

Minutes of Winnebago County Public Safety Commission

Meeting date: Feb 16, 2017

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 4:45 p.m. Chairman Andy Buffington presiding and Jennifer Ackerman Secretary.

Members in attendance: Terry Durby – representing Winnebago County, Doug Jenson – representing Forest City, Nathan Ostrander - representing Lake Mills, Dan Swearingen – representing Thompson, Carla Langfald – representing Scarville, Phil Benn– representing Rake, Troy Armstrong – representing Buffalo Center.

Members not in attendance: Representative of Leland.

Others present: Jason Wubben, Brad Leckrone and Andy Flagge – Next Generation Technologies

Approval of minutes: Mr. Buffington requested a motion be made to approve the agendas and minutes of the last regular business meeting of the Commission on Feb 16, 2016. Mr. Durby made a motion, Mr. Armstrong offered a second. All voted aye, motion carried.

Election of Vice Chair: Mr. Buffington acknowledged that being the Communications Director he is also the Chairman of the Commission as per the Public Safety Commission By-Laws. Mr. Buffington asked if anyone would like to nominate someone as Vice Chair. Mr. Jenson nominated Mr. Durby. No other nominations were offered. Mr. Buffington asked for a motion to accept Mr. Durby by unanimous ballot as Vice Chair. Mr. Armstrong made a motion, Mr. Swearingen offered a second. All voted aye, motion carried. Mr. Durby is the Vice Chair.

Budget 2017-2018: Ms. Ackerman presented the proposed 2017-2018 budget and advised she and Mr. Buffington were requesting a 3.5% raise increase. Mr. Buffington advised the dispatchers negotiated at 2.25% raise increase and the 2 year union contract had been signed. Mr. Ostrander advised he was concerned giving management a higher raise than union employees could cause problems at the next union negotiation. Mr. Durby advised 2.25% would be similar to what others in the county are receiving. Everyone agreed a 2.25% increase is fair. Ms. Ackerman advised the \$10,000 budgeted in Radio Repair & Related Equipment is what is being put into an emergency infrastructure fund should a catastrophic event happen there would be money immediately available to continue operations. The fund should have \$50,000 by the end of the fiscal year. Mr. Buffington asked if there was no further discussion on the budget for a motion to approve the budget presented with the change to salaries and subsequently to FICA and IPERS. Mr. Ostrander made a motion, Mr. Jenson offered a second. All voted aye, motion carried.

IT: Mr. Buffington advised the Sheriff's Department will now be using Next Generation Technologies (NGT) as their primary IT vendor instead of the Eric Guth the County IT Director. NGT is the Public Safety Commissions IT vendor and Mr. Guth's delineation of responsibility has been an on-going source of confusion for several years. Mr. Buffington advised Mr. Guth had spent about \$47,000 of the Commissions funds towards a server he believed would be used by the Commission, this is however not the case and it has created a credit for the Commission with the County. Mr. Leckrone advised NGT will be building a new server as the current server is

at end of life. He advised there would be approximately \$1500 in monthly licensing fees. Mr. Buffington recommends the Commission provide patch management, anti-virus and document storage to the public safety entities that connect to the server. He suggested video not be stored on the server. Mr. Leckrone advised the Commission will also need to decide how many mailboxes they will provide; if there will be a cap on the number.

Relocation Expenditures/Timeline: Mr. Buffington advised we don't have an estimate on expenditures to relocate yet. He advised he has a \$28,000 communications shelter he purchased from Electronic Engineering for \$1,000 that will need to be moved from Mason City by crane. He has contacted CR Holland Crane Service who will do the work but not knowing how long it will take them to move it he can only guess it will be around \$2,000. He advised he is not sure if footings will need to be poured to place the shelter on, he is scheduled to meet with Gene Swanson the following day to get an opinion. The communications shelter will be placed next to the radio tower where the inmate rec yard is now. The timeline is still unknown. Although the building could be complete in April, Jail Administrator Richard Caldwell advised Mr. Buffington he is waiting to hear from the state jail inspector on a staff study that could delay moving into the new facility several months, possibly as far out as September. Mr. Buffington advised although we want to move in as soon as possible, we don't want to move in before we are ready.

Consolidation with Hancock County: Mr. Buffington advised Hancock County has decided not to move forward with consolidation talks at this time. He would like to see it talked about again in a few years.

Operations Handbook Update: Mr. Buffington advised the handbook updates were presented at the last meeting and if anyone would like to see them again they are available. Because there was not a quorum at the last meeting the updates were not approved. He asked if there were no other questions about the update that a motion be made to approve the updates. Mr. Jenson made a motion, Mr. Ostrander offered a second. All voted aye, motion carried.

Other business: There was no other business.

Adjournment: Mr. Durby made a motion to adjourn, Mr. Jenson offered a second. All voted aye, meeting adjourned at 5:15 p.m.

Jennifer Ackerman

5/18/2017

Secretary
Winnebago County Public Safety Commission

Date of Approval