

Minutes of Winnebago County Public Safety Commission

Meeting date: July 26, 2018

Call to order: A regular business meeting of the Winnebago County Public Safety Commission was held at the Public Safety Center in Forest City. The meeting convened at 4:23 p.m. Vice Chairman Terry Durby presiding and Jennifer Ackerman Secretary.

Members in attendance: Terry Durby – representing Winnebago County, Candy Hanna - representing Lake Mills, Carla Langfald – representing Scarville, Dan Swearingen– representing Thompson, Matt Holmquist – representing Buffalo Center and Phil Benn – representing Rake

Members not in attendance: Representatives of Forest City and Leland

Approval of minutes: Mr. Durby requested a motion be made to approve the agenda and minutes of the last regular business meeting of the Commission on Jan 25, 2018. Ms. Hanna made a motion, Mr. Benn offered a second. All voted yea, motion carried.

Procedure Handbook Updates: Mr. Durby verified everyone had received a copy of the dispatch Procedure Handbook updates. Ms. Ackerman advised there were a lot of updates because the move to the new building caused changes in daily operations. There were several other minor wording updates, adding plain language to the 10-codes listed, etc. Mr. Durby asked if there were any questions or further discussion on the updates. There were none. Mr. Durby advised he would entertain a motion to approve the updates to the procedure handbook as presented. Mr. Swearingen made a motion, Ms. Hanna offered a second. All voted yea, motion carried.

IT Update: Brad Leckrone with Next Generation Technologies (NGT) advised the new server has been implemented and that the next phase in the upcoming years would be to purchase another server to not only to replace the current server but also to use as a redundant server in the event the main server would go down. This would prevent loss of down time. Mr. Durby suggested applying for grants to help pay for a new server. Grant suggestions included the Worth County Development Grant, Hanson Foundation, Winnebago Industries and Winnebago County Foundations. Ms. Ackerman advised when the time came she would investigate grant opportunities.

Information Security Policy: Ms. Ackerman advised when the Winnebago County Public Safety Commission Information Security Policy was implemented last year it stated agency email would not be accessible on personal devices (tablets, cell phones, etc.). Since the implementation of the security policy it has come to light it is beneficial for some personnel to have access to agency email on personal devices. The security policy update includes allowing personal devices access to their agency email with a signed waiver by the employee. The waiver includes allowing proper encryption and passcode protection as per CJIS Security requirements; further the employee will not hold the agency responsible for any loss of data in the event having agency email on their device caused such a loss. Mr. Durby asked if there was any further discussion on the update to the Security Policy, there was none. He asked if anyone would like to make a motion to approve this update to the Security Policy. Mr. Benn made a motion, Mr. Swearingen offered a second. All voted yea, motion carried.

Memorandum of Agreement with the Sheriff: The agreement that was implemented between the Sheriff's Department and the Public Safety Commission was in force from Aug 1, 2017 to July 31, 2018. Sheriff Peterson advised the agreement has been working out. Ms. Ackerman agreed and advised the only change made to the document were the dates to be in force from Aug 1, 2018 to July 31, 2019. No further discussion. Mr. Durby asked if anyone would like to make a motion to approve the memorandum of agreement. Ms. Hanna made a motion, Ms. Langfald offered a second. All voted yea, motion carried.

Other Business: Ms. Ackerman advised the current dispatchers union contract is in force until July 31, 2019, so there will be union negotiations this fall. Mr. Durby asked if anyone would be interested in being present for the union negotiations. No one offered.

Adjournment: Mr. Swearingen a motion to adjourn, Mr. Benn offered a second. All voted aye, meeting adjourned at 4:51 p.m.

Jennifer Ackerman

Mar 7, 2019

Secretary

Date of Approval

Winnebago County Public Safety Commission