

## **Minutes of Winnebago County Public Safety Commission**

**Meeting date:** Mar 6, 2014

**Call to order:** A regular business meeting of the Winnebago County Public Safety Commission was held at the Winnebago County Court House in Forest City. The meeting convened at 4:02 p.m. Chairman Andy Buffington presiding and Jennifer Ackerman Secretary.

**Members in attendance:** Terry Durby – representing Winnebago County, Daniel Davis– representing Forest City, Troy Armstrong – representing Buffalo Center, Todd Hughes – representing Thompson, Carla Langfald – representing Scarville.

**Members not in attendance:** Lake Mills, Rake and Leland

**Approval of minutes/agendas:** Mr. Buffington requested a motion be made to approve the agendas and minutes of the last regular business meeting of the Commission on Feb 13, 2014. Mr. Davis made a motion, Mr. Durby offered a second. All voted aye, motion carried.

**Communications Budget Amendment:** Ms. Ackerman advised two line items in the current fiscal year 2013/2014 budget needed to be amended. Line item 0001-37-1040-000-44600 Radio Repair and Related Equip: \$0 to \$5,000. The reason for the amendment is for auditing purposes. At the Jan 21, 2013 meeting, the Commission approved \$10,000 to go into the Communications Infrastructure fund for fiscal year 2013/2014. The Auditor's office billed the cities for their portions separately. Auditor Karla Niederkofler advised Ms. Ackerman that the counties portion, \$5,000 needed to come out of the Communications budget into the fund. In the future the full amount approved for the Infrastructure fund will be budgeted in the above line item to eliminate the need for separate billing to the cities.

Line item 0001-37-1040-000-42400 Labor Relations: \$0 to \$1,600. After the budget was set the dispatchers unionized creating the need for a labor attorney. Mr. Buffington asked if there were any other questions about the budget amendment. There were none. Mr. Buffington asked if anyone would like to make a motion to approve the budget amendment. Mr. Armstrong made a motion, Mr. Hughes offered a second. All voted aye, motion carried.

**Dispatchers Union Contract:** Mr. Buffington advised the dispatchers had ratified the changes to the union contract. He explained the changes that were negotiated on Feb 18, 2014, to which Mr. Durby, Mr. Buffington, Ms. Ackerman and Labor Attorney Michael Galloway were present representing the interests of the Commission. Mr. Buffington explained the contract is for 3 years, sets a base wage at \$33,546 after the 3 training steps are met, each increasing the salary by \$1,000. It increases wages by 2.25% each year and gives a longevity increase as follows: 5 years - \$.10/hourly, 10 years - \$.15./hourly, 15 years - \$.20/hourly, 20 years - \$.25/hourly. It also states the employees will be reimbursed up to \$100 annually for approved uniform clothing as long as the employee provides the original receipts for reimbursement.

Mr. Buffington asked if there were any questions about the contract. There were none. Mr. Buffington requested a motion be made to accept the terms of the union contract. Mr. Davis made a motion, Mr. Armstrong offered a second. All voted aye, motion carried.

**Communications Budget 2014/2015:** Ms. Ackerman presented budget figures for fiscal year 2014/2015. Ms. Ackerman explained 3 line items had been added to more accurately track IT expenses. She also presented NGT's estimated costs for hardware, software and labor as requested at the last meeting. There was discussion on the Infrastructure fund. Ms. Ackerman advised the fund currently has \$20,000. Mr. Buffington advised the approximate cost of two repeater towers is \$28,000. Mr. Durby thought it best to again contribute \$10,000 to the fund and reexamine the contribution amount the following year. The full time salary line item was updated to reflect a 2.25% increase for all employees. Mr. Buffington reminded the Commission that management does not fall under the union contract so those wage increases would need to be determined by the Commission. Ms. Ackerman advised if they would consider a 3% raise it would increase the full time salary line item as presented by about \$300. Mr. Durby advised several of the elected officials received 3% raises, the sheriff received 4% and the supervisors received less. After discussion Ms. Langfald made a motion to increase the wages of both Director and Supervisor by 3%, Mr. Hughes offered a second, all voted aye motion carried. Mr. Buffington advised the line item for salaries would be changed to \$185,470. He asked if there were any other questions on the budget as presented. There were none. Mr. Buffington requested a motion be made to approve the budget for fiscal year 2014/2015. Mr. Hughes made a motion, Mr. Armstrong offered a second. All voted aye, motion carried.

**Communications Center Policy Update:** Mr. Buffington went over the updates to the Communications Center Policy. Minor changes were made to reflect the union contract, changes in wording due to changing software from ALIAS to Shieldware, and current practices on day to day activity such as how dispatchers call in. Mr. Buffington asked if there were any questions on the updates to the policy. There were none. Mr. Durby made a motion to accept the updates to the Communications Center Policy. Mr. Armstrong offered a second. All voted aye, motion carried.

**Communications Center Daily Operations Handbook Update:** Mr. Buffington advised again minor procedural changes were made to reflect current practices in the day to day operations. The major change in the handbook is the addition of the auto-launch program with guidelines for dispatch to send Mercy Air Med to certain types of medical emergencies. After discussing the changes Mr. Buffington asked if there were any questions about the procedural updates. There were none. Mr. Davis made a motion to accept the updates to the Communications Center Daily Operations Handbook. Mr. Hughes offered a second. All voted aye, motion carried.

**Other Business:** Mr. Buffington asked if there was any other business. There was none.

**Adjournment:** Mr. Durby made a motion to adjourn, Mr. Armstrong offered a second. Meeting adjourned at 5:10 p.m.

Jennifer Ackerman

1/22/2015

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**Secretary**  
**Winnebago County Public Safety Commission**

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**Date of Approval**