



# Richland County LEPC

Local Emergency Planning Committee  
1027 North Jefferson Street  
Richland Center, WI 53581

Brandon Fetterly, Chairman

E-mail: brandon.fetterly@ithaca.k12.wi.us  
Phone: (608) 585-2512

John T. Heinen, Interim Director

E-mail: john.heinen@co.richland.wi.us  
Phone: (608) 647-8187

February 9<sup>th</sup>, 2024

Dear Richland Center Parks & Recreation Department,

On behalf of Richland County Emergency Management and all the area emergency response personnel, I would like to formally request a meeting room for the upcoming Wisconsin Emergency Management class: *“ICS-300 – Intermediate Incident Command System for Expanding Incidents”*. The Richland Center Community Center would be an ideal location for this class, given its 8 hour a day, 3-day-week schedule. Other venues in the city were unable to accommodate our request.

The course is scheduled to run from April 10<sup>th</sup> through April 12<sup>th</sup>, Wednesday, Thursday and Friday, 8:00 am to 4:30 pm each day. We have technology, but could use a projector. Per staff recommendations, the instructors can come in early the first day to make sure it's all working properly. I am anticipating around 25 students and 3 to 5 support staff. We'll need tables and chairs to accommodate. I'm still unclear about snacks and beverages; but, if there are vending machines, at least initially, they should be adequate. I can reconsider days two and three accordingly.

You can reach out to me at the contact details below for further clarification or any questions that you may have.

Best Regards,

**John T. Heinen**

**Interim EM Director / All Hazards Planner**

Richland County Dept. of Emergency Management  
1027 N. Jefferson St.  
Richland Center, WI 53581

PH#: (608) 647-8187

CL#: (608) 604-6972

FAX: (608) 647-7151