

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

**Meeting date:** Dec 10, 2013

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

**Members in attendance:** Warren Wubben – representing Winnebago County, Dan Davis– representing Forest City, Troy Armstrong – representing Buffalo Center, Diane Adams – representing Thompson, Sue Urbatsch – representing Leland, Andy Buffington and Jennifer Ackerman – representing Winnebago County Communications Center.

**Members not in attendance:** Representatives of Lake Mills, Rake, Scarville

**Approval of minutes:** Mr. Buffington requested a motion be made to approve the minutes of the last regular business meeting of the Commission on June 27, 2013. Mr. Armstrong made a motion, Mr. Davis offered a second. All voted aye, motion carried.

**Teamsters Union Dispatchers Contract Proposal:** Teamsters Union Representative Artie Jones presented the dispatchers union contract proposal. He advised the commission that he makes contact with the dispatchers and asks what they would like in the contract and based off of that he comes up with a proposal. Mr. Buffington advised the commission he has been in contact with Attorney Michael Galloway to represent them during the contract negotiations again as he did for the current contract. Mr. Jones has forwarded dates in January he would be available to meet for negotiations and is waiting to hear back from him. Mr. Buffington asked the commission if anyone would be interested in sitting in on the negotiations. As no one showed interest, Mr. Davis suggested Mr. Buffington and Ms. Ackerman represent the commission during the negotiations. Mr. Buffington expressed concern about being in the role of negotiator as he is not an elected official. Mr. Davis requested Mr. Buffington and Ms. Ackerman come up with comparable figures to forward to the commission who would then make suggestions on what they would like to see negotiated. Mr. Jones reminded the commission that after the negotiations both sides vote on the contract so if the commission was not satisfied with what Mr. Buffington and Ms. Ackerman had negotiated they could vote it down.

**Budget for Sympathy Gifts/Funeral Flowers:** After the unfortunate passing of mayor Robert Johnson there was a question if the commission could send flowers. Ms. Ackerman asked if the commission could have a line item or budget for such things. Mr. Buffington questioned the legality of using tax dollars for such items. Mr. Davis advised the city of Forest City employees contribute personal funds for such occasions. Mr. Buffington advised he would look into the legality of using general funds for bereavement gifts.

**IT for Communications:** Brian Blodgett and Jason Wubben from Next Generation Technologies (NGT) presented information technology options and plans for communications. Mr. Blodgett presented a Business Continuity & Disaster Recovery Plan. He advised should a disaster strike the server, operational down time is 48 hours. He also presented an Information Technology Risk Assessment

showing the strengths and weaknesses of the Communications computer network. He then presented a Technology Plan for Communications which summarized the highest risk factors, outlined solutions and estimated cost. Mr. Blodgett emphasized the need for Anti-virus software on the server which cost approximately \$1500, the need to upgrade the Cisco firewall at approximately \$3,000 which would protect the system for a year, after that the maintenance fee would be less. Other items of concern being: lack of redundancy in server infrastructure, open server permissions for some files/shares and non-server stored data, and lack of encryption on devices. Ms. Ackerman asked what was more critical between the anti-virus and firewall. Mr. Blodgett advised the anti-virus is more critical. After discussion it was agreed to move forward as soon as possible on anti-virus software. Ms. Ackerman advised the communications budget is already over-budget on IT and will need to budget for the firewall in the next fiscal year. Mr. Buffington advised the commission the Net Motion mobile software was installed on the server and paid for by the commission as agreed upon in a previous meeting. The licensing and maintenance fees are being paid for by the agencies using the software for mobile computers.

**LEC Building Update:** Mr. Wubben advised the board of supervisors has agreed upon a dollar amount to offer for property in the southeast corner of Acorn Dr in Forest City to build a new Law Enforcement Center. Mr. Buffington advised the architect has a first draft of building plans. The first draft did not have a designated area for the server and radio equipment but could possibly be put in the storage area above dispatch. Mr. Blodgett advised he would like to be involved with the engineering planning once it gets to that stage.

**Communications Budget:** Ms. Ackerman presented a preliminary budget for Communications. She advised of a couple of changes being made to the budget from the current year. The Data Processing line item for IT for current fiscal year 2013/2014 had been moved over to the County IT budget because the county had hired Eric Guth as the full time county IT personnel. Because the commission has opted to continue using NGT for IT and for billing purposes the Data Processing line item will be returned to the communications budget line item. The other change is in line item Repair Radio & Related Equipment. This line item will now be used to fund the Communications Capital Improvement fund for auditing and billing purposes. Ms. Ackerman advised the budget as presented, an approximately \$34,000 increase, is preliminary as the salaries depend on the union contract among other things. The salary figure estimate was based on a 2.5% wage increase. This budget did not include \$13,000 to replace the Forest City Repeater Tower which could possibly be funded out of the Capital Improvement fund or the E911 budget. Mr. Buffington asked if there were any questions on the budget. There were none.

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

**Adjournment:** Mr. Davis made a motion to adjourn, Mr. Armstrong offered a second. Meeting adjourned at 5:04 p.m.

Jennifer Ackerman

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

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**Date of Approval**