

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

**Meeting date:** Jan 25, 2018

**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 4:16 p.m. Chairman Andy Buffington presiding and Jennifer Ackerman Secretary.

**Members in attendance:** Mike Stensrud – representing Winnebago County, Thomas Montgomery – representing Forest City, Candy Hanna - representing Lake Mills, Dan Swearingen – representing Thompson, Carla Langfald – representing Scarville, Rick Hofbauer – representing Buffalo Center.

**Members not in attendance:** Representative of Leland and Rake.

**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 Nov 9, 2017. Ms. Hanna made a motion, Mr. Swearingen 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. There was discussion about keeping the Vice Chair the same, Terry Durby. No other nominations were offered. Mr. Buffington asked for a motion to accept Mr. Durby by unanimous ballot as Vice Chair. Mr. Swearingen made a motion, Mr. Hofbauer offered a second. All voted aye, motion carried. Mr. Durby is the Vice Chair.

**Proposed Future Budget Amendment:** Ms. Ackerman advised at the last meeting there was discussion about amending the current budget to spend money that had been set aside in the Capital Infrastructure Fund to pay for expenses with the relocation of the dispatch center to the new Public Safety Center. She advised there are also bills coming in from IT expenses that had not been budgeted for but were approved by the Commission last spring. Ms. Ackerman advised if the Commission would like to approve the proposed future budget amendment at this meeting the public notice would be published with the amendment notice the county will be publishing later this fiscal year. The proposal is to increase line item 37-0060-37-1040-000-81500 CAPITAL PROJECTS from \$0 to \$45,533. This money would not come from the general fund or be billed to the cities, it would come from the Infrastructure Fund the county and cities have been contributing to annually for future projects which currently sits at \$57,500. Mr. Hofbauer made a motion to approve the future budget amendment, Mr. Montgomery offered a second. All voted aye, motion carried.

**Resolution IT Fund:** Mr. Buffington presented a proposed resolution to begin saving for future IT projects such as a new server. He advised it would be similar to the one already in place for Communications Equipment. He advised the current server is brand new and cost around \$41,000, in 5 to 10 years it will need to be replaced and NGT estimated \$60,000. Mr. Hofbauer asked where the money would come from. Mr. Buffington advised it would be billed to the cities and come out of the county's general fund with the same formula used for the Communications budget. Mr. Buffington advised it may be worth looking into the legality of using 911 funds for a portion of the server. Ms. Ackerman advised she would look into that. Mr. Hofbauer advised it would be better for the cities to spend less over time than one large amount all at once. Mr.

Stensrud agreed that getting caught without the money in the budget to pay for necessities isn't good. Mr. Buffington asked if anyone wanted to make a motion to adopt the resolution. Ms. Langfald made a motion, Ms. Hanna offered a second. All voted aye, motion carried.

**Budget 2018-2019:** Ms. Ackerman presented the 2018-2019 budget proposal. She advised the salaries portion reflected a 2.25% increase that was already approved for the dispatchers as part of their union contract. She advised Mr. Buffington and herself are requesting the same 2.25% raise and the budget proposal reflects that. Ms. Ackerman also advised the General Supplemental Fund line item of \$11,000 reflects the county's portion of \$5,000 to go to the Capital Infrastructure Fund and \$6,000 to the IT Systems Fund. For book keeping the auditor's office moves the counties portion out of this line item and bills the cities separately for their portion. Mr. Montgomery asked why the training budget was \$0. Ms. Ackerman advised the money for training dispatchers is budgeted in the 911 budget. Mr. Buffington asked if there were any other questions about the budget, when there were none he said he would entertain a motion to approve the budget. Mr. Hofbauer made a motion, Mr. Montgomery offered a second. All voted aye, motion carried.

**Other business:** Ms. Ackerman advised one of the full-time dispatchers resigned and took a full-time position with Hancock County dispatch because it was closer to home for him. The part time dispatcher took the full-time position and there is currently a part time position open.

**Adjournment:** Mr. Swearingen made a motion to adjourn, Mr. Hofbauer offered a second. All voted aye, meeting adjourned at 4:44 p.m.

Jennifer Ackerman

July 26, 2018

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

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**Date of Approval**