

# KEWAUNEE COUNTY LAW ENFORCEMENT COMMITTEE REGULAR MEETING

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Date: April 7th, 2015 Kewaunee County Sheriff's Dept.,  
620 Juneau St. Kewaunee, WI  
Time: 10:00 A.M.

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## AGENDA ITEMS:

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. TRAVEL/TRAINING REQUEST:
5. LAW ENFORCEMENT AGENDA
  - a. Status report on Communications System Upgrade.
  - b. Update on new hire process
  - c. Approval to fill entry level Jailer/Dispatcher vacancies (Lt. Treml & Deputy McCambridge Retirements)
  - d. Discussion and action on Sheriff's Department part- time IT Staff position
6. APPROVAL OF BILLS
7. SET NEXT MEETING DATE
8. SUCH OTHER MATTERS AS AUTHORIZED BY LAW
9. ADJOURNMENT

The committee welcomes all visitors to listen and observe, but only committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrators Office at (920)388-7164 prior to the meeting so that accommodations may be arranged.

A majority of the members of the county board of supervisors or any of its committees including:

Finance & Public Property  
Personnel, Advisory & Legislative  
Health, Child Support, and Veterans Services  
Human Services  
Aging Services Unit Advisory  
Extension Education, County Farm & Zoning  
Law Enforcement & Emergency Management  
Land & Water Conservation  
Highway & Solid Waste  
Promotion & Recreation

May be present at this meeting to listen, observe, and participate. If a majority of any such committee is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis 2d 553(1993), even though the visiting body will take no action at this meeting.

**MEETING NOTICE AND AGENDA  
EMERGENCY MANAGEMENT  
COMMITTEE MEETING**

**DATE: 4/7/15  
TIME: 10:00 am  
PLACE: Integrity Room**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF BILLS (regular monthly meeting only)**
- 4. REPORTS OF EMERGENCY MANAGEMENT**
  - a. Travel Request (if any)**
    - **E-Sponder training – May 12 8am – 11:30am – Basic Training –brief overview of E-Sponder; its navigation, structure, accesses, and security capabilities. Teri and Tracy**  
**May 12 12:30pm – 4pm - Intermediate Training - continued training on the E-Sponder website that the state or county uses when an incident happens to coordinate events and recourses. Teri and Tracy**
- 5. SET NEXT MEETING DATE**
- 6. SUCH OTHER MATTERS AS AUTHORIZED BY LAW**
- 7. ADJOURNMENT**

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A majority of the members of the County Board of Supervisors or any of its committees including:

- Finance & Public Property
- Personnel, Advisory & Legislative
- Health, Child Support, & Veterans Service
- Human Services
- Aging Services Unit Advisory
- Extension Education, County Farm, & Zoning
- Law Enforcement & Emergency Management
- Land & Water Conservation
- Highway & Solid Waste
- Promotion & Recreation

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Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

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# KEWAUNEE COUNTY TRAVEL REQUEST FORM

Emergency Management  
DEPARTMENT

Tracy Nollenberg  
Terr. Marcussen  
EMPLOYEE(S)

DESTINATION Madison

DATES OF TRAVEL

FROM: May 11

TO: May 12

OVERNIGHT?  YES  NO

NUMBER OF NIGHTS: 1

**\*\*NOTE: TRAVEL WITHIN 50 MILES REQUIRES APPROVAL FOR OVERNIGHT STAY**

PURPOSE: Esponder Training  
Certification Education

(Include reasons for attending i.e. certification, license, education)

**NOTE: PLEASE ATTACH AGENDA OR ITINERARY**

EXPENSES: REGISTRATION/TUITION \$ 0  
LODGING \$ 140  
ESTIMATED MEALS (B, L, D) \$ 90  
TRAVEL (APPROXIMATE MILES) 325

IS ANY PART OF TRIP REIMBURSED? YES  NO  \$ \_\_\_\_\_  
BY WHOM? \_\_\_\_\_

**NOTE: IF TRAVEL IS REQUIRED AND THE APPROPRIATE OVERSIGHT COMMITTEE CANNOT REVIEW THE REQUEST BEFORE DEPARTURE, SUBMIT THIS FORM TO YOUR DEPARTMENT HEAD AND COUNTY ADMINISTRATOR FOR REVIEW AND APPROVAL.**

**APPROVAL:**

Tracy Nollenberg  
DEPARTMENT HEAD

2-17-15  
DATE

COMMITTEE CHAIRMAN

DATE

COUNTY ADMINISTRATOR

DATE



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## Course Description

### ES-201 UM - E-Sponder - User Manager - Intermediate I Course

This course is for those people that will be building sites in E-Sponder and managing the end-users of those sites.

#### Site Creation:

It teaches you how to create a site with the "Site Creator tool", and, how to create a site manually. What the "site creator tool" is, its advantages and limitations, and how to make it available for use. It covers the recommended structure in building a site collection and the hierarchy of sites, and how that structure impacts the powers of those end-users within a collection. It briefly looks at the different templates available for site creation.

#### User Management:

This course covers the registration process and the details one needs to help your new applicants through this process. This is very important in E-Sponder because new applicants must understand the registration process enough to ensure their application gets to the appropriate User Manager for approval.

It describes the different accesses an end-user may be granted. It covers in great detail the powers that go along with these accesses. You will be taught how to use what is known as the "User Maintenance tool/function" which allows the User Manager of the site to: approve new applicants, grant appropriate access levels, to find lost users and more. It also covers the importance and how-to's of maintaining the end-users of your sites and the subtle nuances of the many variables that impact an end-user.

The goal of this class is to teach or introduce the User Manager, you, to the many intricacies of taking care of the end-users in your site(s) and to make you an effective, proficient, and comfortable User Manager.

#### IMPORTANT TO NOTE

As a User Manager of a site you can access ANY account of ANY person that is active or has ever been active in E-Sponder. This is a huge responsibility that extends out beyond the arena of your own site(s).

#### Prerequisites & Other Information:

It is highly recommended that you take a Basic Training class before taking the Intermediate 1 class but we Do Not enforce it as a pre-requisite. Of course if you have been an active participant in E-Sponder incident sites, you may already have a high enough comfort level with E-Sponder that would make the Intermediate 1 class manageable.

If you have not had any prior training or have not worked in E-Sponder, the Intermediate 1 would certainly be more challenging.

#### Cost:

No tuition is charged.


[Review Course Feedback \(2 reviews\)](#)

## Available Classes

## Course Specifics

**Hours:** 3.50  
**Provider:** Wisconsin Emergency Management  
**Sponsor:** N/A  
**Disciplines:** Education  
           Elected Official  
           Emergency Management  
           Emergency Medical Service  
           Fire Service  
           Government Administration  
           HazMat  
           Health Care  
           Human Services  
           Law Enforcement  
           Military  
           Public Health  
           Public Safety Communications  
           Public Works  
           Volunteer Organization



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### Course Description

#### ES-101 BA - E-Sponder - Basic Training

The E-Sponder Basic Training course is geared towards the beginner and the tasks they will need to perform if they are called on to participate in an event by using E-Sponder.

This course will begin with a brief overview of E-Sponder; its navigation, structure, accesses, and security capabilities.

The vast majority of this class will be devoted to hands on work on the computer, which will allow the student to access the E-Sponder site, edit the site and all its basic items.

This training is conducted on a fake training site specifically designed to explore E-Sponder and its functions.

**Note:**

You do not need to be an active user in E-Sponder to register for this course. It would be helpful if you can register in E-Sponder. Those attendees that do not have an active account will be assisted at the end of the class in a group registration process.

If you have an active account, please make a note of your username and password and bring them to the class.

**Prerequisites & Other Information:**

There are no pre-requisites to this class. This is the first class in the series.

**Cost:**

No tuition is charged.

### Course Specifics

- Hours: 3.50
- Provider: Wisconsin Emergency Management
- Sponsor: N/A
- Disciplines: Education
  - Elected Official
  - Emergency Management
  - Emergency Medical Service
  - Fire Service
  - Government Administration
  - HazMat
  - Health Care
  - Human Services
  - Law Enforcement
  - Military
  - Public Health
  - Public Safety Communications
  - Public Works
  - Volunteer Organization

[Review Course Feedback \(1 review\)](#)

### Available Classes

View	Course Number	Class Name	Location	Dates	Seats Available
	ES-101 BA	E-Sponder - Basic Training	State Emergency Ops Center 2400 Wright Street Room 102 Madison, WI 53704	05/12/2015	20 <a href="#">View Details</a>

Total of 1

[2400 Wright Street, E-Sponder](#)
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