

# Kenosha County Administrative Proposal Form

## 1. Proposal Overview

Division: Law Enforcement

Department: SHERIFF

Proposal Summary (attach explanation and required documents):

Resolution: to accept the (2018-19) Wisconsin Emergency Management - Mobile Field Forces -Training Grant. This grant will be used to provide new members for the Kenosha County Crowd Control Initiative and any officers or National Guard members in the Region and State with basic Grenadier Operator training, Basic Less-Lethal Operator training, and Crowd Control Training which consist of instruction in protest types and actions, legal considerations, responsibilities of mobile field force teams, and crowd control methods, as well as hands on activities that allow responders to practice all of the learned skills in a realistic context using crowd control equipment and assigned protective mask. This \$1,760 grant award is 100% funded by the awarding agency and does not require a match. Therefore, no additional tax levy dollars are being requested to implement this grant award.

Dept./Division Head Signature: \_\_\_\_\_

Date: 08/22/18

## 2. Department Head Review

Comments:

Recommendation: Approval ☒ Non-Approval ☐

Department Head Signature: \_\_\_\_\_

Date: 8.22.18

## 3. Finance Division Review

Comments:

Recommendation: Approval ☒ Non-Approval ☐

Finance Signature: \_\_\_\_\_

Date: 8/27/18

## 4. County Executive Review

Comments:

Action: Approval ☒ Non-Approval ☐

Executive Signature: \_\_\_\_\_

Date: 8/29/18


Revised 01/11/2001 (5/10/01)

### DISTRIBUTION

- Original Returned to Requesting Dept.
- Department attaches the Original to the Resolution to County Board
- Copy to Secretary of Oversight Committee to distribute in packets with Resolution
- Copy to Requesting Department File

**KENOSHA COUNTY  
BOARD OF SUPERVISORS  
RESOLUTION NO. \_\_\_\_\_**

**Subject: 2018-2019 Wisconsin Emergency Management/ Mobile Field Forces – Training Grant Award**

Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2 <sup>nd</sup> Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted: September 18, 2018		Date Resubmitted	
Submitted By: <b>Judiciary &amp; Law Enforcement Committee &amp; Finance/Administration Committee</b>			
Fiscal Note Attached X		Legal Note Attached <input type="checkbox"/>	
Prepared By: <b>Lt. Horace Staples, Director of Emergency Management</b>		Signature: 	

WHEREAS, the Kenosha County Sheriff's Department, as the Agency in charge of the Kenosha County Crowd Control Initiative Unit, has been awarded a \$1,760 grant from the State of Wisconsin Emergency Management through the 2018-19 Mobile Field Forces – Training program, to provide new members for the Kenosha County Crowd Initiative and any officers or National Guard members in the Region and State with Basic Grenadier Operator Training, Basic Less-Lethal Operator Training, and Crowd Control Training which consist of instruction in protest types and actions, legal considerations, responsibilities of mobile field force teams, and crowd control methods, as well as hands on activities that allow responders to practice all of the learned skills in a realistic context using crowd control equipment and assigned protective mask, and

WHEREAS, the Kenosha County Sheriff's Department Crowd Control Initiative Unit is a joint crowd control team comprising of Kenosha deputy sheriffs, Village and UW at Parkside police officers, who assist during a Kenosha Sheriff's Tactical Response Team (TRT) activation in response to a Civil Disturbance/Crowd Control Operation, where incidents may or may not start as peaceful assemblies and escalate into large-scale control issues such as sporting events, fairs, festivals, concerts, political rallies/appearances, court rulings, election results, and police use of force incidents, and

WHEREAS, grant funding may also be used for the cost of qualified trainers/instructors, instructor expenses and other administrative costs to train team members so that the training is at no cost to agencies or students, and

WHEREAS, only actual expenses will be reimbursed at the current state rates, and

WHEREAS, the awarding agency does not require a hard match for this award, therefore, no additional tax levy dollars are being requested to implement this grant award, and

WHEREAS, the project funding period for this grant begins September 1, 2018 and expires March 31, 2019.

NOW, THEREFORE BE IT RESOLVED, that the Kenosha County Board of Supervisors accept the this grant and approve the revenue and expenditure budget modifications, to the 2018 budget, as per the budget modification form, which is incorporated herein by reference.

BE IT FURTHER RESOLVED, that this grant may be modified to allow appropriations for spend down of the grant dollars in accord with the grant requirements, and that Administration shall be authorized to modify grant funded appropriations for additional grant funds for which the purpose is the same or for purposes of capital items for which the county retains possession and grants which have not been expended by year end shall be automatically carried over where allowed.

Note: This resolution requires no additional funds from the general fund. It increases revenues by \$1,760 and increases expenditures by \$1,760.

<b>Subject: 2018-2019 Wisconsin Emergency Management/ Mobile Field Forces – Training Grant Award</b>			
Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2 <sup>nd</sup> Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted: September 18, 2018		Date Resubmitted	
Submitted By: <b>Judiciary &amp; Law Enforcement Committee &amp; Finance/Administration Committee</b>			

Respectfully Submitted,  
JUDICIARY AND LAW ENFORCEMENT COMMITTEE

	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
Supervisor Boyd Frederick, Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Jeff Wamboldt, Vice Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor David Celebre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Monica Yuhas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Zach Rodriguez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINANCE/ADMINISTRATION COMMITTEE

	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
Supervisor Terry Rose, Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Ron Frederick, Vice Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Jeffrey Gentz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Michael Goebel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Edward Kubicki	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor John O'Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Jeff Wamboldt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**KENOSHA COUNTY EXPENSE/REVENUE BUDGET MODIFICATION FORM**

DEPT/DIVISION:

**2018 Emergency Management**

DOCUMENT # _____	G/L DATE _____
BATCH # _____	ENTRY DATE _____

PURPOSE OF BUDGET MODIFICATION (REQUIRED):

To modify Sheriff Patrol/Emergency Management 2018 budget to recognize grant funding from Wisconsin Emergency Management DMA for the Kenosha County Crowd Control Initiative new member Basic Grenadier Operator, Basic Less-Lethal Operator, and Crowd Control Training.

(1) MAIN ACCOUNT DESCRIPTION EXPENSES	(2)					BUDGET CHANGE REQUESTED		(5) ADOPTED BUDGET	(6) CURRENT BUDGET	(7) ACTUAL EXPENSES	AFTER TRANSFER	
	FUND	DIVISION	SUB-DIVISION	MAIN ACCT	SUB-PROJECT	(3) EXPENSE INCREASE (+)	(4) EXPENSE DECREASE (-)				(8) REVISED BUDGET	(9) EXPENSE BAL AVAIL
Grant Payment Programs	100	210	2130	571580	003325	1,760		82,400	123,400	82,142	125,160	43,018
EXPENSE TOTALS						1,760	0	82,400	123,400	82,142	125,160	43,018

REVENUES	FUND	DIVISION	SUB-DIVISION	MAIN ACCT	SUB-PROJECT	REVENUE DECREASE (+)	REVENUE INCREASE (-)	ADOPTED BUDGET	CURRENT BUDGET	REVISED BUDGET
WI DMA-HS Program	100	210	2130	442605			(1,760)	(82,400)	(123,400)	(125,160)
REVENUE TOTALS						0	(1,760)	(82,400)	(123,400)	(125,160)

COLUMN TOTALS (EXP TOTAL + REV TOTAL)

1,760 (1,760)

PREPARED BY: Andrea McKnight

DIVISION HEAD: [Signature]

DATE: 08/22/2018

DEPARTMENT HEAD: [Signature] DATE: 8-22-18

FINANCE DIRECTOR: [Signature]  
(required)

DATE: 8/27/18

COUNTY EXECUTIVE: [Signature] DATE: 8/29/18

Please fill in all columns:

- (1) & (2) Main Account information as required
- (3) & (4) Budget change requested
- (5) Original budget as adopted by the board
- (6) Current budget (original budget w/past mods.)
- (7) Actual expenses to date
- (8) Budget after requested modifications
- (9) Balance available after transfer (col 8 - col 7)

SEE BACK OF FORM FOR REQUIRED LEVELS OF APPROVAL FOR BUDGET MODIFICATION.

**WISCONSIN EMERGENCY MANAGEMENT**

Applicant Hereby Applies to WEM for Financial

Support for the Within-Described Project:

**SUBGRANT #: 11223**
**WEM USE ONLY:**

Receipt Date	Award Date	Subgrant Number(s)
8/6/2018		-- 11223

**SHORT TITLE:** Kenosha County Crowd Control Initiative Training

<b>1. Type of Funds for which you are applying.</b>	Mobile Field Force (St. 465.312 MFF) Mobile Field Forces –Training (2018-19)		
<b>2. Applicant</b>	<b>Name Of Applicant:</b> Kenosha County Sheriff's Department		<b>County:</b> Kenosha
	<b>Street Address Line 1:</b> 1000 55th Street		
	<b>Address Line 2:</b>		<b>Address Line 3:</b>
	<b>City:</b> Kenosha		<b>State:</b> WI <b>Zip:</b> 53140-3794
<b>3. Recipient Agencies</b>	Kenosha County Sheriff's Department		
<b>4. Signatory</b>	<b>Name:</b> Sheriff David G. Beth		<b>Title:</b> Sheriff
			<b>Agency:</b> Kenosha County
	<b>Street Address:</b> 1010 56th Street		
	<b>Address Line 2:</b>		<b>Addr Line 3:</b>
	<b>City:</b> Kenosha		<b>State:</b> WI <b>Zip:</b> 53140-3707
	<b>Phone:</b> 262-605-5101 <b>Fax:</b> 262-653-6903	<b>Email:</b> david.beth@kenoshacounty.org	
<b>5. Financial Officer</b>	<b>Name:</b> Mrs Nancy Otis		<b>Title:</b> Fiscal Services Manager
			<b>Agency:</b> Kenosha County Sheriff's Department
	<b>Street Address:</b> 1000 55th Street		
	<b>Address Line 2:</b>		<b>Addr Line 3:</b>
	<b>City:</b> Kenosha		<b>State:</b> WI <b>Zip:</b> 53140-3794
	<b>Phone:</b> 262-605-5178 <b>Fax:</b>	<b>Email:</b> Nancy.Otis@kenoshacounty.org	
<b>6. Project Director</b>	<b>Name:</b> Sgt Raymond A Merlin		<b>Title:</b> Crowd Control Supervisor
			<b>Agency:</b> Kenosha County Sheriff's Department
	<b>Street Address:</b> 1000 55th Street		
	<b>Address Line 2:</b>		<b>Addr Line 3:</b>
	<b>City:</b> Kenosha		<b>State:</b> WI <b>Zip:</b> 53140-3794
	<b>Phone:</b> 262-605-5100 <b>Fax:</b>	<b>Email:</b> raymond.merlin@kenoshacounty.org	
<b>7. Brief Summary of Project</b>  (Do Not Exceed Space Provided)	<b>Short Title</b> (may not exceed 50 characters) Kenosha County Crowd Control Initiative Training  Crowd Control Training: Provide law enforcement (LE) with instruction in protest types and actions, legal considerations, responsibilities of mobile field force teams, and crowd-control methods. Hands-on activities that allow responders to practice all of the learned skills in a realistic context. Use of crowd control equipment and assigned protective mask. Basic Grenadier Operator Training: Learn the primary responsibility of the Grenadier. Basic Less- Lethal Operator Training: Learn the primary responsibility of the Less- Lethal Operator.		

8. SubGrant Budget

Categories	Sources	
	State	Category Total
Travel (Including Training)	283.62	283.62
Supplies & Operating Expenses	0.00	0.00
Consultants/Contractual	1,476.00	1,476.00
Source Total	1,759.62	1,759.62

9. Project Start Date: 9/1/2018

Project End Date: 3/31/2019

10. Budget Details:

Master Budgets:

By Recipient Agency	Year 1	Total
Kenosha County Sheriff's Department	1,759.62	1,759.62
<b>Total:</b>	1,759.62	1,759.62

Allocation/Recipient Agency: Kenosha County Sheriff's Department

Category:	Year 1	Total
Travel (Including Training)	283.62	283.62
Consultants/Contractual	1,476.00	1,476.00
<b>Total:</b>	1,759.62	1,759.62

11. Budget Details:

Master Budgets:

Line Item Details for Kenosha County Sheriff's Department

**YEAR 1**

**TRAVEL (INCLUDING TRAINING)**

Justification: For one Instructor to travel and conduct training, residences in Oshkosh.

**COST**

**Purpose of Travel** Crowd Control Training Instructor  
**Location** Kenosha  
**Item** Meals  
**Description of your computation:** Meals for one instructor for the two days of training

Source: State 68.00

**Purpose of Travel** Crowd Control Training Instructor  
**Location** Oshkosh to Kenosha  
**Item** Travel  
**Description of your computation:** Travel Mileage for one that residence in Oshkosh, Instructor Travel from Oshkosh to Kenosha.

Source: State 133.62

**Purpose of Travel** Crowd Control Training One Instructor Lodging  
**Location** Kenosha  
**Item** Lodging  
**Description of your computation:** Cost for Lodging for one instructor coming from Oshkosh.

Source: State 82.00

Travel (Including Training)

Year 1 Total:

283.62

**CONSULTANTS/CONTRACTUAL - CONSULTANT****Justification:****COST**

<b>Name / Position</b>	Gateway Technical College
<b>Service Provided</b>	Crowd Control Training for the LE Officer
<b>Description of your computation:</b>	Instructor Costs. Two Instructors for the Sixteen hours of training \$43.00 per hour for each instructor. Instructors will be James Weidner, James Jewell.

Source: State 1,376.00

**Consultants/Contractual - Consultant****Year 1 Total:****1,376.00****CONSULTANTS/CONTRACTUAL - PRODUCT/SERVICE****Justification:****COST**

<b>Consultant Item</b>	Gateway Technical College
	Crowd Control Printing of Manuals
<b>Description of your computation:</b>	Printing of manuals and power points for the officers for training black and white copies.

Source: State 100.00

**Consultants/Contractual - Product/Service****Year 1 Total:****100.00****YEAR 1 TOTAL: 1,759.62**



## A EVIDENCE OF NEED

Describe the problem or issue that this grant will serve to solve or diminish. Make sure you include the following:

- Will this grant fund regional training and include Wisconsin National Guard members?
- What would receiving this award accomplish?
- What negative impacts would occur if you were not awarded this grant?
- Is this grant required for a new start up team?

Please include any additional information you did not include in the brief description section.

### RESPONSE:

#### **This Grant will help in:**

**Crowd Control Training:** Provide law enforcement (LE) with instruction in protest types and actions, legal considerations, responsibilities of mobile field force teams, and crowd-control methods. Hands-on activities that allow responders to practice all of the learned skills in a realistic context.

Use of crowd control equipment and assigned protective mask.

**Basic Grenadier Operator Training:** Learn the primary responsibility of the Grenadier.

**Basic Less- Lethal Operator Training:** Learn the primary responsibility of the Less- Lethal Operator.

The Grant will help cover cost of training new officers, and will cover any officers or National Guard members in the Region and State.

Without the Grant new officers will not be able to be trained.

### EVIDENCE OF NEED - RELATED ATTACHMENTS:

#### **File Name**

#### **File Description**

## B REQUIRED ATTACHMENTS

To attach a document to your Egrants application you must type "See Attached" in the text box to enable the document attachment tool.

1. Signed Agreements –
  - i. Please print out agreement found at the end of the Grant Announcement document located under the Application Summary screen.
  - ii. Fill in Agency Name and name of signing official which will be the highest ranking official of your agency.
  - iii. Obtain appropriate signature and date.
  - iv. Scan in the document and attach under this section of the application.
2. Signed Assurances –
  - i. Please print the Assurances document found at the end of the Grant Announcement document located under the Application Summary screen.
  - ii. Initial on the bottom as indicated.
  - iii. Attach a scanned copy of the document under this section of the application.

### RESPONSE:

Good morning, I am Sgt. Raymond A. Merlin the Project Manager. Attached is the needed document, please let me know if anything was missed or if more information is needed. Thank you, Ray

### REQUIRED ATTACHMENTS - RELATED ATTACHMENTS:

<u>File Name</u>	<u>File Description</u>
✓ 2018 Assurance WEM Mobile Field Forces_Training Grant Program_Kenosha County.pdf	Assurances Document Executed
✓ MFF Training - Grant Announcement 2018 updated 07 23 2018 Signed by Sheriff Beth.pdf	Signed Training Grant Sheriff Beth

### 13. Performance Measures:

#### Subgrantee Added:

<u>Measure Title</u>	<u>Measure Type</u>	<u>Target</u>	<u>Target Type</u>	<u>Description</u>
Crowd Control Initiative Training	Outcome	28.00	Unit Count	Training up to 28 new officer from the region and State in Basic Crowd Control Training.

#### Required:

<u>Measure Title</u>	<u>Measure Type</u>	<u>Target</u>	<u>Target Type</u>	<u>Description</u>
Number of Persons Trained	Process	28.00	Unit Count	Indicate the number of persons successfully completing the training session.
Number of Training Sessions Conducted	Process	2.00	Unit Count	Indicate number of training sessions conducted.

### 14. Approval Checklist:

- A. Have you, the grant recipient, had any discrimination findings after a due process hearing on the basis of race, color, religion, national origin or sex within the last 5 years?
- ☐ Yes

☒ No

- B. If yes, have the discrimination findings been reported to the Office of Civil Rights as required for all recipients of Federal funds? (see <http://www.ojp.usdoj.gov/ocr/>). If no, a copy should be forwarded to: Wisconsin Department of Military Affairs, Attn: EEOP, 2400 Wright Street, PO Box 7865, Madison, WI 53707-7865

☐ Yes

☒ No

☐ N/A

- C. Do you have technical assistance needs regarding the financial process at WEM that you would like contacted about?

☐ Yes

☒ No

- D. Have you utilized the WEM Administrative Guide located on the WEM website? (<https://dma.wi.gov/DMA/wem/>)

☐ Yes

☒ No

- E. Would you like someone from WEM to contact you?

☐ Yes

☒ No

- F. Are you a state or local government agency; AND have 50 or more employees; AND applying for \$25,000 or more? If yes, you are required to prepare and implement an Equal Employment Opportunity Plan (EEOP) or Certification form (if applicable). A copy of your EEOP federal approval letter must be submitted to WEM. (More information may be found at <https://dma.wi.gov/DMA/wem/>, Grants, Grantee Civil Rights Information.)

☐ Yes

☒ No

☐ N/A

- G. Does this application apply for any of the following? a) Physical security enhancements (i.e., installation of fencing, cameras, TWIC readers, bollards, motion detection systems, x-ray machines, lighting, etc.) b) New installation/construction/renovation (i.e., emergency operations centers, docks, piers, security guard buildings, etc.) c) Renovations/upgrades/modifications to structures 50 years old or older, communication towers, related equipment, and equipment shelters, ground-disturbing activities (i.e., trenching, excavation, etc.), or d) Any activities that potentially involve ground disturbance. For more information, visit <https://www.fema.gov/environmental-planning-and-historic-preservation-program>. The program manager will follow up with you for more details if you answer yes.

☐ Yes

☒ No

☐ N/A

- H. If this application is \$25,000 or more, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive in the previous fiscal year (1) 80% or more of your annual gross revenues in US federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?; AND (2) \$25,000,000 or more in annual gross revenues from US federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

☐ Yes

☒ No

☐ N/A

- I. If you answered yes to the previous question, does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? If you answered no to the first part of this question; you must attach to this application the full names and compensation of the top 5 highly compensated individuals of your organization as required by The Federal Funding Accountability and Transparency Act (FFATA or Transparency Act).

☐ Yes

☒ No

☐ N/A

15. **Attachments:**

List of Attachments required for submission of this Application for funding:

**Section:** Required Attachments

<u>File Name</u>	<u>File Description</u>
✓ 2018 Assurance WEM Mobile Field Forces_Training Grant Program_Kenosha County.pdf	Assurances Document Executed
✓ MFF Training - Grant Announcement 2018 updated 07 23 2018 Signed by Sheriff Beth	Signed Training Grant Sheriff Beth

**GRANT AGREEMENT**  
**for the**  
**Mobile Field Forces - Training (2018-19)**

**Applicant:** Kenosha County Sheriff's Department

**Application** (due July 23, 2018):

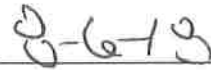
We understand that receipt of State grant funds under the Mobile Field Forces Grant are dependent upon successful completion and approval of an eligible Grant Application. We understand that failure to complete the work products and financial reports as agreed to and within the prescribed timeframes will result in the delay or loss of grant funds.

Name of Chief or Sheriff: Sheriff David G. Beth

Signature of Chief or Sheriff: \_\_\_\_\_



Date: \_\_\_\_\_



**Project Closeout**

We have prepared and reviewed the attached reimbursement request and are submitting it to Wisconsin Emergency Management for approval.

\_\_\_\_\_  
Chief of Police or Sheriff (Signature)

\_\_\_\_\_  
Date