. Number of customers served
 - ii. Hours of operation
 - iii. Number of workers (volunteers and paid workers)
 - iv. Major issues or challenges
 - d. Financial Accounting
 - i. Cash received
 - ii. Cash distributed
 - iii. Major issues or challenges

B. Records

1. Activity logs - Each donations facility will maintain a log of major activities at that facility, location including activation and deactivation, arrivals and departure of staff, receipt of or return of major equipment, and the commitment of people, equipment, or materials to specific tasks.
2. The Donations Steering Group shall appoint a Secretary to provide a written record of the policies formulated and activities undertaken at meetings of the Group. Those records shall be maintained by the DC.
3. The Long Term Recovery Committee shall appoint a Secretary to maintain a written record of its actions. When the recovery process is completed, those records shall be turned over to the DC for retention.
4. Documentation of costs – Expenses incurred in operating the donations management system are generally not recoverable. However, in the event state and/or federal reimbursement is considered, accurate records would need to be provided. Therefore, all government departments and agencies should maintain records of personnel and equipment used and supplies consumed during donations management operations.

C. Post Incident Review

The Basic Plan provides that the Emergency Operations Plan shall be reviewed in the aftermath of a major emergency or disaster operations. The purpose of this review is to identify needed improvements in this plan, its procedures, its facilities, and its equipment.

When the donations management system has been activated after a major emergency or disaster, donations management program personnel shall participate in the review.

D. Training

1. The DC should attempt to attend training in donations management. Such training is offered by Wisconsin Emergency Management (WEM).
2. Donations management facility supervisors are responsible for providing on-the-job training for individuals who will be working in the facility.

E. Exercises

1. Local drills, tabletop exercises, functional exercises, and full-scale exercises should periodically include a donation management scenario based on the anticipated hazards which could be faced by the City.

References

- A. FEMA, *Donations Management Guidance Manual*, Feb 1995
- B. FEMA, *Donations Management Workshop (Student Manual)*, Oct 1997
- C. FEMA, *Donations Management Workshop (Toolbox)*, Oct 1997
- D. FEMA, *Support Annex (DM-1)*, Apr 1999
- E. Brazos County Interjurisdictional Emergency Management (Annex T – Donations Management) – Brazos County Texas

ATTACHMENT N-1: CURRENT DONATION NEEDS LIST

CURRENT DONATION NEEDS LIST

City of Platteville

As of Date/Time: _____

1. Needed

a. Goods

b. Services

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2. Unneeded:

ATTACHMENT N-2: RECORD OF DONATION OFFER

RECORD OF DONATION OFFER

Call received by: _____ Date: _____ Time: _____

Donor Name and Information:

Salutation: _____

First Name: _____

Last Name: _____

Title: _____

Organization: _____

Phone 1: _____

Phone 2: _____

Address1: _____

Address2: _____

City: _____ State: _____ Zip: _____

Donated (free): Goods or Services

Commercial (Vendor): Goods or Services

Type of Resource: (e.g., people, food, equipment): _____

Category: (e.g., clothing, water, bedding): _____

Sub-category: (e.g., shoes, blankets, chairs): _____

Description/Notes: _____

Total Quantity: _____ Units (#): _____ Measure (e.g., box, each): _____

Packaging _____ Amount (#): _____ Size (e.g., can, dozen, gallon): _____

Palletized: Yes No

Transportation required: Yes No

Refrigeration required: Yes No

Restrictions: Yes No

Resource Location: _____

Estimated Value: _____ Available until: _____

Follow-up required: Yes No Action taken: _____

ATTACHMENT N-3A: SAMPLE NEWS RELEASE FOR DONATIONS MANAGEMENT

SAMPLE PUBLIC INFORMATION RELEASE 1

(County/City Letterhead)

(Date)

FOR IMMEDIATE RELEASE

FOR MORE INFORMATION, CONTACT: [County/City Public Information Officer]

We are receiving citizen and community inquiries regarding the [name of disaster]. The calls primarily involve citizens who want to offer assistance or make donations to the [name of disaster] victims. It is important that such good intentions do not create the potential for a disaster within a disaster. Therefore people who wish to offer assistance should do so in as effective a manner as possible.

Individuals or organizations that want to provide assistance to victims of the (name of disaster) should first work through their local disaster relief organizations. These may include the American Red Cross or The Salvation Army. People can find these organizations listed in the Telephone Book Yellow Pages under "Social Service Organizations."

Cash is the best contribution since items can be purchased within the affected areas to meet the specific needs of victims. To contribute cash, contributions should be sent to [the precise organization name, address, and account number where cash contributions should go].

If people prefer to donate goods or service, they should still work through their local disaster relief organizations. These organizations know the immediate needs of people in the affected areas, how best to meet those needs, and how to ensure assistance is appropriate, adequate, and delivered to the right places. The disaster relief organizations can tell potential donors what is needed and what is not needed and how to package and transport those goods that are needed to the disaster area.

We encourage people not to send unsolicited donations to the disaster area. Unsolicited donations may not reach the proper people or even would meet their current needs. If donors plan to travel to the disaster area, they may find that lodging and other services are unavailable and they may add to problems in the disaster area rather than helping.

Attention News Editors and Directors: *Please assist us in publicizing this information relating to donations for the [name of disaster]. We would like to encourage donations of goods and services that are needed, while discouraging donations that cannot be used and that may add to the problems that already exist. You can also help us by discouraging sightseers from driving into the disaster area*

ATTACHMENT N-3B: SAMPLE NEWS RELEASE FOR DONATIONS MANAGEMENT

SAMPLE PUBLIC INFORMATION RELEASE 2

Cash Donations News Release

Date:
Time:
Contact Person:
Fax:

CASH DONATIONS FOR DISASTER SURVIVORS BEST WAY TO HELP

Grant County, WI – Persons interested in helping the survivors of *[insert name/type of incident and area affected]* in *[insert location]* can best support the relief efforts by making a cash donation instead of sending donated goods, according to *[insert name of official]*. “Cash donations to voluntary disaster relief organizations allow them to buy exactly what is most needed by the survivors and help the local economy recover from the disaster as well,” said *[insert name of official]*.

[Insert name of official] explained that the needs of the survivors will change considerably from the early stages of the disaster into the weeks and months of disaster recovery. Cash donations allow disaster aid to be focused on the areas of greatest need while avoiding surpluses of unneeded items.

For more information on how to support the disaster relief efforts in *[insert location]* go to *[insert link]* or call *[insert information and referral phone bank number]*.

ATTACHMENT N-4: SAMPLE PUBLIC MESSAGING & TALKING POINTS

1. PLEASE – DO NOT GO TO THE SCENE OF THE DISASTER
2. Cash donations are best. Please give directly to the voluntary disaster relief organization of your choice.
3. Cash donations are tax-deductible.
4. Cash donations have the added benefit of stimulating the local economy.
5. The arrival of unexpected donated goods will interfere with the response efforts.
6. It is expensive and enormously labor-intensive for voluntary organizations to sort, inventory, warehouse, and distribute donated goods.
7. PLEASE – do not create a second disaster by donating items that are not needed.
8. WAIT – many times donations are not needed until later in the recovery phase of the disaster.
9. If you want to give, go to [\[insert link\]](#) to give money or to see what items are needed; or call [\[insert information and referral phone book number\]](#).

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ATTACHMENT N-5: DONATIONS MANAGEMENT OPERATIONS GUIDE

DRAFT

Appendix 1: Resource Directory

Local Emergency Contacts				
Title	Name/Address	Phone	Alternate	Phone
City Manager/ Emergency Management Director				
City Council President/Pro Tem				
Police Chief				
Communications				
Fire Chief				
EMS Administrator				
Public Works Director				
Records Keeper				
Public Info. Officer				
Damage Assessment				
Volunteer Coordinator				
Volunteer Coordinator Team				
Human Services Coordinator				

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 This information has been redacted because it contains personal/confidential information.

Public Health Liaison	<h1>DRAFT</h1>
City Attorney	
Donations/Supply Management Coordinator	
County Emergency Management	
County Health Department	
County Social Services	
UW-Platteville Administration	
Southwest Health Center	
American Red Cross-Badger Chapter	
CenturyLink (Telephone)	
Alliant Energy (Power & Gas)	
Alliant Energy Liaison	
National Weather Service – La Crosse	
Wheel Chair Vans	
Buses	
Fairgrounds	

UWP Dining	
Emergency Management	
Police Services	

Radio Stations - After Hours Contacts

Radio Station	City	Phone	Fax	After Hours Contact & Phone	Generator
Queen B Radio Stations WPVL (107.1 FM) WGLR (97.7 FM) KIYX (106.1 FM) ESPN 1280 AM & 1590 AM	Platteville	349-2000 348-9785 723-7671 348-4979	349-2003 348-2780 723-7674 349-2002	<p>This information has been redacted because it contains personal/confidential information.</p>	
WSUP (90.5 FM)	Platteville	342-1165 342-1291			
WDMP	Dodgeville	935-2302	935-3464		
Radio Dubuque Stations KAT FM (92.9 FM) KDTH (1370 AM) WVRE (101.1 FM) KGRR (97.3 FM)	Dubuque	563/690-0800 563/690-0929 563/690-0838 563/690-0835 563/690-7625	563/588-5688 563/690-0858 563/588-5688		

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Public Works

Local Contractors

Company Name	City	Phone	After Hours Contact & Phone
Rural Excavating rural.excavating@hotmail.com	Platteville	608/348-9072	This information has been redacted because it contains personal/confidential information.
Lynch Excavating lexcavating33@centurytel.com	Platteville	608/348-3353	
Owen's Excavating & Trenching owenexc@hotmail.com	Hazel Green	608/744-2429	
Rule Construction ruleconstruction@frontier.com	Dodgeville	608/935-2701	
Stewart Construction wcstewart@earthlink.net	Dubuque	563/588-4496	
Tschiggfrie erogers@tschiggfrie.net	Dubuque	563/557-7450	

Supply Vendors

Company Name	City	Phone	After Hours Contact & Phone
Eastman Cartwright eastcart@centurytel.net	Platteville	608/348-2711	This information has been redacted because it contains personal/confidential information.
Menards graydenskwy@hotmail.com	Platteville	608/348-4610	
Iverson/Mathy Jerid.Baranczyk@Iverson-Construction.com	Kieler	608/568-3433	
Bard Materials	Platteville	608/348-5166	
Allied Stone jarutkowski@tds.net	Lancaster	608/723-4791	
Faherty, Inc edfaherty@yousq.net	Platteville	608/348-9586	
My Tire mytires@centurytel.net	Platteville	608/348-9723	
Spahn and Rose jcook@spahnandrose.com	Dubuque	563/583-6481	

**Platteville School District
CRISIS & EMERGENCY TEAMS
2014-15**

District Team – 342-4000

Connie Valenza, Superintendent	Ext 1002	This information has been redacted because it contains personal/confidential information.
Art Beaulieu, Business Manager	Ext. 1003	
Lynne Tanner, Secretary to the Superintendent	Ext. 1000	
Bill Wagner, Bldgs. & Grds. Supervisor	Ext. 1061	
Becky Heins, Custodial/Maintenance Mgr.	Ext. 1004	
ReNah Reuter, Director of Student Achievement	Ext. 1001	
Tammy Cooley, Psychologist/RTI Coordinator	Ext. 1310	
Mary K. Logemann, Nurse	342-4010 x1311	
FAX	342-4412	

High School Team – 342-4020

Timothy Engh, Principal	Ext. 1200	This information has been redacted because it contains personal/confidential information.
Eric Newton, Asst. Principal/AD	Ext. 1201	
Lisa Finnegan, Assessment & Instructional Technology	Ext. 1204	
Deb Helbing, Administrative Asst.	Ext. 1202	
Leslie McDermott, Administrative Asst.	Ext. 1203	
Amy Foote, PHS Counselor	Ext. 1207	
Nancy Olson, School Social Worker	Ext. 1220	
FAX	342-4427	

Middle School Team – 342-4010

Jason Julius, Principal	Ext. 1300	This information has been redacted because it contains personal/confidential information.
Laura Melby, Dean of Students	Ext. 1302	
Peggy Klein, Administrative Asst.	Ext. 1306	
Tonia Wagner, Administrative Asst.	Ext. 1305	
Denise Berntgen, Admin Asst to Nurse	Ext. 1301	
Vicki Feldman, Counselor	Ext. 1304	
FAX	342-4497	

Neal Wilkins Team – 342-4040

Kristoffer Brown, Principal	Ext. 1400	This information has been redacted because it contains personal/confidential information.
Julie Walter, Family to School Coordinator	Ext. 1403	
Jolene Nies, Administrative Asst.	Ext. 1401	
Nancy Olson, School Social Worker	Ext. 1220	
FAX	342-4591	

Westview Team – 342-4050

Don Shaw, Principal	Ext. 1500	This information has been redacted because it contains personal/confidential information.
Patricia Turba, Administrative Asst.	Ext. 1501	
Nancy Olson, School Social Worker	Ext. 1220	
FAX	342-4557	

Information Technology Office – 342-4007

Lisa Finnegan, Assessment & IT Coordinator	Ext. 1204	This information has been redacted because it contains personal/confidential information.
Mary Weigel, Administrative Asst.	Ext. 1208	

Stratton Buses– 348-2751

Russ Stratton		This information has been redacted because it contains personal/confidential information.
Robin Sandlin, Administrative Asst.		
FAX	342-4505	

Appendix 2 - City of Platteville Joint Information Center Operating Plan

CITY OF PLATTEVILLE JOINT INFORMATION CENTER (JIC) OPERATING PLAN

I. PURPOSE

Systems and protocols for communicating timely and accurate information to the public are critical during crisis or emergency situations. This plan describes the principles, system components, and procedures needed to support effective emergency public information operations. It allows for the establishment of multiple Joint Information Centers (JICs) in a Joint Information System (JIS), outlines the responsibilities of various emergency management/public information staff, and provides a framework for effective interaction with mutual aid response forces, assisting emergency management agencies, the media, and the general public.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Many hazards may necessitate the activation of the city's Joint Information System (JIS), including man-made events/disasters, civil disturbances, hazardous materials events, large-scale loss or shortage of essential public services and weather related events/damages (floods, tornadoes, straight line winds or severe winter weather).
2. Several agencies in the City of Platteville, such as the Platteville Community School District, Southwest Health Center-Platteville (hospital) and Senior Behavioral Sciences) and the University of Wisconsin-Platteville, may have established public information programs, personnel and/or protocols.
3. Large emergencies or disasters may attract regional and national media representatives. These outside media representatives will have little or no knowledge of local media working relationships. As such, a clearly identified JIS and Joint Information Center are necessary.
4. A Joint Information Center (JIC) is a physical location where public affairs professionals from organizations involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. It is important for the JIC to have the most current and accurate information regarding incident management activities at all times. The JIC provides the organizational structure for coordinating and disseminating official information. JICs may be established at each level of incident management, as required.
 - a. The JIC must include representatives of each jurisdiction, agency, private-sector, and non-governmental organization involved in incident management activities.
 - b. A single JIC location is preferable, but the system should be flexible and adaptable enough to accommodate multiple JIC locations when the circumstances of an incident require it. Multiple JICs may be needed for a complex incident spanning a wide geographic area or multiple jurisdictions.
 - c. Each JIC must have procedures and protocols to communicate and coordinate effectively with other JICs, as well as with other appropriate components of the Incident Command System (ICS) organization.

B. Assumptions

1. During emergency situations, the general public and media will demand information about the emergency situation and instruction on proper self-protection actions.
2. The local media, particularly television and radio, will perform an essential role in providing emergency instructions and the most current information to the public. Depending on the severity of

- the emergency (or the media's perception of the severity of the emergency) regional and national media may also cover the story and demand information and comment from local officials.
3. Depending on the severity of the incident, telephone communications may be sporadic, interrupted or impossible. Local and regional radio and television stations without emergency power may also be off the air. The JIS must be flexible enough to continue providing effective information during these situations.
 4. A JIC operation may result in the pooling of assets so that each individual agency will have far greater resources than if it is functioning alone.
 5. An activated JIC will disseminate information to the public faster, more accurately, more thoroughly, and with less risk of conflict.

III. CONCEPT OF OPERATIONS

A. General

1. Just as the establishment of the ICS avoids multiple command posts, the establishment of a JIC will avoid multiple (information) releasing points.
2. The overriding concept of a JIC is that it recognizes that each of the individuals represented at the JIC may continue to represent his/her own agency, while at the same time receive the benefits of a coordinated public information approach.
 - a. Participants in the City of Platteville's Joint Information System (JIS) will work under their own guidelines throughout an incident. The City of Platteville PIO and other city personnel coordinate efficient cooperation between the public information components of agencies participating in a response.
3. The City of Platteville's primary JIC will be located at the GAR Room in City Hall.
 - a. Multiple secondary JIC and EOC facilities have been identified throughout the City of Platteville and campus of the University of Wisconsin-Platteville.
 - i. Platteville Police Department Conference Room, if not being used as an EOC.
 - ii. University of Wisconsin-Platteville has identified four (4) facilities that can be used as secondary JIC facilities (if not being used by the UW-Platteville): Southwest Hall (1st floor conference room), Ullsvik Hall (Room 2207 or Velzy Commons) on the UW-Platteville Campus or the Agriculture Technology Center at UW Platteville Farm. Contact the UW-Platteville Police Department to initiate coordination for use of the facilities.
 - b. The City of Platteville PIO should have a "JIC in a Box" to be used in the event that the primary or alternative sites are not usable or available. Such a system would allow a laptop computer, portable radio communications, media briefing area, etc. to be established at such locations.
4. The City of Platteville PIO or EOC will advise field units that the JIC is operational.
5. Primary JIC Facilities
 - a. The primary JIC contains a restricted space (known as the "Operating Area") wherein JIC staff will work.
 - b. The primary JIC contains a fully-equipped media work area, providing access to the Internet, telephones, etc.
 - c. The primary JIC contains adequate space for news conferences and media briefings.
 - d. A phone bank will be established at the JIC facility for incoming public inquiries, rumor control, coordination between the JIC and EOC, coordination with media providers, etc.
 - e. The primary JIC facility does contain central restroom facilities that serve all work areas.

B. City of Platteville Public Information System (PIS) Program

1. Public Information Officers (PIOs)
 - a. The City of Platteville PIO is a staff position with the City of Platteville City Manager's Office. The primary PIO is the Communications Specialists.
 - b. The City Clerk is designated as the alternative PIO.
2. Guiding Concepts

- a. The city's PIS program is guided by the following five (5) concepts.
 - i. PIS will focus on specific, event-related information.
 - ii. Where possible and appropriate, PIS should convey positive information regarding emergency response activities.
 - iii. PIS activities will strive to dispel misinformation and control rumors.
 - iv. PIS actions will involve on-going programs to increase the public's awareness of potential hazards and the appropriate response or protective actions.
 - v. The cooperation of the local media is critical in all phases of PIS, including on-going education programs.
3. The timing and content of PIS program activities is dependent on the type of emergency or disaster event and the amount of warning or notice time prior to the potential event.
4. Forecasting Events-Handled by Grant County Office of Emergency Management
5. "Limited Warning" Events-May also be handled by the Grant County Office of Emergency Management
 - a. PIS messages immediately before or during events that develop rapidly giving limited time for public information include the following.
 - i. An accurate description of the hazard as is possible and the risk to people and property during an immediate/developing event.
 - ii. The estimated time, duration and area of the hazard's impact.
 - iii. Any appropriate instruction for taking protective actions which may address specific groups, such as parents with children in the impacted area, as well as the general public.
 - iv. References to any useful information which may be readily available or at-hand.
 - v. Detail emergency management response activities that are underway and/or that are planned, as well as the time and frequency of EPI updates during the emergency.
 - b. EPI actions in "limited warning" events include the following.
 - i. Close coordination among the appropriate emergency management officials to define the status and timing of response actions.
 - ii. Establish and maintain close contact with all media to report and update the initial warning (particularly if it was not provided through the Emergency Alert System [EAS]) and provide EPI contact information.
 - iii. Complete "stand-by" EPI instructions, including specific information about the emergency or disaster event.
 - iv. All EPI activities will be conducted in close coordination with the county Warning Coordinator to ensure that the appropriate warning system(s) [e.g. EAS, route alerting, door-to-door canvassing, mobile public addressing, etc.] are activated.
 - v. Ensure that accurate and timely EPI is being disseminated.
 - vi. Monitor media activities to ensure the accuracy of reports and to control rumors and misinformation.
6. Post Event EPI Considerations
 - a. Post event messages will include the following to assist those affected by the event transition back to normal.
 - i. A clear and accurate (to the extent possible) assessment of the situation's status.
 - ii. Survival instructions (as necessary).
 - iii. How/where to get aid (if applicable).
 - iv. Continuing health and welfare hazards.
 - v. How/where to get help for domestic and farm animals.
 - vi. Current emergency management activities and the timing and frequency of EPI updates.
 - vii. How/where to inquire about survivors.
 - viii. Proper procedures for offering donations or other forms of aid and assistance.
 - ix. Instructions to evacuees on how to return to their homes.
 - x. Locations of restricted areas (for those who are not affected by the event).
 - b. Post event EPI actions will include the following.

- i. Establish and maintain close contact with the media and provide any information and instructions that have been approved by the City Manager.
 - ii. Monitor media reports and inquiries for information for accuracy and respond as is necessary to correct rumors and misinformation.
 - iii. Compile a chronology of events.
 - 7. Emergency Alert System and NOAA Weather Radios
 - a. The National Weather Service (NWS) can activate NOAA weather radios and the Emergency Alert System (EAS) for public information purposes.
 - b. Under normal conditions, the Platteville Police Department Communications Center under the authority of the PD Sgt/OIC or Platteville Fire Department Chief Officer activates the public warning system.
 - c. The NWS can initiate a non-meteorological message which can activate the tone alerts on NOAA weather radios, be broadcast over NOAA weather radios and be transmitted via the NWS computer system to the NWS dissemination infrastructure, other national systems and the EAS.
 - i. The use of NOAA weather radios for non-weather related hazards should be confined to those events which are imminent and life threatening.
 - ii. For public information purposes, the PIO or City Manager will request activation of the EAS system for a "Civil Alert Message" following the steps in Section B: Communications and Warning of the City of Platteville Emergency Operations Plan.
- C. Other City Public Information Programs
 - 1. Southwest Health Center
 - a. Southwest Health Center (SHC-P) operates under the Southwest Health Center Emergency Operations Plan during emergency situations.
 - b. Public Information Officer(s)
 - i. SHC-P has designated an MCHD PIO to serve during emergency situations.
 - 2. University of Wisconsin-Platteville
 - a. The University of Wisconsin-Platteville operates under the Emergency Management Plan for the University of Wisconsin-Platteville during emergency situations.
 - b. Public Information Officer(s)
 - i. The UW-Platteville has a staff member assigned as the PIO and is responsible for information dissemination.
 - 3. Platteville Community School District
 - a. Platteville Public Schools operates under the Platteville Public Schools Emergency Procedures/Administrative Handbook during emergency situations.
 - b. Public Information Officer(s)
 - i. Platteville Public Schools have authorized staff that is able to act as PIO.
- D. Interaction Between Public Information Programs to Form the Joint Information System (JIS)
 - 1. The City of Platteville has designated a PIO and alternative PIO. These individuals will assist other public information providers in linking into a JIS and conforming to the JIC's procedures.
 - a. The City of Platteville PIO is the highest-ranking city public information official whose primary responsibility is to coordinate the efforts of all public information elements involved in an incident.
 - i. The City of Platteville PIO manages the activated JIC.
 - ii. The City of Platteville PIO or City Manager or designee handles media/public inquiries at the activated EOC.
 - 2. The City of Platteville PIO will make the ultimate decision to deactivate the city JIC. Such a decision will be made jointly with other public information officials working an incident and the City of Platteville City Manager (Incident Commander).
- E. Interaction between City of Platteville Joint Information Center (JIC) and State/Federal Public Information Functions

1. Federal
 - a. Federal public information responsibilities are outlined in Emergency Support Function (ESF) #15 and the Public Affairs Support Annex of the National Response Plan (NRP).
 - b. A federal core group develops, coordinates and delivers information and instructions to the public related to federal assistance to the incident-affected area, federal response, national preparations, protective measures, impact on non-affected areas, and federal law enforcement activities. The US Department of Homeland Security (DHS) Office of Public Affairs assigns members of the core group.
 - c. The DHS Office of Public Affairs handles many of the public information elements of a federal response. Public Affairs responsibilities, as they appear in the NRP, include the following:
 - i. Coordinating messages with federal, state, local and tribal governments and establishing a federal JIC.
 - ii. Gathering information on the incident.
 - iii. Providing incident-related information through the media and other sources to individuals, families, businesses, and industries directly or indirectly affected by the incident.
 - iv. Using a broad range of resources to disseminate information.
 - v. Monitoring news coverage to ensure that accurate information is disseminated.
 - vi. Handling appropriate special projects such as news conferences and press operations for incident area tours by government officials and other dignitaries.
 - vii. Providing basic services, such as communications and supplies, to assist the news media in disseminating information to the public.
 - viii. Overseeing the key function of media relations.
 - d. Initially, DHS will establish a virtual JIC to coordinate information among affected states, federal departments and agencies.
 - e. Federal agencies may establish a federal incident JIC. This facility will be located within or very near the federal Joint Field Office (JFO).
 - i. For the purposes of providing a seamless joint information function, local officials will recommend to federal representatives that they locate in the activated county JIC.
2. State
 - a. In any situation requiring commitment of state resources, state officials are responsible for disbursing information concerning state actions.
3. Local public information officials will attempt to bring federal and state field officials into the local JIC, rather than tell them to establish their own information centers in the local area.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Organization
 1. Designation of Public Information Officers
 - a. The City of Platteville Emergency Operations Plan names City of Platteville Public Information Officer.
 - b. The City of Platteville Emergency Operations Plan also names the alternative to the city PIO.
 2. The purpose of City of Platteville's Joint Information System (JIS) is not to take normal emergency responsibilities away from entities participating in the JIS. Each entity will retain its autonomy and be responsible for the actions of and information released by its personnel and/or departments. However, the City of Platteville JIC, and by reference the City of Platteville PIO, has been established as a coordinating entity to ensure that conflicting information is not released and that a cohesive message is presented by all facets of the emergency response. The JIC and City of Platteville PIO also serve as a resource to supplement, if necessary, the emergency public information capabilities of entities participating in the JIS.
- B. Responsibilities
 1. City of Platteville Emergency Operations Plan

- a. Designate a City of Platteville PIO and alternate.
- 2. City of Platteville Public Information Officer (PIO)
 - a. Coordinate with the City Manager/EOC personnel to activate the JIC.
 - b. Notify JIC staff members of the JIC activation, including when and where to report.
 - c. Notify media sources of the JIC's activation and instruct them to report to the JIC.
 - d. Manage the activated JIC.
 - e. Receive/arrange to receive information from on sight incident staff and EOC staff pertaining to incident.
 - f. Coordinate consistent emergency public information during emergency incidents.
 - g. Periodically brief JIC staff as to event status and the status of public information initiatives.
 - h. Organize opportunities for media interviews, site visits, etc. during emergency incidents.
 - i. Recommend deactivation of the JIC.
- 3. Joint Information Center Staff
 - a. Operate the JIC, as directed by the City of Platteville PIO.
 - b. Direct media to designated work areas.
 - c. Operate public inquiries, rumor control hotlines, etc.
 - d. Ensure technical requirements for JIC operation, as well as press conferences, staff briefings, updates to local government officials, etc. are met.

V. DIRECTION AND CONTROL

- A. During normal times of non-emergency, the City of Platteville PIO will coordinate preparedness and awareness campaigns.
- B. The City of Platteville PIO will serve as the manager of the activated JIC.
- C. Agencies participating in the Joint Information System (JIS) will work under their own guidelines throughout the emergency event. Individual agency lead public information officers will coordinate with the City of Platteville PIO.
- D. JIC staff member positions, such as message runners, clerical personnel, escorts, etc., are generally filled with volunteer personnel. The City of Platteville PIO, as the JIC manager, coordinates the filling of the positions and oversees volunteers on duty.
- E. During response, an Incident Commander may designate a Command Staff PIO per the National Incident Management System.

VI. CONTINUITY OF GOVERNMENT

- A. City of Platteville PIO
- B. Agencies participating in the JIS are responsible for designating lines of succession for public information and other key personnel.

VII. ADMINISTRATION AND LOGISTICS

- A. Administration
 - 1. The City of Platteville PIO is responsible for maintaining and updating announcements.
 - 2. Reimbursement for expended resources used at the JIC facility will be accomplished with the normal procedures used for reimbursing other emergency resources.
 - 3. Upon deactivation of the JIC, the City of Platteville PIO will ensure that all supplies are restocked and other materials are readied for the next activation of the facility.

4. Reports and Records
 - a. The City of Platteville PIO will maintain reports and records, as necessary, regarding the operation of the JIC. Such reports may be included in after action reports or incident response critiques.
 - b. The City of Platteville PIO will provide invoices for and/or estimates of expended resources to the appropriate Finance Department staff following the deactivation of the JIC.
- B. Logistics
 1. Communications
 - a. The public safety/city government radio systems will be used to provide communications between the City of Platteville JIC, the EOC and other information centers that may be activated.
 - b. Backup communications will be provided by landline telephones and cellular telephones.
 2. Resource Procurement
 - a. The City of Platteville PIO is responsible for requesting additional resources as they are needed at the activated JIC.
 - b. Requests for additional resources that are received by the JIC will be relayed to the Resource Management Section at the EOC.
 - c. To the extent possible and as it is applicable, supplemental resources for the JIC will be requested in accordance with National Incident Management System (NIMS) resource types and definitions.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Plan Updates
 1. The plan will be reviewed and updated on an annual basis at the same time that the Emergency Operations Plan is reviewed and any necessary revisions are made, or following a major JIC activation, to review this plan and discuss any necessary changes based on changing situations or deficiencies identified through exercises or actual events.
 2. The City of Platteville PIO and City Manager will approve all changes before they are made.
 3. The City of Platteville City Clerk/City Manager's Office will make and distribute changes of this plan to the recipients listed in the EOP distribution list.
- B. Training and Exercises
 1. This plan will be exercised during full scale or functional events when the Emergency Operations Center (EOC) is being exercised.
 2. The City of Platteville PIO may suggest additional exercises specifically for the JIC.
 3. The City of Platteville PIO may schedule training sessions for JIC staff.

IX. AUTHORITIES AND REFERENCES

- A. Plan Origination
 1. This plan was modified based on the Monongalia county Joint Information Center Operating Plan dated 2005 by the Monongalia County Office of Emergency Management in Monongalia County, WV.
- B. Authorities
 1. Homeland Security Presidential Directive (HSPD)-5: Management of Domestic Incidents.
 2. 47 CFR Part 73, Subpart G, Emergency Alert System, as amended.
- C. References
 1. *Guide for All Hazards Emergency Operations Planning*, SLG 101, FEMA, 1996.
 2. *National Incident Management System*, USDHS, 2004.
 3. *National Response Plan*, USDHS, 2004.

4. *City of Platteville Emergency Operations Plan, as amended, City of Platteville.*

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Appendix 3: Platteville Municipal Airport Emergency Plan

PLATTEVILLE MUNICIPAL AIRPORT EMERGENCY PLAN

I. General Information

A. Purpose: This plan is designed to minimize the possibility and extent of personal injury and property damage on the Airport in the event of an emergency. The plan should be used to provide guidelines to each person or agency who must implement the plan. All emergency situations cannot be addressed in a single plan, therefore the Emergency Management Director shall direct such actions as he or she may feel necessary.

B. Emergency Coordinator: The Emergency Management Director or his/her designated representative shall exercise complete control during emergency or disaster conditions. The primary EOC location is the Conference Room/EOC at Platteville Police Department. The first alternative is the Council Chambers located in City Hall. Other alternates for the EOC is Southwest Hall (1st floor conference room), Ullsvik Hall (Room 2207 or Velzy Commons) on the UW-Platteville Campus or the Agriculture Technology Center at UW Platteville Farm.

C. Participating Agencies:

1. <u>Governmental Agencies:</u>	<u>Phone Numbers</u>
1) Federal Bureau of Investigation - Madison	608-833-4600
2) National Transportation Safety Board	708-377-8177
3) FAA Flight Standards District Office	515-285-9895
4) FAA Civil Aviation Security Field Office	314-423-0336
5) FAA Flight Service Station	800-458-4434
6) FAA Central Region, Communication Center	800-452-9202 or 816-426-4600
7) Transportation Security Administration	608-441-5272

D. Removal of Disabled Aircraft:

1. Notification of the FAA Central Region, Operations Communication Center (ROC) must be made. This should be done by the airport manager. The ROC will usually contact all appropriate agencies. Operations must confirm that the aircraft is cleared for removal. Notification of the FAA and National Transportation Safety Board (NTSB), is required only if a fatality has resulted or a commercial aircraft is involved.
2. Prior to aircraft removal, the NTSB (708) 377-8177, must approve the move. Sometimes this removal authority is delegated to the Flight Standards District Office (FSDO).
3. The operator or owner of the aircraft will be financially responsible for the removal of his or her disabled aircraft on the airport.
4. In the absence of the owner or operator, the Airport Manager or his/her designated representative may authorize removal, at the owner's expense.
5. The Fixed base Operator (FBO) performing maintenance operations (if any) should be contacted to provide assistance in the removal of the aircraft.

- E. Review of Emergency Plan: At least once every 12 months, a review of the plan with principal participating agencies will be conducted.
- F. Emergency Medical Transport Units: All area units can be dispatched by calling 911.
- G. Handling of Disaster Victims
 - 1. Uninjured shall be kept in the airport office classrooms initially and be transported to city shelters when transportation becomes available.
 - 2. Injured shall be located in the triage area until transported to a medical facility.
 - 3. Deceased shall be left on site until the NTSB, has authorized removal.
- H. News Media Briefing Area - All media personnel will be directed to the Media Staging Area/ Joint Information Center located at Platteville City Hall (Council Chambers) unless directed to a different location. Briefings may be done in maintenance hanger at the discretion of the Emergency Management Director.
- I. Due to the size and capabilities of the Platteville Municipal Airport, notification of NTSB and FAA is not required for aircraft accidents unless the accidents involve loss of life or a commercial carrier.

Accidents not involving loss of life or a commercial carrier shall be handled on a routine nature by the Airport Manager who will call emergency services through the Platteville Police Department **Communications Center** as necessary. **All incidents requiring emergency services response should also begin with a call to 911.**

The Platteville Municipal Airport, as a component of the City of Platteville, will be served by the same emergency service departments and agreements with the same general procedures as other disasters within the city.

- J. Mutual Aid
 - 1. Mutual Aid Departments will respond with equipment and man power as requested in accordance with this plan, and be under the direction of the emergency management director or incident commander, or their designated representative. In the event the accident is off airport property, the department with jurisdiction shall assume command.
 - 2. Mutual Aid Law Enforcement will be used for traffic control and site security as directed by the Platteville Police Chief or the incident commander.
 - 3. Mutual Aid Fire Departments will be used to aid in fire suppression, rescue and evacuation as directed by the Platteville Fire Chief or the incident commander. They may also assist with scene security and/or crowd control until more help arrives.
 - 4. Mutual Aid Ambulance Units (EMS) Under the direction of the Platteville EMS Administrator, Assistant EMS Administrator, Crew Chief or other Medical authority these units:
 - a. Will be used to aid in the care and transportation of victims.
 - b. Will set up triage and control on site medical operations.
 - c. Will record names and the medical facility where each victim was transported.

II. Bomb Threat Response Procedures

All bomb threats shall be handled as if an actual bomb exists.

A. Bomb Threat Involving an Aircraft:

1. Airport Manager shall direct the aircraft to taxi to west end of east/west taxiway and park and keep all unnecessary ground and aircraft traffic clear of the area where the affected aircraft is parked.
2. Incident Commander/ Emergency Management Director
 - a. Respond to stand-by position, in front of maintenance hangar, ready to respond with emergency equipment as needed.
 - b. Request bomb disposal unit assistance from the 911 communications center.
 - c. Notify the FAA Central Region, Operations Communications Center (ROC), 800-452-9202 or 816-426-4600.
 - d. Notify the F.B.I. Office 402-493-8688.
 - e. Notify FAA Civil Aviation Security 314-423-0336.
 - f. Evacuate an area 100 yards radius from the affected aircraft. If the aircraft is on the ramp and cannot be moved, the affected buildings should be evacuated.
 - g. Upon termination of the emergency, perform a self-inspection of the area and open the affected areas as appropriate.

III. Structural Fire Response Procedures

A. Airport Manager

1. Advise the Platteville Police Communications, of where the fire is located, and what is on fire.
2. Divert all traffic away from the affected areas.

B. Platteville Fire Department

1. Respond to the site of the fire and begin fire suppression.
2. Evaluate the need for Mutual Aid and call for support as needed. Continue fire suppression and/or evacuation assistance until Mutual Aid Fire Support arrives.
3. Notify the Emergency Management Director.

C. Platteville Police Department

1. Respond to the site of the fire and begin crowd control, provide security and traffic control.
2. Evaluate the need for Mutual Aid and call for support as needed. Continue operations until Mutual Aid Law Enforcement arrives.
3. Notify the Emergency Management Director.

D. Platteville EMS

1. Respond to the site of the fire and begin on site medical operations.
2. Evaluate the need for Mutual Aid and call for support as needed. Continue operations until Mutual Aid EMS units arrive.
3. Notify the Emergency Management Director.

Appendix 4 – Platteville Schools Emergency Plan

**Removed as City of Platteville is not authorized to
release this information/plan.**

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Appendix 5 - Southwest Health Center Emergency Operations Plan



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University Response Plan

For

University of Wisconsin–Platteville

Revised 05/24/2013

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this information/plan.

City of Platteville

Water System

Emergency Response

Plan

2013

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release this information/plan.**