

Minutes of Winnebago County Public Safety Commission

Meeting date: May 18, 2017

Call to order: A regular business meeting of the Winnebago County Public Safety Commission was held at the Winnebago County Public Safety Center in Forest City. The meeting convened at 4:03 p.m. Chairman Andy Buffington presiding and Jennifer Ackerman Secretary.

Members in attendance: Terry Durby – representing Winnebago County, Nathan Ostrander - representing Lake Mills, Carla Langfald – representing Scarville, Louise Hagedorn– representing Rake, Troy Armstrong – representing Buffalo Center.

Members not in attendance: Representative of Forest City, Thompson and Leland.

Others present: Brad Leckrone and Jason Wubben – Next Generation Technologies (NGT)

Approval of minutes: Mr. Buffington requested a motion be made to approve the agenda and minutes of the last regular business meeting of the Commission on Feb 16, 2017. Mr. Ostrander made a motion, Ms. Hagedorn offered a second. All voted aye, motion carried.

IT – Security Policy: Mr. Buffington confirmed everyone received a copy of the Winnebago County Public Safety Commission Information Security Policy which outlines what the Commission will provide for technology services along with security measures to protect the server and data. Mr. Leckrone advised one of the items the Commission had previously decided not to provide was video data storage but the sheriff's department and the police departments do not have a network to put the storage on. He advised a possible solution would be for the Commission to purchase a separate piece of equipment and lease storage to them. After some discussion about the policy Mr. Ostrander and Mr. Durby advised they felt the Commission should move ahead with approving the Information Security Policy. Mr. Buffington advised it would take some time to implement the policy and if we find any changes that need to be made we can do that at future meetings and asked for a motion. Mr. Durby made a motion, Mr. Ostrander offered a second. All voted aye, motion carried.

IT – NGT Contract: Mr. Leckrone presented four documents for discussion

- 1- NGT's Contract for Hardware and Information Technology Services which outlines the agreement between NGT and the Commission for services.
- 2- Schedule A – Agreement to Contract for System Management and Monitoring Services, which details the monthly costs \$441 for Monitory and Security Package and \$1,500 for Onsite and Remote Support.
- 3- Schedule B – Agreement to Contract for Data Backup and Monitoring Services, which details the monthly cost \$619 for backup services.
- 4- Agreement to Contract for Infrastructure Move to New Public Safety Center, total estimate \$89,796 (excluding monthly costs for licensing based on user counts).

Ms. Ackerman advised the current budget will be able to handle the monthly bills for this fiscal year, next year's budget may not, there may need to be a budget amendment. Mr. Buffington reminded the Commission the County IT Department had spent approximately \$47,000 of the Commission funds to purchase equipment, most of which was later found to not fit into the new building project. Mr. Leckrone advised they are using some of the switches that were purchased and advised the County owes the Commission approximately \$41,000 towards the project.

Mr. Ostrander voiced concern about approving an estimate of the new project cost. Mr. Wubben advised the quote given is really close, should be within \$1,000 either way. Mr. Buffington asked if there were no other questions if someone would like to make a motion to approve all 4 items. Mr. Armstrong made a motion, Mr. Ostrander offered a second. All voted aye, motion carried.

Relocation Expenditures/Timeline: Mr. Buffington advised the jail will be ready to be moved into June 19th; however, there is concern about moving dispatch at current jail staffing levels. The jail now is operating with two full time staff and a part time jail administrator, leaving the dispatchers to oversee jail checks for a majority of the day. In the new facility new arrestees will be placed in holding cells which are two closed doors away from the dispatch center, meaning the dispatchers when tasked with overseeing the jail will not be able to hear what is going on in dispatch while they are doing jail checks. Mrs. Ackerman advised her concern was not only with not being able to hear if 911 is ringing but also with the dispatcher being the only person who is in the building leaving the control room and getting locked out of dispatch. Mr. Buffington advised the Board of Supervisors has approved the hire of three new jailers July 1st which will alleviate some of the jail staff problem. Mr. Buffington advised there will be more costs involved with moving equipment, but did not have hard numbers yet, could be \$10,000-\$20,000.

Other business: There was no other business.

Adjournment: Mr. Ostrander made a motion to adjourn, Mrs. Hagedorn offered a second. All voted aye, meeting adjourned at 5:08 p.m.

Jennifer Ackerman

July 24, 2017

Secretary
Winnebago County Public Safety Commission

Date of Approval